

**REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
TO BE HELD THURSDAY, MARCH 19, 2026
LEDUC GOLF CLUB, 5725 BLACK GOLD DRIVE, LEDUC, AB, T9E 8C4
DINNER: 5:30 P.M., MEETING: 6:00 P.M.**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

- * A. Minutes of the January 22, 2026 Regular Meeting (pages 2 - 19)

4. PUBLIC COMMENTARY

5. REPORTS OF OFFICERS

- * A. Manager's Report (pages 20 - 25)
* B. Treasurer's Report (pages 26 - 31)

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- * A. Policy 3 – Procurement (pages 32 - 33)
* B. Policy 4 – Remuneration and Expenses (pages 34 - 36)
* C. Policy 8 – Privacy and Access Management (pages 37 - 38)

8. CLOSED SESSION

- *** A. Master Plan Rate Discussion (ATIA s.28 & 29)

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

* Items attached to agenda
** Verbal agenda item
*** Items to be circulated

Des Mryglod, Director, Eng., Utilities & Transit Leduc County

2. ADOPTION OF AGENDA

- 01-26** **Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the agenda for the January 22, 2026, Capital Region Southwest Water Services regular meeting be approved as circulated.

Motion Carried Unanimously

3. APPROVAL OF MINUTES

A. Minutes of the November 20, 2025 Organizational Meeting

- 02-26** **Motion:** It was **Moved** by Mayor Lars Hansen that the meeting minutes of the November 20, 2025 Organizational meeting of the Capital Region Southwest Water Services Commission be approved as circulated.

Motion Carried Unanimously

B. Minutes of the November 20, 2025 Regular Meeting

- 03-26** **Motion:** It was **Moved** by Councillor Jordon Banack that the meeting minutes of the November 20, 2025 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

Administration continues with the close-out of the construction of the Nisku Booster Station. The Commission continues to own and operate the Booster Station, while the Contractor continues to address deficiencies. Most deficiencies have now been remediated, though there remains an issue with cavitation in a pressure reducing valve (PRV) which needs to be resolved in order to achieve Total Performance. As previously mentioned, the two-year warranty period will begin once all deficiencies are resolved and Total Performance is achieved.

Despite not having Total Performance, the Booster Station is operating and supplying water to member municipalities.

EPCOR installed their new meter at County East in early January and will likely install the new meter at Beaumont in the spring. The Nisku West meter will be installed once EPCOR receives all the required parts.

The project team continues to work on financial close-out. All indications are that this project will be completed within budget.

Municipal Developments

Administration received 5 notifications of subdivision developments/extensions (4 from City of Beaumont, 1 from Leduc County), 1 Notice of Subdivision (Town of Calmar), and 1 Outline Plan (City of Leduc). 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 has started the water modeling portion of the Master Plan while finalizing parameters and demand projections with members. Some projections may be adjusted slightly to ensure that neither the Commission nor its members become financially liable for overstated forecasts submitted to EPCOR. Associated Engineering will issue letters to all member municipalities to advise of the forecasts that will be used.

Board Members attended the first session of the Strategic Update at the November 20, 2025 Board meeting, led by Strategic Steps. Direction from this meeting was incorporated into a draft Strategic Update which was distributed with the January 22, 2026 Board meeting agenda package.

The Camrose-Wetaskiwin Feasibility Study is being completed in conjunction with the Water Master Plan. Usage and demand projections have been supplied by City of Camrose, County of Wetaskiwin and City of Wetaskiwin. Modeling performed for the Water Master Plan will also be used for the Feasibility Study. The Feasibility Study is still in progress, with a draft expected to be presented in the spring. Councillor Kelly-Lynn Lewis requested that Leduc County administration be engaged to provide comments and feedback for incorporation into the draft Feasibility Study.

City of Beaumont Line Extension to St. Vital Reservoir

Administration has reached out to the City of Beaumont requesting an update on their line extension to St. Vital. The intent of the line is ultimately to allow Beaumont to supply water from their primary reservoir, that the Commission supplies, to their St. Vital reservoir. In the interim, the line will be used to directly supply the St. Vital reservoir while their primary reservoir is temporarily taken down for rehabilitation. This line will be owned and operated by the City of

Beaumont; however, while the main reservoir is down, the Commission will operate the line and EPCOR will temporarily increase the pressure to reach the St. Vital reservoir. For this reason, the Commission must ensure that the water line is constructed to Commission standards, in addition to City of Beaumont standards.

The Commission is interested in learning more about the construction timelines for the line, as the ultimate rehabilitation of the main reservoir can only occur in off-peak times due to limitations in how much the pressure can be temporarily increased. Peak day demand (May–October) supply to St. Vital exceeds the pressure EPCOR can temporarily provide, making timing critical.

Beaumont Second Feed Line

Administration received a letter from the City of Beaumont on November 19, 2025, affirming the importance of advancing the second feed line from EPCOR. The Commission sent a response letter to Beaumont on November 26, 2025, and met with City of Beaumont Commission Board Members on December 8, 2025 to discuss the second feed line. Both letters were attached to the Manager's Report.

It is important to note that the CRSWSC submits a 5-year forecast of demand projections to EPCOR annually, and ultimately the decision to build the second feed line is up to EPCOR. While the 5-year forecast shows that EPCOR is unable to meet the required demand beyond 2028 based on the pressures in our agreement, EPCOR has opted to increase their supply pressure to meet demands in order to delay construction of the second feed line. EPCOR must balance short term needs to increase pressure to Beaumont with the long term need to lower the system pressure to address issues in the rest of their distribution system.

Construction of the second feed line from EPCOR will not increase pressure to the City of Beaumont, and as a result it will not be able to directly feed the St. Vital Reservoir, which is at a higher elevation than the current connection point. The secondary feed line will provide redundancy and additional flow for a growing population. The redundancy is important as the primary feed line to Beaumont is the pipe material that is the highest risk to the Commission.

In terms of the pipe type, it is not the same as the Calgary South Bears paw Feeder pipe, which is a PCCP (prestressed concrete cylinder pipe). This is a type of CPP (Concrete Cylinder Pipe) called C301 with a concrete inner pipe, then steel pipe, more concrete pipe with a high strength steel wire wrapped around it under high tension, with a mortar coating on top of the steel. The pipe is always under compression from the wires. This pipe is prone to catastrophic failures due to the steel wire being under high tension. Note that it is difficult to evaluate the condition of the steel because it is under the concrete and mortar from both the inside and outside. Reports have shown that corrosion of the high tension steel

wires due to ground conditions are the most likely cause of the failures in Calgary.

The CRSWSC Beaumont feed line is a type of CPP (Concrete cylinder pipe) called C303 bar-wrapped concrete pipe. This pipe consists of a concrete inner lining, steel pipe, mild steel bar wrapped around the steel pipe (not under high tension), and a mortar coating over the steel bar. This type of pipe is much less at risk of catastrophic failure because the steel bars are not under high tension. It is, however, still very difficult to determine the condition of the pipe due to the steel being hidden within the concrete/mortar and being unable to see the outside of the pipe once underground.

C303 pipe is still vulnerable to failure, but far less so than C301 pipe. A C303 failure is likely to be less "spectacular" than a C301 failure. Lengthy repair times and hard-to-source repair materials increase the risk associated with these pipe materials, which is why the Commission has stocked emergency repair parts for our C303 line.

In summary, for both redundancy and ensuring ultimate flows to our members, the Commission is committed to advocating to EPCOR for the second feed line to Beaumont and will be sending EPCOR a report specific to Beaumont's 5-year projections later this winter.

City of Beaumont Board members requested that the 5-year forecast report be provided to Beaumont administration for review prior to its submission to EPCOR. Associated Engineering anticipates finalizing the report within the next several weeks and will send it to Beaumont for review as requested. Once finalized, the forecasts will be submitted to EPCOR and included in the March 19, 2026 CRSWSC Board meeting agenda package for reference.

Councillor Anthony Kohlsmith asked whether pipe condition can be assessed without excavation. Shawn Olson advised that the Commission previously completed an interior pipeline assessment using SmartBall technology, a free-swimming inspection tool capable of detecting leaks, identifying gas pockets, and mapping water and wastewater pipelines. The results indicated that the interior condition of the Commission's pipelines is in good shape. However, assessing pipe exteriors would require excavation. Administration intends to explore emerging technologies that may offer less invasive options for exterior assessments. New technologies are commonly showcased at conference trade shows, such as the WEFTEC conference.

Board Policy Updates

There are two Board policies that are up for renewal this year: (1) Procurement, and (2) Remuneration and Expenses. A new privacy policy will also be adopted this year 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). Administration invited Board

members to volunteer for a sub-committee to review these policies. Councillor Paul Patterson, Councillor Mathew Starky, and Mayor Lisa Vanderkwaak volunteered to serve on the Board Policy Review Sub-Committee. Shannon Bremner will schedule the sub-committee meeting. Once the sub-committee has completed its review and finalized the policies, it will bring recommendations forward to the Board.

Regional Water/Wastewater Assessment Initiative (RWWAI)

Administration received a questionnaire from Public Works Management Corporation (PWMC) who is the project management team for the RWWAI, engaged on behalf of the Alberta Central East (ACE) Water Commission. 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 response to the questionnaire was submitted on December 18, 2025.

Further to the questionnaire, PWMC reached out to the CRSWSC requesting copies of all as-built drawings for the entire Commission system. Administration is hesitant to provide this sensitive information as the approximate location, sizes and materials of pipes are already available publicly in the Water Master Plan posted on our website. Administration responded to the request by asking for justification for as-built drawings and have yet to receive a response.

Shawn Olson reported that he met with the PWMC project manager to better understand the initiative. PWMC has engaged 44 regional water commissions in a study that appears focused on advocating to the province for financial sustainability, noting that the ACE Water Commission pays higher water rates due to the use of other commissions' infrastructure to serve their rural service area. Shawn Olson noted that the CRSWSC may not share the same interests, as the Commission is in a strong financial position with adequate reserves to support future infrastructure needs and maintain rate stability.

PWMC has scheduled a regional meeting with a minister on March 12, 2026, which appears aimed primarily at elected officials. This unfortunately conflicts with the AWWOA Operators Seminar, which the Management team is attending. As a result, Kyle van Steenoven will attend the PWMC meeting with Chair Krista Gardner. An update will be provided at the March 19, 2026 Board meeting.

