

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
ANNUAL GENERAL MEETING, HELD ON THURSDAY, APRIL 20, 2023 AT 7:00 P.M.
LEDUC GOLF CLUB, 5725 BLACK GOLD DRIVE, LEDUC, AB T9E 8C4**

PRESENT:

Mayor Bill Daneluik	City of Beaumont
Councillor Krista Gardner	Town of Calmar
Councillor Don Faulkner	Town of Calmar
Councillor Lars Hansen	City of Leduc
Councillor Beverly Beckett	City of Leduc
Councillor Doug Lyseng	Camrose County
Councillor Jordon Banack	Camrose County
Deputy Mayor Clifford Heinz	Village of Hay Lakes
Councillor Paul Patterson	Village of Hay Lakes
Councillor Mathew Starky	Town of Millet
Councillor Kelly-Lynn Lewis	Leduc County

ALSO PRESENT:

Councillor Steven vanNieuwkerk	City of Beaumont
Mayor Sean Carnahan	Town of Calmar
Ed Melesko, Manager, Planning & Development	Town of Calmar
Derek Prohar, CAO	City of Leduc
Mike Pieters, GM, Infrastructure & Planning	City of Leduc
Mayor Bob Young	City of Leduc
Gene Peskens, Chief Financial Officer	City of Leduc
Shawn Olson, Commission Manager	City of Leduc
Rick Sereda, Operations Manager	City of Leduc
Lauren Padgham, Treasurer	City of Leduc
Elie Tymchyshyn, Accounting Technician	City of Leduc
Gerard Del Rosario, Accounting Technician	City of Leduc
Pamela Regier, Engineering Project Manager	City of Leduc
Mark D'aoust, Commission Technician	City of Leduc
Katherine O'Dwyer, Recording Secretary	City of Leduc
Shannon Bremner, EA, Infrastructure & Planning	City of Leduc
Mayor Ron These	Village of Hay Lakes
Des Mryglod, Director, Engineering & Utilities	Leduc County
Mayor Doug Peel	Town of Millet
Lisa Schoening, CAO	Town of Millet
Kristofer Johnson, GM, Infrastructure	City of Camrose
Councillor Kevin Hycha	City of Camrose
Councillor Lana Broker	City of Camrose
Honourable Rick Wilson, MLA	Maskwacis Wetaskiwin
Chris Cholak, Partner	MNP LLP.
Emily Piwowar, Senior Accountant	MNP LLP.
Chad Maki, Engineer	Associated Eng.
Roger Steele, Manager, Technical & Utilities	Edmonton Int. Airport



Sean Ward, Operating Partner

Reynolds, Mirth Richards Farmer LLP.

WITH REGRETS:

Honourable Mike Lake, MP	Leduc - Beaumont
Damien Kurek, MP	Battle River- Crowfoot
Brad Rutherford, MLA	Leduc – Beaumont
Jackie Lovely, MLA	Camrose
Councillor Ashley Miller	City of Beaumont
Mike Schwirtz, CAO	City of Beaumont
Joshua Gale, Manager, Utility Operations	City of Beaumont
Councillor Rick Smith	Leduc County
Mayor Tanni Doblanko	Leduc County
Sylvain Losier, CAO	Town of Calmar
Grayden Nielson	Town of Calmar
Reeve Cindy Trautman	Camrose County
Paul King, CAO	Camrose County
Zach Mazure, Manager, Public Works	Camrose County
Malcolm Boyd, CAO	City of Camrose
Mayor PJ Stasko	City of Camrose
Lisa Novotny	Town of Millet
Steve Maybee, VP, Operations & Infrastructure	Edmonton Int. Airport
Duane Coleman, CAO	Leduc County
Tahner Bowers, Manager	MNP LLP.

CALL MEETING TO ORDER

Chair Bill Daneluik called the meeting to order at 6:45 p.m. Everyone was welcomed to the Annual General Meeting and guest introductions were completed.

- Chair Bill Daneluik presented the Chairman's Message, highlighting the successes of the Commission in 2022. A noteworthy success was the Management and Operations contract RFP process, with the City of Leduc Administration team being awarded the successful proponent, agreeing to continue serving the Commission for the next 4-5 years. Chair Bill Daneluik acknowledged the City of Leduc Administration team and Associated Engineering's diligent work in proactively acquiring the \$2.3M from the Water for Life Grant for the Nisku Booster Station project. Chair Daneluik acknowledged the Honourable MLA Rick Wilson & the contribution of the Government of Alberta through the

Water for Life grant. Chair Daneluik noted another highlight is our Administration team finding a solution to the tender challenges with the Beaumont Pipe Upgrade project. This project will now be completed as part of the Nisku Booster Station

I. ADOPTION OF AGENDA

- 14-23** **Motion:** It was **Moved** by Mayor Doug Peel that the agenda for the April 20, 2023 Capital Region Southwest Water Services Commission Annual General Meeting be approved as circulated.

