

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Monday, September 25, 2023

City of Fort Saskatchewan, Lang Room


1. CALL TO ORDER	Commission Chair, Councillor Bill Tonita, called the meeting to order at 9:31 a.m.	
ATTENDANCE	Councillor Bill Tonita	Strathcona County
	Councillor Neal Comeau	Sturgeon County
	Councillor Norman Sandahl	Town of Gibbons
	Mayor Dave McRae	Town of Redwater
	Councillor Brian Kelly	City of Fort Saskatchewan
	Councillor Timothy Larson	Town of Bon Accord
	COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Linda Clarke, Recording Secretary	
COMMISSION ENGINEER Chris Parfitt, Associated Engineering		
Guests	Ian McCormack, Strategic Steps Inc. Jacquie Hansen, Strategic Steps Inc. (via Zoom) Anurag Shourie, Leaders International Sonny Kapoor, Leaders International Jacknick Travas, Leaders International	
Regrets	Nil	
2. INTRODUCTIONS	Commission Chair welcomed the 2023 Board representatives and led the roundtable introductions.	
3. ADOPTION OF AGENDA	<p>Commission Chair added to the Agenda: -Leaders International- Manager search (In Camera) -Bookkeeper search update-Brian Kelly</p> <p>MOVED by Norman Sandahl. That the agenda with additions to the agenda for September 25, 2023 be adopted. CARRIED (2023.09.25.01)</p>	
4. APPROVAL of June 26, 2023 BOARD MEETING MINUTES and the August 24, 2023 Unofficial Special Board Meeting of the Whole notes	<p>MOVED by Brian Kelly. That the June 26, 2023 Board Meeting minutes and the August 24, 2023 Unofficial Special Board meeting of the whole notes be approved. Discussion. CARRIED (2023.09.25.02)</p> <p>Motion from August 24, 2023 Unofficial Special Board meeting. MOVED by Norman Sandahl. That the Capital Region Northeast Water Services Commission engage Strategic Steps Inc. to conduct a governance review of the Commission's operations. The approved budget is \$38,500 plus expense disbursements not exceeding \$4,350 for a total budget cost of \$42,850. CARRIED (2023.09.25.03)</p>	

<p>5. STRATEGIC STEPS INC. DISCUSSION (In Camera)</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 9:36 a.m.</i> CARRIED (2023.09.25.04)</p> <p>MOVED by Timothy Larson. That Lyle Clarke, the Commission Manager, attend the In Camera session. CARRIED (2023.09.25.05)</p> <p>MOVED by Timothy Larson. That the Board revert to open session at 10:08 a.m. CARRIED (2023.09.25.06)</p>
<p>6. COMMISSION ENGINEER REPORT Update Capital and Operational Project Status:</p> <p>a) Online Station Radio Tower Installation b) Cathodic Protection project c) 2024-2028 Capital Plan</p>	<p>Commission Engineer presented the Capital and Operational Project status update. MOVED by Timothy Larson. That the Board accept the Commission Engineer’s report as information. Discussion. CARRIED (2023.09.25.07)</p>
<p>7. RAFTELUS PRESENTATION</p>	<p>Deferred to November 27, 2023 Board meeting.</p>
<p>8. LEADERS INTERNATIONAL – Manager Search (Addition to Agenda)</p>	<p>MOVED by Dave McRae. 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 10:32 a.m.</i> CARRIED (2023.09.25.08)</p> <p>MOVED by Neal Comeau. That the Board revert to open session at 11:20 a.m. CARRIED (2023.09.25.09)</p>
<p>9. BOOKKEEPER Search Update (Addition to Agenda)</p>	<p>Councillor Brian Kelly provided an update on accounting firms for bookkeeping services.</p> <p>MOVED by Brian Kelly. That the Board authorize the Board Chair to select a qualified law firm to prepare for Board review a draft employment contract for the Commission Manager position. CARRIED (2023.09.25.10)</p> <p>MOVED by Brian Kelly. That the Board authorize the Board Chair to select a qualified law firm to prepare a letter of understanding for a potential bookkeeping firm. Discussion. MOTION PASSED: Recorded votes: Brian Kelly, Dave McRae, Neal Comeau, Timothy Larson, and Bill Tonita voting in favor, and Norm Sandahl voting against. CARRIED (2023.09.25.11)</p>

<p>10. COMMISSION MANAGER / FINANCE REPORTS</p> <p>a) NECL litigation settlement b) RWCG Balancing fund-revised 2023 EWSI rate July-December c) Month End Financial Statements -Comparative Income Statements -Capital & Project Cost Allocation Detail -Balance Sheet -Water Consumption report</p>	<p>a) Commission Manager presented the NECL litigation settlement report as information.</p> <p>b) Commission Manager presented the revised EWSI 2023 rate and RWCG Balancing fund report as information.</p> <p>c) Commission Manager presented the Month End Financial statements as information.</p>
<p>11. JSBRWSC Subcommittee Update</p>	<p>Commission Manager provided to the Board the JSBRWSC Subcommittee update.</p>
<p>12. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION</p>	<p>None</p>
<p>13. 2023 PROPOSED MEETING DATES & LOCATIONS November 27, 2023 (Organizational & Budget Meeting) – Sturgeon County</p>	
<p>14. 2023-2024 CONFERENCE OPPORTUNITIES</p>	<p>2023-2024 Conference Opportunities provided to Board members.</p> <p>MOVED by Bill Tonita. That the Board create a subcommittee to have a facilitated Board retreat focussed on the strategic plan. CARRIED (2023.09.25.12) Appointed subcommittee members are Bill Tonita, Timothy Larson, and Dave McRae.</p> <p>MOVED by Timothy Larson. That the Board allow all Board members to attend a conference in 2024. CARRIED (2023.09.25.13)</p>
<p>15. ADJOURNMENT</p>	<p>There being no further business, the Chair declared the meeting adjourned at 12:15 p.m.</p>

These minutes were approved this 27th day of November, 2023.

CHAIR



COMMISSION MANAGER