ARROW Utilities New Sanitary Line

ARROW Utilities provided further information about their upcoming 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 ARROW Utilities right-of-way in many sections of this line. 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. Administration responded to ARROW informing them of the requirements for work near the C303 water line to Beaumont, including a constructability report and vibration monitoring plan which need to be in place prior to signing off on a crossing agreement. Full-time supervision of the work within 10 metres of the water line is required for this type of work to ensure the contractor follows all requirements. As the CRSWSC line is located within the ARROW right-of-way, costs for monitoring may need to be borne by the Commission.

Air Relief Valve Capital Project

The CRSWSC air relief valve replacement and retrofit project was undertaken to upgrade and improve the reliability of existing air relief valves along the system. The project included a combination of full valve replacements and retrofits, depending on the condition and configuration at each location.

A total of 23 air relief valves were included in the project's scope, and all 23 valves have now been completed. During final review, one valve was identified as leaking. As such, replacement parts have been ordered, and repairs will be completed once those parts are received.

The project was completed on schedule. Two planned service interruptions were required to facilitate repairs below the isolation valves. These interruptions were coordinated to minimize operational impacts.

As part of this work, air relief valves across the CRSWSC system are now standardized and properly sized based on the diameter of the pipe they are installed on. This improves system performance, reduces the risk of air-related issues, and simplifies ongoing maintenance.

Planned Shutdown at Blackmud Booster Station

EPCOR has advised the CRSWSC that maintenance work at the Blackmud Booster Station, originally planned for late January, has been rescheduled to late March or early April 2026. Administration is coordinating with EPCOR to confirm timing that will minimize service impacts. Commission operators are hopeful that partial supply can be maintained during the work, as it will take place outside peak demand periods. An update will be provided at the March 19, 2026 Board meeting prior to the scheduled work.

Commission Personnel

Andy Humphreys, a City of Leduc operator, will be rotating into the position of Commission Operator beginning in January 2026. Keung Lee, the Commission Operator for the last 4 years, will continue to provide support to Andy Humphreys during the transition. Maintaining the rotation of Commission operators ensures

redundancy, supports cross training and vacation coverage, and provides ongoing operational support.

Calmar Line Repair

A small leak was detected on the Calmar feed line piping inside the reservoir building. The leak has been temporarily repaired with a pipe clamp. 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. While performing a permanent repair on the leaking pipe, Administration intends to also replace the connected weakened sections of pipe. The high-level cost estimate for this work is \$200,000, which was included in the 2026 budget for Board consideration. The plan is to design the repair this winter for spring construction so that an above-ground bypass option can be available if needed. Shawn Olson advised that a budget adjustment may be required for items such as asbestos abatement, as the entire project scope is still being finalized so budget estimates are very high-level at this juncture.

Arc Flash Study

A previous change in the electrical code introduced the requirement for an arc flash study and the installation of specific warning signage on booster stations like the Commission's. The Telford and Highway 21 Booster Stations were grandfathered in and therefore the study was not required on them. The recently constructed Nisku Booster Station had an arc flash study completed during construction, and Administration recommends bringing the grandfathered Telford and Highway 21 Booster Stations up to that standard as well. 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 study identifies potential electrical hazards and determines appropriate safety controls for staff and contractors working on energized equipment. The standard is that the arc flash study is completed every 5 years, or when changes are made to the electrical system.

Administration is reviewing the scope of work, estimated cost, and scheduling requirements to complete the studies and install the required signage. Administration estimates \$10,000 for the work, which was included in the 2026 budget for Board consideration. The goal is to complete the arc flash studies in 2026.

Emergency Planning

The following progress has been made since the November 20, 2025 Board meeting based on ongoing emergency planning:

- Ordered and awaiting delivery of a lightning rod and other equipment to improve the grounding at Calmar, as was done at the Highway 21 Booster Station. This work will happen in the spring.

Commission Facility Locates

Commission operators completed 345 Utility Safety Partner locates in 2025 on Commission facilities, as compared to 650 in 2024. The decreased number is due to a tightening of the notification offset from our main line.

Professional Development Opportunities

The list of professional development opportunities was attached to the Manager's Report. Board members were asked to notify Shannon Bremner of their interest in opportunities so hotel accommodations can be pre-reserved, specifically for the WEFTEC Conference taking place in New Orleans, Louisiana from September 26 – 30, 2026.

04-26

Motion: It was **Moved** by Mayor Lisa Vanderkwaak 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, CRSWSC.

Motion Carried Unanimously

B. Treasurer's Report

2025 Financial Update

The financial reports were prepared up to December 31, 2025. After twelve months of operations, 100% of the budget should be spent. Management expenses are slightly under budget with 93% of the budget spent and Operating expenses are slightly above budget for the year by 7%. Overall expenses for the Commission are slightly over budget by 6%.

Administration noted that there are still invoices to be entered, and year end entries will be made up to the conclusion of the year end audit. A final representation of the Commission's finances will be presented at the completion of the audit at the Annual General Meeting.

Water sales and purchases

- Water sales and purchases are over budget by 11% due to higher than projected consumption.
- To date the Commission has recorded a line loss of 3.02%.

Revenue Variances

- Interest earned is over budget at 426% due to the combination of the Commission's investment returns and earning interest on the Commission's high bank balance throughout the year.

Expenditure Variances

Management:

- The Management contract is on budget with 100% of the budget spent.
- Debentures are on budget with 100% of the budget spent.
- Legal fees are under budget at 4% as focus for the year has been on the Nisku Booster Station.
- Other Professional Fees are over budget at 169% due to the Hazardous Building Material Assessment.
- Audit fees will be recorded as part of the year end process.
- Honorariums (55%) and mileage (77%) are both under budget. These budgets were increased to account for annual policy reviews and directly correlate to the number of Board members attending these reviews.

Operating:

- The Operating contract is on budget with 100% of the budget spent.
- Seminars and Conference fees are under budget with 46% of the budget spent to date. Unused funds from the 2025 training allocation will be carried forward into 2026.
- Power and Gas are under budget at 53% and 60% as the budget had additional funds added in 2025 for a full year of operating the Booster Station (the Commission took ownership in August).
- Engineering fees are under budget at 67% as the Booster Station has been the primary focus.
- Insurance is under budget at 67% as insurance was budgeted with a full year of ownership of the Booster Station. Additionally, the Commission's insurance company waived the pro-rated invoice for the Commission.
- Infrastructure Maintenance is under budget at 58% however, \$50K of this budget is for emergency repairs.
- Computer & Comm. Maintenance, Supplies, Licenses is under budget as the new VT Scada (which is still in progress) annual license is part of this budget line.
- Several line items, including office supplies, bank charges, and easement leases, are tracking below budget; however, their overall financial impact is minimal.
- Transfers to and from reserves are entries that will be made during the year end process.

Capital Expenditures

Capital expenditure is below budget with 20% of the budget spent.

2017.002 Air Release Manhole Rehab (93%)

- Details were provided in the Manager's Report. The remaining budget will be carried forward to close out the project.

2021.001 Nisku Booster Station & Beaumont Piping Upgrades (13%)

- Remaining budget will be carried forward into 2026 to close out the project.

2024.002 Scada Upgrade (62%)

- This project is still ongoing, expected to be finished in May - June of 2026 with testing to follow. The remaining budget will be carried forward into 2026 to close out the project.

2025.001 Water Master Plan & Strategic Plan (34%)

- This will not be completed in 2025 and will be carried forward into 2026. Further details were provided in the Manager's Report.

2025.002 Emergency Planning (35%)

- Details were provided in the Manager's Report. No carryforward of the 2025 budget was required as there is a budget line for this project in 2026 and 2027.

2025.003 Camrose Feasibility Study (8%)

- This will not be completed in 2025 and will be carried forward into 2026. Further details were provided in the Manager's Report.

2025 Audit

The Commission's Request for Proposals (RFP) for audit services closed on November 20, 2025. Upon completion of the evaluation process, Administration re-selected MNP as the successful proponent. Although there is a slight increase in fees, the impact is negligible.

The Commission Auditors, MNP LLP, are scheduled to complete the 2025 audit field work in February 2026. The audit report and findings, along with the Commission's final financial results, will be presented at the Annual General Meeting on April 16, 2026.

Revolving Line of Credit

The line of credit has not been utilized as of December 31, 2025. With the final settlements coming due for the Booster Station, Administration does not expect to draw into this fund and will not renew this Line of Credit for 2026.

Statement of Operations to December 31, 2025

	Actual 2025	Budget 2025	Variance	Budget % Spent
Revenue				
Water Sales	12,012,356	10,800,212 -	1,212,144	111%
Water Flat Rate Debenture Proceeds	93,903	93,903	0	100%
Interest Earned	213,247	50,000	(163,247)	426%
Total Revenue	12,319,505	10,944,115 -	1,375,390	113%
Expenses				
Management Expenses				
Management Contract	149,000	149,000	-	100%
Debenture payments	93,903	93,903	0	100%
Legal Fees	413	10,000	9,587	4%
Other Professional Fees	17,753	10,500	(7,253)	169%
Honorarium	8,960	16,200	7,240	55%
Audit Fees	6,563	15,500	8,938	42%
Office Supplies	251	2,000	1,749	13%
Mileage	3,062	4,000	938	77%
Bank Charges & Interest	341	500	159	68%
Total Management Expenses	280,245	301,603	21,358	93%
Operating Expenses				
Water Purchases	7,327,127	6,588,307 -	738,820	111%
Operating Contract	366,000	366,000	-	100%
Seminars & Conferences	35,982	79,000	43,018	46%
Power	87,263	165,000	77,737	53%
Engineering Fees	23,515	35,000	11,485	67%
Instrumentation & Mechanical	40,937	45,000	4,063	91%
Insurance	30,208	45,000	14,792	67%
Infrastructure Maintenance	68,160	117,000	48,840	58%
Regular & Annual Meeting Expenses	14,680	16,000	1,320	92%
Cathodic Protection	7,246	6,000 -	1,246	121%
Materials & Supplies	11,630	13,000	1,370	89%
Computer & Comm. Maintenance, Supplies, Licenses	12,330	30,500	18,170	40%
Easement Leases	2,183	5,000	2,817	44%
Gas	7,547	12,500	4,953	60%
Telephone	6,077	7,500	1,423	81%
Total Operating Expenses	8,040,883	7,530,807 -	510,076	107%
Total Expenses	8,321,129	7,832,410 -	488,719	106%
Net of Revenue over Expenses	3,998,377	3,111,705 -	886,672	128%
Net Interfund Transfers				
Drawn from Accumulated Surplus	-	-	-	0%
Transfer to Operating Reserves	-	148,486 -	148,486	100%
Transfer from Operating Reserves	-	84,000	84,000	100%
Transfer to Capital Reserves	-	3,047,219 -	3,047,219	100%
Total Interfund Transfers	-	3,111,705 -	3,111,705	
Net Surplus (Deficit)	3,998,377	-	3,998,377	

