



<b>Date and Time:</b>	<b>Public Utilities Commission Wednesday December 15, 2021 – 4:30 p.m.</b>	
<b>Location:</b>	<b>Via Zoom Conference</b>	
<b>Members Present:</b>	Mark Howson – Chair Dave Zuccato	Musa Onyuna Christian Provenzano – <i>joined meeting at 4:45 p.m.</i> Sandra Hollingsworth
<b>Staff Present:</b>	Rob Brewer, President & CEO Kelly McLellan, VP Finance & Corporate Support Claudio Stefano, Executive Lead, Operations & Engineering Mark Faught, Director, Finance Andrew Hallett,	Kevin Bell, VP Customer Engagement & Business Development Guillaume Vachon, VP, Operations & Engineering Robert Battisti, VP, Corporate Services Jairus Patterson, Communications Coordinator Trina Avery, Executive Assistant
<b>Guests:</b>	D. Helwig, Village Media	
<b>Absent:</b>		

**1.0 CALL TO ORDER**

M. Howson, Chair called the meeting to order at 4:30 p.m. C. Stefano introduced G. Vachon to the group.

**2.0 APPROVAL OF AGENDA**

On a **MOTION** moved by M. Onyuna, seconded by D. Zuccato, and carried,  
**The Board approved the agenda as presented.**

**3.0 CONFLICTS OF INTEREST**

No conflicts were declared.

**4.0 SAFETY MOMENT**

R. Brewer provided a safety moment regarding slips with the icy weather we are experiencing currently.

**5.0 OPEN SESSION MINUTES – October 28, 2021**

On a **MOTION** moved by M. Onyuna, seconded by D. Zuccato, and carried,  
**The Commission approved the open session minutes dated October 28, 2021.**

**6.0 BUSINESS AIRING FROM MINUTES**

None noted.

## 7.0 OPEN SESSION ITEMS

### 7.1 2022 Budget

K. McLellan reviewed the 2022 Budget

Highlighting:

- Customer Impacts
  - Committed to improving service quality in 2022.
  - MyPUC App
  - Focus on Communications
  - Green Button Initiative
  - Customer Satisfaction Surveys
- Employee Impacts
  - Employee Safety and Wellness
  - Succession Planning
  - Leadership Development
  - Digital Transformation – technology in the field
  - Engagement
  - Diversity, Equity & Inclusion
- Shareholder Impacts
  - Sustainability – creating long term value for our shareholder
  - Growth
  - Increasing Enterprise Value
  - PUC in the Community
  - Risk Mitigation
  - Tangible Returns to the City
- Budget Highlights
  - Revenue – at levels established per the 2019 financial plan
  - OM&A – inflationary impacts, shared services allocation, depreciation
  - PUC Customers amongst lowest rates in the province. \$
  - Capital Budget – PUC Projects \$6.5M; Customer Demand, City of SSM Projects
- Long-term Projections – M. Faught
  - These are living documents and models.
  - Consider needs of infrastructure, customer affordability and financial sustainability of the organization.
  - Water Financial Plan highlighted.
  - Long Term Projections Summary reviewed.

#### Questions/ Discussion

S. Hollingsworth commented noting that it is wonderful to see the PUC has budgeted 9 electric vehicles. Also mentioning the savings potential of \$3 million for our hospital (referencing the business development project CEMa). The Commission staff were also commended on serving as a community partner always looking at how to help others with cost savings in the community.

K. McLellan and M. Faught were commended for a very good presentation.

C. Provenzano voiced his support of the budget presentation.

On a **MOTION** moved by M. Onyuna, seconded by D. Zuccato, and carried,  
**The Public Utilities Commission of the City of Sault Ste. Marie approve the 2022 Budget of the Commission**

## **7.2 2022 Water Rates**

K. McLellan noted that by extension of the budget just approved, this By-Law identifies the rates for the 2022 year.

On a **MOTION** moved by D. Zuccato, seconded by S. Hollingsworth, and carried,  
**The Public Utilities Commission of the City of Sault Ste. Marie approved the 2022 Water Rates By-Law 417 – A By-Law to Establish New Water Rates for 2022.**

## **7.3 Vaccine – Motion of the Chair**

M. Howson provided commentary regarding the motion and noted that we are bringing this forward as our voice in support of this which coincides with other PUC Corporate Boards who have also done the same.

