

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION,
REGULAR MEETING, HELD ON THURSDAY, MARCH 19, 2026
DINNER AT 5:30 P.M., MEETING AT 6:00 P.M.,
LEDUC GOLF COURSE 5725 BLACK GOLD DR, LEDUC, AB T9E 8C4**

1. CALL TO ORDER

Chair Krista Gardner called the meeting to order at 6:00 p.m.

PRESENT:

Mayor Krista Gardner	Town of Calmar
Councillor Jaime McKeag-Reber	Town of Calmar
Mayor Lars Hansen	City of Leduc
Councillor Jill Spinks (alt.)	City of Leduc
Mayor Lisa Vanderkwaak	City of Beaumont
Councillor Anthony Kohlsmith	City of Beaumont
Deputy Mayor Ron These	Village of Hay Lakes
Councillor Paul Patterson	Village of Hay Lakes
Councillor Dal Viridi	Leduc County
Councillor Kelly-Lynn Lewis (alt.)	Leduc County
Councillor Doug Lyseng	Camrose County
Councillor Jordon Banack	Camrose County
Mayor Doug Peel	Town of Millet
Councillor Susie Petrisor (alt.)	Town of Millet

ALSO PRESENT:

Councillor Lana Broker	City of Camrose
Kristofer Johnson, G.M., Infrastructure	City of Camrose
Roger Steele, Manager	EIA
Des Mryglod, Director, Eng., Utilities & Transit	Leduc County
Shawn Olson, Commission Manager	City of Leduc
Rick Sereda, Operations Manager	City of Leduc
Gerard Del Rosario, Commission Treasurer	City of Leduc
Elie Tymchyshyn, Accountant	City of Leduc
Melanie White, Project Manager	City of Leduc
Katherine O'Dwyer, Administrative Assistant	City of Leduc
Blair Martin, Manager, Infrastructure & Main.	City of Leduc
Chris Parfitt, Project Manager	Associated Engineering

WITH REGRETS:

Councillor Laura Tillack	City of Leduc
Councillor Bonnie Thomas	Leduc County
Councillor Mathew Starky	Town of Millet
Mark D'aoust, Operations Technician	City of Leduc
Chelsey Iles, Manager, Capital Projects	City of Leduc
Shannon Bremner, Recording Secretary	City of Leduc

2. ADOPTION OF AGENDA

Shawn Olson brought forward an emergent addition to the agenda, to be discussed in Closed Session: Regional Water/Wastewater Assessment Initiative (RWWAI) Update. (ATIA s.28 & 29)

- 14-26** **Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the agenda for the March 19, 2026, Capital Region Southwest Water Services regular meeting be approved as amended.

Motion Carried Unanimously

3. APPROVAL OF MINUTES

A. Minutes of the January 22, 2026 Regular Meeting

- 15-26** **Motion:** It was **Moved** by Councillor Paul Patterson that the meeting minutes of the January 22, 2026 regular meeting of the Capital Region Southwest Water Services Commission be approved as circulated.

Motion Carried Unanimously

4. PUBLIC COMMENTARY

There was no public commentary.

5. REPORTS OF OFFICERS

A. Manager's Report

Nisku Booster Station

The Commission continues to own and operate the Booster Station, supplying water to member municipalities while the Contractor continues to address deficiencies. Most notably, an issue with cavitation in a pressure reducing valve (PRV) needs to be resolved in order to achieve Total Performance. The two-year warranty period will begin once all deficiencies are resolved and Total Performance is achieved.

The project team is in negotiations with Maple Reinders on the claim from their sub-contractor (Inline). The claim is for outstanding expenses related to the directional drill of the project. Administration will provide an update once both parties have agreed to next steps.

Municipal Developments

Administration received 5 notifications of subdivision developments/extensions (3 from City of Beaumont, 2 from City of Leduc), 1 Neighborhood Structure Plan (City of Beaumont), and 1 Notice of Bylaw Hearing (City of Beaumont).

Administration had no concerns with the documents provided and no comments were provided back to the members.

Water Master Plan and Feasibility Study

Associated Engineering (AE) has completed the water modeling portion of the Master Plan and has progressed to investigating future upgrades, complete with cost estimates. The report is underway and a draft report is expected to be presented at the May Board meeting. Prior to the draft report being completed, Administration is seeking direction from the Board on the desired methodology for future rate setting. That discussion will occur in closed session later in this meeting.