Statement of Financial Position as at December 31, 2025**Financial Assets**

Bank	\$	4,843,307
Accounts Receivable	\$	1,065,816
Accrued Receivables	\$	-
Investment Interest Receivable	\$	84,794
GST Receivable	\$	55,659
Short Term Investments	\$	7,930,470
Total Financial Assets	\$	13,980,047

Liabilities

Trade Accounts Payable	\$	770,226
Accrued Accounts Payable	\$	17,544
Accrued Interest on Debentures	\$	1,202
Deferred Revenue - Gov't Grant	\$	-
Debenture 4000845 - 2010	\$	546,366
Debenture 4002395 - 2018	\$	83,279
Total Liabilities	\$	1,418,617

Net-Financial Assets	\$	12,561,430
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Non-Financial Assets

Land	\$	208,298
Machinery & Equipment	\$	405,377
Accum. Depreciation - Mach & Equip	\$	(396,881)
Engineering Structures	\$	25,935,158
Work in Progress - Buildings	\$	-
Work in Progress - Equipment	\$	285,811
Work in Progress - Eng Structure	\$	253,000
Accum. Depreciation - Eng Stru	\$	(5,719,575)
Work in Progress - Nisku Booster Station	\$	20,309,259
Total Non-Financial Assets	\$	41,280,448

Accumulated Surplus

Rate Stabilization Op Reserve	\$	168,664
Emergency & Operations - Op Res	\$	200,000
General Reserves - Op Reserve	\$	1,041,464
Equipment - Cap Reserve	\$	1,995,572
Future Water Capacity - Cap Reserve	\$	4,406,363
Total Reserves for Future Use	\$	7,812,063
Unrestricted Surplus	\$	2,431,508
Investment - remeasurement gains/losses		
Equity in Fixed Assets	\$	39,599,931
Current Earnings (Net surplus (deficit) + add back debenture principle)	\$	3,998,377
Total Accumulated Surplus	\$	53,841,878

2025 Capital Summary to December 31, 2025

2017.002 Air Release Manhole Rehab	
2025 Budget	271,700
2025 Expenditures	(253,000)
Budget Remaining	18,700
2021.001 Nisku Booster Station & Beaumont Piping Upgrade	
2025 Budget	4,205,400
2025 Expenditures	(529,560)
Budget Remaining	3,675,840
2024.002 SCADA upgrade	
2025 Budget	182,500
2025 Expenditures	(113,750)
Budget Remaining	68,750
2025.001 Water Master Plan & Strategic Plan	
2025 Budget	230,000
2025 Expenditures	(77,877)
	152,123
2025.002 Emergency Planning	
2025 Budget	160,000
2025 Expenditures	(56,217)
	103,783
2025.003 Camrose Feasibility Study	
2025 Budget	250,000
2025 Expenditures	(20,468)
	229,533
2025 Total Capital Budget	5,299,600
2025 Total Capital Expenditures	(1,050,872)
Budget Remaining	4,248,728
Budget Spent	20%

05-26

Motion: It was **Moved** by Mayor Doug Peel that the Capital Region Southwest Water Services Commission Board of Directors receive the Treasurer’s Report as information.

Motion Carried Unanimously

C. Final Budget Report

2026 Final Budget Adjustments

Operating

The following changes were made from the Interim Budget to the Final Budget.

Transfers to Capital Reserve:

- Changes to transfers to Future Water Capacity reserve include: 2026 reduced by \$14.1K, 2027 reduced by \$21.8K, 2028 reduced by \$15.1K

Regular & Annual Meeting Expenses:

- Increased by \$10K ongoing for the provision of a guest speaker at the Annual General Meeting. The Commission has used complimentary guest speakers from existing vendors in recent years; these opportunities have been exhausted, requiring a budgeted line item for the provision of a guest speaker. The Board expressed support for the guest speaker, with an expression of interest for comedy aimed at building a sense of team.

Materials & Supplies:

- Added a line item for Materials for Board Meetings in the amount of \$5K as an ongoing cost.

Audit Fees:

- 2026 increased by \$2K, 2027 increased by \$2.5K, 2028 increased by \$3K to align with the new audit contract.

Transfers to Rate Stabilization Reserve:

- 2026 reduced by \$2.9K, 2027 increased by \$4.3K, 2028 reduced by \$2.9K

Capital

Two new capital projects were identified for 2026, details of which were presented in the Manager's Report.

- 2026.001 Calmar Line Repair - \$200K
- 2026.002 Arc Flash Study - \$10K

Carryforward

The following 2025 projects were not completed, so Administration requested to carry forward the remaining budget from 2025 into 2026. These projects were added to the 2026 Capital Budget.

- 2017.002 Air Release Manhole Rehab \$18,700
- 2021.001 Nisku Booster Station & Beaumont Piping Upgrades \$3,675,840
- 2024.002 Scada Upgrade \$68,750

- 2025.001 Water Master Plan & Strategic Plan \$152,123
- 2025.003 Camrose Feasibility Study \$229,532

06-26 **Motion:** It was **Moved** by Councillor Don Faulkner that the Capital Region Southwest Water Services Commission Board of Directors adopt the 2026 Final Operating Budget as presented of \$12,490,286.

Motion Carried Unanimously

07-26 **Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the Capital Region Southwest Water Services Commission Board of Directors adopt the 2026 Capital Budget as presented of \$4,474,945, subject to year-end adjustments.

Motion Carried Unanimously

08-26 **Motion:** It was **Moved** by Mayor Doug Peel that the Capital Region Southwest Water Services Commission Board of Directors accept in principle the 2027 – 2028 forecasted Operating & Capital Budget.

Motion Carried Unanimously

6. UNFINISHED BUSINESS

A. Master Plan / Strategic Update

Strategic Steps Inc. was engaged in Fall 2025 to support the update of the Commission’s strategic priorities, which will be incorporated into the CRSWSC Master Plan currently in development. As part of this process, Strategic Steps conducted a survey with Board Members and Administration, and facilitated a workshop during the November 20, 2025 Board Meeting. Based on the feedback and contributions received, a draft Strategic Priorities update was prepared and attached to the agenda package.

Ian McCormack from Strategic Steps presented the draft to the Board for review and confirmation of the priority ranking for the strategic themes discussed. The proposed priorities are summarized below:

Goal	Priority
Emergency Preparedness	High
Rate Predictability	High
Commission Governance	High
Member Education	Medium
Environmental Stewardship	Medium
Commission Expansion	Low
Member Communications	Low

Board members were invited to provide feedback and confirm the prioritization of goals. There was general agreement that the priority rankings were appropriate and achievable with existing capacity.

Roger Steele asked whether the priority of rate predictability also addressed keeping rates low. Administration noted that a balance is required and that the Board ultimately determines the appropriate rate level. The previous Board set the amount of money being put away in reserves to be at a mid-range level to balance how much of future projects would be paid for from reserves versus debenture borrowing, to support reserve contributions for future infrastructure needs, reduce reliance on debt, and maintain long-term rate stability. The Commission successfully held rates for approximately five years following the EPCOR asset sale, for which the Board was commended. Administration will seek further feedback from the Board through the Master Plan process to confirm whether rates should continue to be maintained at a mid-range level or adjusted. Member municipalities retain autonomy over their own municipal water rates. CRSWSC rates remain lower than those of comparators, while also planning for and saving to accommodate the future organic growth of our members.

In closing, Ian McCormack recommended that Management report progress on priority items several times per year, with an annual review of priorities during the fall budget cycle. Budgets should be aligned with strategic priorities to ensure resources and capacity are appropriately directed.

- 09-26** **Motion:** It was **Moved** by Councillor Paul Patterson that the Capital Region Southwest Water Services Commission Board of Directors receive the Master Plan / Strategic Update report as information.

Motion Carried Unanimously

7. NEW BUSINESS

There was no new business.

8. CLOSED SESSION

A. Management and Operations Contract (ATIA s.22, 28 & 29)

Shawn Olson, Rick Sereda, Melanie White, Mark D'aoust, Gerard Del Rosario, Elie Tymchyshyn, Shannon Bremner, Blair Martin, Chelsey Isles, Chris Parfitt, Roger Steele, Shailesh Modak, Kristofer Johnson and Ian McCormack left the meeting at 7:07 p.m. to allow for a private Board discussion.

- 10-26** **Motion:** It was **Moved** by Councillor Laura Tillack that the Capital Region Southwest Water Services Commission Board of Directors move into Closed Session at 7:08 p.m. to discuss the Management and Operations Contract. (ATIA s.22, 28 & 29)

Motion Carried Unanimously

11-26 **Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the Capital Region Southwest Water Services Commission Board of Directors return to Open Session at 7:10 p.m.

Motion Carried Unanimously

Shawn Olson, Rick Sereda, Melanie White, Mark D’aoust, Gerard Del Rosario, Shannon Bremner, Blair Martin, Chelsey Isles, Chris Parfitt, Roger Steele, Shailesh Modak and Kristofer Johnson returned to the meeting at 7:10 p.m.

12-26 **Motion:** It was **Moved** by Councillor Jordon Banack that the Capital Region Southwest Water Services Commission Board of Directors approve the extension option within the Management and Operations Contract with the City of Leduc, extending the current contract to December 31, 2027.

Motion Carried Unanimously

9. NEXT MEETING

The next meeting of the Capital Region Southwest Water Services Commission is scheduled for March 19, 2026.

10. ADJOURNMENT

13-26 **Motion:** It was **Moved** by Councillor Glen Bienert to adjourn the meeting at 7:12 p.m.

Motion Carried Unanimously

CHAIR

MANAGER



5A Manager's Report CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Report Name: **Manager's Report – March 19, 2026**

Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors receive this report as information.

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 pumphouse 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 will attend, 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 will be provided at the March 19, 2026 Board meeting.

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.



5A Manager's Report

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

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 are listed in Attachment v.

Attachments

- i. 2026.01.26 DRAFT Letter to EPCOR re: Beaumont Second Feed Line (*pages 39 - 46*)
- ii. 2026.02.27 Beaumont Response re: Second Feed Line (*pages 47 - 48*)
- iii. 2026.03.05 CRSWSC Letter to Beaumont re: Second Feed Line (*pages 49 - 50*)
- iv. 2026.02.10 Management and Operations Agreement – Contract Extension (*page 51*)
- v. Professional Development Opportunities (*pages 52 - 53*)

Report Name: Treasurer's Report – March 19, 2026

Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors receive this report as information.

2026 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.

Prepared by: Gerard Del Rosario, Elie Tymchyshyn

Date: March 19, 2026

Pages: Page 1 of 6

Expenditure Variances – Operations

- 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.

