

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, November 27, 2023

Community Centre Meeting Room 1, Strathcona County

| | | |
|--|--|---------------------------|
| 1. CALL TO ORDER | Commission Chair, Councillor Bill Tonita, called the meeting to order at 9:00 a.m. | |
| ATTENDANCE | Mayor Dave McRae | Town of Redwater |
| | Councillor Bill Tonita | Strathcona County |
| | Councillor Dan Derouin via Zoom | Sturgeon County |
| | Councillor Timothy Larson | Town of Bon Accord |
| | Councillor Norman Sandahl | Town of Gibbons |
| | Councillor Brian Kelly | City of Fort Saskatchewan |
| | COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Linda Clarke, Recording Secretary | |
| | COMMISSION ENGINEER Chris Parfitt, Associated Engineering via Zoom | |
| Guests | Bill Stannard, Raftelis via Zoom Collin Drat, Raftelis via Zoom Ian McCormack, Strategic Steps Inc. via Zoom Jacquie Hansen, Strategic Steps Inc. via Zoom | |
| Regrets | Nil | |
| 2. INTRODUCTIONS | Commission Chair welcomed the 2023/2024 Board representatives and led the roundtable introductions. | |
| 3. ADOPTION OF AGENDA | MOVED by Timothy Larson. That the agenda for November 27, 2023, be adopted. CARRIED (2023.11.27.01) | |
| 4. ADOPTION OF MINUTES of the September 25, 2023 Board Meeting | MOVED by Brian Kelly. That the September 25, 2023 Board Meeting minutes be approved. CARRIED (2023.11.27.02) | |
| 5. COMMISSION ENGINEER REPORT Update Capital and Operational Project Status: a) Online Station Radio Tower Installation b) 20-30 year Capital Plan review | Commission Manager presented on behalf of the Commission Engineer the Capital and Operational Project status update. MOVED by Brian Kelly. That the Board approve a Capital Plan budget amendment for the Online Station Radio Tower Installation cost to be increased to \$296,000 and to be funded from the Capital Reserve. CARRIED (2023.11.27.03) | |
| 6. COMMISSION MANAGER /FINANCE REPORTS a) Financial Rate 2024-2050 Raftelis presentation | Bill Stannard and Collin Drat presented the Financial Rate presentation to the Board. Discussion. MOVED by Norman Sandahl. That the Board receive this report as information. CARRIED (2023.11.27.04) | |

| | |
|---|--|
| <p>7. NEW COMMISSION MANAGER CONTRACT AND APPOINTMENT</p> | <p>MOVED by Brian Kelly. 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 24 – Advice from Officials at 9:50 a.m.</i> CARRIED (2023.11.27.05)</p> <p>MOVED by Norman Sandahl. That the Board revert to open session at 10:23 a.m. CARRIED (2023.11.27.06)</p> <p>MOVED by Dave McRae. That the final negotiations of the Commission Manager contract is subject to final negotiations by the Chair and return of the final proposal to the Board prior to the ratification for confirmation. CARRIED (2023.11.27.07)</p> |
| <p>6. COMMISSION MANAGER /FINANCE REPORTS</p> <ul style="list-style-type: none"> b) RWCG Cost of Service Study Review c) RWCG Inc. Amended Membership & Trust Agreement d) Water Supply Agreement with Strathcona County-AUC Approval e) Bylaw Respecting the Process for Adding/Removing Members 2022-004 early exit request f) JSBRWSC Rate Model True Up and other financial matters g) JSBRWSC Water Supply Agreement matter h) EWSI Scheduled water transmission line shutdown Nov. 7-10, 2023 i) 2024 Operating & Capital Budget j) Month End Financial Statements <ul style="list-style-type: none"> -Comparative Income Statement -Capital & Project Cost Allocation Detail -Balance Sheet -October water consumption report | <p>b) Commission Manager presented the RWCG Cost of Service Study review report to the Board. Discussion.</p> <p>MOVED by Brian Kelly. That the Board refer this matter for discussion to 2024. CARRIED (2023.11.27.08)</p> <p>c) Commission Manager presented the RWCG Inc. Amended Membership & Trust Agreement report to the Board. Discussion.</p> <p>MOVED by Brian Kelly. That the report be brought back to the Board for review by May 2024. CARRIED (2023.11.27.09)</p> <p>MOVED by Dave McRae. That the Board obtain a legal opinion on the Membership & Trust Agreement with RWCG Inc. CARRIED (2023.11.27.10)</p> <p>d) Commission Manager presented the Water Supply Agreement with Strathcona County – AUC Approval report to the Board. e) Commission Manager presented the Bylaw Respecting the Process for Adding/Removing Members 2022-004 early exit request report to the Board. Discussion.</p> <p>MOVED by Brian Kelly. That the Board defer the Water Supply Agreement with Strathcona County and the early exit request under the Bylaw Respecting the Process for Adding/Removing Members 2022-004 to 2024. CARRIED (2023.11.27.11)</p> |

f) Commission Manager presented the JSBRWSC Rate Model True Up and other financial matters report.
Discussion.

MOVED by Dave McRae.

That the Board approve the JSBRWSC rate model true up expenditure of \$57,248.00, funding to be from the Future Capital Reserve. The 2022 year end would have had the revenue we obtained from JSBRWSC transferred to the Future Capital Reserve.
CARRIED (2023.11.27.12)

MOVED by Norman Sandahl.

