

BOARD MEETING

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

Redwater Council Chambers, Town of Redwater

MINUTES

Attendance:

COMMISSION MEMBERS:

Bill Tonita - Chair	Strathcona County
Gordon Harris	City of Fort Saskatchewan
Timothy Larson	Town of Bon Accord
Norman Sandahl	Town of Gibbons
Dave McRae – D. Chair	Town of Redwater
Neal Comeau	Sturgeon County

Other:

Gene Sobolewski	Commission Manager
Tara Harder	Executive Clerk
Jeff Hutton	City of Fort Saskatchewan
Chris Parfit	Associated Engineering (Virtual)

- 1) Call to Order
Chair Tonita called the meeting to order at 9:01 am.

- 2) Adoption of Agenda

25-03-001

MOVED by Director Sandahl

That the Agenda be adopted as modified.

Carried

- 3) Adoption of Minutes
 - a) February 24th, 2025 Board Meeting Minutes

25-03-002

MOVED by Director McRae

That the Minutes of the Board meeting held on February 24th, 2025, be approved as presented with revisions.

Carried

- 4) Delegation
None

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

25-03-003

MOVED by Director Larson

That the board accept the report for information.

Carried

6) Business

a) Bylaw – Code of Conduct – Discussion

25-03-004

MOVED by Director Larson

That the Board Defer this item to the expected scheduled July Bard meeting.

Carried

b) Bylaw 2025-002 – Reserves Bylaw

25-03-005

MOVED by Director Sandahl

That the Capital Region Northeast Water Services Commission Board give Bylaw 2025-002, the Restricted Surpluses Bylaw reading and adoption.

Carried

25-03-006

MOVED by Director Larson

That the Capital Region Northeast Water Services Commission Board rescind Policies 2021-003, 2021-004, 2021-005, 2022-007 and 2022-008, and their corresponding reserves are repealed and replaced by this Bylaw 2025 - 002.

Carried

c) GIC's Maturing April 14, 2025 – Proposed Reinvestment

25-03-007

MOVED by Director Sandahl

That the Board approve the re-investment of the GIC 74844175039900 locked in at a 2 year at rate in place at maturity

Carried

d) Voting/Governance Model – Update

25-03-008

MOVED by Director Comeau

That the Board accepts this report for information with the provision that the Commission Manager will bring back further information to the scheduled April 07 Board meeting.

Carried

e) Water Supply Agreement (Brought up by McRae)

25-03-009

MOVED by Director McRae

That the Board accepts for information.

Carried

7) Commission Manager Report

25-03-010

MOVED by Director Larson

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

Carried

8) Finance Report

a) Givens LLP report for March 2025

25-03-011

MOVED by Director Harris

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, April 14, 2025 – Sturgeon County Office - **Approved**
- b) Monday, June 23? (no meeting in May) – Fort Saskatchewan tentative
- c) Other COW/Workshop Meetings to be scheduled – Bylaw Workshop – February?

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

25-03-012

MOVED by Director Larson

That the board go into Closed Session at 11:23 am.

Carried

- a) Personnel
 - i) Honorariums
- b) JSBRWSC Update/Issues
 - i) Feb 15 Payment Deadline, JSB portion of PCCP Pipe inspection
 - ii) JSB update outstanding A/R update
 - iii) AUC Update

25-03-013

MOVED by Director Comeau

That the board move out of Closed Session at 12:01pm.

Carried

25-03-014

MOVED by Director Comeau

That the Board that correspondence be drafted as directed as discussed in closed session as directed by legal counsel.

Carried

13) Adjournment

Meeting adjourned at 12:04pm.

These minutes were approved this 16 day of June, 2025



CHAIR



COMMISSION MANAGER