Board Members attended the second session of the Strategic Update at the January 22, 2026 Board meeting, led by consultant Strategic Steps. A draft of the Board's strategic goals was presented for discussion and the resulting document will be included in the draft Master Plan presented in May.

Water modeling is complete for the Camrose-Wetaskiwin Feasibility Study which is being completed in conjunction with the Water Master Plan. Associated Engineering is investigating potential alignments for a future water line to serve the City of Camrose, County of Wetaskiwin and City of Wetaskiwin. Consultation is being scheduled to discuss the options with EPCOR as well as the municipalities involved. As part of the Feasibility Study, we will also be investigating advocacy at the request of the City of Camrose. It is anticipated that the draft of the Feasibility Study will be ready in June, with the opportunity to complete a Water for Life application by the November deadline if desired.

City of Beaumont Line Extension to St. Vital Reservoir

Beaumont Administration submitted a timeline for the work taking place in order to perform the necessary repairs on their Main Reservoir. The steps include:

1. Electrical upgrades at the Main Reservoir pumphouse – complete
2. Mechanical upgrades at St. Vital are underway – expected completion Summer 2026
3. Feeder line construction from Main to St. Vital – construction in Summer / Fall 2026
4. Pump and power upgrades at St. Vital – to follow item 3
5. Mechanical/structural upgrades at Main Reservoir – Fall 2027 to Winter 2028

Item 5 is when St. Vital would be acting as a standalone pump house for Beaumont. EPCOR has indicated that they can supply enough flow for average day demand at St. Vital for a short, temporary period but cannot achieve peak day demand. For this reason, the upgrades at the Main Reservoir must take place in off-peak season during the Fall and Winter.

Administration continues to work with Beaumont on these plans and to communicate these plans with EPCOR as timelines change.

Beaumont Second Feed Line

Administration received a draft 5-Year forecast letter from Associated Engineering regarding the future second feed line to the City of Beaumont (attached). Historically, EPCOR has responded that they will increase pressure at the Blackmud Booster Station to meet the increasing water demands at Beaumont, thus delaying EPCOR's requirement to construct a second feed line to their boundary. The current letter notifies EPCOR that CRSWSC water modeling shows that by 2031, if pressure is increased to meet demands to Beaumont, the flow velocity will exceed the allowable range in Commission pipes.

The draft letter was shared with Beaumont administration, as per the request from Beaumont's Board Directors, for review and comments prior to sending it to EPCOR. Administration received a response letter from Beaumont (attached) emphasizing the importance to begin planning for the second feed line immediately. Administration responded to Beaumont with some clarifications and a request to meet to discuss any current planning gaps that may be beneficial to address (letter attached). The 5-Year forecast letter will be sent to EPCOR later in March for consideration in their upcoming annual water modeling. The CRSWSC Administration intends to meet with EPCOR to further discuss the 5-year forecast as it relates to the second feed line, once Beaumont and Administration meet to identify any potential planning gaps.

Board Policy Updates

The Policy Review Sub-Committee met on February 23 to review two Board policies that were due for review in 2026: (1) Procurement, and (2) Remuneration and Expenses. The new Privacy and Access Management policy was also reviewed, to be adopted to reflect changes in legislation in which the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) have replaced the Freedom of Information and Protection of Privacy Act (FOIP). These three policies and the proposed revisions will be discussed under New Business. Administration would like to thank Mayor Lisa Vanderkwaak, Councillor Paul Patterson and Councillor Mathew Starky for their participation in the Policy Review Sub-Committee.

Regional Water Customer Group (RWCG)

The next Regional Water Customer Group meeting is scheduled for May 7, 2026.

Regional Water/Wastewater Assessment Initiative (RWWAI)

An RWWAI Regional Commission Forum meeting will take place in Edmonton on March 12, 2026. Chair Krista Gardner and Mayor Doug Peel attended, along with Kyle van Steenoven on behalf of the CRSWSC Administration team. The RWWAI is a grant-funded initiative conducting a province-wide review of operational, financial, and governance models in regional water/wastewater entities, identifying strengths, gaps, and opportunities for collaboration. A verbal update on findings presented at the Forum was provided at the March 19, 2026 Board meeting in Closed Session.

