



**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
TO BE HELD THURSDAY, NOVEMBER 16, 2023
DINNER AT 5:30 P.M., MEETING AT 6:00 P.M.,
LEDUC GOLF CLUB, 5725 BLACK GOLD DRIVE, LEDUC, AB T9E 8C4**

1. CALL TO ORDER

Chair Lars Hansen called the meeting to order at 6:09 p.m.

PRESENT:

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

ALSO PRESENT:

Roger Steele, Manager Technical & Utilities	EIA
Shailesh Modak, Manager of Utilities	Leduc County
Kristopher Johnson, GM of Infrastructure	City of Camrose
Shawn Olson, Commission Manager	City of Leduc
Rick Sereda, Operations Manager	City of Leduc
Lauren Padgham, Treasurer	City of Leduc
Elie Tymchyshyn, Accountant	City of Leduc
Gerard Del Rosario, Accountant	City of Leduc
Samantha Folster, Project Manager	City of Leduc
Mark D'aoust, Commission Technician	City of Leduc
Katherine O'Dwyer, Recording Secretary	City of Leduc

**WITH REGRETS:**

Pam Regier, Project Manager
Councillor Catherine McCook
Councillor Mathew Starky
Des Mryglod, Director, Engineering

City of Leduc
City of Beaumont
Town of Millet
Leduc County

2. ADOPTION OF AGENDA

- 42-23 **Motion:** It was **Moved** by Councillor Jordan Bannack that the agenda for the November 16, 2023 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

Motion Carried Unanimously

3. APPROVAL OF MINUTES**A. Minutes of the September 21, 2023**

- 43-23 **Motion:** It was **Moved** by Councillor Steven vanNieuwerk that the meeting minutes of the September 21, 2023 Capital Region Southwest Water Services Commission regular meeting be approved as circulated.

Motion Carried Unanimously

4. PUBLIC COMMENTARY

There was no public commentary.

5. REPORTS OF OFFICERS

A. Manager's Report

Recommendation:

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

Nisku Booster Station

Construction

Tunnel boring of both waterline casing pipes is complete across both northbound and southbound QEII lanes to the west side of the highway. The carrier pipe installation of the south line (discharge line) is completed across the highway and the north line (supply line) is ongoing. Pipe installation on the west is also continuing south to the tie in point to the EPCOR line. Administration would like to highlight ongoing concerns and challenges with these scopes of work, including several quality control and non-conformance issues that have been identified by Associated Engineering that Maple Reinders and their subcontractor, Inline, need to address. Most notably, these include non-conforming backfill of the steel casing, and concerns with installation tolerances stemming from deviations in the casing alignment.

Progress on the new building is ongoing. The final wall pour was completed on October 23, 2023; a photo of the final pour is attached to this report for information. The formwork is now being stripped, tie-hole patching, waterproofing, drainage board, below grade insulation, and weeping tile installation are all ongoing.

Coordination of projects is ongoing with Leduc County. Their process piping scope was on hold as they worked to achieve isolation in the building. They have installed a new valve to achieve this isolation and work has resumed. At the time of writing this report, the Commission bypass line installation that will fill the County reservoir through their distribution system (while the new Commission supply line is constructed) is scheduled to be installed this week. Their contractor will then test and disinfect the system prior to requesting the reservoir be filled. The provisional scope for the County's exterior waterline replacement has yet to be confirmed, but they have completed the CCTV inspection of the line. In the event the County decides to proceed with this scope, CRSWSC Administration has coordinated a staged approach to this replacement to ensure access for both contractors. Administration would like to thank County Administration for their quick response to our concerns with isolation and working to mitigate issues to the Nisku Booster Station project.

EPCOR Amending Agreement

As discussed at the last board meeting, Administration is going to be working on an amending agreement with EPCOR as a result of the Nisku Booster Station project. Once approved, it will be left unsigned until such time that Nisku Booster is brought online and then executed by both parties. This is required so that the three demarcation points for water metering following the completion of the booster station are documented until such time as the next waterline from EPCOR is extended south to the CRSWSC in Beaumont.

