

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

**Board Meeting Minutes**

**Monday, April 24, 2023**

Town of Gibbons, Cultural Centre Pembina Room

<b>1. CALL TO ORDER</b>	Commission Vice-Chair, Councillor Rob Olsen, called the meeting to order at 9:33 a.m.	
<b>ATTENDANCE</b>	Councillor Rob Olsen	Town of Redwater
	Councillor Norman Sandahl	Town of Gibbons
	Councillor Neal Comeau	Sturgeon County
	Councillor Timothy Larson	Town of Bon Accord
	Councillor Bill Tonita	Strathcona County
	Councillor Brian Kelly	City of Fort Saskatchewan
	<b>COMMISSION ADMINISTRATION</b> Lyle Clarke, Commission Manager Linda Clarke, Recording Secretary	
	<b>COMMISSION ENGINEER</b> Chris Parfitt, Associated Engineering	
<b>Guests</b>	Phil Dirks, Metrix Group, LLP	
<b>Regrets</b>	nil	
<b>2. INTRODUCTIONS</b>	Commission Vice-Chair welcomed the 2023 Board representatives and led the roundtable introductions.	
<b>3. ORGANIZATIONAL MEETING</b> a) <b>Nomination of Chair</b>	<p><b>Chair</b> The Vice-Chair called for nominations for the position of Chair. Rob Olsen and Norman Sandahl were nominated. No further nominations were received, and nominations were declared closed. Norman Sandahl withdraws. <b>Rob Olsen was declared elected as Board Chair.</b></p> <p><b>Vice-Chair</b> The Chair called for nominations for the position of Vice-Chair. Norman Sandahl was nominated. No further nominations were received, and nominations were declared closed. <b>Norman Sandahl was declared elected as Board Vice-Chair.</b></p> <p>MOVED by Rob Olsen. <b>That Norman Sandahl is Board Vice-Chair.</b> CARRIED (2023.04.24.01)</p>	
<b>4. ADOPTION OF AGENDA</b>	<p>MOVED by Bill Tonita. <b>That the agenda for April 24, 2023 be adopted.</b> CARRIED (2023.04.24.02)</p>	
<b>5. APPROVAL of January 30, 2023 BOARD MEETING MINUTES</b>	<p>MOVED by Timothy Larson. <b>That the board meeting minutes of January 30, 2023 be approved.</b> Discussion. CARRIED (2023.04.24.03)</p>	

<p><b>6. CRNWSC AUDITOR PRESENTATION - 2022 Financial Audit via Zoom</b></p>	<p>Phil Dirks presented the 2022 Financial Audit to the Board. Presentation received. Discussion.</p> <p>MOVED by Bill Tonita.  <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 10:12 a.m.</i></b>  CARRIED (2023.04.24.04)</p> <p>MOVED by Neal Comeau.  <b>That the Board revert to open session at 10:30 a.m.</b>  CARRIED (2023.04.24.05)</p> <p>MOVED by Norm Sandahl.  <b>That the Board accept the Financial Audit report as information.</b>  CARRIED (2023.04.24.06)</p> <p>MOVED by Timothy Larson.  <b>That the Board receive the updated Financial Statements via email to approve.</b>  CARRIED (2023.04.24.07)</p> <p>MOVED by Rob Olsen on April 27, 2023.  <b>That the Board approve the 2022 Audited Financial Statements.</b>  MOTION PASSED. Recorded votes: Rob Olsen, Bill Tonita, Norman Sandahl, and Timothy Larson voting in favor, and Brian Kelly voting against. Neal Comeau was absent of the vote.  CARRIED (2023.04.24.08)</p>
<p><b>7. IN CAMERA SESSION</b></p> <p>a) Nu Edge Construction Ltd. Litigation-counteroffer to settle</p> <p>b) City of Fort Saskatchewan Subcommittee Update-Rate Model Consultant Proposal</p> <p>c) Commission Manager Contract</p>	<p>MOVED by Bill Tonita.  <b>That the Board meet in private with the Commission Manager 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 10:39 a.m.</i></b>  CARRIED (2023.04.24.09)</p> <p>MOVED by Neal Comeau.  <b>That the Board revert to open session at 11:22 a.m.</b>  CARRIED (2023.04.24.10)</p> <p>a) MOVED by Norman Sandahl.  <b>That the Board agree with In Camera discussion, to take action as was discussed In Camera to be funded from the Capital Reserve.</b>  CARRIED (2023.04.24.11)</p>