Town of Millet Donation Request

The Town of Millet submitted a request to the CRSWSC for a door prize donation for their upcoming Annual Staff and Council appreciation celebration. Requests are currently handled on an exception basis and as such, the Commission provided a previous promotional item and a \$25 gift card. As the policy for remuneration and expenses is currently up for review, it is suggested that the Board consider adding a section with parameters for requests from member municipalities for gifts or donations, or for participation in member's corporate functions (e.g. charity golf tournaments). This will be discussed later in the meeting during the policy review.

ARROW Utilities New Sanitary Line

Administration continues to work with ARROW Utilities regarding their upcoming construction project to install a new 900 mm diameter PVC sanitary pipe next to the CRSWSC feed line to Beaumont. The CRSWSC water line is within the ARROW Utilities right-of-way and thus a typical crossing/proximity agreement is not possible.

The new sanitary line is expected to be installed 8-9 metres north of the water line and is approximately 7 metres deep. An open cut excavation of this depth is likely to come within 1-2 metres of the Commission water line. ARROW plans to use locations on the south side of the water line as lay down areas which will require several crossing points over the water line during construction.

Typical requirements for work around this water supply line include a constructability report, vibration monitoring plan and full-time supervision of the work within 10 metres of the water line. ARROW is hesitant to perform these precautionary measures as it is their right-of-way, so additional costs for monitoring may need to be borne by the Commission.

Administration is working with ARROW Utilities on notification requirements so that the Commission can adequately protect its assets during construction.

Planned Shutdown at Blackmud Booster Station

EPCOR notified the CRSWSC that they have scheduled maintenance work on the Blackmud Booster Station tentatively for March 26, 2026. The Commission will be unable to fill our reservoirs during this time and anticipate a 10-hour full outage for the CRSWSC.

Administration met with EPCOR on February 11, 2026 to discuss the possibility of maintaining partial flows during the maintenance work and it was agreed to perform a test run of the system in mid-March. Both parties are optimistic that partial flows can be maintained which will benefit the members with a smaller reservoir. Flow to larger users, such as the City of Leduc, will be fully closed as these systems are better able to tolerate the outage. This will also provide us with a chance to see how our system would react in a real-world emergency situation. The Commission operations team will communicate with Member's operations teams throughout.

Calmar Line Repair

Associated Engineering (AE) is working on the detailed design of a repair on the Calmar feed line piping after a small leak was detected inside the reservoir building in late 2025. The leak has been temporarily repaired with a pipe clamp; however, Administration is working with AE to begin the RFQ process to hire a contractor to perform the permanent repair in Spring 2026.

The pinhole leak is believed to be caused by cavitation in the line, and there are concerns that the remaining section of pipe within the building and extending down underground below the building may be in similar condition. For this reason, the permanent repair will include replacement of a section of pipe outside of the building and leading up into the building through the side wall. The new pipe will be installed next to the existing line so the old line can remain operational throughout most of the installation. This minimizes water outages and reduces the chance of needing to use the emergency bypass option. Water outages will be limited to the final connections. The CRSWSC operations team will coordinate with the Calmar operations team throughout the construction.

The wall will have to go through asbestos abatement before the contractor can drill the access hole. A high-level quote was received for \$3,000 to complete the work once the Commission has set a timeframe for the rest of the work.

Arc Flash Study and Emergency Planning

PACE Technologies was contracted to perform arc flash studies at both the Telford and Highway 21 Booster Stations for a cost of \$6,000. The studies were completed on February 3, 2026 which included placement of the required

signage. The electrical arc flash study and the installation of specific warning signage are part of electrical safety standards and occupational health and safety requirements. The standard is that the arc flash study is completed every 5 years or when changes are made to the electrical system.

Related electrical protection includes lightning rods that have been procured and are being installed at all Commission facilities with towers this Spring.

Telford Booster Station Pump Repairs

The Commission is currently awaiting parts to repair pump 101 which was taken out of service to replace mechanical seals. Parts are expected to be 10+ weeks out unless they can be manufactured locally. Administration is investigating purchasing an additional pump and motor for the Telford Booster Station since both pumps are the same size. This would provide redundancy and allow for a working pump and motor to be available in the event of an emergency. Currently at Highway 21 there are redundant motors stocked for all the pumps.

Commission Facility Locates

Commission operators completed 11 Utility Safety Partner locates as of March 2026, as compared to 22 as of March 2025.

Management and Operations Agreement

Chair Gardner issued a letter to the City of Leduc on February 10, 2026 advising that the CRSWSC Board of Directors approved the extension of the existing Management and Operations Agreement with the City of Leduc (attached). The contract has been extended to December 31, 2027 as per motion number 12-26 at the January 22, 2026 Board meeting. Administration wishes to reiterate its appreciation for the Board's continued trust and support.