EPCOR Secondary Supply Line to Beaumont

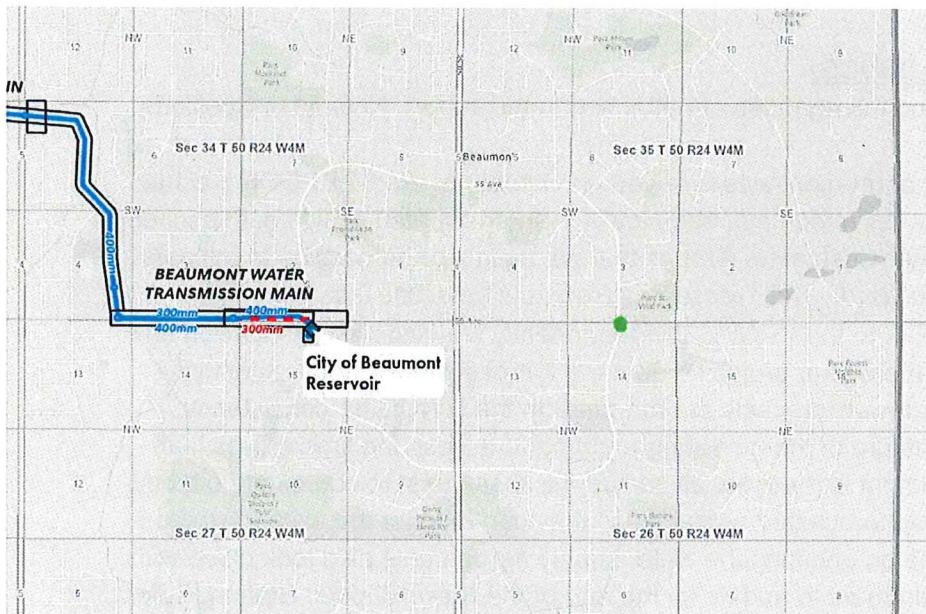
In Spring 2023, Administration had Associated Engineering review and confirm the requirement timelines for the secondary City of Beaumont water supply line. In the Water Master Plan it was projected to be required in 2028 and the CRSWSC must provide a 5 year notice for this connection based on the current Water Supply Agreement Amendment. The requirement for the second line is dependent upon the capacity of the existing supply line to Beaumont and EPCOR's pumping limitations at the Blackmud Booster Station (formally the Commission Boundary Station). A discussion was held with EPCOR on July 26, 2023, where they indicated they wished to delay the construction of the second supply line to Beaumont as long as possible and that increased pumping pressure at the Boundary Station by EPCOR may be necessary to do so.

Associated Engineering issued a draft technical memo in August indicating that the second Beaumont connection was still required in 2028 due to forecasted pumping limitations rather than capacity constraints. The memo and the hydraulic grade line requirements for Beaumont were circulated to EPCOR for review. If EPCOR could maintain the required pumping pressure, the secondary connection could be delayed to as far as 2038, significantly deferring capital investment for both parties.

Another meeting was held with EPCOR on September 14, 2023 to discuss findings and determine if it is operationally feasible for them to increase supply pressures to Beaumont, to those required in the technical memo. EPCOR proposed reviews of the updated 5 year forecast projections be completed on an annual basis moving forward. This would provide EPCOR with the information needed to model the system and confirm if the projections resulted in a need for the new Beaumont supply line in the next 5 year horizon. If and when it does, CRSWSC Administration will need to provide formal notice to EPCOR to extend a connection point to Beaumont. Administration agrees with this path forward, and EPCOR has provided the attached memo that they can meet the pressures through 2028. The finalized technical memo from Associated Engineering is also attached to this report.

City of Beaumont Utility Master Plan

City of Beaumont Administration requested a meeting to discuss additional connections to the Commission. They advised that they recently completed the final version of their utility master plan which conceptually plans for a new reservoir in the northwest of Beaumont in the 2043-47 horizon. Beaumont currently has a single connection at, what they refer to, as their Main reservoir. Their other reservoirs operate on a pump/fill scenario through their distribution system. They have indicated that it is not possible for further expansion at the Main location and are looking for expansions at their St. Vital Reservoir (green dot on map below) in the next 4-5 years. They have requested a meeting with Administration to discussion possible extension of the Commission supply main approximately 1.4km to provide a connection point to the St. Vital Reservoir. This meeting is scheduled for November 6, 2023.



Municipal Developments

Development notices will no longer be attached to the Manager’s report unless they impact future commission infrastructure, due to length, but will be provided upon request.

Administration received 5 notifications of Subdivision developments/extensions (4 from City of Beaumont and 1 from Town of Calmar), 1 Area Structure Plan (City of Beaumont) and 1 notice of a Land Use Bylaw Amendment (Town of Calmar) from Members. Administration had no concerns with the documents provided and no comments were provided back to the Members.

Statistics Canada Core Infrastructure Survey

Administration received the Statistics Canada Core Public Infrastructure Survey 2022 on October 13, 2023. This survey comes out approximately every 2 years and is required to be completed within 30 days (November 22, 2023).

EPCOR Transmission Main Inspection

On September 12, 2023, Administration received notice from EPCOR of their intent to perform smart ball inspections of the transmission main between Ellerslie Road and 41st Ave between October 3-5, 2023. They indicated that Commission operations should not be impacted beyond some potential minor flow adjustments. EPCOR did reach out on October 4, 2023 requesting flow adjustments which Operations assisted with.