Prepared by: Gerard Del Rosario, Elie Tymchyshyn

Date: March 19, 2026

Pages: Page 2 of 6

5B Treasurer's Report
CAPITAL REGION SOUTHWEST
WATER SERVICES COMMISSION

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	

Prepared by: Gerard Del Rosario, Elie Tymchyshyn

Date: March 19, 2026

Pages: Page 3 of 6

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

Prepared by: Gerard Del Rosario, Elie Tymchyshyn

Date: March 19, 2026

Pages: Page 4 of 6

2026 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 Expenditu	(47,445)
Budget Remaining	4,380,300
Budget Spent	1%

Prepared by: Gerard Del Rosario, Elie Tymchyshyn

Date: March 19, 2026

Pages: Page 5 of 6



5B Treasurer's Report
CAPITAL REGION SOUTHWEST
WATER SERVICES COMMISSION

Attachments:

- i. 2026 Recap of Water Sales to Purchases *(page 54)*
- ii. 2026 Customer Sales Detailed Report \$ *(page 55)*
- iii. 2026 Customer Sales Detailed Report M³ *(page 56)*

Prepared by: Gerard Del Rosario, Elie Tymchyshyn
Date: March 19, 2026
Pages: Page 6 of 6

Report Name: Policy 3 - Procurement

Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors approve Policy 3 – Procurement as amended and circulated.

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct Administration to make additional amendments and bring back Policy 3 - Procurement for review at the next Board meeting.

Background:

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.

Recommended Revisions:

The Policy Review Sub-Committee recommends 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 is attached for review, with track changes enabled for easy reference of the proposed changes.



7A POLICY 3 – PROCUREMENT **CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION**

Attachments

- i. Policy 03 – Procurement – Revised DRAFT (*pages 57 - 58*)

**CAPITAL REGION SOUTHWEST
WATER SERVICES COMMISSION**

Report Name: Policy 4 – Remuneration and Expenses

Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors approve Policy 4 – Remuneration and Expenses as amended and circulated.

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct Administration to make additional amendments and bring back Policy 4 – Remuneration and Expenses for review at the next Board meeting.

Background:

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.

Recommended Revisions:

The Policy Review Sub-Committee recommends 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.

**7B POLICY 4 – REMUNERATION AND
EXPENSES**
**CAPITAL REGION SOUTHWEST
WATER SERVICES COMMISSION**

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 is attached for review, with track changes enabled for easy reference of the proposed changes.



7B POLICY 4 – REMUNERATION AND EXPENSES

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Attachments

- i. Policy 4 – Remuneration and Expenses – Revised DRAFT (*pages 59 - 64*)



7C POLICY 8 – PRIVACY AND ACCESS MANAGEMENT

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Report Name: Policy 8 – Privacy and Access Management

Recommendation:

- 1) It is recommended that the CRSWSC 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.
- 2) It is recommended that the CRSWSC Board of Directors adopt Policy 8 – Privacy and Access Management as circulated.

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct Administration to make additional amendments and bring back Policy 8 – Privacy and Access Management for review at the next Board meeting.

Background:

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. 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). 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.

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 Personal Information Banks 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.

Prepared by: Shawn Olson, CRSWSC Manager
Date: March 19, 2026
Page: 1 of 2



7C POLICY 8 – PRIVACY AND ACCESS
MANAGEMENT
CAPITAL REGION SOUTHWEST
WATER SERVICES COMMISSION

Attachments

- i. FOIP Bylaw 8-99 (*pages 65 - 66*)
- ii. Policy 8 – Privacy and Access Management – DRAFT (*pages 67 - 70*)



January 28, 2026

Reference/Project No.: 2025-3197

Melanie White
Project Manager
Capital Region Southwest Water Services Commission
c/o City of Leduc
#1 Alexandra Park
Leduc, AB T9E 4C4

Re: CRSWSC MODEL UPGRADE - SECOND FEED LINE TO BEAUMONT

Dear Mrs. White:

1 INTRODUCTION

The current water use agreement between the Capital Region Southwest Water Services Commission (CRSWSC) and EPCOR requires the CRSWSC to provide notice to EPCOR 5 years prior to construction of the Additional Meter Vault and Second Fill Line to service the City of Beaumont. The second fill line will be required due to pumping limitations at EPCOR's Blackmud Booster Station and exceeding the capacity of the existing fill line.

The addition of a second fill line will also provide improved supply security by creating a more resilient loop for emergency management. It also increases the overall system reliability by mitigating risk associated with the existing supply line, which is constructed of C303 PCCP pipe which has a higher potential for material-related failure as it ages.

The 2018 Master Plan (AE) and the 2023 Second Fill Line Review (AE) identified that the second fill line would be needed in 2028, which would have required that notice be provided to EPCOR in 2023. The review completed in 2024 by AE found that if EPCOR lowers the HGL to 752 m at the Blackmud Booster Station, the second fill line would be required in 2028 (2 years). But if EPCOR is willing to provide higher pressures, it would not be needed until 2038 (12 years) based on velocities in the pipelines.

The CRSWSC has retained Associated Engineering to provide an updated projection for the timing of the second fill line to Beaumont based upon current flow demands, the preliminary projected growth rates outlined in the 2026 Master Plan (in development) and the construction of the Nisku Booster Station.



2 BACKGROUND DATA COLLECTION AND REVIEW

2.1 HISTORICAL WATER USE AND DEMAND PROJECTIONS

Table 2-1 (attached) summarizes the historical water use data from 2018 through 2025 for all metered facilities. The table identifies usage breakdown (in percent) for customers with multiple facilities.

Table 2-2 (attached) presents the preliminary water demand projections from 2026 through 2051. Growth rates have been adopted from the 2026 Master Plan (currently in progress), as presented in **Table 2-3** below. Customers provided a 5 year projected demand which was used in conjunction with the historical water use data to project the 2026 design demands.

Table 2-3: Projected Water Usage Growth Rates

Customer	Average Annual Growth Rate (%)	Short-Term Projected Growth Rate (%)	Long-Term Projected Growth Rate (%)
City of Leduc	1.6	2.5	2.5
Beaumont	3.2	4.4	3.5
Leduc County	5.7	5.8	3.0
Airport	2.0	3.6	4.5
Calmar	-0.9	2.1	1.0
Camrose (Armena)	46.0	2.6	2.0
Hay Lakes	-0.1	3.5	2.0
New Sarepta	1.8	2.0	2.0
Millet	0.1	2.0	2.0
Discovery Park		1.0	1.0
Leduc County Rural		2031 (2.1 L/s) - 2036 (5.33 L/s)	4.0
Saunders Lake		2031 (0.8 L/s)	2051 (8.75 L/s)
Miquelon Lake		2031 (0.67 L/s)	2051 (0.67 L/s)

It should be noted that the percentage breakdown of flow delivered to Leduc County East and Leduc County West was affected in 2023 and 2024 due to construction of the Nisku Booster Station. During a period of approximately 1.5 years, the fill line to Leduc County West was isolated and all flow was directed to Leduc County East (filling Leduc County West through the distribution system). The projected flow ratio supplied to the Leduc County Reservoirs is projected to be 75% to Leduc County East and 25% to Leduc County West, a revision from the 60%/40% split as included in the 2018 Master Plan.



2.2 HYDRAULIC MODEL UPDATES

The WaterCAD Hydraulic model has been updated based on validation of the water model as part of the 2026 Master Plan. The pressure at the Blackmud Booster Station was not provided for the specific runs but EPCOR has indicated that the typical operating range is between 757 m and 759.9 m HGL at the Station. The C factor for the 400 mm C303 pipe (including west and east of Leduc County East) was reduced from 130 to 120 to better match high flow results. This has resulted in a small reduction in delivery pressure at Beaumont due to increased headloss within the supply line.

2.3 2025 DISCUSSIONS WITH EPCOR

During a discussion with EPCOR regarding the secondary fill to Beaumont, the following items were noted:

- EPCOR confirmed that the typical HGL range at the Blackmud Creek Booster Station was between 757 m to 759.9 m for the current average day demand.
- EPCOR expressed a willingness to maintain the current pressure and stated that there is no immediate urgency to reduce this pressure.
- However, EPCOR has also communicated that they cannot increase the hydraulic grade line (HGL) at Blackmud Creek beyond the current levels for two main reasons:
 - EPCOR is having issues with water turnover at the Discovery Park Reservoir. If they increased the pressures at Blackmud Creek, this would further complicate the water turnover issues at that reservoir.
 - EPCOR must reconfigure the water supply connection at the Discovery Park Reservoir to address the water turnover issues. This new configuration will directly connect customers to the EPCOR supply line. Consequently, EPCOR is unable to increase the HGL without risking damage to customers' fixtures.

Based on previous discussions with EPCOR, they expressed a desire to delay construction of the second fill line to Beaumont. This intent is partly due to the significant distance between their existing line and Beaumont, which creates alignment uncertainty and increases project costs. Additionally, the ongoing feasibility assessment related to the Commission supplying water to the City of Camrose may influence the required pipe size and final alignment, further contributing to EPCOR's decision to defer construction.



They recognized that increased pumping pressure may be required to achieve minimum supply pressure to Beaumont. EPCOR also identified that they would be able to respond directly to pressure needs at Beaumont as metering equipment (including flow and pressure) would be installed at the Beaumont Fill Station. This equipment was installed in 2024 at the Beaumont Fill Station. It is assumed that these discussion points remain valid and appropriate for the current assessment.

3 ASSESSMENT

The WaterCAD model developed for the 2026 Master Plan has been used for the current assessment. Projected demands were updated as presented in Table 2-2. Outgoing HGLs at the Blackmud Booster Station and Nisku Booster Station were established to meet minimum pressure along the waterline and at all facilities.

For the purposes of this assessment, a 500 mm second fill line has been assumed, extending from EPCOR's tertiary zone located north of Beaumont. This is in alignment with previous reviews. The 500 mm line has been selected to meet velocity criteria in the 750 mm EPCOR main, which is located downstream of the Blackmud Booster Station.

Table 3-1 identifies the HGL required at the Blackmud Booster Station to achieve minimum pressure at Beaumont. A minimum HGL of 752 m at the Blackmud Booster Station has been assumed, however, higher pressures are required based on the demand scenario and target year. Minimum supply pressure is expected to be met at both Leduc County East and the new Nisku Booster Station, should minimum pressure be achieved at Beaumont.