Professional Development Opportunities

A total of 11 primary Board members and 4 members of Administration plan to attend the WEFTEC (Water Environment Federation) conference September 26 – 30, 2026 in New Orleans, Louisiana. A group hotel booking has been secured at a significantly reduced rate to save on costs.

While not a CRSWSC expense, the City of Leduc funded multiple members of Administration to attend the Alberta Water & Wastewater Operators Association (AWWOA) Annual Operators Seminar. This adds additional value to the Commission through enhanced training of the Management and Operations team.

Professional development opportunities were attached to the agenda package.

16-26

Motion: It was **Moved** by Councillor Jaime McKeag-Reber that the Capital Region Southwest Water Services Commission Board of Directors receives as information the Manager's Report as presented by Shawn Olson, Commission Manager.

Motion Carried Unanimously

B. Treasurer's Report

2025 Financial Update

The financial reports have been prepared up to February 28, 2026. At this stage in the fiscal year, approximately 17% of the annual budget would normally be expended or earned. The Commission remains within expected parameters, with total revenues at 16% and total expenditures at 15% of budget. Management expenses are under budget at 6% of the budget spent, while Operating expenses stand at 15% of the budget spent.

Water sales and purchases

- Water sales and purchases are marginally under budget by 15%.
- A line loss of 3.60% has been recorded to date.

Revenue Variances

- Interest revenue is above budget at 101%, attributed to conservative budgeting of interest.

Expenditure Variances

Management:

- Management contract expenditures align with budget expectations of 17% spent.
- Audit fees currently reflect a temporary variance of -45% due to the reversal of the 2025 audit fee accrual.
- Honorariums (12%) and mileage (15%) are slightly under budget. These budgets were increased to account for annual policy reviews and directly correlate to the number of Board members attending these reviews.
- A few line items such as debenture payments, legal fees, and other professional fees, remain unutilized at this time as no related expenses have been incurred or timing of those expenses has not yet occurred.

Operating:

- Operating contract is consistent with the budget at 17% spent.
- Seminars and Conference expenditures are currently at 0%. With the anticipated attendance at WEFTEC, we expect to utilize the majority of this budget.
- Power and Gas are slightly below budget at 12% and 14%, respectively.
- Engineering fees are under budget at 8% as focus remains on the close out of the Booster Station.

- Insurance premiums were paid in full at the beginning of the year and came in slightly higher than expected. We will adjust the 2027 Budget in the Fall to reflect this new base.
- Easement Leases are currently at 69% of budget, reflecting the full annual member fee payment made in January.
- Materials and Supplies expenditures are at 40% due to the procurement of AGM materials.
- Infrastructure Maintenance, Cathodic Protection and Computer & Comm. Maintenance, Supplies, Licenses are below budget due to the timing of scheduled work.

Capital Expenditures

Capital expenditure stands at 1 percent of the budget, due to timing of planned capital initiatives.

- 2017.002 Air Release Manhole Rehab (26%)
- 2021.001 Nisku Booster Station & Beaumont Piping Upgrades (.05%)
- 2024.002 Scada Upgrade (0%)
- 2025.001 Water Master Plan & Strategic Plan (6%)
- 2025.002 Emergency Planning (0%)
- 2025.003 Camrose Feasibility Study (11%)
- 2026.001 Calmar Line Repair (5%)
- 2026.002 Arc Flash Study (0%)

2025 Audit

The Commission Auditors, MNP LLP, continue to conduct the 2025 year-end audit. The final audited financial statements and accompanying findings will be presented to the Board at the Annual General Meeting (AGM) on April 16, 2026.

2025 T4A's

T4A's were uploaded to the CRA on February 25, 2026. If you have yet to receive your T4A, please reach out to Administration to ensure we have your correct information.

