

**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)**  
**Board Meeting Minutes**  
**Monday, January 25, 2021**  
Virtual via Zoom

<b>1. CALL TO ORDER</b>	Chairman Bill Tonita called the meeting to order at 9:23 a.m.	
<b>ATTENDANCE</b>	Councillor Jibs Abitoye Councillor Gord Harris	City of Fort Saskatchewan City of Fort Saskatchewan
	Councillor Bill Tonita Councillor Robert Parks	Strathcona County Strathcona County
	Councillor Neal Comeau Councillor Dan Derouin	Sturgeon County Sturgeon County
	Councillor Brian Holden Councillor Greg Mosychuk	Town of Bon Accord Town of Bon Accord
	Councillor Norman Sandahl	Town of Gibbons
	Councillor Rob Olson Councillor David McRae	Town of Redwater Town of Redwater
	<b>COMMISSION ADMINISTRATION</b> Lyle Clarke, Commission Manager Linda Clarke, Recording Secretary	
	<b>COMMISSION ENGINEER</b> Chris Parfitt, Associated Engineering	
<b>Guests</b>	John McDonnell – Brownlee LLP Jenaye Lewis – Brownlee LLP	
<b>Regrets</b>	Councillor Amber Harris – Town of Gibbons	
<b>2. INTRODUCTIONS</b>	The Chairman welcomed the 2021 Board representatives and led the roundtable introductions.	
<b>3. ADOPTION OF AGENDA</b>	MOVED by Dan Derouin. <b>That the agenda for January 25, 2021 be adopted.</b> CARRIED (2021.01.25.01)	
<b>4. APPROVAL of November 23, 2020 BOARD MEETING MINUTES</b>	MOVED by Rob Olson. <b>That the board meeting minutes of November 23, 2020 be approved.</b> Discussion. CARRIED (2021.01.25.02)	
<b>5. COMMISSION SOLICITOR PRESENTATION</b> a) <b>Orientation – Directors Roles and Responsibilities</b> b) <b>MGA changes and recommended Bylaw amendments</b>	John McDonnell presented the Orientation presentation and MGA changes and recommended Bylaw amendments and Policy requirements. Discussion.  Moved by Norm Sandahl. <b>That a sub-committee be created to review current Bylaws and Policies and recommend revisions and creation of any required.</b> Discussion. CARRIED (2021.01.25.03)	

	<p>Bylaw and Policy Review Sub-committee members include Dave McRae, Norm Sandahl, Rob Olson and Jibs Abitoye. The Chairman requested that Jibs Abitoye create a meeting and the Sub-committee to then appoint a Chair of the Sub-committee.</p>
<p><b>6. COMMISSION ENGINEER REPORT</b></p> <p>a) <b>Virtual Tour of Commission System</b>  b) <b>Capital Project overview – West 400mm/750mm Water Main River Crossing – Supply to West Park Reservoir</b></p>	<p>a) Chris Parfitt presented a virtual tour of the Commission system to the Board members.</p> <p>b) Chris Parfitt presented the Capital project overview-West 400mm/750mm water main river crossing-supply to West Park Reservoir  Discussion.  Moved by Robert Parks.  <b>That the Board accept the Capital Project overview as information.</b>  CARRIED (2021.01.25.04)</p> <p>Moved by Jibs Abitoye.  <b>That the Board suspend the construction of the West Water Main River Crossing to such a time that 1) Fort Saskatchewan requires it to be built due to growth, and 2) there is 100% certainty that Bremner would be serviced.</b>  MOTION PASSED. Recorded votes: Jibs Abitoye, Gord Harris, Bill Tonita, Robert Parks, Neal Comeau, Dan Derouin, Brian Holden, Greg Mosychuk, Rob Olson and David McRae voting in favor, and Norm Sandahl voting against. Board member Amber Harris was absent during the vote.  CARRIED (2021.01.25.05)</p>
<p><b>7. COMMISSION MANAGER REPORT</b></p> <p>a) <b>Strathcona County Multi Purpose Agriculture Facility Water Service Connection Application</b></p>	<p>a) Commission Manager presented the Strathcona County Multi Purpose Agriculture Facility Water Service Connection Application.  Discussion.  Moved by Norm Sandahl.  <b>That the Board provides conditional approval of the application.</b>  CARRIED (2021.01.25.06)</p>
<p><b>8. COMMISSION MANAGER/FINANCE REPORT</b></p> <p>a) <b>-November Month End Financial Statements</b>  <b>-Capital Budget Detail YTD</b>  <b>-Balance Sheet</b>  b) <b>Budget Amendment 2021 Operating – JSBRWSC rate</b></p>	<p>a) Commission Manager presented the November Month End Financial Statements.  Discussion.  Moved by Robert Parks.  <b>That the Board accept the Financial Statements as information.</b>  CARRIED (2021.01.25.07)</p> <p>b) Commission Manager presented Budget Amendment 2021 Operating-JSBRWSC rate  Discussion.  Moved by Brian Holden.  <b>That the Board approve the Budget Amendment 2021 Operating-JSBRWSC rate.</b>  CARRIED (2021.01.25.08)</p>

<p><b>9. JOHN S. BATIUK RWSC SUB-COMMITTEE REPORT</b></p>	<p>Bill Tonita and Gord Harris presented the John S. Batiuk RWSC Sub-committee update. Discussion. Moved by Neal Comeau. <b>That the Board appoint Robert Parks to the Sub-Committee as the third member with Bill Tonita and Gord Harris.</b> CARRIED (2021.01.25.09)</p>
<p><b>10. IN CAMERA – COMMISSION MANAGER EVALUATION</b></p>	<p>Moved by Robert Parks. <b>That the Board meet in private to discuss matters protected from disclosure under the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> section 19 – Confidential Evaluations at 12:16 p.m.</b> CARRIED (2021.01.25.10)  Moved by David McRae. <b>That the Board revert to open session at 12:46 p.m.</b> CARRIED (2021.01.25.11)  <b>Action: Chairman to have a meeting with Commission Manager.</b></p>
<p><b>11. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</b></p>	<p>None.</p>
<p><b>12. 2021 MEETING DATES &amp; LOCATIONS</b> a) April 26, 2021 (Financial Audit Meeting)-TBD b) September 27, 2021 (Capital Budget Meeting)-TBD c) November 29, 2021 (Organizational &amp; Budget Meeting)-TBD</p>	<p>Tentatively the April 26, 2021 Board meeting will be held at Strathcona County pending provincial restrictions with regard to Covid.</p>
<p><b>13. ADJOURNMENT</b></p>	<p>There being no further business, the Chair declared the meeting adjourned at 12.:50 pm.</p>

These minutes were approved this 14 day of July, 2021.

  
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CHAIR

  
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COMMISSION MANAGER