Table 3-1: Required Supply and Delivery HGL

		Blackmud Booster Station	Delivery Pressure at Beaumont	
		(m HGL)	(psi)	(m HGL)
2026	Average Day	752	37.4	744.8
	Peak Day	754	20.1	733.5
2031	Average Day	752	32.4	741.2
	Peak Day	765	20.7	733
2036	Average Day - prior to new main	752	26.8	737.3
	Peak Day - prior to new main	776	19.8	732.4
	Peak Day - after new main *	752	32.1	741.0

* Results are based on a 500mm diameter second fil line to Beaumont



Assuming EPCOR can meet the necessary pumping head to provide a minimum pressure of 140 kPa (20 psi) at Beaumont, the driver for the second fill line will be based on velocity criteria. In the 2031 Peak Day demand scenario, the velocity in the 400 mm watermain west of the Leduc County East lateral will be 1.44 m/s. In the 2036 Peak Day demand scenario, the velocity in the 400 mm watermain west of the Leduc County East lateral will be 1.70 m/s prior to installing a second fill line to Beaumont.

Based on the Commission's Water Supply Agreement, the maximum allowable velocity within the system is 1.5 m/s. Under this constraint, the second fill line to Beaumont will be required shortly after 2031. This is based on the projected peak day demand at 1.8 times the average day demand, and assuming peak demands occur simultaneously for all communities.

Table 3.1 indicates that the Tertiary Zone HGL of 752 m will meet the minimum delivery pressure at Beaumont for all Average Day demand scenarios until 2036, by which time the second fill line will need to be constructed. To meet projected Peak Day demands prior to that the construction of the second feed line, EPCOR will need to increase the operating HGL at the Blackmud Booster Station to 754 m in 2026 and to 765 m in 2031. The table also presents results for 2036 with and without the second fill line to Beaumont, to present the anticipated maximum pumping requirements prior to watermain installation. Based on the anticipated operating HGL, the secondary feedline will be required before 2036 to reduce the pumping requirements.

Based on the model results, the second fill line to Beaumont will be required shortly after 2031 to remain within the maximum velocity criteria of 1.5 m/s (during peak demand periods). This is sooner than identified in the 2024 Fill Line Review which indicated that the second fill line would be required in 2038. The revised timeline is directly related to updated demand projections developed as part of the 2026 Master Plan (currently underway), including the revised flow ratio between Leduc County East and West Reservoirs.

4 CONCLUSIONS AND RECOMMENDATIONS

The conclusions and recommendations of the analysis are as follows:

- It is understood that EPCOR will meet the minimum supply pressure to the City of Beaumont until the second fill line is constructed. It will be necessary for EPCOR to exceed the current operating range of 757 m to 759.9 m HGL at the Blackmud Creek Booster Station, during some peak day demand scenarios.
- With the understanding that EPCOR will provide higher pressures (as identified in **Table 3-1**), the second fill line is anticipated to be required shortly after 2031 (5 years).
- Even if adequate pressure could be provided, the second fill line will be needed based on velocity (shortly after 2031).



- It is recommended that a meeting be held with EPCOR to present and discuss the findings of the current assessment and confirm EPCOR's acceptance of the operating requirements of their system.
- Subject to discussions with EPCOR, it is recommended that the CRSWSC either:
 - Provide notice to EPCOR of the Commission's need for the second supply line, or
 - Confirm EPCOR's intent to increase supply pressure at the Blackmud Booster Station to service Beaumont and update the Water Supply Agreement as necessary.
- Timing of the second fill line is recommended to follow EPCOR review and determination of future pumping capacity and infrastructure planning. It is recommended that the CRSWSC and EPCOR review the assessment to confirm that EPCOR can meet the identified HGLs.
- It is understood that EPCOR will work with the CRSWSC to amend the agreement and identify a path forward.

Yours truly,

Chris Parfitt, P.Eng.
Project Manager
CP/jv

Candice Gottstein, P.Eng.
Project Engineer

Table 2-1: Historical Water Usage

Location	2018		2019		2020		2021		2022		2023		2024		2025	
	% Demand	AD (L/s)														
Leduc North	100%	92.1	91%	79.8	72%	63.0	67%	64.3	63%	60.1	60%	59.3	59%	59.9	59%	60.4
Leduc Robinson	0%	0.3	9%	8.1	28%	25.1	33%	31.6	37%	35.0	40%	38.7	41%	41.6	41%	42.7
Beaumont		42.1		41.3		43.8		48.5		47.3		48.8		51.7		55.3
Leduc County West	25%	5.3	25%	5.8	26%	5.0	31%	7.6	32%	9.1	21%	6.3	10%	3.2	24%	8.0
Leduc County East	75%	16.4	75%	17.0	74%	14.2	69%	17.2	68%	19.0	79%	23.9	90%	27.2	76%	25.4
Airport #1	100%	12.0	98%	15.2	61%	7.1	23%	2.9	30%	4.5	33%	4.4	31%	4.1	45%	6.5
Airport #2	0%	0.0	2%	0.4	39%	4.5	77%	9.7	70%	10.7	67%	8.9	69%	9.4	55%	8.0
Calmar		7.5		7.1		7.4		7.9		6.7		6.7		7.1		7.8
Camrose (Armena)		0.2		0.3		0.5		0.6		1.1		1.7		2.0		2.1
Hay Lakes		1.2		1.3		1.1		1.2		1.1		1.1		1.2		1.2
New Sarepta		1.5		1.4		1.5		1.7		1.6		1.6		1.7		1.7
Millet		6.0		5.7		5.6		6.2		5.7		5.8		6.0		5.7

Table 2-2: Projected Water Demands

Location	2024			2026			2031			2036			2041			2046			2051		
	% Demand	AD (L/s)	PD (L/s)	% Demand	AD (L/s)	PD (L/s)	% Demand	AD (L/s)	PD (L/s)	% Demand	AD (L/s)	PD (L/s)	% Demand	AD (L/s)	PD (L/s)	% Demand	AD (L/s)	PD (L/s)	% Demand	AD (L/s)	PD (L/s)
Leduc North	59%	59.9	107.8	60%	64.0	115.2	60%	72.4	130.3	60%	81.9	147.4	60%	92.7	166.8	60%	104.8	188.7	60%	118.6	213.5
Leduc Robinson	41%	41.6	74.8	40%	42.6	76.8	40%	48.3	86.9	40%	54.6	98.3	40%	61.8	111.2	40%	69.9	125.8	40%	79.1	142.3
Beaumont		51.7	93.0		56.3	101.4		69.8	125.7		83.0	149.3		98.5	177.3		117.0	210.6		139.0	250.2
Leduc County West	10%	3.2	5.7	25%	8.5	15.3	25%	11.3	20.3	25%	13.1	23.5	25%	15.1	27.3	25%	17.6	31.6	25%	20.4	36.6
Leduc County East	90%	27.2	49.0	75%	25.5	45.9	75%	33.8	60.9	75%	39.2	70.6	75%	45.4	81.8	75%	52.7	94.8	75%	61.1	109.9
Airport #1	31%	4.1	7.4	30%	4.4	7.8	30%	5.2	9.3	30%	6.5	11.6	30%	8.1	14.5	30%	10.0	18.1	30%	12.5	22.5
Airport #2	69%	9.4	16.9	70%	10.2	18.3	70%	12.1	21.8	70%	15.1	27.2	70%	18.8	33.9	70%	23.4	42.2	70%	29.2	52.6
Calmar		7.1	12.8		7.4	13.3		8.2	14.8		8.6	15.6		9.1	16.4		9.6	17.2		10.0	18.1
Camrose (Armena)		2.0	3.6		2.1	3.8		2.4	4.3		2.7	4.8		2.9	5.3		3.2	5.8		3.6	6.5
Hay Lakes		1.2	2.1		1.3	2.3		1.5	2.7		1.6	3.0		1.8	3.3		2.0	3.6		2.2	4.0
New Sarepta		1.7	3.0		1.7	3.1		1.9	3.5		2.1	3.8		2.3	4.2		2.6	4.7		2.9	5.2
Millet		6.0	10.8		6.2	11.2		6.9	12.4		7.6	13.7		8.4	15.1		9.3	16.7		10.2	18.4
Looma	95%	0.0	0.0	95%	0.0	0.0	95%	2.0	3.6	95%	5.1	9.1	95%	6.2	11.1	95%	7.5	13.5	95%	9.1	16.4
Rollyview	5%	0.0	0.0	5%	0.0	0.0	5%	0.1	0.2	5%	0.27	0.5	5%	0.32	0.6	5%	0.39	0.7	5%	0.5	0.86
Saunders Lake		0.0	0.0		0.0	0.0		0.8	1.4		2.8	5.0		4.8	8.6		6.8	12.2		8.8	15.8
Discovery Park		2.4	2.4		2.7	2.7		2.8	2.8		3.0	3.0		3.1	3.1		3.3	3.3		3.4	3.4
Miquelon Lake		0	0.0		0	0.0		0.67	1.2		0.67	1.2		0.67	1.2		0.67	1.2		0.67	1.2

February 27, 2026

Capital Region Southwest Water Services Commission
c/o City of Leduc Civic Centre
#1 Alexandra Park
Leduc, AB T9E 4C4

Attention: Shawn Olson, Commission Manager

Dear Shawn:

RE: Updated Water Demand Forecast and Planning Beaumont's Secondary Feed Line

We appreciate you sharing the updated water demand forecast and analysis dated January 28, 2026, for our comments before it goes to EPCOR for their review and response.

The forecast makes it clear the second water supply line to Beaumont will be required by or shortly after 2031, depending on whether EPCOR can increase their supply hydraulic grade line (HGL) beyond the current operating range. This puts us within the five-year window that we understand is needed to plan and construct the second line.

The forecast indicates a supply HGL up to 765 m will be needed for the projected 2031 peak day demand, resulting in the maximum allowable pipe velocity of 1.50 m/s being exceeded shortly after 2031. We understand increasing the HGL results in a corresponding velocity increase and potentially increased risk to the pipe.

We reiterate our request to immediately start the planning work for the second supply line, regardless of whether the line is needed in 2031, or shortly thereafter. Given ongoing and expected development of the lands preliminarily identified for the pipe alignment, the City is at a critical juncture where planning of the alignment needs to be advanced promptly to facilitate the protection of the required lands.

The alignment of the future line also impacts the City's planning for a future reservoir and pumphouse in the north-west area of Beaumont, including protection of the needed lands. It also potentially impacts ongoing design work for road upgrades along the expected alignment.



When the Commission sends the updated demand forecast to EPCOR, we request that you communicate the need to immediately begin the planning work for the second supply line, for the reasons noted above.

Thank you for your continued partnership and support in advancing this critical infrastructure initiative.