On a **MOTION** moved by M. Howson, seconded by S. Hollingsworth, and carried,  
**WHEREAS section 2(1) of O Reg 364/20 under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (the “Regulations”) states that the person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act*.**

**AND WHEREAS section 2(2) of the Regulation states that the person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations, and instructions of public health officials.**

**AND WHEREAS commencing in or around November 2021, the incidence of new COVID-19 cases in Algoma have rapidly risen, such that the local medical officer of health for the district of Algoma has publicly stated the risk of community transmission is the highest the district of Algoma has seen and among the highest in the province.**

**AND WHEREAS Algoma Public Health has strongly recommended local employers institute workplace vaccination policies to protect their employees and the public from COVID-19.**

**AND WHEREAS a new Variant of Concern (Omicron) has been isolated and cases are appearing in Ontario.**

**AND WHEREAS section 1(1) of the *Occupational Health and Safety Act* defines employer as a person who contracts for the services of one or more workers.**

**AND WHEREAS section 25(2)(h) of the *Occupational Health and Safety Act* requires an employer to take all reasonable steps to protect a worker.**

**AND WHEREAS the Public Utilities Commission (the “Company”) contracts for the services of workers to provide the essential services of water treatment and distribution to communities in the district of Algoma (the “Contracted Services”)**

**AND WHEREAS the Contracted Services are transitory, require workers to regularly move between job sites, and require workers to carry out the Contracted Services alongside other subcontractors and members of the public, including by attending the homes of customers.**

**AND WHEREAS due to the nature of the Contracted Services, social distancing is not always possible while carrying out the Contracted Services.**

**AND WHEREAS** an outbreak of COVID-19 risks the ability of the Company to provide essential services to the communities we serve.

**AND WHEREAS** the City of Sault Ste. Marie has incorporated a “COVID-19 Employee Vaccination Policy” applicable to its employees, contractors, and sub-contractors to be fully vaccinated and provide proof of full vaccination against COVID19 by December 8, 2021

**NOW THEREFORE**, the Public Utilities Commission shall require all employees, board members, volunteers, students, contractors, or sub-contractors of the Public Utilities Commission when working at any of the Company’s worksites, facilities or interacting in person with the Company’s customers, to be fully vaccinated against COVID-19 by December 31, 2021.

**The CEO of the Public Utilities Commission shall prepare a policy document to reflect this requirement, and shall communicate this policy to all employees, board members, volunteers, students, contractors, or sub-contractors of the Public Utilities Commission.**

#### **7.4 President’s Report**

R. Brewer reviewed the report for the Commission. Highlighting:

- Health and Safety
  - We have reached 1005 days of no lost time incidents.
- PUC Flu Shot Clinic
  - Held one day at the office.
- Provinces Energy Minister Visit
  - Discussed Smart Grid, SIPP, and the Shared Services Model
- PUC in the Community
  - Donations in the Community
  - Illuminate the Season with ARCH
  - Moonlight Magic
  - PUCApp Promotion
- Financial Summary
  - YTD Revenue - \$300,000 higher than budget
  - Expenses highlighted
  - Income – surplus of \$1.2M, will be directed to the 2022 capital budget
  - Capital Expenditures expected to be at budget
  - Cashflow Projections and Aged Accounts Receivable reviewed
  - Water Consumption Impact highlighted
- Covid Update
  - Return to office anticipated to be put on hold. Currently under review given what is going on in the community, provincially and nationally. Our staff have been successful working from home so there is no urgent need to bring them into the office.
  - Vaccinations within PUC have been very successful. 97% of staff. Hoping to have close to 100% by the end of the month. We are proud of and appreciative to our staff.

#### Questions/ Comments

None noted.

On a **MOTION** moved by M. Onyuna, seconded by S. Hollingsworth, and carried,  
**The Commission moved into Closed Session to discuss personnel matters.**

The Commission held an in-camera Closed Session at 5:25 p.m.

On a **MOTION** moved by D. Zuccato, seconded by M. Onyuna, and carried,  
**The Commission returned to Open Session at 5:35 p.m.**

#### **8.0 NEW BUSINESS**

None noted

#### **9.0 Next Meeting**

T. Avery will send out proposed dates for 2022. Commission members asked to provide any potential days they would have a conflict in the month.

#### **10.0 CLOSED SESSION WITHOUT STAFF**

Not required.

#### **11.0 ADJOURNMENT**

On a **MOTION** moved by D. Zuccato, seconded by M. Onyuna, and carried,  
**The meeting was adjourned at 5:37 p.m.**



**Chair**



**Secretary**