Statement of Operations to February 28, 2026

	Actual 2026	Budget 2026	Variance	Budget % Spent
Revenue				
Water Sales	1,868,993	12,261,383	10,392,390	15%
Water Flat Rate Debenture Proceeds	15,650	93,903	78,253	17%
Interest Earned	50,367	50,000	(367)	101%
Miscellaneous Revenue	-	-	-	0%
Capital Prov Gov't Grants	-	-	-	-
Total Revenue	1,935,011	12,405,286	10,470,275	16%
Expenses				
Management Expenses				
Management Contract	25,500	153,000	127,500	17%
Debenture payments	-	93,903	93,903	0%
Legal Fees	-	10,000	10,000	0%
Other Professional Fees	-	10,500	10,500	0%
Honorarium	2,000	16,200	14,200	12%
Audit Fees	8,063	18,000	26,063	-45%
Office Supplies	65	2,000	1,935	3%
Mileage	602	4,000	3,398	15%
Bank Charges & Interest	73	500	427	15%
Total Management Expenses	20,177	308,103	287,926	7%
Operating Expenses				
Water Purchases	1,114,298	7,264,713	6,150,415	15%
Operating Contract	62,833	377,000	314,167	17%
Seminars & Conferences	-	110,700	110,700	0%
Power	23,225	200,000	176,775	12%
Engineering Fees	2,910	35,000	32,090	8%
Instrumentation & Mechanical	3,945	45,000	41,055	9%
Insurance	55,824	45,000	10,824	124%
Infrastructure Maintenance	452	117,000	116,548	0%
Regular & Annual Meeting Expenses	5,820	26,000	20,180	22%
Cathodic Protection	-	6,000	6,000	0%
Materials & Supplies	7,123	18,000	10,877	40%
Computer & Comm. Maintenance, Supplies, Licenses	1,353	30,500	29,147	4%
Easement Leases	2,079	3,000	921	69%
Gas	1,834	13,000	11,166	14%
Telephone	1,464	7,500	6,036	20%
Total Operating Expenses	1,283,160	8,298,413	7,015,253	15%
Total Expenses	1,303,337	8,606,516	7,303,179	15%
Net of Revenue over Expenses	631,674	3,798,770	3,167,096	17%
Net Interfund Transfers				
Drawn from Accumulated Surplus	-	-	-	0%
Transfer to Operating Reserves	-	169,449	169,449	100%
Transfer from Operating Reserves	-	85,000	85,000	100%
Transfer to Capital Reserves	-	3,714,321	3,714,321	100%
Total Interfund Transfers	-	3,798,770	3,798,770	
Net Surplus (Deficit)	631,674	-	631,674	

Statement of Financial Position as at February 28, 2026

Financial Assets

Bank	\$	4,413,962
Accounts Receivable	\$	1,836,710
Accrued Receivables	\$	30,480
Investment Interest Receivable	\$	37,807
GST Receivable	\$	9,624
Short Term Investments	\$	8,048,106
Inventory	\$	19,422
Total Financial Assets	\$	14,396,111

Liabilities

Trade Accounts Payable	\$	586,436
Accrued Accounts Payable	\$	337,380
Accrued Interest on Debentures	\$	1,085
Deferred Revenue - Gov't Grant	\$	-
Debenture 4000845 - 2010	\$	502,195
Debenture 4002395 - 2018	\$	60,315
Total Liabilities	\$	1,487,411

Net-Financial Assets	\$	12,908,700
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Non-Financial Assets

Land	\$	334,685
Machinery & Equipment	\$	405,377
Accum. Depreciation - Mach & Equip	\$	(397,943)
Engineering Structures	\$	46,455,495
Work in Progress - Buildings	\$	-
Work in Progress - Equipment	\$	189,569
Work in Progress - Eng Structure	\$	257,825
Accum. Depreciation - Eng Stru	\$	(6,357,364)
Work in Progress - Nisku Booster Station	\$	1,802
Total Non-Financial Assets	\$	40,889,445

Accumulated Surplus

Rate Stabilization Op Reserve	\$	170,165
Emergency & Operations - Op Res	\$	200,000
General Reserves - Op Reserve	\$	1,203,846
Equipment - Cap Reserve	\$	1,768,342
Future Water Capacity - Cap Reserve	\$	6,763,343
Total Reserves for Future Use	\$	10,105,696
Unrestricted Surplus	\$	2,781,290
Investment - remeasurement gains/losses		
Equity in Fixed Assets	\$	40,279,484
Current Earnings (Net surplus (deficit) + add back debenture principle)	\$	631,674
Total Accumulated Surplus	\$	53,798,144