Regional Water Customer's Group (RWCG)

The RWCG met October 31, 2023, and the agendas are attached to this report. Notable discussions included:

- The 2021 finalized settlement agreement was received on October 6, 2023. EPCOR's actual costs per cubic meter of water delivered have been lower than anticipated, which has resulted in refunds to the Regional Water Customers Groups that put us in a good position to mitigate any price anomalies moving forward. The Treasurer's Report will discuss this further.
- The RWCG agreed with EPCOR to the CRSWSC independently working with EPCOR on an annual basis to assess when the 5-year projected demand forecast would trigger additional EPCOR infrastructure. Typically, all forecasts are run through the RWCG for consistency, however due to the complex nature of the modelling required to assess the time at which an additional connection to Beaumont is required, all parties felt it was best to coordinate directly. The RWCG will still be provided forecasted demands so they can monitor the water diversion license utilization. Discussions on updating the water supply agreements also took place with all parties confirming the requirement to update by the end of the Nisku Booster Station Project.
- EPCOR shared that they are going to be undertaking flood protection initiatives at their water treatment plant over the next couple years and will be providing additional information to the RWCG in future meetings. This is important for water supply security.
- The Capital Region Northwest Water Services Commission (CRNWSC) noted that in far reaches of their system they are seeing chlorine levels drop more than historical. EPCOR is doing research into causes and expects to update the RWCG in 2024. This has not been an issue for the CRSWSC but is worth noting and asking members to keep an eye on chlorine levels in their reservoirs and alert us if chlorine levels start to drop so we can alert EPCOR.
- Administration discussed how they held the balancing funds.

The Cost of Service Discussion

The initial cost of service discussions between a sub-committee of the RWCG (1 member from each of Strathcona County, St. Albert, CRNWSC, CRSWSC) and EPCOR commenced on November 1, 2023. Initial discussions emphasized the success of the current model and a desire to better understand how the model calculates what pipes in Edmonton are Regional in nature (for cost share), how the solar farm at EL Smith factors into rates, understanding cost items in the plant that are shared with the region, and confirmation on the desire to keep the assumptions for cost allocation based on the region as a whole. Next meetings are scheduled for December 2023 and January 2022.

Building Valuation & Loss Control Program

The CRSWSC has contacted Suncor Valuations, and we were advised that the reports are typically released near the end of the year, however, they said they would try and get the results returned as soon as they can.

EIA Reservoir 2

An assessment conducted by the Commission's engineer, Associated Engineering, was recently reviewed by the commission and EIA to outline outstanding items that require attention before the FAC can be signed off. Some items include replacement of a non-approved flow control valve, correcting a pipe bond connector, modifications to the main header to accommodate an air relief, and flushing of the supply line entering the building. The commission has agreed to take the beam trolley out of operation as we do not typically use these. Work will be scheduled according to contractor availability and weather.

Commission Facility Locates

Commission operators have completed 628 Utility Safety Partner locates in 2023 on Commission facilities, as compared to 300 at this time in 2022.

Training Update

Several members of the Commission Board and Administration attended the Water Environment Federation's Technical Exhibition and Conference (WEFTEC) on October 5 – 9th, 2023. Rick Smith also attended the National Water and Wastewater Conference (NWWC) November 12-15th, 2023. Shawn Olson, Rick Sereda, Krista Gardner & Rick Smith all shared their experiences with the Board.

Some of the actions that came from the discussion were;

- Chairman Hansen directed administration to set up a tour of EPCOR's water treatment facility next year.
- Municipalities consider using the CRSWSC tips for water conservation in any of their social media endeavors. Rick Smith shared You Tube has been effective in delivering those messages as considerations for members to take back to their municipalities.
- Commissions Operations is looking to upgrade communications to VT Scada.

44-23 **Motion:** It was **Moved** by Councillor Paul Patterson 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

C. Treasurer's Report

Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors receive this report as information.
- 2) That the Board approves the adjustment of \$165,000 from 2019.002 Beaumont Piping Upgrades to the 2021.001 Nisku Booster Station project and renaming it to 2021.001 Nisku Booster Station & Beaumont Piping Upgrades.

2023 Financial Update

The financial reports have been prepared up to Oct 31, 2023. After ten months of operations, there should be approximately 83% of the budget spent/earned. Management expenses are under budget with 65% of the budget spent and operating expenses slightly over budget for the year with 88% of the budget spent.

Water sales and purchases

- Water sales are over budget with 90% of the budget earned. This is due to the seasonality of water sales in the summer months.
- To date the Commission has recorded a line loss of 2.86%.
- Recap of Water Sales to Purchases
 - September water sales show that the CRSWSC has sold 2,650 m³ more than purchased. This is the result of EPCOR reading the meter one day earlier than the

CRSWSC. This was a mistake by EPCOR as they made a change to the read schedule without informing CRSWSC.

Revenue Variances

- Interest earned exceeds the budget for the year due to interest earned on investments and bank deposits. Investment and bank balances will begin to decline as spending on the Nisku Booster Station occurs throughout 2023 & 2024.
- Capital Provincial Government Grants has a balance of \$300K due to receipt of an initial payment of the Water for Life Grant from Alberta Transportation.