Motion Carried Unanimously

II. APPROVAL OF THE APRIL 21, 2022 ANNUAL GENERAL MEETING MINUTES

- 15-23** **Motion:** It was **Moved** by Councillor Lars Hansen that the meeting minutes of the April 21, 2022 Capital Region Southwest Water Services Commission Annual General Meeting be approved as circulated.

Motion Carried Unanimously

III. DRAFT 2022 ANNUAL REPORT

Chair Bill Daneluik invited Shawn Olson, Commission Manager, and Rick Sereda, Operations Manager, to present the 2022 Management and Operations Report.

Shawn Olson and Rick Sereda reviewed the Management and Operations Report of the 2022 Annual Report and summarized some of the Commission's accomplishments from 2022.

- Shawn Olson thanked the board for their continued trust and support through the award of the Management and Operations contract last year. An independent review team made recommendations to the board, and the City of Leduc was awarded the Management and Operations Contract. Upon Board request, the City agreed to accept a 4-year term contract with the possibility of a 1-year extension, to avoid contract renewal during the 2025 municipal elections. Shawn thanked the board on behalf of the City of Leduc, and the Administration team, he formally thanked the Board for their continued trust and support.
- Shawn Olson acknowledged how incredibly proud that the Commission was to be awarded \$2.3M of grant funding through the Water for Life program towards the \$21.6M Nisku Booster Station project. Shawn noted the addition of the booster station, the Beaumont piping upgrade was added to the scope of work to use the larger economies of scale to get a more competitive price for the work.

- Rick Sereda spoke about the Board approving a new project for a digital ball camera inspection of the Beaumont pipelines to assess the integrity of the pipes and proactively plan for repairs and replacements. He noted administration thought it prudent to add a chamber around the insertion point and utilize the hot tap as an air relief chamber, improving this access point for future inspections and testing activities. The camera inspection determined that the Beaumont line is in good condition and there were no noted concerns.
- Rick brought forward the lightning strike incident that occurred at the Highway 21 Booster Station which resulted in damage to the communication tower's programmable logic controller (PLC). Administration responded immediately and is pleased to report that the water supply was not impacted or interrupted. Repairs for this incident were completed at the end of 2022.

In closing, Shawn Olson and Rick Sereda recognized the hard work of the City of Leduc Management and Operations team over the past year. Shannon Bremner was recognized for her dedicated service to the Commission from 2016 – 2022, and Katherine O'Dwyer was welcomed as the incoming Commission's Secretary effective as of September 2022. The Administration presented Shannon with a token of appreciation and thanked her for her hard work.

On behalf of the City of Leduc, Shawn Olson and Rick Sereda extended sincere appreciation to the Board and member municipalities for their collaborative working relationship and continued support throughout 2022.

- 16-23** **Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the Draft 2022 Annual Report be accepted as presented.

Motion Carried Unanimously

IV. 2022 FINANCIAL STATEMENTS AND AUDITORS REPORT

Chair Bill Daneluik invited Auditor Chris Cholak, Partner, MNP LLP, to present the 2022 Financial Statements and Auditors Report.

Chris Cholak, Partner, MNP LLP, presented an overview of the 2022 Financial Statements and Auditors Report.

- 17-23** **Motion:** It was **Moved** by Councillor Krista Gardner that the 2022 Financial Statements and Auditor's report be accepted as presented, to be inserted into the 2022 CRSWSC Annual Report for finalization and printing.

Motion Carried Unanimously

Chair Bill Daneluik advised that the signed financial statements be inserted into the Annual Report, which will then be finalized and printed. The printed 2022 Annual Reports will be distributed at the May 18, 2023 CRSWSC regular Board meeting and will also be distributed by mail to guests that attended the Annual General Meeting.

V. GUEST SPEAKER: SEAN WARD, OPERATIONS PARTNER, REYNOLDS MIRTH RICHARDS & FARMER LLP.

Chair Bill Daneluik introduced and welcomed guest speaker, Sean Ward, Operations Partner, Reynolds Mirth Richards & Farmer LLP.

Sean Ward, Operations Partner, Reynolds Mirth Richards & Farmer LLP spoke on Board of directors' dual responsibilities as elected officials and their code of conduct as it related to the CRSWSC, as well as 3rd party contractor liability.

Chair Bill Daneluik thanked Sean Ward for providing an informative presentation.

I. ADJOURNMENT

Chair Bill Daneluik thanked guests for attending the CRSWSC Annual General Meeting.

18-23 **Motion:** It was **Moved** by Councillor Lars Hansen to adjourn the meeting at 7:31 p.m.

Motion Carried Unanimously



CHAIRMAN



MANAGER