

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Meeting Minutes



Wednesday, September 7, 2016

Community Centre Meeting Room 2  
2001 Sherwood Drive, Sherwood Park, Alberta

<b>1. CALL TO ORDER</b>	Commission Chairman Stew Hennig called the meeting to order at 9:34 a.m.	
<b>ATTENDANCE</b>	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 Dody Kluttig (left at 12:27 p.m.)	Town of Redwater
	Councillor Ferd Caron	Sturgeon County Sturgeon County
	Councillor Vic Bidzinski (left at 12:26 p.m.) Councillor Bonnie Riddell	Strathcona County Strathcona County
	Mayor Randolph Boyd	Town of Bon Accord
	Councillor David Hutton	Town of Bon Accord
	<b>COMMISSION ADMINISTRATION</b> Lyle Clarke, Commission Manager Bobby Kuruvilla, Commission Finance Coordinator Darilynne Klarenbach, Recording Secretary	
	<b>COMMISSION CONSULTANT</b> Patrick Mastromatteo, Associated Engineering Alberta Ltd.	
	<b>PRESENTER</b> Jeffrey Yanew, Sturgeon County	
<b>REGRETS</b>	Councillor Jerry Kaup, Sturgeon County and Councillor Alex Mackenzie, Town of Bon Accord, were not present.	
<b>2. ADOPTION OF AGENDA</b>	<b>MOVED by Mel Smith</b> That the Board adopt the September 7, 2016 meeting agenda as presented. <b>CARRIED (2016.09.07.01)</b>	
<b>3. ADOPTION of April 28, 2016 BOARD MEETING MINUTES</b>	<b>MOVED by Vic Bidzinski</b> That the Board adopt the minutes of April 28, 2016 as presented. <b>CARRIED (2016.09.07.02)</b>	
<b>4. STURGEON COUNTY Variance Request for Pembina</b>	<ul style="list-style-type: none"> <li>Jeffrey Yanew of Sturgeon County made a presentation to the Board at the request of Pembina Pipeline. Pembina are seeking Sturgeon County's approval for a variance to the Engineering Standards around backflow prevention for their recent plant expansion to the process area and administration building. The variance request is for a double check valve for Pembina's administration building.</li> <li>The CRNWSC will respond to Pembina's request following their November Board meeting.</li> <li>Jeffrey Yanew left the meeting.</li> </ul>	

<p><b>5. COMMISSION ENGINEER REPORT</b> Patrick Mastromatteo</p> <p>a) Master Plan Presentation</p> <p>b) 2017 – 2021 Capital Plan</p>	<p><b>MOVED by Amber Harris</b> That the Master Plan Presentation and 2017 – 2021 Capital Plan report be received as information. <b>CARRIED (2016.09.07.03)</b></p>
<p><b>6. COMMISSION CHAIRMAN REPORT</b> Stew Hennig</p> <p>Strathcona County Termination / Assignment of Management Contract</p>	<p><b>MOVED by Vic Bidzinski</b> That the Board move In Camera at 10:50 a.m. <b>CARRIED (2016.09.07.04)</b></p> <p><b>MOVED by Dody Kluttig</b> That the Board revert back to Regular session at 12:07 p.m. <b>CARRIED (2016.09.07.05)</b></p>
<p><b>7. COMMISSION MANAGER REPORT</b> Lyle Clarke</p> <p>a) Three Readings to Repeal and Amend the Administrative Bylaw</p> <p>b) RWCG Inc. Corporation Director Designation Appointment</p>	<ul style="list-style-type: none"> <li>Under Definitions, delete #6 definition of “Board of Directors” as it is a duplicate definition to #5.</li> </ul> <p><b>MOVED by Birgit Blizzard</b> That the Board give first reading to Administrative Bylaw 2016-2, a bylaw to repeal and replace Administrative Bylaw 2006-01. <b>CARRIED (2016.09.07.06)</b></p> <p><b>MOVED by Ed Parsons</b> That the Board give second reading to Bylaw 2016-2. <b>CARRIED (2016.09.07.07)</b></p> <p><b>MOVED by Bonnie Riddell</b> That the Board unanimously agree to consider third reading of Bylaw 2016-2. <b>CARRIED (2016.09.07.08)</b></p> <p><b>MOVED by Mel Smith</b> That the Board give third reading to Bylaw 2016-2. <b>CARRIED (2016.09.07.09)</b></p> <p><b>MOVED by Mel Smith</b> That the Board approve the CRNWSC Commission Manager to act as the Regional Water Customer Group (RWCG) Inc. Corporation Director. <b>CARRIED (2016.09.07.10)</b></p>

