

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, January 24, 2022

Virtual Meeting via Zoom

1. CALL TO ORDER	Commission Chair called the meeting to order at 9:32 a.m.	
ATTENDANCE	Councillor Jibs Abitoye	City of Fort Saskatchewan
	Councillor Bill Tonita	Strathcona County
	Councillor Neal Comeau	Sturgeon County
	Councillor Cory Roemer	Town of Bon Accord
	Councillor Rob Olsen	Town of Redwater
	Councillor Norman Sandahl	Town of Gibbons
	COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Linda Clarke, Recording Secretary	
	COMMISSION ENGINEER Chris Parfitt, Associated Engineering	
Guests	Jason Cassault – Strathcona County Bobby Kuruvilla – Strathcona County	
Regrets	none	
1. INTRODUCTIONS	Commission Chair welcomed the 2022 Board representatives and led the roundtable introductions.	
2. ADOPTION OF AGENDA	MOVED by Jibs Abitoye. That the agenda for January 24, 2022 be adopted. CARRIED (2022.01.24.01)	
3. APPROVAL of November 29, 2021 BOARD MEETING MINUTES	MOVED by Rob Olsen. That the board meeting minutes of November 29, 2021 be approved. Discussion. CARRIED (2022.01.24.02)	
4. Strathcona County Presentation – South Side Supply Line	Jason Cassault presented to the Board a request to have a section of the CRNWSC waterline be transferred to Strathcona County.	
5. COMMISSION ENGINEER REPORT Capital & Operational Project Status a) HMI Upgrades b) Cathodic Protection Assessment South Side Water main c) Smart Ball Inspection d) SCADA system Tower Online Station	Chris Parfitt presented the Capital & Operational Project Status. Discussion.	
6. JSBRWSC Subcommittee Update	Bill Tonita provided the JSBRWSC Subcommittee update. MOVED by Rob Olsen. That the Board accept the report as information. CARRIED (2022.01.24.03)	

<p>7. Bylaw and Policy Subcommittee Update</p> <p>a) Update on recommendation on Board Development policies</p> <p>b) Terms of reference of subcommittee-revision on term</p>	<p>a) Subcommittee provided an update on recommendation on Board Development policies.</p> <p>b) Subcommittee presented Terms of reference of subcommittee. MOVED by Jibs Abitoye.</p> <p>That the Board accepts the Terms of reference amendment of subcommittee.</p> <p>Discussion.</p> <p>CARRIED (2022.01.24.04)</p>
<p>8. COMMISSION MANAGER/ FINANCE REPORT</p> <p>a) City of Fort Saskatchewan-CRNWSC Withdrawing Subcommittee establishment</p> <p>b) Repealing of Commission Policies / Bylaw</p> <p>-CRNWSC Records Management Policy</p> <p>-CRNWSC Records Management Legal Hold Policy</p> <p>-CRNWSC Records Management FOIP Policy</p> <p>-CRNWSC Records Disposition Policy</p> <p>-CRNWSC Amortization Policy</p> <p>-Fees and Charges Bylaw 2021-005</p> <p>c) November 2021 Month End Financial statements</p>	<p>a) Commission Manager presented City of Fort Saskatchewan CRNWSC Withdrawing Subcommittee establishment. MOVED by Jibs Abitoye.</p> <p>That the Chairman of the Board is a representative on the City of Fort Saskatchewan CRNWSC Withdrawing Subcommittee.</p> <p>DEFEATED.</p> <p>MOVED by Neil Comeau.</p> <p>That Cory Roemer be on the City of Fort Saskatchewan CRNWSC Withdrawing Subcommittee.</p> <p>Discussion.</p> <p>CARRIED (2022.01.24.05)</p> <p>MOVED by Cory Roemer.</p> <p>That the Board to use Bill Depavin as the facilitator for meetings with the City of Fort Saskatchewan.</p> <p>Discussion.</p> <p>CARRIED (2022.01.24.06)</p> <p>MOVED by Jibs Abitoye.</p> <p>That the Board approve professional resource costs for discussions up to \$20,000.</p> <p>Discussion.</p> <p>CARRIED (2022.01.24.07)</p> <p>b) Repealing of Commission Policies and Bylaw</p> <p>MOVED by Rob Olsen.</p> <p>That the Board repeal CRNWSC Records Management Policy.</p> <p>Discussion.</p> <p>CARRIED (2022.01.24.07)</p> <p>MOVED by Norm Sandahl.</p> <p>That the Board repeal CRNWSC Records Management Legal Hold Policy.</p> <p>Discussion.</p> <p>CARRIED (2022.01.24.08)</p> <p>MOVED by Norm Sandahl.</p> <p>That the Board repeal CRNWSC Records Management FOIP Policy.</p> <p>Discussion.</p> <p>CARRIED (2022.01.24.09)</p>

	<p>MOVED by Cory Roemer. That the Board repeal CRNWSC Records Disposition Policy. Discussion. CARRIED (2022.01.24.10)</p> <p>MOVED by Neal Comeau. That the Board repeal CRNWSC Amortization Policy. Discussion. CARRIED (2022.01.24.11)</p> <p>MOVED by Rob Olsen. That the Board repeal CRNWSC Procurement Policy. Discussion. CARRIED (2022.01.24.12)</p> <p>MOVED by Norm Sandahl. That the Board repeal CRNWSC 2021-005 Fees and Charges bylaw with an amendment to the Fees & Charges Bylaw to add administrative costs to supply FOIP information. Discussion. CARRIED (2022.01.24.13)</p> <p>c) The Commission Manager presented the November 2021 Month End Financial Statements. MOVED by Cory Roemer. That the Board accept the November Month End Financial Statements as information. Discussion. CARRIED (2022.01.24.14)</p>
<p>9. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</p>	<p>Jibs Abitoye had a question regarding the industrial plant update from the November Board meeting. Neal Comeau provided an update that the Canada Kuwait Petrochemical Corporation plant has been pushed back.</p> <p>Commission Manager provided an update that Pembina requested additional volume for 2021-2022 but limited capacity on their own property.</p>
<p>10. 2022 MEETING DATES & LOCATIONS April 25, 2022 (Financial Audit Meeting)-Strathcona County September 26, 2022 (Capital Budget Meeting)-Sturgeon County November 28, 2022 (Organizational & Budget Meeting)-Fort Saskatchewan</p>	

11. 2022 Conference Opportunities	Conference opportunities were discussed.
12. ADJOURNMENT	There being no further business, the Chair declared the meeting adjourned at 11:48 am.

These minutes were approved this 25 day of April, 2022.



CHAIR



COMMISSION MANAGER

Jibs Abitoye