

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

**Board Meeting Minutes**

**Monday, November 28, 2022**

Lang Room, City of Fort Saskatchewan

<b>1. CALL TO ORDER</b>	Commission Manager called the meeting to order at 9:31 a.m.	
<b>ATTENDANCE</b>	Councillor Brian Kelly	City of Fort Saskatchewan
	Councillor Bill Tonita	Strathcona County
	Councillor Neal Comeau via Zoom	Sturgeon County
	Councillor Timothy Larson	Town of Bon Accord
	Councillor Rob Olsen	Town of Redwater
	Councillor Norman Sandahl	Town of Gibbons
	<b>COMMISSION ADMINISTRATION</b> Lyle Clarke, Commission Manager Linda Clarke, Recording Secretary	
	<b>COMMISSION ENGINEER</b> Chris Parfitt, Associated Engineering	
<b>2. INTRODUCTIONS</b>	Commission Manager welcomed the 2022/2023 Board representatives and led the roundtable introductions.	
<b>3. ORGANIZATIONAL MEETING</b> a) <b>Nomination of Chair</b> b) <b>Nomination of Vice-Chair</b>	<p><b>Chair</b> The Manager called for nominations for the position of Chair. Neal Comeau and Norman Sandahl were nominated. No further nominations were received, and nominations were declared closed. A vote was conducted. <b>There was a tie vote of 3 - 3 for the position of Chair. Commission Manager appoints Bill Tonita as Interim Chair. Chair position will be voted on at the January 2023 Board meeting.</b></p> <p>Bill Tonita assumed the position of Interim Chair for the remainder of the meeting.</p> <p><b>Vice-Chair</b> The Chair called for nominations for the position of Vice-Chair. Rob Olsen was nominated. No further nominations were received, and nominations were declared closed. <b>Rob Olsen was declared elected as Board Vice-Chair.</b></p> <p>Moved by Norman Sandahl. <b>That Rob Olsen is Board Vice-Chair.</b> CARRIED (2022.11.28.01)</p> <p>Moved by Norman Sandahl. <b>That the ballots for voting be destroyed.</b> CARRIED (2022.11.28.02)</p>	
<b>4. ADOPTION OF AGENDA</b>	<p>MOVED by Rob Olsen. <b>That the agenda for November 28, 2022 be adopted.</b> CARRIED (2022.11.28.03)</p>	

<p><b>5. APPROVAL of September 26, 2022 BOARD MEETING MINUTES</b></p>	<p>MOVED by Timothy Larson.  <b>That the board meeting minutes of September 26, 2022 be approved.</b>  Discussion.  CARRIED (2022.11.28.04)</p>
<p><b>6. Appointment of Subcommittee members</b></p> <ul style="list-style-type: none"> <li>a) JSBRWSC Subcommittee</li> <li>b) City of Fort Saskatchewan Subcommittee</li> <li>c) Bylaw &amp; Policy Review Subcommittee</li> </ul>	<p>MOVED by Norman Sandahl.  <b>That the JSBRWSC Subcommittee and the City of Fort Saskatchewan Subcommittee each have two members.</b>  Discussion.  CARRIED (2022.11.28.05)</p> <p>MOVED by Norman Sandahl.  <b>That the Bylaw &amp; Policy Review Subcommittee be disbanded.</b>  Discussion.  CARRIED (2022.11.28.06)</p> <p>MOVED by Timothy Larson.  <b>That the JSBRWSC Subcommittee members are Norman Sandahl and Neal Comeau.</b>  Discussion.  CARRIED (2022.11.28.07)</p> <p>City of Fort Saskatchewan Subcommittee members are appointed as Neal Comeau and Brian Kelly.</p>
<p><b>7. COMMISSION ENGINEER REPORT Capital &amp; Operational Project Status</b></p> <ul style="list-style-type: none"> <li>a) Cathodic Protection Assessment</li> <li>b) Smart Ball Inspection</li> <li>c) Radio Tower Installation Online Station</li> </ul>	<p>Chris Parfitt presented the Capital &amp; Operational Project Status.  Discussion.</p> <p>Capital Master Plan to be brought to the April 2023 meeting rather than the January 2023 meeting.</p> <p>MOVED by Rob Olsen.  <b>That the Board accept the Commission Engineer's report as information.</b>  CARRIED (2022.11.28.08)</p>
<p><b>8. JSBRWSC Subcommittee Update</b></p>	<p>Commission Manager provided the JSBRWSC Subcommittee update.  Discussion.</p>
<p><b>9. City of Fort Saskatchewan Subcommittee Update</b></p>	<p>Commission Manager provided the City of Fort Saskatchewan Subcommittee update.</p> <p>MOVED by Timothy Larson.  <b>That the Board accept the City of Fort Saskatchewan Subcommittee update as information.</b>  Discussion.  CARRIED (2022.11.28.09)</p>