2025 Capital Summary to February 28, 2026

2017.002 Air Release Manhole Rehab	
2026 Budget	18,700
2026 Expenditures	(4,825)
Budget Remaining	13,875
2021.001 Nisku Booster Station & Beaumont Piping Upgrade	
2026 Budget	3,675,755
2026 Expenditures	(1,802)
Budget Remaining	3,673,953
2024.002 SCADA upgrade	
2026 Budget	51,250
2026 Expenditures	-
Budget Remaining	51,250
2025.001 Water Master Plan & Strategic Plan	
2026 Budget	132,520
2026 Expenditures	(8,029)
	124,491
2025.002 Emergency Planning	
2026 Budget	120,000
2026 Expenditures	-
	120,000
2025.003 Camrose Feasibility Study	
2026 Budget	219,520
2026 Expenditures	(23,270)
	196,250
2026.001 Calmar Line Repair	
2026 Budget	200,000
2026 Expenditures	(9,520)
	190,480
2026.002 Arc Flash Study	
2026 Budget	10,000
2026 Expenditures	-
	10,000
2025 Total Capital Budget	4,427,745
2025 Total Capital Expenditure	(47,445)
Budget Remaining	4,380,300
Budget Spent	1%

- 17-26** **Motion:** It was **Moved** by Mayor Lisa Vanderkwaak that the Capital Region Southwest Water Services Commission Board of Directors receive the Treasurer's Report as information as presented by Gerard Del Rosario, Treasurer.

Motion Carried Unanimously

6. UNFINISHED BUSINESS

There was no unfinished business.

7. NEW BUSINESS

The Policy Review Sub-Committee met on February 23, 2026 to review two Board policies that are due for review in 2026: (1) Procurement, and (2) Remuneration and Expenses. A new Privacy and Access Management policy was also reviewed. Participants of the Sub-Committee included Mayor Lisa Vanderkwaak, Councillor Paul Patterson, Councillor Mathew Starky, Shawn Olson, Shannon Bremner, Gerard Del Rosario and Melanie White.

A. Policy 3 – Procurement

The Policy Review Sub-Committee recommended that the following changes are made to Policy 3 – Procurement:

- 1) Policy Objective – A minor clarification to add “with the intention to” ... provide the best value for the Commission’s needs.
- 2) Definitions – Minor language changes to standardize the definition of the Commission Managers Host Municipality, to be consistent with the Privacy and Access Management policy.
- 3) Responsibilities and Authorities – The Committee recommended adding “on or before” the review date specified and added clarification that policies must be reviewed and approved at a maximum of every 5 years, as review typically occurs between the 4 – 5 year period. This revision is recommended for all policies that were reviewed.

The revised draft policy was attached for review, with track changes enabled for easy reference of the proposed changes.

- 18-26** **Motion:** It was **Moved** by Councillor Paul Patterson that the Capital Region Southwest Water Services Commission Board of Directors approve Policy 3 – Procurement as amended and circulated

Motion Carried Unanimously

B. Policy 4 – Remuneration and Expenses

The Policy Review Sub-Committee recommended that the following changes are made to Policy 4 – Remuneration and Expenses:

- 1) Policy Objective – A minor correction to improve readability.
- 2) Policy – Removal of the word “legitimate” due to redundancy.
- 3) Responsibilities and Authorities – The Committee recommended adding “on or before” the review date specified and added clarification that policies must be reviewed and approved at a maximum of every 5 years, as review typically occurs between the 4 – 5 year period. This revision is recommended for all policies that were reviewed.
- 4) Responsibilities and Authorities – Clarification added regarding reimbursement of expenses. Detailed receipts must be provided itemizing expenses; a credit card or debit slip on its own is not acceptable.
- 5) Honoraria –
 - 1 a) It is recommended to standardize honoraria to be based on 4 hours of time at the Alberta Municipalities rate. Current practice is to compensate Board members for 4 hours for Commission related activities, regardless of the time worked on an individual day. Standardization assists with Commission budgeting and simplifies the expense claim process.
 - 1 c) The Commission now issues a T4A instead of a T4.
 - 1 d) Clarification was added that alternate Board members who may attend Commission meetings are compensated for attendance, in addition to the two primary appointed Board members.
- 6) Air Travel – The language in 5 b) and c) contradicted each other; 5 b) likely should have been removed in the previous policy review. It is recommended to remove 5 b) and add clarification that the Commission encourages reasonable seat selection but will reimburse for seat upgrades due to mitigating circumstances (e.g. medical circumstances).
- 7) Taxi – It is recommended to add ride share and micromobility, to encompass new methods of travel such as Ubers and e-scooters.

