



CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

BOARD MEETING

Wednesday, January 17, 2024 at 9:00 am

Redwater Council Boardroom

MINUTES

Attendance:

COMMISSION MEMBERS:

Bill Tonita - Chair	Strathcona County
Dave McRae – D. Chair	Town of Redwater
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
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1) Call to Order

Chair Tonita called the meeting to order at 9:01 am.

2) Adoption of Agenda

Moved by Director Sandahl that the Agenda be adopted with changes (item 6h).

Carried

3) Adoption of Minutes

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

Moved by Director Derouin that the Minutes of December 15, 2023, held at 11:30 am, be approved as presented.

Carried

4) Delegation

a) Strategic Steps (Presentation after Business (Item 6) completed)

The Board worked through a workshop setting to develop the top 5 highest priority recommendations.

Results of Recommendation Review

January 17, 2024

At the Commission meeting of January 17, commissioners went through the 2023 governance review report's recommendations and identified which are the highest priority recommendations.

That list appears here:

- A comprehensive third party review of the Annual Rate Model be undertaken that addresses the concerns of all board members.
- The Board take time to "reboot" with the new Commission Manager to develop a Strategic Plan.
- A full bylaw and policy review be undertaken to determine the suite of bylaws and policies required to strengthen the commission's governance structure.
- CRNWSC create and adopt a 3 to 5-year Strategic Plan with a corporate plan that cascades from the Strategic Plan, including measurable performance indicators.
- The Board adopt a Board Orientation policy that codifies and formalize the onboarding process. This may include: the timing of onboarding for new members, general expectations of a board member, wearing the commission "hat", including emphasis on code of conduct, ethics and professionalism, a potential mentorship program, as well as a list of materials necessary for onboarding a member.
- No change be made to the one-member, one-vote structure.

The full list of recommendations that appeared in the report follows. Those highlighted in yellow are the high priority ones (the same list as the bulleted one above), those highlighted in green are the medium priority ones, and those without highlighting are the relatively lower priority ones.

In this case, "high priority" is defined as a recommendation that at least half of the members identified as one of their top six, or a recommendation identified by one member as "the most important one" which also has the support of at least one other member.

Medium priorities were any that were identified as important by at least two members. The list indicates which recommendations are both important and timely as of January 2024.

The list will likely change over time as some recommendations are worked and as the environment in which the commission operates shifts.



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5) Engineer Report
a) None

6) Business
a) Letter From City of Fort Saskatchewan re: Cost of Service Study (RWCG)

1. Moved by Director Kelly that the Board appoint the Commission Manager, Gene Sobolewski, as a Director to the RWCG Inc. Board to represent the Commission and to communicate regularly to the Board, on a timely basis, matters concerning the business of the Commission.

Carried

2. Moved by Director McRae that the CRNWSC accept the letter from the City of Fort Saskatchewan dated December 21, 2023, pertaining the RWCG Cost of Service review, for information and further refer the letter to the RWCG for their review.

Carried

3. Moved by Director Kelly that the Commission Manager send a letter to the RWCG Inc. stating that the Board does not support any action of the RWCG Inc. to restrict EPCOR Water Services Inc. (EWSI) from selling water to any municipality.

Recorded Vote:

For: Kelly

Against: Tonita, McRae, Derouin, Sandahl, Larson

Defeated

4. Director McRae clarified his November 27, 2023 motion concerning obtaining a legal opinion on the Membership and Trust Agreement with the RWCG Inc. was in specific reference to the validity of the Agreement or Commission signature due to the fact that the Board Chair acted on behalf and signed the RWCG Inc. instrument agreement on September 18, 2023, which was well after his resignation as Board Chair in June 2023.
5. Moved by Director McRae that the Board invite representatives from the RWCG Inc. to a meeting of the Board to discuss and get more information as to how the RWCG Inc. decided that they would like to see incorporated within cost of service review with the EWSI, the following item: "RWCG wants to see within the agreement that EWSI will not approach/entertain discussions for direct water connections for any RWCG members or customers as the RWCG holds the water diversion license."

Carried

b) Givens LLP – Request for retainer

1. Moved by Director McRae that the Board approve invoice #30595 in an amount of \$10,500 as a retainer for services from Givens LLP. The Board further requests Givens LLP provides a Statement of Account to verify the amount of the retainer used and balance remaining, to be applied to future invoices, once the initial systems are set up.

Carried



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2. Moved by Director Larson that the Board approve Director Kelly and the Commission Manager to meet with Givens LLP to set up and agree to the appropriate level of accounting and bookkeeping services required by the CRNWSC.

Carried

- c) Retreat Proposal – Strategic Steps re: Moderator

Moved by Director Larson that the Board reject the original quotation from AB Counsel in an amount of \$30,000 to provide moderator services and a legal presentation on roles and responsibilities, and, request the Commission Manager to further invite Strategic Steps, or other firm, to provide a proposal for these services and authorize the Commission Manager to award the work to the successful firm accordingly.

Carried

- d) ATB – GIC renewal/Policy

Moved by Director McRae that the Board approve the re-investment of the GIC to invest 50% of the GIC value in a 2 year GIC at 4.65% and the other 50% in a 3 year at 4.46%. In addition, as other GIC investments mature, the Board directed that \$1 million be placed within a 60 or 90 day maturing GIC investment using best interest rate as the determining factor and invest the balance in a laddered GIC investment of 1 year, 2 year and 3 year maturity dates.

Carried

- e) ACE International Water Conference and the WEFTEC Conference

Moved by Director McRae that the Board approve the attendance of Board members plus the Commission Manager to attend the ACE the 2024 ACE Water Conference in Anaheim, California from the dates of June 10 through to June 13, 2024, and the WEFTEC Water Conference in New Orleans, Louisiana on October 04 through to October 09, 2024.

Carried

- f) WEFTEC Conference (as per 6e above)

- g) Monthly Meeting Schedule

Moved by Director Sandahl that the Board approve regularly scheduled monthly meetings of the Board to held on the 3rd Wednesday of each month, commencing at 9:00 am at locations to be rotated between members as agreed by the Board.

Carried

- h) Addition to Agenda: Policy Discussion

Moved by Director Derouin that the policies and process for the policy review be discussed at eh March Board meeting.

Carried

- 7) Commission Manager Report

- a) None

- 8) Finance Report

- a) None



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9) Board/Committee Reports
a) None

10) Correspondence and Information
a) None

11) Next Meeting


Next Board meeting to be held on March 20, 2024.

12) In Camera
a) None

13) Adjournment

Meeting Adjourned at 2:29 pm

These minutes were approved this 22 day of April, 2024



CHAIR



COMMISSION MANAGER