

CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION (CRNWSC)

Board Meeting Minutes

Wednesday, September 28, 2016

Community Centre Meeting Room 4

2001 Sherwood Drive, Sherwood Park, Alberta

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| 1. CALL TO ORDER | Commission Chairman Stew Hennig called the meeting to order at 9:34 a.m. |
| ATTENDANCE | Councillor Stew Hennig City of Fort Saskatchewan |
| | Councillor Birgit Blizzard City of Fort Saskatchewan |
| | Councillor Ed Parsons Town of Gibbons Town of Gibbons |
| | Mayor Mel Smith Town of Redwater |
| | Councillor Dody Kluttig Town of Redwater |
| | Councillor Ferd Caron (arrived at 9:53 a.m.) Sturgeon County |
| | Councillor Vic Bidzinski Strathcona County |
| | Councillor Bonnie Riddell Strathcona County |
| | Councillor David Hutton Town of Bon Accord Town of Bon Accord |
| | COMMISSION ADMINISTRATION Lyle Clarke, Commission Manager Bobby Kuruvilla, Commission Finance Coordinator Darlynn Klarenbach, Recording Secretary |
| REGRETS | Councillor Amber Harris, Town of Gibbons; Councillor Jerry Kaup, Sturgeon County; Councillor Alex Mackenzie, Town of Bon Accord, were not present. |
| 2. ADOPTION OF AGENDA | MOVED by Vic Bidzinski That the Board adopt the September 28, 2016 meeting agenda as presented. CARRIED (2016.09.28.01) |
| 3. ADOPTION of September 7, 2016 BOARD MEETING MINUTES | MOVED by Birgit Blizzard That the Board adopt the minutes of September 7, 2016 as presented. CARRIED (2016.09.28.02) |
| 4. COMMISSION CHAIRMAN REPORT Stew Hennig a) Termination of Strathcona County Management Contract | <ul style="list-style-type: none"> • Lyle Clarke distributed a revised version of the proposed Strathcona County Management Contract Termination Agreement; Chair Stew Hennig reviewed the changes that were made to the version attached to today's agenda. • Insurance and a WCB account are required; Lyle Clarke will need to provide proof of same. • Jubilee Insurance provides insurance for the CRNWSC through the AAMDC. • Strathcona County verbally indicated they would provide backup in the interim should the Commission Manager become incapacitated. |

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| | <p>MOVED by Mel Smith That the CRNWSC and Strathcona County Management Contract Termination Agreement effective December 31, 2016 be accepted as presented. CARRIED (2016.09.28.03)</p> |
| <p>5. COMMISSION MANAGER REPORT Lyle Clarke</p> <p>a) Confidential Proposal for CRNWSC Management Contract</p> | <p>MOVED by Bonnie Riddell That the Board move In Camera at 9:54 a.m. CARRIED (2016.09.28.04)</p> <p>MOVED by Bonnie Riddell That the Board revert back to Regular Session at 10:07 a.m. CARRIED (2016.09.28.05)</p> <p>MOVED by Ed Parsons That the Board accept the confidential proposal for the CRNWSC Management Contract to become effective January 1, 2017, subject to legal review. CARRIED (2016.09.28.06)</p> |
| <p>6. COMMISSION TREASURER REPORT Bobby Kuruvilla</p> <p>a) Financial Capacity for Capital Plan</p> <p>b) Year End Operating Surplus Policy</p> | <p>MOVED by David Hutton That the Board accept the Financial Capacity for Capital Plan report as information and approve the rate impact to implement the Five Year Capital Plan by feathering in the total financial impact of \$0.128 per cubic meter over the five year period, resulting in an increased cost of \$0.026 cents per cubic meter per year over the next five years. CARRIED (2016.09.28.07)</p> <ul style="list-style-type: none"> • To assist CRNWSC member municipalities with budget forecasts, the Commission Manager will share this information with them. <p>MOVED by Vic Bidzinski That the Board approve the Allocation of Year End Operating Surplus Policy which recommends 75% of surplus allocated to capital reserve and 25% allocated to rate stabilization reserve. CARRIED (2016.09.28.08)</p> |
| <p>7. CONFERENCE ATTENDANCE REPORT Dody Kluttig</p> | <ul style="list-style-type: none"> • Dody Kluttig's AWWA - ACE16 – conference attendance report was sent via email to CRNWSC Board meeting members for information. • Chair Stew Hennig reminded Board members that when attachments are included in conference attendance reports, Board members should use discretion when determining whether to print the information that is shared. |

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| | <ul style="list-style-type: none"> • Board members are expected to provide a five to ten minute verbal update on conferences they have attended. • Dody Kluttig provided a verbal summary of the AWWA – ACE16 conference she attended in June of 2016; highlighting the Water Basics book, a great source of information for all Elected Officials. • Lyle Clarke indicated he may share a portion of the Water Basics book at a future CRNWSC organizational or orientation meeting. |
| 8. QUESTIONS OF MEMBERS OF COMMISSION AND ADMINISTRATION | <ul style="list-style-type: none"> • No questions were presented. |
| 9. NEXT MEETING DATE | <ul style="list-style-type: none"> • Chair Stew Hennig requested that the November 30, 2016 Board meeting be rescheduled to December 2, 2016, 9:30 a.m. to 12:00 noon. |
| 10. ADJOURNMENT | <p>Moved by Birgit Blizzard That the meeting be adjourned at 10:39 a.m. CARRIED (2016.09.28.09)</p> |
| | <p style="text-align: center;"> _____ CHAIRMAN</p> <p style="text-align: center;"> _____ COMMISSION MANAGER</p> |