<p>c) <b>Alta Link Water Line Relocation</b></p> <p>d) <b>Nu Edge Claim Status Update</b></p> <p>e) <b>Sturgeon County Road Closures Affecting Access to CRNWSC ROW</b></p>	<ul style="list-style-type: none"> <li>• The AltaLink newsletter dated July 2016 regarding relocation of a transmission line was presented as information. In future, a mitigate liability report will be presented to the CRNWSC Board for information.</li> <li>• The Nu Edge Construction Ltd. Claim on the Heartland Water Line Project was presented for information.</li> <li>• Deferred to next meeting.</li> </ul>
<p><b>8. COMMISSION TREASURER REPORT</b> <b>Bobby Kuruvilla</b></p> <p>a) <b>Capital Plan Amendment – Pembina Water Line Lowering</b></p> <p>b) <b>August 2016 Financial YTD Report</b></p> <p>c) <b>Year End Surplus Transfer to Reserve Policy</b></p> <p>d) <b>Investment Status Report</b></p> <p>e) <b>Audit Engagement Letter for Year End</b></p>	<p><b>MOVED by David Hutton</b> That the Board amend the 2016 Capital Budget in the amount of \$550,000 to accommodate the lowering of the water line in three locations in the Pembina Rail Yard; funding of this project will be 100% cost recovered from Pembina. <b>CARRIED (2016.09.07.11)</b></p> <ul style="list-style-type: none"> <li>• Page 2 of the Income Statement was missing from the September 7, 2016 Board Meeting Agenda package; Bobby Kuruvilla will provide the missing page to Board members.</li> </ul> <p><b>MOVED by Mel Smith</b> That the Board receive the CRNWSC Statements of Financial Position and Revenues and Expenditures as at August 31, 2016 Report as information. <b>CARRIED (2016.09.07.12)</b></p> <ul style="list-style-type: none"> <li>• Deferred to next meeting.</li> </ul> <ul style="list-style-type: none"> <li>• Administration is to investigate options available through other banking institutions to ensure the CRNWSC Board are gaining the best interest advantage.</li> </ul> <p><b>MOVED by Ferd Caron</b> That the Board receive the Audit Engagement Letter from Hawkings Epp Dumont LLP for the 2016 Year End report as information and approve appointment of the audit firm of Hawkings Epp Dumont LLP for a five year period commencing with the year-end 2015 and terminating with the year-end 2019. <b>CARRIED (2016.09.07.13)</b></p>

<p><b>9. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</b></p>	<ul style="list-style-type: none"> <li>• No questions were presented.</li> </ul>
<p><b>10.NEXT MEETING DATE</b></p>	<p>9:30 a.m., November 30, 2016 Community Centre Meeting Room 2</p>
<p><b>11.ADJOURNMENT</b></p>	<p><b>Moved by Amber Harris</b> That the meeting be adjourned at 12:40 p.m. <b>CARRIED (2016.09.07.14)</b></p>
	<div style="text-align: center;">   <hr/> <p>CHAIRMAN</p> </div> <div style="text-align: center; margin-top: 20px;">   <hr/> <p>COMMISSION MANAGER</p> </div>