Sincerely,



Mike Schwartz
CAO

cc: Mayor Lisa Vanderkwaak
Councillor Kohlsmith
Councillor vanNieuwkerk
Maureen O'Neil, Deputy Chief Administrative Officer – City of Beaumont
Melanie White, Engineering Project Manager – City of Leduc



March 5, 2026

Mike Schwirtz, CAO
 City of Beaumont
 5600 - 49 Street
 Beaumont, AB T4X 1A1

Via email: mike.schwirtz@beaumont.ab.ca

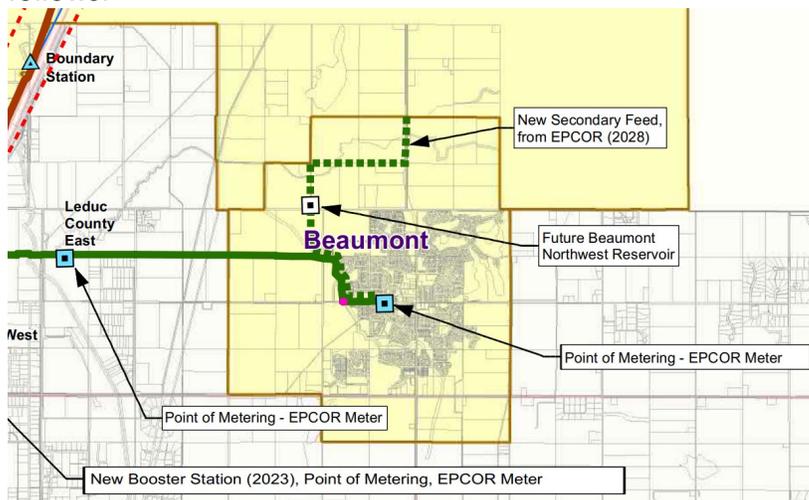
Dear Mr. Schwirtz,

Subject: Beaumont Second Feed Line Update

The Capital Region Southwest Water Services Commission (CRSWSC) received your letter dated February 27, 2026 and understands the City of Beaumont is eager to begin planning for the second supply line.

The following planning has already taken place for the second supply line:

1. A proposed alignment was included in the 2020 CRSWSC Water Master Plan Update as follows:



This alignment was determined in coordination with the City of Beaumont Water Master Plan at that time, taking into account the future northwest reservoir in Beaumont. The CRSWSC is currently undertaking a Water Master Plan Update that is expected to be completed in 2026. This update will look again at water demand and forecasts, as well as the latest City of Beaumont Water Master Plan to confirm the best alignment. The CRSWSC also commits to sharing a draft of the Master Plan for feedback from the City of Beaumont's Administration.

2. Beaumont provides the CRSWSC with subdivision development applications for review and comments. In the event that any future referred development is in the vicinity of the proposed alignment as per the map above, the Commission will return comments to Beaumont regarding the desire to protect these lands, if possible, at this time.
3. The Commission has been reporting to EPCOR annually on Beaumont's 5-year water demand forecast, understanding that we are approaching the point where the second supply line will be required. EPCOR performs modeling on an annual basis and typically sends a response to the CRSWSC indicating how they will proceed to meet the forecast demand.
4. A feasibility study is currently underway for a possible extension of CRSWSC services to the City of Camrose and Wetaskiwin County. This study is being completed in conjunction with the Water Master Plan Update and is evaluating the possibility of a joint supply alignment that serves both Beaumont and the potential new members.
5. EPCOR has been planning for upgrades that will allow their southeast tertiary zone to be capable of supplying the second feed line to Beaumont. These significant upgrades are scheduled over the coming years.

Your letter highlights the importance of planning for a second supply line. While the CRSWSC shares the view that proactive planning is essential, we would appreciate a better understanding of any areas where the current planning process may benefit from further consideration.

We feel that a meeting would be beneficial to clarify Beaumont's request and to ensure all parties have the same understanding and path forward. Please let us know if one of the following time slots works for your team to meet and discuss.

- Tuesday, March 17, Between 9:00 am to 2:30 pm
- Monday, March 23, Between 9:00 am to 2:30 pm

Sincerely,



Shawn Olson, P.Eng
Commission Manager

Cc: Mayor Lisa Vanderkwaak, City of Beaumont
Councillor Anthony Kohlsmith, City of Beaumont
Councillor Steven vanNieuwkerk, City of Beaumont
Maureen O'Neil, Deputy Chief Administrative Office, City of Beaumont
Rick Sereda, Commission Operations Manager, CRSWSC
Melanie White, Engineering Project Manager, CRSWSC
Chelsey Iles, Engineering Manager, CRSWSC



Capital Region Southwest Water Services Commission
C/O City of Leduc
#1 Alexandra Park
Leduc, AB T9E 4C4
Phone: (780) 980-7177 Fax: (780) 980-7127

February 10, 2026

Shawn Olson, Commission Manager, CRSWSC
City of Leduc
#1 Alexandra Park
Leduc, AB T9E 4C4

Dear Mr. Olson,

Subject: Management and Operations Agreement – Contract Extension to December 31, 2027

Pursuant to the Board of Director's decision at the January 22, 2026 Board meeting (motion number 12-26), the Capital Region Southwest Water Services Commission (CRSWSC) Board of Directors has approved the extension of the existing Management and Operations Agreement with the City of Leduc.

The contract will be extended to December 31, 2027 at a sum of \$546,000 plus GST, as outlined in Clause 3.2 of the Management and Operations Agreement. The scope of services remains unchanged from the existing Agreement originally signed on November 17, 2022.

On behalf of the CRSWSC Board members, we look forward to continuing our positive working relationship with the City of Leduc Management and Operations team.

Sincerely,

Krista Gardner
Chair, Capital Region Southwest Water Services Commission

Cc: CRSWSC Board Members
Rick Sereda, Operations Manager, CRSWSC



Professional Development Opportunities

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

AWWA Annual Conference & Expo (ACE)

Location: Washington, D.C.

Dates: June 21 – 24, 2026

Website: <https://ace.awwa.org/>

Early Bird Deadline: April 24, 2026

The American Water Works Association (AWWA) Annual Conference and Exposition (ACE) is the largest water industry conference in North America, bringing together water professionals, utilities, regulators, and vendors from around the world. The conference focuses on drinking water and utility management and offers technical sessions, workshops, and an extensive trade show covering operations, asset management, safety, regulatory compliance, and emerging technologies.

Attendance supports professional development through exposure to industry best practices, regulatory updates, peer networking, and hands-on learning opportunities relevant to water system operations and management.

WCW26 Conference and Exhibition

Location: Regina, Saskatchewan

Dates: September 15 – 18, 2026

Website: <https://www.wcwwa.ca/page/AnnualConf>

The WCW26 Annual Conference offers valuable professional development focused on innovation, sustainability, and best practices in the water and wastewater industry. It provides opportunities to learn about emerging technologies, regulatory updates, and operational improvements while connecting with municipal and industry peers. Attendance supports continued growth and alignment with evolving standards in utility operations.

WEFTEC 99th Annual Technical Exhibition & Conference

Location: New Orleans, Louisiana

Dates: September 26 – September 30, 2026

Website: [WEFTEC Conference](#)

The WEFTEC Conference brings together water professionals from around the globe to explore cutting-edge water quality education, engage with industry-leading experts, and learn about the latest technology, trends, and proven solutions.



Professional Development Opportunities
CAPITAL REGION SOUTHWEST
WATER SERVICES COMMISSION

AWWOA 2026 Water Week Conference

Location: Edmonton, Alberta

Dates: October 27 – 30, 2026

Website: <https://www.awwoa.ca/events/water-week>

The technical program will feature three days of presentations highlighting the future goals, challenges, and expectations of the water and wastewater industry. The tradeshow is Thursday only, and costs \$100+GST for members and non-members.

Capital Region Southwest Water Services Commission

	2026 Recap of Quantity of Water Sales to Purchases - M ³				2025 Recap of Quantity of Water Sales to Purchases - M ³			
	Commission Sales	Commission Purchases	Commission Variance	%	Commission Sales	Commission Purchases	Commission Variance	%
January	560,429	582,085	(21,656)	96.28%	557,610	582,303	(24,693)	95.76%
February	513,705	532,215	(18,510)	96.52%	501,698	515,050	(13,352)	97.41%
March					501,736	518,512	(16,776)	96.76%
April					601,207	618,309	(17,102)	97.23%
May					622,419	639,224	(16,805)	97.37%
June					612,886	631,428	(18,542)	97.06%
July					701,151	719,228	(18,077)	97.49%
August					590,345	611,952	(21,607)	96.47%
September					617,329	631,876	(14,547)	97.70%
October					666,133	687,792	(21,659)	96.85%
November					525,323	544,253	(18,930)	96.52%
December					610,066	629,082	(19,016)	96.98%
Total To Date	1,074,134	1,114,300	(40,166)	96.40%	7,107,903	7,329,009	(221,106)	96.98%

Capital Regional Southwest Water Services Commission
2026 Recap of Water Sales by Customer
January 1, 2026 to Dec 31, 2026
Sales \$

Revenue

Date	City of Leduc \$	EIA \$	Leduc County \$	Leduc County Flat Rates ¹ \$	City of Beaumont \$	Town of Calmar \$	Village of Hay Lakes \$	Village of Hay Lakes Flat Rate ² \$	Camrose County/Armenia \$	Camrose County Flat Rate ³ \$	Town of Millet \$	Total \$
31-Jan-26	\$449,310	\$59,844	\$155,293	\$3,873	\$240,066	\$33,709	\$5,180	\$2,786	\$7,386	\$1,166	\$24,358	\$982,972
28-Feb-26	\$414,529	\$50,470	\$147,611	\$3,873	\$215,610	\$31,765	\$4,952	\$2,786	\$6,749	\$1,166	\$22,159	\$901,672
31-Mar-26				\$3,873				\$2,786		\$1,166		\$7,825
30-Apr-26				\$3,873				\$2,786		\$1,166		\$7,825
31-May-26				\$3,873				\$2,786		\$1,166		\$7,825
30-Jun-26				\$3,873				\$2,786		\$1,166		\$7,825
31-Jul-26				\$3,873				\$2,786		\$1,166		\$7,825
31-Aug-26				\$3,873				\$2,786		\$1,166		\$7,825
30-Sep-26				\$3,873				\$2,786		\$1,166		\$7,825
31-Oct-26				\$3,873				\$2,786		\$1,166		\$7,825
30-Nov-26				\$3,873				\$2,786		\$1,166		\$7,825
31-Dec-26				\$3,873				\$2,786		\$1,166		\$7,825
	\$863,839	\$110,314	\$302,904	\$46,477	\$455,676	\$65,474	\$10,132	\$33,431	\$14,136	\$13,992	\$46,517	\$1,962,894

