



CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

BOARD MEETING

Monday, April 22, 2024 at 9:00 am

Town of Gibbons, Pembina Room – Cultural Centre

MINUTES

Attendance:

COMMISSION MEMBERS:

Bill Tonita - Chair	Strathcona County
Dan Derouin	Sturgeon County
Brian Kelly	City of Fort Saskatchewan
Timothy Larson	Town of Bon Accord
Norman Sandahl	Town of Gibbons

Other:

Gene Sobolewski	Commission Manager
Tara Harder	Commission Executive Clerk
Shellian Larmon	Givens LLP
Phil Dirks	Metrix Group
Bradley MacDonald	City Fort Saskatchewan

Regrets:

Dave McRae – D. Chair Town of Redwater

1) Call to Order

Chair Tonita called the meeting to order at 9:23 am.

2) Adoption of Agenda

Moved by Director Larson that the Agenda be adopted with changes (item 10.1 added and movement of 8 to be addressed right before 6).

Carried

3) Adoption of Minutes

a) Special Board Meeting Minutes – December 15, 2023, held at 11:30 am

Moved by Director Sandahl that the Minutes of March 25th, 2023 held at 9:00 am, be approved as presented.

Carried

4) Delegation

a) Metrix – Audit/Financial Statement Presentation
b) In Camera

Moved by Director Kelly to go In Camera at 10:00am.

Carried

Out of Camera at 10:04am

Moved by Director Sandahl that the board accepts the Auditors financial statement with adjusted Reserve Allocation.

Carried



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- 5) Engineer Report
a) As Attached

Moved by Director Derouin that the board accepts the Engineers Report for Information.

Carried

- 6) Business

- a) Bylaw 2022-007 – Fees And Charges Bylaw – Interest on overdue accounts.

Moved by Director Larson that the board accepts for information.

Carried

- b) JSBRWSC – Overdue Accounts

Moved by Director Larson that the board directs the Commission Manager to draft a demand letter to the JSBRWSC for immediate payment of the overdue amount of \$44,829.02 for the signature of the Board Chair.

Carried

- c) JSBRWSC – March 28 Letter 16% Share

Moved by Director Derouin that the board directs the Commission Manager to draft a letter of response to the JSBRWSC confirming the Board's position on the matter.

Carried

- d) JSBRWSC – Sub-Committee Meetings

Moved by Director Larson that the board accepts for information.

Carried

- e) Strathcona County – 2023 VCB Balance

Moved by Director Sandahl that the board accepts the VCB Balance Report for information.

Carried

- 7) Commission Manager Report
a) Attached

Moved by Director Sandahl that the board accepts the Commission Managers Report for information.

Carried

In Camera 10:59am

Out of Camera 11:42am

- 8) Finance Report
a) Givens LLP for March

Moved by Director Sandahl that the board accepts the Financial Statement for information.

Carried



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b) Aged A/R

Moved by Director Kelly that the board gets the Aged A/R off the books (write off).

Carried

Moved by Director Larson that the board accepts for information.

Carried

c) Aged Payables

Moved by Director Larson that the board receives the Aged Payables for information.

Carried

9) Board/Committee Reports

a) None

10) Correspondence and Information

a) None

10.1) Questions for Administration

11) Next Meeting

Next Board meeting to be held on May 22, 2024 at 9:00am in Fort Saskatchewan.

12) In Camera

a) JSBRWSC Issue – GOIP s27(2) – Legal Matter

In Camera 12:12pm

Out of Camera 12:34pm

13) Adjournment

Meeting Adjourned at 1:00 pm

These minutes were approved this 22 day of July, 2024

Signature of Chair

CHAIR

Signature of Commission Manager

COMMISSION MANAGER