	<p>b) MOVED by Bill Tonita.  <b>That the Board approve an Operating Budget amendment of \$60,000 contracted services to be funded from the Rate Stabilization Reserve and to develop a Terms of Reference for the Fort Saskatchewan subcommittee as discussed In Camera.</b>  CARRIED (2023.04.24.12)</p> <p>c) MOVED by Brian Kelly.  <b>That the Commission Manager contact Leaders International for a quote on a proposal for contract headhunt for Commission Manager.</b>  CARRIED (2023.04.24.13)</p> <p>MOVED by Brian Kelly.  <b>That the Board direct the Chair to convene a Special Board meeting virtually once the correspondence is back from Leaders International.</b>  CARRIED (2023.04.24.14)</p>
<p><b>8. COMMISSION ENGINEER REPORT</b>  <b>Update Capital and Operational Project Status:</b>  a) Online Station Radio Tower Installation  b) Cathodic Protection project  c) Master Plan Update</p>	<p>Chris Parfitt presented the Capital and Operational Project Status update.  Discussion.  Moved by Neal Comeau.  <b>That the Board accept the Capital and Operational Project Status Update as information.</b>  CARRIED (2023.04.24.15)</p>
<p><b>9. COMMISSION MANAGER / FINANCE REPORT</b>  a) CRNWSC Disposal of Assets Bylaw  b) CRNWSC Assets for Sale  c) Strathcona County Water Supply Agreement  d) Month End Financial Statements  -Comparative Income Statement  -Capital &amp; Project Cost Allocation Detail  -Balance Sheet  -Water Consumption report</p>	<p>a) MOVED by Norman Sandahl.  <b>That the Board rescind Policy on Commission Assets Sale, Transfer, Lease or Disposal dated April 23, 2007.</b>  CARRIED (2023.04.24.16)</p> <p>MOVED by Bill Tonita.  <b>That the Board approve Disposal of the Commission’s Assets Bylaw 2023-001.</b>  Discussion.</p> <p>MOVED by Norman Sandahl.  <b>That the Board approve amended Disposal of the Commission’s Assets Bylaw 2023-001 with wording changes in section 3.1.3 exchanging “elect” to “will” and in section 3.1.3(b) exchanging “feels” to “believes”, and renumbering section 3.</b>  CARRIED (2023.04.24.17)</p> <p>b) MOVED by Timothy Larson.  <b>That the Board authorize the sale of the Southside Supply line to Strathcona County as contemplated in the Water Supply Agreement.</b>  Discussion.  CARRIED (2023.04.24.18)</p>



	<p>c) Commission Manager presented the Strathcona County Water Supply Agreement. Discussion.</p> <p>d) MOVED by Bill Tonita. <b>That the Board accept the Month End Financial Statements as information.</b> CARRIED (2023.04.24.19)</p>
<b>10. JSBRWSC Subcommittee Update report - verbal</b>	<p>Neal Comeau provided a verbal report on the JSBRWSC Subcommittee update. MOVED by Bill Tonita. <b>That the Board accept the JSBRWSC Subcommittee update report as information.</b> CARRIED (2023.04.24.20)</p>
<b>11. Strategic Plan Proposal</b>	<p>MOVED by Bill Tonita. <b>That the Board postpone the Strategic Plan Proposal until the January 2024 meeting.</b> CARRIED (2023.04.24.21)</p>
<b>12. Governance Review – Brian Kelly email</b>	<p>Chair accepted the Notice of Motion-Governance Review which is postponed until the September 2023 Board meeting.</p>
<b>13. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</b>	<p>Discussion.</p>
<p><b>14. 2023 MEETING DATES &amp; LOCATIONS</b>  a) September 25, 2023 (Strategic Plan Session) – Fort Saskatchewan  b) November 27, 2023 (Organizational &amp; Budget Meeting) – Sturgeon County</p>	
<b>15. 2023 CONFERENCE OPPORTUNITIES</b>	
<b>16. ADJOURNMENT</b>	<p>MOVED by Neal Comeau. There being no further business, the Chair declared the meeting adjourned at 1:20 pm.</p>

These minutes were approved this 15 day of MAY 2023.

  
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CHAIR

  
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COMMISSION MANAGER