<p><b>10. COMMISSION MANAGER REPORT – In Camera NECL litigation</b></p>	<p>MOVED by Timothy Larson.  <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 Section 25 – Disclosure harmful to economic and other interests of a public body at 10:35 a.m.</i></b>  CARRIED (2022.11.28.10)</p> <p>MOVED by Rob Olsen.  <b>That the Board revert to open session at 10:51 a.m.</b>  CARRIED (2022.11.28.11)</p> <p>MOVED by Brian Kelly.  <b>That the Board instruct the Commission Manager to request the Commission’s solicitor to provide a written brief on the status of the claim and the solicitor’s opinion on the plaintiff’s and defendant’s positions and to the extent possible, outline the strengths and weaknesses of each of the positions.</b>  Discussion.  MOTION PASSED. Recorded votes: Brian Kelly, Rob Olsen, Neal Comeau and Bill Tonita voting in favor, and Norm Sandahl and Timothy Larson voting against.  CARRIED (2022.11.28.12)</p> <p>MOVED by Norman Sandahl.  <b>That the Board authorize the Commission Manager to advise the Commission’s solicitor that the Commission is prepared to make a generous offer to settle out of Court.</b>  Discussion.  Not carried.</p>
<p><b>11. COMMISSION MANAGER/ FINANCE REPORT</b></p> <p>a) Strathcona County water supply agreement (verbal)  b) Repealing Board Development policy 2021-006  c) Repealing Development Reserve Fund policy 2021-007  d) Accumulated Depreciation (Amortization) Capital Reserve Fund policy status update report</p>	<p>a) Commission Manager presented the Strathcona County water supply agreement.</p> <p>b) MOVED by Norman Sandahl.  <b>That the Board repeal Board Development policy 2021-006 and approve Board Development policy 2022-007.</b>  CARRIED (2022.11.28.14)</p> <p>c) MOVED by Rob Olsen.  <b>That the Board repeal Board Development Reserve Fund policy 2021-007 and approve Board Development Reserve Fund policy 2022-008.</b>  CARRIED (2022.11.28.15)</p>



- e) CRNWSC Investment Portfolio
- f) EWSI 2023/2024 Proposed Rate and RWCG Balancing Fund
- g) 2023 Operating and Capital Budget
- h) Month End Financial Statements

d) Commission Manager presented the Accumulated Depreciation (Amortization) Capital Reserve Fund policy status update report.

e) Commission Manager presented the CRNWSC Investment Portfolio.

MOVED by Brian Kelly.

**That the Board authorize the Commission Manager to invest the available Investment Portfolio funds in three parts: one in a 2-year GIC, one in a 1-year GIC, and one in a 6-month GIC and retain the remainder in the current 90-day Notice to Demand investment until such time as the Commission has their master plan updated in 2023.**

Discussion.

CARRIED (2022.11.28.16)

f) Commission Manager presented the EWSI 2023/2024 Proposed Rate and RWCG Balancing Fund report.

g) Commission Manager presented the 2023 Operating and Capital Budget.

MOVED by Norman Sandahl.

**That effective January 1, 2023, the Capital Region Northeast Water Services Commission's water sales rate to members and the Highway 28/63 Regional Water Services Commission is decreased by \$0.125 per cubic meter, from \$1.7375 to \$1.6125 per cubic meter.**

Discussion.

CARRIED (2022.11.28.17)

Neal Comeau left the meeting at 11:49 a.m.

MOVED by Timothy Larson.

**That effective January 1, 2023, the John S. Batiuk Regional Water Commission water rate remain at the 2022 rate of \$1.191 per cubic meter.**

Discussion.

CARRIED (2022.11.28.18)

MOVED by Rob Olsen.

**That the Capital Region Northeast Water Services Commission Board approves the attached 2023 Operating Budget outlining total revenues of \$9,529,709 and total expenditures of \$9,529,709.**

Discussion.

CARRIED (2022.11.28.19)

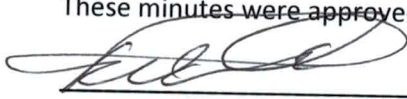
MOVED by Brian Kelly.

**That the Capital Region Northeast Water Services Commission approves of one carry forward project on the 2022 Capital budget projects for a total of \$265,000.**

Discussion.

	<p>CARRIED (2022.11.28.20)</p> <p>h) Commission Manager presented the YTD Month End Financial Statements.          MOVED by Timothy Larson.  <b>That the Board accept the YTD Month End Financial Statements as information.</b>          Discussion.          CARRIED (2022.11.28.21)</p>
<b>12. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</b>	None.
<b>13. 2023 MEETING DATES &amp; LOCATIONS</b> <b>a) January 30, 2023 (Orientation)-Redwater</b>  <b>b) April 24, 2023 (Financial Audit Meeting)-Gibbons</b>  <b>c) September 25, 2023 (Capital Budget Meeting)-Fort Saskatchewan</b>  <b>d) November 27, 2023 (Organizational &amp; Budget Meeting)-Sturgeon County</b>	As noted.
<b>14. 2023 Conference Opportunities</b>	Conference opportunities were discussed.
<b>15. ADJOURNMENT</b>	There being no further business, the Chair declared the meeting adjourned at 12:00 p.m.

These minutes were approved this 30<sup>th</sup> day of January, 2023.

  
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 CHAIR

  
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 COMMISSION MANAGER