Expenditure Variances

- Debenture interest and principal payments are made in June and December, therefore only the June payment has been recorded to date.
- Legal fees and Other Professional fees are under budget due to less work required outside of the capital projects occurring in 2023.
- Audit fees came in slightly over budget this year due to additional work required for new auditing standards.
- Seminars & Conferences fees are under budget with 25% of the budget being spent to date. This is due to the carry forward of the prior year budget and the number of conferences attended by the Board and Administration to date.
- Line Maintenance is under budget at 13% of the budget being spent to date due to less maintenance required in 2023.
- Instrumentation & Mechanical is under budget at 31% of the budget being spent to date due to timing of purchases and less maintenance required in 2023.
- Materials and Supplies are over budget due to supplies related to the annual general meeting.
- There are a few additional line items under budget due to the timing of when work is completed, and expenditures occur.

Capital Expenditures

Capital expenditures are below budget with 19% of the budget spent due to timing of capital projects and because some span multiple years. The following projects are being proposed to be carried forward into the 2024 budget:

- 2017.002 Air Release Manhole Rehab
- 2021.001 Nisku Booster Station
- 2019.002 Beaumont Piping Upgrades

The work for both project 2021.001 Nisku Booster Station and project 2019.002 Beaumont Piping Upgrades has been combined. The Beaumont Piping Upgrades were previously tendered on its own and the costs significantly exceeded the estimate for the work. It was combined with the Nisku Booster at the time of tender for the Nisku project to leverage the economies of scale provided by that project and received significantly better pricing as a result. Administration is requesting to add the Beaumont Piping Upgrades budget to the Nisku Booster Station project. If approved, this will be reflected in the Final Budget with the carry forward of the two projects into 2024.

Motion: That the Board approve the adjustment of \$165,000 from 2019.002 Beaumont Piping Upgrades to the 2021.001 Nisku Booster Station project and renaming it to 2021.001 Nisku Booster Station & Beaumont Piping Upgrades.

Regional Water Customers Group

Balancing Fund & EPCOR rate

May update:

The Regional Water Customers Group (RWCG) meeting was held on May 4, 2023. The 2021 settlement with EPCOR is about to be finalized. The RWCG has not received the 2021 settlement in the balancing fund as of that date. The balancing fund will be receiving a payment due to the rate being set at \$1.01/m³ and the actual rate was \$0.87/m³. This savings of \$0.14/m³ results in a refund to the balancing fund of approximately \$5.3M. This is over and above the internal maximum set by the RWCG for the balancing fund. The RWCG decided not to pay out to the members and utilize the current year rate to capitalize on these savings.

The 2023 rate was set at \$1.01/m³ and due to the 2021 upcoming settlement, the RWCG voted to reduce the rate to \$0.90/m³. The rate of \$0.90/m³ will start July 1, 2023, and continue to December 31, 2023.

October update:

The Regional Water Customers Group (RWCG) meeting was held on October 31, 2023. The 2021 settlement with EPCOR has now been finalized and the balancing fund has received this settlement of \$0.14/m³. EPCOR provided the projected settlement for 2022 which is also projecting a refund to the RWCG of an additional \$0.07/m³.

As per the May meeting, noted above, the RWCG took steps to utilize the balancing fund by reducing the rate to 0.90/m³ from July 1, 2023 – December 31, 2023. This strategy did not have a large enough impact on the balancing fund due to consumption in 2023. EPCOR is projecting this will take 0.03/m³ out of the balancing fund. As a result, the RWCG voted for an interim rate of \$0.90/m³ for 2024. EPCOR projected the rate to be approximately \$1.04/m³. This strategy is being utilized to reduce the balancing fund by a projected 0.14/m³ while still maintaining a balance to be used in the future. This has been reflected in the 2024 interim budget. This is a one-time strategy therefore the 2025 & 2026 EPCOR rates are projected back at EPCOR's projected rate.

Councillor Honorariums

Administration received a letter from a municipality informing us that the honorariums for the Board members should be paid directly to the municipality. This is based on the municipalities internal policies. Please let us know if this is the case for your municipality and Administration will make that change when issuing the honorarium

45-23 **Motion:** It was **Moved** by Councillor Beverly Beckett the Capital Region Southwest Water Services Commission Board of Directors receive as information the Treasurer's Report as presented by Lauren Padgham, Treasurer, CRSWSC.

Motion Carried Unanimously

46-23 **Motion:** It was **Moved** by Mayor Bill Daneluik the Capital Region Southwest Water Services Commission Board of Directors approves the adjustment of \$165,000 from 2019.002 Beaumont Piping Upgrades to the 2021.001 Nisku Booster Station project and renaming it to 2021.001 Nisku Booster Station & Beaumont Piping Upgrades.

Motion Carried Unanimously

C. 2024 Interim Budget Report

Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors adopt the 2024 Interim Operating & Capital Budget as presented, with total revenues and transfers from reserves of \$10,519,413 and total expenditures and transfers to reserves of \$10,519,413.

