

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
 ANNUAL GENERAL MEETING, HELD ON THURSDAY, APRIL 30, 2018 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-Lynn Lewis	Leduc County
Mayor Wally Yachimetz	Town of Calmar
Councillor Terry Balaban	Town of Calmar
Councillor Bill Daneluik	Town of Beaumont
Councillor Steven vanNieuwkerk	Town of Beaumont
Councillor Greg Gillespie	Camrose County
Mayor Dawn Pauls	Village of Hay Lakes
Councillor Dave Vallee	Village of Hay Lakes
Mayor Tony Wadsworth	Town of Millet
Councillor Pat Garrett	Town of Millet
Mayor Bob Young	City of Leduc
Councillor Beverly Beckett	City of Leduc

ALSO PRESENT:

Mayor Tanni Doblanko	Leduc County
Dean Downey, Manager, Utilities	Leduc County
Councillor Lin Rehn	Town of Calmar
Kathy Rodberg, CAO	Town of Calmar
Ed Melesko, Director, Planning & Development	Town of Calmar
Keaton Seaby, Manager, Public Works	Town of Beaumont
Paul King, CAO	Camrose County
Graham Backus, Manager, Public Works	Camrose County
Councillor Faye Leicht	Village of Hay Lakes
Heather Nadeau, CAO	Village of Hay Lakes
Councillor Mike Storey	Town of Millet
Teri Pelletier, CAO	Town of Millet
Councillor Lars Hansen	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
Amber Ouellette, Accountant	City of Leduc
Shawn Tooth, Water Technician	City of Leduc
Pamela Regier, Engineering Project Manager	City of Leduc
Samantha Folster, Engineering Project Manager	City of Leduc
Shannon Bremner, Recording Secretary	City of Leduc
Steve Rumley, VP Infrastructure & Energy	Edmonton Int. Airport
Roger Steele, Manager, Technical & Utilities	Edmonton Int. Airport
Curtis Friesen, Metrix Group LLP	
Sean Nicoll, Associated Engineering	

WITH REGRETS:

Honourable Shaye Anderson, MLA	
Bruce Hinkley, MLA	
Councillor Kelly Vandenberghe	Leduc County
Duane Coleman, CAO	Leduc County
Councillor Sam Munckhof-Swain	Town of Beaumont
Mayor John Stewart	Town of Beaumont
Councillor Kathy Barnhart	Town of Beaumont
Mike Schwartz, CAO	Town of Beaumont
Councillor Doug Lyseng	Camrose County
Reeve Don Gregorwich	Camrose County
Councillor Cindy Trautman	Camrose County
Councillor Ron These	Village of Hay Lakes
Mike Jones, Director, Public Services	Town of Millet
Mary Coyne, Project Manager	Edmonton Int. Airport
Patrick Mastromatteo, Associated Engineering	

I. CALL MEETING TO ORDER

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

II. ADOPTION OF AGENDA

24-18 **Motion:** It was **Moved** by Councillor Pat Garrett that the agenda for the April 30, 2018 Capital Region Southwest Water Services Commission Annual General Meeting be approved as circulated.

Carried

III. APPROVAL OF THE APRIL 20, 2017 ANNUAL GENERAL MEETING MINUTES

There were no changes to the minutes.

25-18 **Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the meeting minutes of the April 20, 2017 Capital Region Southwest Water Services Commission Annual General Meeting be approved as circulated.

Carried

IV. ANNUAL REPORT

A. Consider the 2017 Annual Report

Rick Sereda and Shawn Olson reviewed the Management and Operations Report of the 2017 Annual Report and highlighted the work of the Commission in 2017.

A highlight of 2017 was the Millet Water Line Grand Opening Ceremony on April 21, 2017. The Commission submitted an application for the 17th annual Minister's Awards for Municipal Excellence in the Partnerships category for this project, as it was an excellent example of successful collaboration in our region.

Over the past year the Commission has been active with development and preparing for future growth.

- The Commission continues to work with the Discovery Park developers as construction progresses on their new reservoir, which will service the new industrial-commercial development in the region.
- Camrose County advised the Commission of new growth which will require an upgrade to the Highway 21 Booster Station. The analysis has started with the Commission and plans are being developed to expand this facility in 2018.
- Work continues with the Edmonton International Airport on the Airports' site development. As part of those ongoing reviews and developments, licensing agreements are being drafted to speak to the interactions between the Commission infrastructure and the properties.

The upcoming master planning exercise is ongoing with Associated Engineering which will examine water demand projections and future infrastructure requirements. This will ensure that the Commission continues to prudently save towards future needs, while ensuring that water rates remain reasonable. In response to a request by the City of Edmonton and EPCOR, the CRSWSC agreed to work collaboratively during our master planning exercise to determine how annexation may impact future servicing requirements.

The new Commission website (crswsc.ca) was showcased and briefly reviewed. The new website is modern and features quick links to ensure it is easy for users to find the information they are seeking. The website also features the ability to activate an Announcements toolbar at the top of the main homepage, which can be used for important notices or emergency demand notifications as needed. When Commission standards are designed in the future, the standards can also be posted on the website to assist stakeholders with important development information.

In closing, the Management team extended sincere appreciation to the Board and member municipalities for their work and collaboration throughout the past year.

26-18

Motion: It was **Moved** by Councillor Beverly Beckett that the 2017 Annual Report be accepted as presented.

Carried

B. Consider the 2017 Financial Statements and Auditor's Report

Mr. Curtis Friesen, Metrix Group LLP, presented an overview of the 2017 Financial Statements and Auditors Report. All the financial statements were approved and signed.

- 27-18 **Motion:** It was **Moved** by Councillor Terry Balaban that the 2017 Financial Statements and Auditor's report be accepted as presented.

Carried

V. CONDUCT ANY OTHER BUSINESS PROPERLY PLACED BEFORE THE BOARD

There was no other business presented.

VI. ADJOURNMENT

- 28-18 **Motion:** It was **Moved** by Mayor Wally Yachimetz to adjourn the meeting at 7:22 p.m.

Carried



CHAIRMAN



MANAGER