Regular Sales	\$ 1,868,993
Flat Rate Sales	\$ 93,901
Total Sales	<u>\$ 1,962,894</u>

	Debenture 1	Debenture 2	Total
¹ Leduc County Monthly Flat Rates Includes:			
Leduc County Line #2	\$ 779	\$ 285	\$ 1,064
Leduc County/ Formerly New Serepta	\$ 2,057	\$ 753	\$ 2,809
	<u>\$ 2,836</u>	<u>\$ 1,038</u>	<u>\$ 3,873</u>
² Village of Hay Lakes Monthly Flat Rates Includes:	\$ 2,039	\$ 746	\$ 2,786
³ Camrose County Monthly Flat Rates Includes:	\$ 854	\$ 312	\$ 1,166
Total Monthly Payment on Debentures	<u>\$ 5,729</u>	<u>\$ 2,097</u>	<u>\$ 7,825</u>

Capital Regional Southwest Water Services Commission
2026 Recap of Water Sales by Customer
January 1, 2026 to Dec 31, 2026
Volume - M³

Date	City of Leduc M³	EIA M³	Leduc County M³	City of Beaumont M³	Town of Calmar M³	Village of Hay Lakes M³	Camrose County/Armena M³	Town of Millet M³	Monthly Total M³
31-Jan-26	258,224	34,393	89,249	137,969	19,373	2,977	4,245	13,999	560,429
28-Feb-26	238,235	29,006	84,834	123,914	18,256	2,846	3,879	12,735	513,705
31-Mar-26									-
30-Apr-26									-
31-May-26									-
30-Jun-26									-
31-Jul-26									-
31-Aug-26									-
30-Sep-26									-
31-Oct-26									-
30-Nov-26									-
31-Dec-26									-
Total Volume	496,459	63,399	174,083	261,883	37,629	5,823	8,124	26,734	1,074,134

2026 Budgeted									
Sales at 97%									
Recovery Rate	3,261,542	457,048	1,079,039	1,732,335	227,950	39,154	63,281	186,423	7,046,772
2026 Actual Sales									
% of Budget	15.2%	13.9%	16.1%	15.1%	16.5%	14.9%	12.8%	14.3%	15.2%

CRSWSC

Capital Region Southwest
Water Services Commission

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Replaces: Procurement Policy

Policy Name: 3 – Procurement

Related Bylaws and Policies: Bylaw 01/2021

Date Approved: ~~February 8, 2024~~ March 19, 2026

Chairman:

Commission Manager:

~~Next Review Date~~ To be Reviewed Before: January 1, 2026 ~~March 19, 2031~~

Policy Objective:

The Capital Region Southwest Water Services Commission (CRSWSC) Procurement Policy guides procurement decisions, with the intention to ~~that~~ provide best value for the Commission's needs.

Policy:

The CRSWSC promotes a competitive process in the acquisition of goods, services, and construction, needed to support the Commission's operations.

Definitions:

Commission Managers ~~Host~~ Municipality – The member municipality which has entered into a Management and Operations Agreement with Municipality holding the contract for the management of the Capital Region Southwest Water Services Commission. ~~As of the~~ approval of this policy, the contract is currently held by the City of Leduc.

Responsibilities and Authorities:

The Capital Region Southwest Water Services Commission Board of Directors is responsible for the review and approval of this policy at-on or before the review date specified and every 5 years thereafter.

The Commission Manager is responsible for the development, implementation, monitoring, and adherence to this policy.

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Water Services Commission

The CRSWSC procurements will be run through and follow the procurement process policy of the Commission Managers Host Mmunicipality and will be in accordance with the legislated federal and provincial trade agreements, which aim to reduce and eliminate trade barriers across Canada.

Commonly Purchased Goods and/or Services:

- Engineering Consulting Services
- Building Maintenance Supplies & Equipment
- Janitorial Supplies
- Miscellaneous Parts
- Food and Beverage
- Personal Protective Equipment
- Printing
- Construction
- Contracted Trades
- Signage
- Promotional Items & Apparel
- Safety Supplies
- Meeting Space Rentals



CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Replaces: Remuneration and Expenses Policy approved November 22, 2018

Policy Name: 4 – Remuneration and Expenses

Related Bylaws and Policies: Bylaw 01/2021 and Policy 1 – Board and Administration Training and Development

Date Approved: ~~February 8, 2024~~ March 19, 2026

Chairman:

Commission Manager:

~~Next Review Date~~ To be Reviewed Before: January 1, 2026 March 19, 2031

Policy Objective:

To set guidelines for Administration and Board of Directors to receive fair and reasonable remuneration, including ~~and~~ reimbursement of expenses incurred while performing their duties.

Policy:

The Commission will reimburse Administration and Directors for reasonable ~~legitimate~~ and necessary expenses incurred while on Commission business.

Responsibilities and Authorities:

The Capital Region Southwest Water Services Commission Board of Directors is responsible for the review and approval of this policy at-on or before the review date specified and every 54 years thereafter.

The Commission Manager is responsible for the development, implementation, monitoring, and adherence to this policy.

It is assumed and expected that expenses will be consistent with the best interests of the Commission and its desire to minimize costs. If unusual expenses are incurred, the individual may be entitled to reimbursement upon production of receipts and approval by the Commission Chairman.



Reimbursement of expenses will occur after an Expense Claim form is completed and submitted. Original, itemized receipts are to be submitted with expense claims unless otherwise noted. Expenses claimed without ~~proper~~ detailed receipts will not be reimbursed (credit card or debit slips on their own is not ~~a proper receipt~~ acceptable). Reimbursement will be in Canadian dollars equivalent to the currency of the country where the expenditures occurred. Expense claims are to be submitted on a monthly basis. Requests for reimbursement must be within the same budget year the expense took place. No reimbursement request will be authorized for any expense taking place in a previous budget year. The Commission will not reimburse costs for any tickets, fines or penalties resulting from a violation of any local, provincial or federal statute.

1) Honoraria

- a) Honoraria will be based on the Alberta Municipalities Annual Rate Schedule for Directors and Committee members, equivalent to 4 hours of time excluding travel time, as noted below:
 - i. ~~Per hour rate up to 4 hours~~
 - ii. ~~Alberta Municipalities full day rate for 4 hours and more~~
- b) Directors will be paid during time away and for the travel day before and after if required, at the meeting honorarium rate, for attendance at a conference or convention.
- c) Honoraria paid to the Directors shall be reported annually on submissions to Revenue Canada (T4A).
- e)d) All appointed Directors, whether primary or alternate, will be paid both honoraria and mileage for attending CRSWSC meetings and events.

2) Accommodations

- a) Reimbursement will be made for accommodation expenses based on actual costs (hotel room rate and taxes). The hotel invoice/statement must be submitted with the expense claim.
- b) Accommodation, hotel or otherwise, should be selected on the basis of reasonable and practical location and cost. Accommodation will be for standard rooms, and corporate, government, or best rates should be booked when available.
- c) In-room charges (e.g. movies, mini-bar, personal phone calls, etc.) will not be reimbursed.
- d) Private residence accommodation in lieu of hotel will be reimbursed at \$40.00 per night. This allowance is intended to allow for suitable recognition for the host. No receipt is required.

3) Travel

CRSWSC

Capital Region Southwest
Water Services Commission

- a) Reimbursement will be made for the most direct, practical, and cost-effective mode of travel available, considering all of the circumstances.
 - i. Directors will advise Administration of their intention to travel by alternate means at the time of registration of an event or workshop. Administration will determine the equivalent airfare to be claimed based on the estimated airfare at the time of registration.
- b) Should there be an opportunity for cost savings, the Commission encourages these savings (e.g. carpooling/rental vehicle compared to multiple mileage claims).

4) Personal Vehicles - Mileage and Insurance

- a) Personal vehicles used for business travel will be reimbursed by way of an all-inclusive mileage rate based on the Government of Canada automobile allowance rate. These rates will be reviewed annually and updated on the Expense Claim Form on an annual basis if required. No receipts are required, but all mileage claims must detail each trip (date, destination, purpose, distance travelled).
- b) If an individual's insurance company requires an additional premium for using a personal vehicle for Commission business, this additional insurance is not reimbursable by the Commission as this cost is covered through the all-inclusive mileage rate.
- c) The Commission will not reimburse claims for parking and/or traffic violation tickets or penalties.

5) Air Travel

- a) Air travel will be reimbursed based on actual cost. All claims for air travel must be accompanied by a receipt with GST detailed on the receipt.

~~b) The most reasonable, economical, air fare available is to be selected.~~

~~e)b) The Commission encourages seat selections to be reasonable but will will-reimburse for seat upgrades, business, priority, or first class as there may be mitigating circumstances (e.g. medical circumstances).~~

6) Cancellation Insurance

- a) The Commission will only reimburse cancellation insurance for international travel (outside North America), otherwise cancellation insurance is not reimbursable.

7) Travel Medical Insurance

- a) The Commission will not reimburse for travel medical insurance unless the individual is not covered under any other policy.



8) Rental Vehicles

- a) Rental vehicles will be authorized only where the use is economically justified (e.g. carpooling or to reduce the cost of accommodations) or where no reasonable alternative exists. Claims will be reimbursed with a receipt and rental agreement.
- b) The Commission will not reimburse claims for tickets/penalties relating to parking and/or traffic violations.

9) Parking

- a) Parking expenses incurred while carrying out Commission business will be reimbursed with parking receipts.
- b) The Commission will not reimburse claims for tickets/penalties relating to parking and/or traffic violations.

10) Taxi, Ride Share and Micromobility

- a) Taxi, ride share and micromobility fares for business purposes will be reimbursed with a receipt.
- ~~b) Tipping for taxi service is limited to a maximum of 15%.~~

11) Meal Allowances

- a) Meal allowances or claims are not authorized when meals are provided or included in the registration fee for conferences unless other Commission business does not allow the registrant to participate in the conference meal(s). Conference itinerary or registration must be submitted with the expense claim.
- b) Alcoholic beverages will not be reimbursed.
- c) Meals will be reimbursed for actual costs where itemized receipts are submitted. The Canada Revenue Agency meal allowances ~~listed in 3d below~~ should be used as a guideline for these expenses.
- ~~d) Without receipts, the Commission will follow the Canada Revenue Agency meal rates, use the following guidelines for meal reimbursement (the rates below are a flat rate and include GST and gratuities):~~
- d) _____

~~Breakfast — \$15.00
Lunch — \$20.00
Dinner — \$30.00~~



12) Gratuities

- a) Tipping is limited to a maximum of 18%.
- a)b) Where gratuities are automatically added to the bill for large parties, that amount will be reimbursed.