- 2) It is recommended that the CRSWSC Board of Directors accept in principle the 2025-2026 forecasted Operating & Capital Budget.

Proposed 2024 Interim Budget Highlights

Operating

Water Sales & Purchases:

- Water Sales – proposed water sales rate at \$1.64/m³ for 2024.
- Water Purchases - purchase rate from EPCOR has been decreased to \$0.90/m³ as per the October 31, Regional Water Customers Group meeting. See attached interim rate letter.

At the May meeting, Associated Engineering presented a projected increase of the rate at 0.05/m³ but due to the new information received at the October 31, 2023, RWCG meeting it was determined that the sales rate can remain at \$1.64. Administration did communicate the projected 0.05/m³ increase to member municipalities that inquired. Rate letters will be released to member municipalities after Board approval.

The Regional Water Customer Group (RWCG) voted for an interim rate of \$0.90/m³ for 2024. EPCOR projected the rate to be approximately \$1.04/m³. This strategy is being utilized to reduce the balancing fund by a projected 0.14/m³ while still maintaining a balance to be used in the future. This has been reflected in the 2024 interim budget as water purchases has been set to 0.90/m³. This is a one-time strategy therefore the 2025 & 2026 EPCOR rates are forecasted back at EPCOR's projected rate. With the lower purchasing rate, the CRSWSC will hold the sales rate consistent with the 2023 rate and transfer the additional one-time dollars to the Future Water Capacity reserve.

Other Revenue:

- Interest Earned - budgeted conservatively in anticipation of cash balances being utilized for the continued construction of the Nisku Booster Station.
- Drawn from Operating reserves – as per the Board & Administration Training Policy unused Board (\$35K) & Administration (\$6.6K) budget can be carried forward into 2024. Additionally, \$50K has been allocated from Operating reserves to fund emergency repairs.

Other Operating Expenses:

- Management and Operational contracts are as per contractual agreements.
- Honorariums - increased to account for sub-committees and any other Board initiative outside of the regular board meetings.
- Audit Fees - based on the contractual amount. 2024 is the final year of the contract,

- administration will complete a request for proposal for audit services in 2024.
- Office Supplies - consolidated memberships and dues which included the AUMA associate membership with this line item.
 - Computer Maintenance, Supplies & Licenses - increase due to SCADA licensing with proposed transition to new SCADA software.
 - Cathodic Protection - decreased to better align with historical spend.
 - Easement Leases - decreased to better align with historical spend.
 - Engineering Fees - decreased to better align with historical spend.
 - Insurance, Power, and Gas – 2024 increases tied to the increase in costs of these services and 2025-2026 increase aligns with the Nisku Booster Station being operational.
 - Regular & Annual Meeting Expenses - increased due to venue changes throughout the year as the Leduc Golf & Country Club is not able to accommodate all meetings which is free for the CRSWSC to use.
 - Seminars & Conferences –
 - Board Training – the Board still has the full carry forward of \$35K as the money spent year to date has been utilized by the 2022 carry forward allowing for the full 2023 budget to be carried forward to 2024.
 - Administration – Administration utilized \$3,350 of the 2023 budget therefore allowing for \$6,650 to be carried forward into 2024.
 - Transfer to Reserves
 - Operating – 2024 \$0.01/m³, 2025 - \$0.01/m³, 2026 – 0.01/m³
 - Capital – Equipment – 2024 \$0.02/m³, 2025 - \$0.03/m³, 2026 - \$0.03/m³
 - Future Water Capacity reserve – 2024 \$0.525/m³, 2025 \$0.37/m³, 2026 \$0.37/m³
 - All other expense line items have remained unchanged or have not changed by material amounts.

Capital

The CRSWSC forecasts the next three years capital projects with approval in the first year and subsequent years approved in principle. The following are new projects and additional budget requests over and above what was presented in the prior year budget.

2024 New Projects & Budget Additions

- North Reservoir pressure reducing valve (PRV) replacement - PRV is at the end of its useful life. Because of the age of the PRV the cost to rebuild was deemed more expensive than to replace outright. This is critical infrastructure that maintains safe inlet pressures to protect our fill line and downstream instrumentation.
- Scada upgrade – This upgrade will bring the commission in line with industry standard that many other communities in the area have moved to. This brings us greater

functionality to control and analyze our data. This will also reduce risk to our system by removing 4 individual systems that we currently use to access and receive alarms, with one all in one system that provides web access, a mobile app, and alarm monitoring.

- Nisku Booster Station – additional \$200K in 2024
 - An additional \$200K is requested for the County East piping modifications to accommodate the EPCOR meter as required as a result of the EPCOR asset sale. It is being added to the Nisku Booster Station project instead of its own project in order to mitigate risk of conflicting timelines to take the County East Reservoir offline at the same time as the County West Reservoir is already offline to accommodate Nisku Booster Station work.

