

**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)**

**Board Meeting Minutes**

**Wednesday, April 19, 2017**

Community Centre / County Hall, 401 Festival Lane  
2001 Sherwood Drive, Sherwood Park, Alberta

<b>1. CALL TO ORDER</b>		The Chair, Councillor Stew Hennig, called the meeting to order at 9:30 a.m.																		
<b>ATTENDANCE</b>		<table border="1"> <tr> <td>Councillor Stew Hennig</td> <td>City of Fort Saskatchewan</td> </tr> <tr> <td>Councillor Birgit Blizzard</td> <td>City of Fort Saskatchewan</td> </tr> <tr> <td>Councillor Ed Parsons</td> <td>Town of Gibbons</td> </tr> <tr> <td>Councillor Amber Harris</td> <td>Town of Gibbons</td> </tr> <tr> <td>Mayor Mel Smith</td> <td>Town of Redwater</td> </tr> <tr> <td>Councillor Ferd Caron</td> <td>Sturgeon County</td> </tr> <tr> <td>Councillor Vic Bidzinski</td> <td>Strathcona County</td> </tr> <tr> <td>Councillor David Hutton</td> <td>Town of Bon Accord</td> </tr> <tr> <td>Councillor Alex MacKenzie</td> <td>Town of Bon Accord</td> </tr> </table>	Councillor Stew Hennig	City of Fort Saskatchewan	Councillor Birgit Blizzard	City of Fort Saskatchewan	Councillor Ed Parsons	Town of Gibbons	Councillor Amber Harris	Town of Gibbons	Mayor Mel Smith	Town of Redwater	Councillor Ferd Caron	Sturgeon County	Councillor Vic Bidzinski	Strathcona County	Councillor David Hutton	Town of Bon Accord	Councillor Alex MacKenzie	Town of Bon Accord
Councillor Stew Hennig	City of Fort Saskatchewan																			
Councillor Birgit Blizzard	City of Fort Saskatchewan																			
Councillor Ed Parsons	Town of Gibbons																			
Councillor Amber Harris	Town of Gibbons																			
Mayor Mel Smith	Town of Redwater																			
Councillor Ferd Caron	Sturgeon County																			
Councillor Vic Bidzinski	Strathcona County																			
Councillor David Hutton	Town of Bon Accord																			
Councillor Alex MacKenzie	Town of Bon Accord																			
		<b>COMMISSION ADMINISTRATION</b> Lyle Clarke, Commission Manager Diana Bacon, Recording Secretary Bobby Kuruvilla, Former Commission Financial Staff																		
		<b>COMMISSION ENGINEER</b> Patrick Mastromatteo, Associated Engineering																		
<b>GUESTS</b>		Phil Dirks, Hawkings Epp Dumont LLP																		
<b>REGRETS</b>		Councillor Dody Kluttig (Town of Redwater), Councillor Patrick D. Tighe (Sturgeon County), Councillor Bonnie Riddell (Strathcona County)																		
<b>2. ADOPTION OF AGENDA</b>		<b>MOVED by Mel Smith</b> That the CRNWSC Board adopt the agenda for the April 19, 2017 meeting as presented. <b>CARRIED (2017.04.19.01)</b>																		
<b>3. APPROVAL of JANUARY 18, 2017 BOARD MEETING MINUTES</b>		<b>MOVED by Alex MacKenzie</b> That the CRNWSC Board approve the board meeting minutes of January 18, 2017 as presented. <b>CARRIED (2017.04.19.02)</b>																		
<b>4. HAWKINS EPP DUMONT LLP 2016 FINANCIAL AUDIT</b>		<p>On behalf of Hawkings Epp Dumont LLP, Phil Dirks presented the 2016 Financial Audit, and answered questions. Financial Audit report received and filed.</p> <p><b>MOVED by Vic Bidzinski</b> That the CRNWSC Board go in-camera to discuss the financial report at 9:50 a.m. <b>CARRIED (2017.04.19.03)</b></p> <p><b>MOVED by Alex MacKenzie</b> That the CRNWSC Board return from in-camera at 10:04 a.m. <b>CARRIED (2017.04.19.04)</b></p>																		