13) Incidentals/per diem

- a) A personal expense allowance of \$15.00 per day (calculated based on the number of nights away) may be claimed for incidental expenses. This is to cover items such as personal telephone calls, magazines, snacks, laundry, meter parking, public transit, etc., and no receipts are required and additional claims for incidentals will not be reimbursed.

14) Registration

- a) The Commission will reimburse registration fees for courses, seminars, and conferences where receipts are provided.

15) Memberships

- a) The Commission will reimburse membership fees in a related professional association where receipts are provided.
- b) The Commission will not reimburse for memberships in any club organized solely for pleasure, recreation, or other social purpose, or if the membership is primarily in the interest of the individual.
- c) The Commission will not reimburse charges for late fees due to late payment/submission by the employee.

16) Reward Programs

- a) Points/credits for preferred programs may be accumulated (e.g., Air Miles, Aero Plan, etc.) while travelling on Commission business. Participation in these programs must not influence any travel decisions, and any fees associated with these programs are the responsibility of the Commission representative and will not be reimbursed.

17) Personal Travel

- a) The Director may, with prior consent, select the route and method of transportation to combine personal activities with Commission business. Reimbursement shall be based only on expenses that would have applied had the trip been made only for business purposes.
- b) The Commission will not pay or reimburse expenses for non-business-related guests or spouses attending a business event.



- c) The Commission will not reimburse expenses or additional costs incurred by a spouse, guest, or family member. This includes, but is not limited to, hotel room upgrades, transportation or vehicle rentals, meals, flights, etc.

18) Hosting/Business Meals

- a) When a business meal is hosted with other ~~board members~~ Directors, clients, or guests, the Director must provide the name and title of the individual(s) hosted, and the business reason on the itemized receipt.
- b) Claims for alcoholic beverages are not permitted.
- c) Canada Revenue Agency meal allowances should be used as a guideline for these expenses as per 11 c).
- d) ~~A gratuity is limited to a maximum of 15% (where gratuities are automatically added to the bill for large parties, that amount will be reimbursed).~~

19) Member Municipality Relations

- a) The Commission will provide gifts and donations upon request, in an amount not to exceed \$50 per request.
- b) The Commission will reimburse for expenses related to participation in member municipalities' corporate events, for up to one team (e.g. golf tournaments).

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

A BY-LAW OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE ADMINISTRATIVE STRUCTURE FOR THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

WHEREAS pursuant to Section 89 of the Freedom of Information and Protection of Privacy Act, S.A. 1994, c.F-18.5, the Capital Region Southwest Water Services Commission must designate a person or group of persons as the head of the County for the purposes of the Act; and,

WHEREAS pursuant to Sections 87 and 89 of the Freedom of Information and Protection of Privacy Act, the Capital Region Southwest Water Services Commission may set any fees payable to the Commission for services provided under the Act and Regulations;

THEREFORE the Board of the Commission duly assembled hereby enacts as follows:

PART 1 - PURPOSE, DEFINITIONS AND INTERPRETATION

Purpose

1. The purpose of this By-Law is to establish the administrative structure of the Commission in relation to the Freedom of Information and Protection of Privacy Act, and to set fees thereunder.

Definitions

2. In this By-Law, unless the context otherwise requires:
 - (a) "*Act*" means the Freedom of Information and Protection of Privacy Act, S.A. 1994, c.F-18.5;
 - (b) "*Applicant*" means a person who makes a request for access to a record under Section 7(1) of the Act;
 - (c) "*Commission*" means the Capital Region Southwest Water Services Commission
 - (d) "*Province*" means the Province of Alberta.

Interpretation

3. The marginal notes and headings in this By-Law are for reference purposes only.

PART II - DESIGNATED HEAD

Designated Head

4. For the purpose of the Act, the Head will be the Head of the municipality which has entered into a Management Agreement with the Commission to carry out the corporate responsibilities of the Commission.

PART III - FEES

Fees

5. Where an Applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province.

PART IV - GENERAL

Effective Date

6. This By-Law will come into full force and effect on the date of third reading.

Repeal

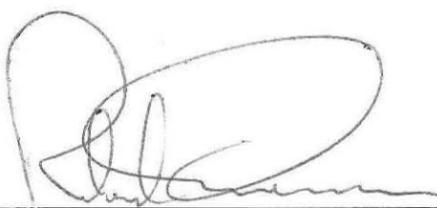
7. (a) Where a request for information was given and not disposed of before the coming into force of this By-Law, the request is deemed to be a request made on October 1, 1999, under provisions of the Act.

DONE AND PASSED in open Commission assembled at Nisku, in the Province of Alberta, this 2nd day of November, A.D. 1999.

Read a first time this 2nd day of November, A.D. 1999.

Read a second time this 2nd day of November, A.D. 1999.

Read a third time with the unanimous consent of the Board Members present and finally passed this 2nd day of November, A.D. 1999.



CHAIRMAN

SEAL



COMMISSION MANAGER



CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Replaces: Bylaw No. 8-99 FOIP Bylaw

Policy Name: 8 – Privacy and Access Management

Related Bylaws and Policies: Bylaw No. 8-99 FOIP Bylaw

Date Approved: March 19, 2026

Chairman:

Commission Manager:

To be Reviewed Before: March 19, 2031

Policy Objective:

The purpose of this policy is to assure the public and member municipalities that the Capital Region Southwest Water Services Commission ("CRSWSC") adheres to privacy principles in accordance with the Access to Information Act ("ATIA") and the Protection of Privacy Act ("POPA").

Policy:

This policy establishes the administrative structure and processes of the CRSWSC in relation to the corporate collection, use, retention and disclosure of personal information as it applies to CRSWSC software, programs, operations and procedures.

Definitions:

Access to Information Act ("ATIA") – The legislative framework that allows access to records held by public bodies in Alberta, balancing the public's right to know information while protecting confidential information required to ensure effective operations of public bodies.

Applicant – A person who makes a request for access to a record under the ATIA.

Personal Information – Recorded information about an identifiable individual. This may include, but is not limited to, an individual's name, address, telephone number, age, gender, race, religion, health information or financial records.



Personal Information Banks – A formal description or inventory of personal information holdings in the custody or under the control of the organization, maintained to support individual rights of access to and correction of personal information.

Privacy Impact Assessment – A formal due-diligence process used to identify, assess, and mitigate privacy risks associated with new or significantly changed programs, services, or systems involving personal information.

Protection of Privacy Act (“POPA”) – The legislative framework governing how public bodies in Alberta may collect, use, and disclose personal information, and requiring appropriate safeguards to protect that information.

Security Classification System – An internal, risk-based framework used to classify information based on sensitivity and to determine the appropriate administrative, physical, and technical safeguards required to protect that information.

Responsibilities and Authorities:

The Capital Region Southwest Water Services Commission Board of Directors is responsible for the review and approval of this policy on or before the review date specified and every 5 years thereafter.

The Commission Manager is responsible for the development, implementation, monitoring, and adherence to this policy.

The Privacy Management Program will be made available to the public, in a manner that does not compromise the security or integrity of the program.

All those involved with the management of the CRSWSC are required to comply with the contents of this policy with the following overarching objectives:

1) Designated Head

- a) For the purpose of the Privacy Management Program, the Designated Head is the Commission Manager of the member municipality which has entered into a Management and Operations Agreement with the CRSWSC to carry out the corporate responsibilities of the CRSWSC.
- b) The Designated Head will identify an employee of the Management and Operations team to act as the CRSWSC Privacy Officer, who is responsible for ensuring compliance with legislation.
- c) The CRSWSC will follow the documented privacy-related procedures of the member municipality that has entered into a Management and Operations Agreement with the CRSWSC, including for identified incidents described under



Section 10(2) and for complaints described under Section 38(2) of POPA. These policies and procedures will be applied proportionately to the volume and sensitivity of personal information in the custody or under the control of the CRSWSC.

- d) Mandatory annual privacy training will be provided to designated members of the Management and Operations team who are responsible for the Privacy Management Program.

2) Collecting Personal Information

- a) The CRSWSC will collect only the minimum amount of personal information necessary to operate its programs and services. The collection, use, retention, and disclosure of personal information will be carried out in accordance with legislation.
- b) The CRSWSC will communicate the purpose for which personal information is collected and will use the information only for the purposes identified or as otherwise permitted by law.

3) Protecting Personal Information

- a) The CRSWSC will take reasonable steps to ensure that all personal information in its custody or under its control is protected in accordance with legislation and is not collected, used, retained, or disclosed except as authorized.
- b) CRSWSC representatives are responsible for complying with applicable policies and procedures to maintain the accuracy, integrity, and confidentiality of personal information.
- c) CRSWSC representatives who knowingly use or disclose personal information for purposes other than those for which it was collected or authorized may be subject to disciplinary action.

4) Access to and Correction of Information

- a) The CRSWSC will respond to written requests for access to records or personal information in its custody or under its control, in coordination with the Privacy Officer and in compliance with legislated timelines and requirements.
- b) Where fees are permitted under legislation, fees charged will be in accordance with legislated requirements. Where additional fees are anticipated, a cost estimate will be provided to the Applicant prior to processing the request.



- c) Individuals have the right to request correction of personal information held by the CRSWSC, in accordance with POPA legislation.

5) Personal Information Banks and Security Classification System

- a) In accordance with POPA legislation, the CRSWSC will create and maintain Personal Information Banks to document the personal information in its custody or under its control, including the purpose for which the information was collected. Information about the Personal Information Banks will be made publicly available, in a manner that does not compromise the security, integrity, or confidentiality of the information.
- b) In accordance with POPA legislation, the CRSWSC will establish and maintain a Security Classification System to classify all personal information, data derived from personal information, and non-personal data in its custody or under its control. The Security Classification System will reflect the sensitivity of the information (e.g. low, medium, or high sensitivity) and ensure the application of appropriate administrative, physical, and technical safeguards. The Security Classification System will be reviewed periodically and updated as required to reflect changes in legislative requirements, risk or business practices.
- c) Responsibility for maintaining the Personal Information Banks and Security Classification System will be assigned by the Commission Manager to a designated member of the Management and Operations team from the municipality that has entered into a Management and Operations Agreement with the CRSWSC.

6) Privacy Impact Assessments

- a) A Privacy Impact Assessment must be completed for all new or significantly revised software, services, or programs that collect, use, retain, or disclose personal information. Privacy Impact Assessments will be used to proactively identify and manage privacy risks, document personal information flows, and support compliance with legislative requirements.