

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
 ANNUAL GENERAL MEETING, HELD ON THURSDAY, APRIL 18, 2019 AT 7:00 P.M.
 AT THE BEST WESTERN PREMIER DENHAM INN & SUITES,
 MARQUIS ROOM, 5207 – 50 AVENUE, LEDUC, AB.**

PRESENT:

Chairman Rick Smith	Leduc County
Councillor Kelly Vandenberghe	Leduc County
Mayor Wally Yachimetz	Town of Calmar
Councillor Terry Balaban	Town of Calmar
Councillor Bill Daneluik	City of Beaumont
Councillor Sam Munckhof-Swain	City of Beaumont
Councillor Greg Gillespie	Camrose County
Councillor Doug Lyseng	Camrose County
Mayor Dawn Pauls	Village of Hay Lakes
Councillor Faye Leicht	Village of Hay Lakes
Mayor Tony Wadsworth	Town of Millet
Councillor Pat Garrett	Town of Millet
Councillor Beverly Beckett	City of Leduc
Councillor Lars Hansen	City of Leduc

ALSO PRESENT:

Councillor Kelly-Lynn Lewis	Leduc County
Dean Downey, Manager, Utilities	Leduc County
Kathy Rodberg, CAO	Town of Calmar
Mayor John Stewart	City of Beaumont
Councillor Steven vanNieuwerkerk	City of Beaumont
Keaton Seaby, Manager, Public Works	City of Beaumont
Reeve Don Gregorwich	Camrose County
Teri Pelletier, CAO	Town of Millet
Mike Jones, Director, Public Services	Town of Millet
Mayor Bob Young	City of Leduc
Paul Benedetto, CAO	City of Leduc
Shawn Olson, Commission Manager	City of Leduc
Rick Sereda, Operations Manager	City of Leduc
Carol Hounsell, Treasurer	City of Leduc
Lauren Padgham, Accountant	City of Leduc
Shawn Tooth, Water Technician	City of Leduc
Pamela Regier, Engineering Project Manager	City of Leduc
Shannon Bremner, Recording Secretary	City of Leduc
Steve Maybee, VP, Operations & Infrastructure	Edmonton Int. Airport
Roger Steele, Manager, Technical & Utilities	Edmonton Int. Airport
Curtis Friesen, Metrix Group LLP	
Chad Maki, Associated Engineering	
Ian McCormack, President, Strategic Steps Inc.	
Kaitlin Byar, Associate, Strategic Steps Inc.	

WITH REGRETS:	Honourable Shaye Anderson, MLA Bruce Hinkley, MLA Mayor Tanni Doblanko Duane Coleman, CAO Councillor Lin Rehn Ed Melesko, Director, Planning & Development Mike Schwirtz, CAO Councillor Cindy Trautman Paul King, CAO Zach Mazure, Manager, Public Works Councillor Dave Vallee Shannon Yearwood, CAO Councillor Mike Storey Samantha Folster, Project Manager Mary Coyne, Project Manager, Infrastructure Sean Nicoll, Associated Engineering Patrick Mastromatteo, Associated Engineering	Leduc County Leduc County Town of Calmar Town of Calmar City of Beaumont Camrose County Camrose County Camrose County Village of Hay Lakes Village of Hay Lakes Town of Millet City of Leduc Edmonton Int. Airport
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I. CALL MEETING TO ORDER

Chairman Rick Smith called the meeting to order at 7:00 p.m.

II. ADOPTION OF AGENDA

19-19 **Motion:** It was **Moved** by Councillor Terry Balaban that the agenda for the April 18, 2019 Capital Region Southwest Water Services Commission Annual General Meeting be approved as circulated.

Carried

III. APPROVAL OF THE APRIL 30, 2018 ANNUAL GENERAL MEETING MINUTES

There were no changes to the minutes.

20-19 **Motion:** It was **Moved** by Councillor Lars Hansen that the meeting minutes of the April 30, 2018 Capital Region Southwest Water Services Commission Annual General Meeting be approved as circulated.

Carried

IV. ANNUAL REPORT

A. Consider the 2018 Annual Report

Shawn Olson and Rick Sereda reviewed the Management and Operations Report of the 2018 Annual Report and highlighted the milestones of the Commission in 2018.