Carry Forward projects

The following projects will be carried forward from the 2023 budget and will have the final totals included in the Final Budget that is presented January 18, 2024.

- Air Release Manhole
- Nisku Booster Station
- Beaumont Piping Upgrades

- 47-23 Motion:** It was **Moved** by Deputy Mayor Clifford Heinz that the Capital Region Southwest Water Services Commission Board of adopt the 2024 Interim Operating & Capital Budget as presented, with total revenues and transfers from reserves of \$10,519,413 and total expenditures and transfers to reserves of \$10,519,413.

Motion Carried Unanimously

- 48-23 Motion:** It was **Moved** by Mayor Doug Peel the Capital Region Southwest Water Services Commission Board accept in principle the 2025-2026 forecasted Operating & Capital Budget.

Motion Carried Unanimously

6. UNFINISHED BUSINESS

There were no unfinished business items presented.

7. NEW BUSINESS

A. Policy 1 - Board & Administration Training and Development

Recommendation:

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

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct the Policy Sub-Committee to modify Policy 1 – Board and Administration Training and Development to include additional language as discussed at the board meeting.

Board Administration Training and Development

On the May 18, 2023 Board Meeting, Administration was instructed to bring forward a Policy Sub-Committee to update the CRSWSC policies according to Motion 28-23. At the September 21, 2023 board meeting, a Policy Sub-Committee was formed and Councillor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and any other board members that volunteer. Councillor Krista Gardner subsequently volunteered to participate on the Policy Sub-Committee.

On October 23, the first meeting of the Policy Sub-Committee was held. The policies were reviewed and updated to be a consistent format. On November 9, 2023, the Policy Sub-Committee met for the second time and reviewed proposed changes, proposed board reports and updated policies to specify consistent responsibilities and authorities. Specific to Policy 1 – Board and Administration Training and Development, the following changes are recommended:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1, 2025. In general, the Policy Sub-Committee is recommending that the board review two policies per year, to ensure all policies are updated on a 4-year rotation.
- 2) The Policy Sub-Committee recommended the addition of the underlined verbiage to 1) a) Each member municipality of the Commission is entitled to an annual allowance of \$5000 in the currency of the country in which the training occurs.

- 3) The Policy Sub-Committee recommended the addition of the underlined verbiage to 2) a) Each member municipality of the Commission is entitled to an annual allowance of \$10,000 in the currency of the country in which the training occurs.
- 4) The Policy Sub-Committee recommended the addition of 1) d) Unused Director funding may be utilized to equally share the cost of a member municipalities administrative representatives related training.

The Policy Sub-Committee is requesting the board advise of any recommended changes they have on this policy by December 31, 2023 so that they can be incorporated for consideration at the January 18, 2024 board meeting (subject to approval of the 2024 meeting dates).

49-23 **Motion:** It was **Moved** by Mayor Bill Daneluik the Capital Region Southwest Water Services Commission Board of Directors receive as information Policy 1 - Board & Administration Training and Development as presented by Shawn Olson, CRSWSC.

Motion Carried Unanimously

B. Policy 2 – Investment

Recommendation:

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

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct the Policy Sub-Committee to modify Policy 2 – Investment to include additional language as discussed at the board meeting.

Investment

On the May 18, 2023 Board Meeting, Administration was instructed to bring forward a Policy Sub-Committee to update the CRSWSC policies according to Motion 28-23. At the September 21, 2023 board meeting, a Policy Sub-Committee was formed and Councillor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and any other board members that volunteer. Councillor Krista Gardner subsequently volunteered to participate on the Policy Sub-Committee.

On October 23, the first meeting of the Policy Sub-Committee was held. The policies were reviewed and updated to be a consistent format. On November 9, 2023, the Policy Sub-Committee met for the second time and reviewed proposed changes, proposed board reports and updated policies. Specific to Policy 2 – Investment, the following changes are recommended:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1 2025. In general, the Policy Sub-Committee is recommending that the board review two policies per year, to ensure all policies are updated on a 4-year rotation.

The Policy Sub-Committee is requesting the board advise of any recommended changes they have on this policy by December 31, 2023 so that they can be incorporated for consideration at the January 18, 2024 board meeting (subject to approval of the 2024 meeting dates).

50-23

Motion: It was **Moved** by Councillor Doug Lyseng the Capital Region Southwest Water Services Commission Board of Directors receive as Policy 2 - Investment as presented by Shawn Olson, CRSWSC.

Motion Carried Unanimously

C. Policy 3 - Procurement

Recommendation:

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

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct the Policy Sub-Committee to modify Policy 3 – Procurement to include additional language as discussed at the board meeting.

Board Administration Training and Development

On May 18, 2023 Board Meeting, Administration was instructed to bring forward a Policy Sub-Committee to update the CRSWSC policies according to Motion 28-23. At the September 21, 2023 board meeting, a Policy Sub-Committee was formed and Councillor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and any other board members that volunteer. Councillor Krista Gardner subsequently volunteered to participate on the Policy Sub-Committee.

