



# CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

## BOARD MEETING

Monday, February 24th, 2025 at 9:00 am

Sturgeon County Office, Morinville

## MINUTES

Attendance:

### COMMISSION MEMBERS:

<b>Bill Tonita - Chair</b>	Strathcona County
<b>Gordon Harris</b>	City of Fort Saskatchewan
<b>Brian Holden</b>	Town of Bon Accord
<b>Norman Sandahl</b>	Town of Gibbons
<b>Dave McRae – D. Chair</b>	Town of Redwater
<b>Neal Comeau</b>	Sturgeon County

### Other:

<b>Gene Sobolewski</b>	Commission Manager
<b>Tara Harder</b>	Executive Clerk
<b>Richard Jones</b>	Brownlee LLP (Virtual)
<b>Keegan Rutherford</b>	Brownlee LLP (Virtual)
<b>Chris Parfit</b>	Associated Engineering

1) Call to Order

Chair Tonita called the meeting to order at 9:04 am.

2) Adoption of Agenda

**25-02-001**

**MOVED by Director Sandahl**

That the Agenda be adopted as presented.

**Carried**

3) Adoption of Minutes

a) January 20<sup>th</sup>, 2025 Board Meeting Minutes

**25-02-002**

**MOVED by Director McRae**

That the Minutes of the Board meeting held on January 20<sup>th</sup>, 2025, be approved as presented with revisions.

**Carried**

4) Delegation

a) Richard Jones – Brownlee LLP (Closed Session) FOIP s21, s22, s23 and s27

**25-02-003**

**MOVED by Director Comeau**

That the board go into Closed Session at 9:06am.

**Carried**



**25-02-004**

**MOVED by Director Comeau**

That the board move out of Closed Session at 9:35am.

**Carried**

- 5) Engineer Report
  - a) Updates To Issues – (Virtual Attendance)
    - i) Wolf Project
    - ii) PCCP Pipe Inspection - Xylem Project

**25-02-005**

**MOVED by Director Sandahl**

That the board accept the report presented by Associated Engineering for information.

**Carried**

- 6) Business
  - a) 2025 ACE (AWWA) Conference – Tariff Reconsideration

**25-02-006**

**MOVED by Director McRae**

That the board rescind motion 25-01-007.

**Carried**

- b) Bylaw 2025-001 – Fees and Charges Bylaw

**25-02-007**

**MOVED by Director Comeau**

That the Capital Region Northeast Water Services Commission Board give Bylaw 2025-001, the Fees and Charges Bylaw reading and adoption as amended.

**Carried**

**25-02-008**

**MOVED by Director McRae**

That the Capital Region Northeast Water Services Commission Board rescind Bylaw 2022-007, the Fees and Charges Bylaw.

**Carried**

c) Strategic Plan Priority Matrix

**25-02-009**  
**MOVED by Director Sandahl**

Have the commission manager send to our members the water supply agreements, and report back to the board at the next meeting.

**Carried**

**25-02-010**  
**MOVED by Director McRae**

That the Capital Region Northeast Water Services Commission Board approve the 2025/2026 Strategic Plan - Commission Manager Action Plan - Planning Matrix as presented.

**Carried**

d) Wolf Project – CRNWSC Costs Update

**25-02-011**  
**MOVED by Director Comeau**

That the Capital Region Northeast Water Services Commission Board approve the information as presented for the Wolf Waterline Lowering Costs Update Report.

**Carried**

e) CRNWSC Benefits Program

**25-02-012**  
**MOVED by Director Harris**

That the board go into Closed Session at 10:54am.

**Carried**

**25-02-013**  
**MOVED by Director Harris**

That the board move out of Closed Session at 11:40am.

**Carried**

**25-02-014**  
**MOVED by Director Harris**

That the Board approve the benefits plan proposed by Canoe (RMA) as presented and further approve to contribute to the benefits plan at a share of 60% and the employee contribution share of 40%.

**Carried**





CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION

25-02-015
MOVED by Director Comeau

That the Board approve a 5% bonus for the Commission Manager for the 2024 year.

Carried

- f) Voting/Governance Model General discussion, no motion made.
7) Commission Manager Report

25-02-016
MOVED by Director McRae

That the Board accepts the Commission Managers' Report for information as presented.

Carried

- 8) Finance Report
a) Givens LLP report for February 2025

25-01-017
MOVED by Director Sandahl

That the Board accepts the Financial Report for information as presented.

Carried

- 9) Board/Committee Reports - no reports
10) Correspondence and Information
11) Next Meeting
a) Monday, March 24, 2025 - Redwater Council Chambers - Approved
b) Monday, April 14, 2025 - Sturgeon County Office - Approved
c) Monday, June 23? (no meeting in May) - Fort Saskatchewan tentative
d) Other COW/Workshop Meetings to be scheduled - Bylaw Workshop - February?

12) Closed Meeting - FOIP s21, s22, s23 and s27

- a) JSBRWSC Update/Issues
i) JSB update outstanding A/R update
ii) Discussion With Lawyer

13) Adjournment

Meeting adjourned at 12:31pm.

These minutes were approved this 24 day of March, 2025

CHAIR

COMMISSION MANAGER