- In February 2018, Associated Engineering was selected as the successful proponent for work on the Water Master Plan, Highway 21 Booster Station and oversight of the Discovery Park reservoir construction. Associated Engineering was recognized as a valued partner of the Commission since its inception and were thanked for their dedicated service.
- The Commission began undertaking the update to the Water Master Plan in March 2018. Administration thanked member municipalities technical staff for working with Associated Engineering to provide anticipated growth and water projections as a part of this process. This valuable information will allow the Commission to model accordingly to determine future infrastructure requirements and an appropriate water rate structure for the future.
- In response to the City of Edmonton annexation of Leduc County and Beaumont lands, the Commission collaboratively worked with EPCOR throughout 2018 to discuss the optimum infrastructure and servicing arrangements for the future of the Commission. This process has caused delays in finalizing the Water Master Plan, as the discussions with EPCOR are ongoing at this time. The Commission will continue to work towards executing a formal Agreement with EPCOR, in order to move forward with finalizing the Water Master Plan.
- The Commission was contacted in regards to several potential future expansion opportunities including the City of Camrose, Maskwacis First Nations and Alberta Parks for Miquelon Lake. These opportunities will be examined within the Water Master Plan exercise.
- In response to regional growth in Camrose County, Associated Engineering completed their evaluation of the Highway 21 Booster Station pump upgrades. This capital project is currently underway and construction is expected to begin shortly.
- As a member of the Regional Water Customers Group (RWCG), the Commission worked collaboratively with the RWCG to negotiate a renewed 20-year Water Supply Agreement with EPCOR. We have now received the final executed Agreement.
- The Strategic Plan initiative was approved by the Board in 2018, with two workshops held in Beaumont in 2019. This was a valuable exercise and the Commission looks forward to the resulting initiatives that will better prepare the CRSWSC for future growth and potential challenges. Administration thanked Board members for setting aside time in their busy schedules to

participate in these full day workshops, which were hosted by Ian McCormack with Strategic Steps Inc.

- On November 2, 2018 the Commission responded to an emergency situation concerning reports of cloudy water from residents in east Leduc. While this incident posed no public health risk or concern, the Commission prudently shut off water supply to the Town of Millet to protect public confidence while determining the source of the issue. Upon investigation, it was determined that the cloudy water was caused by debris that was released into the transmission system from the newly installed Millet water line. Administration thanked Associated Engineering and the Management and Operations staff who worked tirelessly, 24/7 over a 4 day period to rectify this situation, while coordinating water supply to the Town of Millet by water trucks. Administration was pleased to report that the line was returned to normal operating conditions without affecting the Town of Millet. The Commission will continue to work through warranty claims with the contractor relating to this incident.
- It was noted that lead exposure levels in water has become a concern in the region recently considering the proposed changes to the Health Canada water guidelines. Health Canada intends to reduce the lead exposure levels that are leached into the water stream, typically from lead pipes in old neighbourhoods or through soldered pipes. These new water standards will be beneficial to everyone in the region and are currently under discussion at the RWCG meetings. EPCOR and the RWCG are discussing adding orthophosphates to the water over the next 5 years to meet these new standards, which is anticipated to result in a 1.67 cent increase to Commission water rates.

In closing, on behalf of the City of Leduc Management and Operations team, Shawn Olson and Rick Sereda extended sincere appreciation to the Board and member municipalities for their collaborative work throughout 2018. Administration looks forward to another rewarding year in 2019.

21-19

Motion: It was **Moved** by Mayor Tony Wadsworth that the 2018 Annual Report be accepted as presented.

Carried

B. Consider the 2018 Financial Statements and Auditor's Report

Mr. Curtis Friesen, Metrix Group LLP, presented an overview of the 2018 Financial Statements and Auditors Report. All the financial statements were approved and signed. It was noted that the Commission was in a healthy financial



position at the end of 2018 and the financial reserves improved by approximately \$2.3 million, which is intended for future infrastructure requirements.

- 22-19** **Motion:** It was **Moved** by Councillor Kelly Vandenberghe that the 2018 Financial Statements and Auditor's report be accepted as presented.

Carried

V. STRATEGIC PLAN SUMMARY

Ian McCormack, President of Strategic Steps Inc., provided a presentation of the recent Strategic Plan exercise and a high level summary of the outcomes of the two CRSWSC Board workshops. The draft Strategic Plan is currently with Administration for review and comment, prior to being brought forward to the Board at the June 20, 2019 CRSWSC meeting. The Strategic Plan is a four-year plan that provides goals, timelines and priorities to direct the Commission. The plan will be reviewed on a regular basis so priorities can be reevaluated by the Board, as they may change from year to year.

Ian McCormack also provided an informative presentation on his perspective of the future of local governments in Alberta, based on his broad experience working with municipalities in the region. In consideration of recent changes to the Alberta Municipal Government Act (MGA), many small municipalities over 3,500 in population will be required to provide Municipal Development Plans (MDP) and Intermunicipal Collaboration Frameworks (ICF's), which were not previously required. This may be an indication that the Province is encouraging further collaboration amongst municipalities. It was further noted that the Alberta population has nearly doubled since 1997; however, the number of municipalities have substantially decreased in comparison. There is also a trend where villages are dissolving and absorbing into rural municipalities. Municipalities are encouraged to seek efficiencies such as sharing resources such as staff or equipment to find ways to meet increasing citizen demands with limited resources.

VI. CONDUCT ANY OTHER BUSINESS PROPERLY PLACED BEFORE THE BOARD

There was no other business presented.

VII. ADJOURNMENT

- 23-19** **Motion:** It was **Moved** by Councillor Beverly Beckett to adjourn the meeting at 7:48 p.m.

Carried

CRSWSC



Capital Region Southwest
Water Services Commission

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CHAIRMAN



MANAGER