On October 23, the first meeting of the Policy Sub-Committee was held. The policies were reviewed and updated to be a consistent format. On November 9, 2023, the Policy Sub-Committee met for the second time and reviewed proposed changes, proposed board reports and updated policies to specify consistent responsibilities and authorities. Specific to Policy 3 Procurement, the following changes are recommended:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1 2026. In general, the Policy Sub-Committee is recommending that the board review two policies per year, to ensure all policies are updated on a 4 year rotation.
- 2) The Policy Sub-Committee recommended the addition of a definitions section to define what is meant by the term Commission Managers host municipality.

The Policy Sub-Committee is requesting the board advise of any recommended changes they have on this policy by December 31, 2023 so that they can be incorporated for consideration at the January 18, 2024 board meeting (subject to approval of the 2024 meeting dates).

51-23

Motion: It was **Moved** by Councillor Paul Patterson the Capital Region Southwest Water Services Commission Board of Directors receive as Policy 3 - Procurement as presented by Shawn Olson, CRSWSC.

Motion Carried Unanimously

D. Policy – 4 Remuneration and Expenses

Recommendation:

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

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct the Policy Sub-Committee to modify Policy 4 - Remuneration and Expenses to include additional language as discussed at the board meeting.

Board Administration Training and Development

On May 18, 2023 Board Meeting, Administration was instructed to bring forward a Policy Sub-Committee to update the CRSWSC policies according to Motion 28-23. At the September 21, 2023 board meeting, a Policy Sub-Committee was formed and Councillor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and any other board members that volunteer. Councillor Krista Gardner subsequently volunteered to participate on the Policy Sub-Committee.

On October 23, the first meeting of the Policy Sub-Committee was held. The policies were reviewed and updated to be a consistent format. On November 9, 2023, the Policy Sub-Committee met for the second time and reviewed proposed changes, proposed board reports and updated policies. Specific to Policy Remuneration and Expenses, the following changes are recommended:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1 2026. In general, the Policy Sub-Committee is recommending that the board review two policies per year, to ensure all policies are updated on a 4-year rotation.
- 2) The Policy Sub-Committee has not included changes to allow for travel seat upgrades, however at the September 21, 2023 board meeting, Chairman Daneluik directed Administration to include consideration on travel allocations in a new business item for the November Board meeting. This is considered in this report. If the board would like to consider that option, it would be recommended that clause 5) c) be modified to state "The commission will reimburse for seat upgrades, business, priority, or first class so long as total expenditures do not exceed allowances specified in Policy 1 – Board Administration Training and Development, clause 1) a) Each member municipality of the Commission is entitled to an annual allowance of \$5,000 in the currency of the country in which the training occurs.

- 3) The Policy Sub-Committee has not included changes to the maximum gratuity, however should the board wish to modify gratuity maximums it would be a change to clause 12) a) Tipping is limited to a maximum of 15%.

The Policy Sub-Committee is requesting the board advise of any recommended changes they have on this policy by December 31, 2023 so that they can be incorporated for consideration at the January 18, 2024 board meeting (subject to approval of the 2024 meeting dates).

52-23

Motion: It was **Moved** by Councillor Rick Smith that the Capital Region Southwest Water Services Commission Board of Directors instruct the Policy Sub-Committee to modify Policy 4 - Remuneration and Expenses to include additional language as indicated in clause 2 of this report.

Motion carried with 11 votes in favour and 2 votes opposed.

In favour: Chairman Hansen, Mayor Bill Daneluik, Councillor Steven vanNieuwkerk, Councillor Beverly Beckett Councillor Doug Lyseng, Councillor Jordon Banack, Deputy Mayor Clifford Heinz, Councillor Paul Patterson, Councillor Kelly-Lynn Lewis, Councillor Rick Smith & Mayor Doug Peel.

Opposed: Councillor Krista Gardner & Councillor Don Faulkner.

E. Policy – 5 Reserve

Recommendation:

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

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct the Policy Sub-Committee to modify Policy 5 - Reserve to include additional language as discussed at the board meeting.

Board Administration Training and Development

On May 18, 2023 Board Meeting, Administration was instructed to bring forward a Policy Sub-Committee to update the CRSWSC policies according to Motion 28-23. At the September 21, 2023 board meeting, a Policy Sub-Committee was formed and Councillor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and any other board members that volunteer. Councillor Krista Gardner subsequently volunteered to participate on the Policy Sub-Committee.

On October 23, the first meeting of the Policy Sub-Committee was held. The policies were reviewed and updated to be a consistent format. On November 9, 2023, the Policy Sub-Committee met for the second time and reviewed proposed changes, proposed board reports and updated policies. Specific to Policy 5 - Reserve, the following changes are recommended:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1 2027. In general, the Policy Sub-Committee is recommending that the board review two policies per year, to ensure all policies are updated on a 4-year rotation.