That the Board invoice JSBRWSC for the amount outstanding of \$252,643.00.
CARRIED (2023.11.27.13)

g) Commission Manager presented the JSBRWSC Water Supply Agreement matter report.
Discussion.

MOVED by Brian Kelly.

That the Board instruct the Commission Manager to engage the Commission's legal firm to respond to JSBRWSC.
CARRIED (2023.11.27.14)

h) The Board was provided the EWSI scheduled water transmission line shutdown report as information.

i) Commission Manager presented the 2024 Capital & Operating Budgets and 2024 Projected Water Rates.

MOVED by Norman Sandahl.

That effective January 1, 2024, the Capital Region Northeast Water Services Commission's water sales rate to members and the Highway 28/63 Regional Water Services Commission is to remain at \$1.6125 per cubic meter.

That effective January 1, 2024, the John S. Batiuk Regional Water Commission (JSBRWSC) water rate to be reduced from the 2023 rate of \$1.191 to \$1.038 per cubic meter.

That the Capital Region Northeast Water Services Commission Board approves the attached 2024 Operating Budget outlining total revenues of \$9,16,500 and total expenditures of \$9,116.500.

That the Capital Region Northeast Water Services Commission has no new 2024 Capital budget line items.

CARRIED (2023.11.27.15)

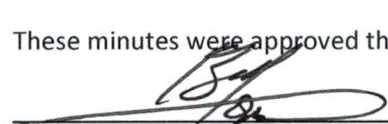
j) Commission Manager presented the Month End Financial Statements.

MOVED by Timothy Larson.

| | |
|---|--|
| | <p>That the Board accept the report as information. CARRIED (2023.11.27.16)</p> |
| | <p>MOVED by Bill Tonita. That the Board meeting be adjourned at 11:34 a.m. CARRIED (2023.11.27.17)</p> |
| | <p>Commission Manager called the Organizational Meeting to order at 11:35 a.m.</p> |
| <p>9. ORGANIZATIONAL MEETING a) Nomination of Chair b) Nomination of Vice-Chair</p> | <p>Chair The Manager called for nominations for the position of Chair. Dave McRae and Bill Tonita were nominated. No further nominations were received, and nominations were declared closed. A vote was conducted. Bill Tonita was declared elected as Board Chair.</p> <p>MOVED by Brian Kelly. That the ballots for the election be destroyed. CARRIED (2023.11.27.18)</p> <p>Vice-Chair The Chair called for nominations for the position of Vice-Chair. Dave McRae was nominated. No further nominations were received, and nominations were declared closed. Dave McRae was declared elected as Board Vice-Chair.</p> |
| <p>10. SUBCOMMITTEE Appointments -JSBRWSC subcommittee -City of Fort Saskatchewan subcommittee</p> | <p>MOVED by Bill Tonita. That the JSBRWSC subcommittee members are Timothy Larson, Norman Sandahl, and Bill Tonita. CARRIED (2023.11.27.19)</p> <p>City of Fort Saskatchewan subcommittee members are Bill Tonita, Brian Kelly, and an additional member to be deferred until the City of Fort Saskatchewan appoints their choice from the Board.</p> |
| | <p>MOVED by Dave McRae. That the Organizational Meeting be adjourned at 11:40 a.m. CARRIED (2023.11.27.20)</p> |
| | <p>Commission Chair, Councillor Bill Tonita, called the Board meeting to order at 11:43 a.m.</p> |
| <p>11. STRATEGIC STEPS-Governance Review</p> | <p>Ian McCormack presented the Governance Review report to the Board.</p> <p>Chair Bill Tonita leaves meeting at 11:57 a.m.</p> <p>Vice-Chair Dave McRae assumes role of Chair at 11:57 a.m.</p> |

| | |
|--|--|
| | <p>MOVED by Norman Sandahl. That the Board accepts the Governance Review as information and the Board considers an organization policies review and a strategic plan. CARRIED (2023.11.27.21)</p> |
| <p>8. NEW COMMISSION BOOKKEEPER APPOINTMENT-rescind motion 2023.09.25.11</p> | <p>Brian Kelly rescinds motion 2023.09.25.11.</p> <p>MOVED by Brian Kelly. That the Board of Directors directs the Commission Manager to conclude a satisfactory agreement for the provision of bookkeeping services for CRNWSC with Givens LLP consistent with the terms of the service outlined within the 'request for proposal: provision of bookkeeping services' and the 'proposal for bookkeeping services' submitted by Givens LLP. CARRIED (2023.11.27.22)</p> |
| <p>12. QUESTIONS of Members of the Commission and Administration</p> | <p>None.</p> |
| <p>13. 2024 Meeting Dates & Locations January 2024 April 2024</p> | <p>January 29, 2024 – Orientation and Strategic Plan Discussion Meeting – Town of Redwater April 22, 2024 – Financial Audit Meeting – Town of Gibbons</p> |
| <p>14. 2023 Conference Opportunities</p> | <p>Conference opportunities were discussed.</p> |
| <p>15. ADJOURNMENT</p> | <p>There being no further business, the Acting Chair declared the meeting adjourned at 12:36 p.m.</p> |

These minutes were approved this 20 day of December, 2023.



CHAIR



COMMISSION MANAGER