- 8) Meal Allowances – Rather than specify rates in the policy, it is recommended to use the Canada Revenue Agency meal allowance rates as a guide.
- 9) Gratuities – All references to tipping and gratuities under other sections were consolidated under the gratuities section for ease of reference. Tipping is limited to 18%; however, automatic gratuities for large parties will be reimbursed as per previous practice.
- 10) Hosting/Business Meals – Minor language corrections and an addition to refer to the Canada Revenue Agency meal allowance rates as guidance for expenses.
- 11) Member Municipality Relations – This is a new recommended addition to provide parameters for requests from member municipalities for gifts or donations, or for participation in member's corporate functions (e.g. member events or member requests for donations).

The revised draft policy was attached for review, with track changes enabled for easy reference of the proposed changes.

19-26

Motion: It was **Moved** by Councillor Jordon Banack that the Capital Region Southwest Water Services Commission Board of Directors approve Policy 4 – Remuneration and Expenses as amended and circulated.

Motion Carried Unanimously

C. Policy 8 – Privacy and Access Management

The new proposed Privacy and Access Management policy was attached, to be adopted to reflect changes in legislation in which the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) have replaced the Freedom of Information and Protection of Privacy Act (FOIP).

Before adopting the Policy 8 – Privacy and Access Management, the Board needs to repeal the existing FOIP Bylaw 8-99 that is still active, but is no longer applicable since the Freedom of Information and Protection of Privacy Act (FOIP) was repealed. Administration recommends adopting this policy to comply with ATIA and POPA legislation rather than a Bylaw, as a Bylaw is not required and a policy is easier to update as required.

Public bodies must have privacy management programs in place prior to June 1, 2026. Adoption of this policy is the first step towards compliance. Once adopted, Commission Administration will develop a Personal Information Bank and a Security Classification System to comply with legislation, which will be regularly reviewed and updated as required. The City of Leduc will also provide the necessary training to Commission Administration staff.

- 20-26** **Motion:** It was **Moved** by Councillor Mayor Doug Peel that the Capital Region Southwest Water Services Commission Board of Directors repeal FOIP Bylaw No. 8-99, which was adopted in November 1999 to comply with the Freedom of Information and Protection of Privacy Act.
- 21-26** **Motion:** It was **Moved** by Mayor Lisa Vanderkwaak that the Capital Region Southwest Water Services Commission Board of Directors approve Policy 8 – Privacy and Access Management as circulated.

Motion Carried Unanimously

8. CLOSED SESSION

A. Regional Water/Wastewater Assessment Initiative (RWWAI) Update (ATIA s.28 & 29)

Chris Parfitt, Roger Steele, Des Mryglod, Kristofer Johnson and Lana Broker left the meeting at 6:32 p.m. to allow for a private Board discussion.

- 22-26** **Motion:** It was **Moved** by Councillor Paul Patterson that the Capital Region Southwest Water Services Commission Board of Directors move into Closed Session at 6:32 p.m. to discuss the Regional Water/Wastewater Assessment Initiative (RWWAI) Update. (ATIA s.28 & 29) & the Master Plan Rate Discussion. (ATIA s.28 & 29)

Motion Carried Unanimously

B. Master Plan Rate Discussion (ATIA s.28 & 29)

Chris Parfitt returned to the meeting at 6:50 p.m.

- 23-26** **Motion:** It was **Moved** by Councillor Jill Spinks that the Capital Region Southwest Water Services Commission Board of Directors return to Open Session at 7:17 p.m.

Motion Carried Unanimously

- 24-26** **Motion:** It was **Moved** by Mayor Lars Hansen that the Capital Region Southwest Water Services Commission Board of Directors direct Administration to incorporate rate methodology option 3 into the Water Master Plan Update.

Motion Carried Unanimously

- 25-26** **Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the Capital Region Southwest Water Services Commission Board of Directors direct Administration to send the letter in response to the Regional Water/Wastewater Assessment Initiative.

Motion Carried Unanimously

9. NEXT MEETING

The Annual General Meeting is scheduled for April 16, 2026, to be held at the Leduc Golf Club. Formal invitations were distributed for this event.

The next Regular Board meeting is scheduled for May 21, 2026, to be held at the Leduc Golf Club.

10. ADJOURNMENT

26-26 **Motion:** It was **Moved** by Councillor Jaime McKeag-Reber to adjourn the meeting at 7:18 p.m.

Motion Carried Unanimously



CHAIR



MANAGER