The Policy Sub-Committee is requesting the board advise of any recommended changes they have on this policy by December 31, 2023 so that they can be incorporated for consideration at the January 18, 2024 board meeting (subject to approval of the 2024 meeting dates).

53-23

Motion: It was **Moved** by Councillor Beverly Beckett the Capital Region Southwest Water Services Commission Board of Directors receive as Policy 5 – Reserve as presented by Shawn Olson, CRSWSC.

Motion Carried Unanimously

F. Policy - 6 Water Supply

Recommendation:

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

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct the Policy Sub-Committee to modify Policy 6 – Water Supply to include additional language as discussed at the board meeting.

Board Administration Training and Development

On May 18, 2023 Board Meeting, Administration was instructed to bring forward a Policy Sub-Committee to update the CRSWSC policies according to Motion 28-23. At the September 21, 2023 board meeting, a Policy Sub-Committee was formed and Councillor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and any other board members that volunteer. Councillor Krista Gardner subsequently volunteered to participate on the Policy Sub-Committee.

On October 23, the first meeting of the Policy Sub-Committee was held. The policies were reviewed and updated to be a consistent format. On November 9, 2023, the Policy Sub-Committee met for the second time and reviewed proposed changes, proposed board reports and updated policies to specify consistent responsibilities and authorities. Specific to Policy 6 – Water Supply, the following changes are recommended:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1 2027. In general, the Policy Sub-Committee is recommending that the board review two policies per year, to ensure all policies are updated on a 4 year rotation.
- 2) The Policy Sub-Committee recommended the addition of a catch all clause to cover the CRSWSC be added to this policy for any unintended gaps in policy that may exist. The Policy verbiage addition is as follows: The Capital Region Southwest Water Services Commission formally acknowledges that any policies and procedures not addressed in this or other posted policies adhere to the Commission managers host municipalities Policies and Procedures.

- 3) The Policy Sub-Committee recommended the addition of a definitions section to define what is meant by the term Commission Managers host municipality and to define the relationship between Associated Engineering and the CRSWSC as it related to the Water Supply Policy creation.

The Policy Sub-Committee is requesting the board advise of any recommended changes they have on this policy by December 31, 2023 so that they can be incorporated for consideration at the January 18, 2024 board meeting (subject to approval of the 2024 meeting dates).

54-23

Motion: It was **Moved** by Councillor Jordan Banack the Capital Region Southwest Water Services Commission Board of Directors receive as Policy 6 – Water Supply as presented by Shawn Olson, CRSWSC.

Motion Carried Unanimously

G. Policy – 7 Service Connection Demarcation Point

Recommendation:

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

Alternative Recommendation:

- 1) It is recommended that the CRSWSC Board of Directors instruct the Policy Sub-Committee to modify Policy 7 – Service Connection Demarcation Point to include additional language as discussed at the board meeting.

Board Administration Training and Development

On May 18, 2023 Board Meeting, Administration was instructed to bring forward a Policy Sub-Committee to update the CRSWSC policies according to Motion 28-23. At the September 21, 2023 board meeting, a Policy Sub-Committee was formed and Councillor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and any other board members that volunteer. Councillor Krista Gardner subsequently volunteered to participate on the Policy Sub-Committee.

On October 23, the first meeting of the Policy Sub-Committee was held. The policies were reviewed and updated to be a consistent format. On November 9, 2023, the Policy Sub-Committee met for the second time and reviewed proposed changes, proposed board reports and updated policies to specify consistent responsibilities and authorities. Specific to Policy 7 – Legacy Service Connection Demarcation Point, the following changes are recommended:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1, 2028. In general, the Policy Sub-Committee is recommending that the board review two policies per year, to ensure all policies are updated on a 4 year rotation.
- 2) The Policy Sub-Committee recommended changing the name of the policy to “Legacy Service Connection Demarcation Point” to better describe the intent of the policy.
- 3) Context was added in the policy objective to better clarify where the ownership of the private owner and the commission transitions.
- 4) The Policy Sub-Committee recommended the addition of a definitions section to define what is meant by the terms demarcation point, upstream and downstream.

The Policy Sub-Committee is requesting the board advise of any recommended changes they have on this policy by December 31, 2023 so that they can be incorporated for consideration at the January 18, 2024 board meeting (subject to approval of the 2024 meeting dates).

55-23

Motion: It was **Moved** by Councillor Doug Lyseng the Capital Region Southwest Water Services Commission Board of Directors receive as Policy 7 – Service Connection Demarcation Point as presented by Shawn Olson, CRSWSC.

Motion Carried Unanimously


NEXT MEETING

The next meeting of the Capital Region Southwest Water Services Commission will be the Organizational and Regular meetings, scheduled for January 18,2024.

8. ADJOURNMENT

56-23 **Motion:** It was **Moved** by Councillor Krista Gardner to adjourn the meeting at 7:37 p.m.

Motion Carried Unanimously



CHAIRMAN



MANAGER