	<p><b>MOVED by Vic Bidzinski</b> That the CRNWSC Board accept the 2016 Financial Audit. <b>CARRIED (2017.04.19.05)</b></p>
<p><b>5. REPORTS</b> <b>a) Manager's Reports</b></p>	<p><b>MANAGER'S REPORTS</b> Commission Manager presented reports and recommendations:</p> <p><b>Sturgeon County Water Loss.</b> Report received and filed.</p> <p><b>MOVED BY Mel Smith</b> That CRNWSC refund Sturgeon County \$155,340.85. <b>CARRIED (2017.04.19.06)</b></p> <p><b>ii) Borrowing Bylaw 2017-001</b> Report received and filed.</p> <p>Bylaw 2017-01 authorizes the CNRWSC Board to incur indebtedness by the issue of a debenture up to the amount of \$1,742,000 for the purpose of constructing the East 400mm watermain.</p> <p><b>MOVED by Councillor David Hutton</b> That Council accept first reading of Bylaw 2017-01, the Borrowing Bylaw. <b>CARRIED (2017.04.19.07)</b></p> <p><b>MOVED by Councillor Amber Harris</b> That Council accept second reading of Bylaw 2017-01, the Borrowing Bylaw. <b>CARRIED (2017.04.19.08)</b></p> <p><b>MOVED by Councillor Vic Bidzinski</b> That third reading of Bylaw 2017-01 be given at this meeting. <b>CARRIED UNANIMOUSLY (2017.04.19.09)</b></p> <p><b>MOVED by Councillor Alex MacKenzie</b> That Council accept third reading and duly pass Bylaw 2017-01, the Borrowing Bylaw. <b>CARRIED (2017.04.19.10)</b></p> <p><b>iii) 2017 Capital Plan Amendment – Gibbons Waterline Break</b> Report received and filed.</p> <p><b>MOVED by Vic Bidzinski</b> That CRNWSC Board amend the 2017 Capital Budget in the amount of \$135,000 from the CRNWSC Capital Reserve to accommodate the costs of repair of the Gibbons water line break. <b>CARRIED (2017.04.19.11)</b></p> <p><b>iv) Information Report – Bremner Growth Node</b> Report received and filed.</p>

	<p><b>v) Establishment of a Board Development Reserve Fund</b> Report received and filed.</p> <p><b>MOVED BY Vic Bidzinski</b> That CRNWSC Board approve the formation of the CRNWSC Board Development Reserve Fund with a maximum of \$78,000 per year. <b>CARRIED (2017.04.19.12)</b></p> <p><b>MOVED BY Vic Bidzinski</b> That CRNWSC Board transfer \$24,000 from the 2017 Operating Budget and \$54,000 from the Rate Stabilization Reserve into the Board Development Reserve Fund for 2017. <b>CARRIED (2017.04.19.13)</b></p> <p><b>vi) Procedural Amendments to CRNWSC Board Development Policy</b> Report received and filed.</p> <p><b>MOVED BY Vic Bidzinski</b> That CRNWSC Board approve the revised CRNWSC Board Development Policy and with Procedure #12 to read, "In an election year, a Board member is not allowed to attend training without board approval." <b>CARRIED as amended (2017.04.19.14)</b></p> <p><b>vii) Chequing Account Banking Proposal (ATB &amp; RBC)</b></p> <p><b>MOVED BY Birgit Blizzard</b> That CRNWSC Board refer the review of financial services proposals to a committee, members Vic Bidzinski, Ferd Caron, and Stew Hennig, and report to the Board at the September meeting. <b>CARRIED (2017.04.19.15)</b></p> <p><b>vii) Update on Nu Edge Construction Claim</b></p> <p><b>MOVED BY Alex MacKenzie</b> That CRNWSC Board go in-camera at 11:27 a.m. <b>CARRIED (2017.04.19.16)</b></p> <p><b>MOVED BY Birgit Blizzard</b> That CRNWSC Board return from in-camera at 11:53 a.m. <b>CARRIED (2017.04.19.17)</b></p> <p><b>MOVED BY David Hutton</b> That CRNWSC Board offer a settlement of \$100,000 to Nu Edge Construction for a claim on CRNWSC Heartland Watermain Construction. <b>CARRIED (2017.04.19.18)</b></p>
--	---

b) Commission Engineer's Report	Commission Engineer reported on the projects completed, radio upgrade, electrical upgrade, and providing ongoing advice to the Commission.
c) Commission Operator's Report	2016 Annual O&M report Report received and filed.
6. NEXT MEETING DATE(S)	a) Capital Budget Meeting – <b>September 20, 2017</b> , 9:30am Location - Bon Accord, Alberta  b) November 2017 (Organizational & Budget Meeting) c) December 6, 2017 (tentative) Locations to be determined at the September meeting
7. ADJOURNMENT	There being no further business, the Chair declared the meeting adjourned at 12:00 p.m.

These minutes were approved this 20 day of September 2017.



CHAIRMAN



COMMISSION MANAGER