

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION
 ANNUAL GENERAL MEETING, HELD ON THURSDAY, SEPTEMBER 10, 2020
 AT 7:00 P.M. AT THE BEST WESTERN PREMIER DENHAM INN & SUITES,
 DISCOVERY BALLROOM, 5207 – 50 AVENUE, LEDUC, AB T9E 6V3
 AND VIA GOTOMEETING (VIRTUAL ATTENDEES)**

PRESENT:

Chairman Rick Smith	Leduc County
Councillor Kelly Vandenberghe	Leduc County
Mayor Wally Yachimetz	Town of Calmar
Councillor Krista Gardner	Town of Calmar
Councillor Bill Daneluik	City of Beaumont
Councillor Steven vanNieuwkerk	City of Beaumont
Councillor Doug Lyseng	Camrose County
Reeve Cindy Trautman	Camrose County
Councillor Dave Vallee	Village of Hay Lakes
Councillor Faye Leicht	Village of Hay Lakes
Mayor Tony Wadsworth	Town of Millet
Councillor Mike Storey	Town of Millet
Councillor Beverly Beckett	City of Leduc
Councillor Lars Hansen	City of Leduc

ALSO PRESENT:

Councillor Kelly-Lynn Lewis	Leduc County
Des Mryglod, Director, Engineering & Utilities	Leduc County
Councillor Don Faulkner	Town of Calmar
Councillor Terry Balaban	Town of Calmar
Graydon Nielson, Public Works Foreman	Town of Calmar
Jason Angus, Manager, Infrastructure	City of Beaumont
Trevor Bosma, Interim Public Works Manager	City of Beaumont
Mayor Bob Young	City of Leduc
Derek Prohar, CAO	City of Leduc
Shawn Olson, Commission Manager	City of Leduc
Rick Sereda, Operations Manager	City of Leduc
Carol Hounsell, Treasurer	City of Leduc
Lauren Padgham, Accountant	City of Leduc
Shawn Tooth, Manager, Utility Services	City of Leduc
Shannon Bremner, Recording Secretary	City of Leduc
Roger Steele, Manager, Technical & Utilities	Edmonton Int. Airport
Mary Coyne, Project Manager, Infrastructure	Edmonton Int. Airport
Curtis Friesen, Auditor, Metrix Group LLP	
Chad Maki, Associated Engineering	
Jennifer Barroll, Keynote Speaker	

PRESENT VIRTUALLY:

Councillor Greg Gillespie	Camrose County
Mayor Dawn Pauls	Village of Hay Lakes

Councillor Pat Garrett	Town of Millet
Lisa Novotny, Director, Development & Infrac.	Town of Millet
Pamela Regier, Engineering Project Manager	City of Leduc
Samantha Folster, Engineering Project Manager	City of Leduc
Gerard Del Rosario, Accounting Technician	City of Leduc
Malcolm Boyd, CAO	City of Camrose

WITH REGRETS:

Honourable Mike Lake, MP	Leduc - Beaumont
Damien Kurek, MP	Battle River- Crowfoot
Brad Rutherford, MLA	Leduc – Beaumont
Jackie Lovely, MLA	Camrose
Honourable Rick Wilson, MLA	Maskwacis – Wetaskiwin
Mark Smith, MLA	Drayton Valley - Devon
Mayor Tanni Doblanko	Leduc County
Duane Coleman, CAO	Leduc County
Kathy Krawchuk, CAO	Town of Calmar
Councillor Sam Munckhof-Swain	City of Beaumont
Mayor John Stewart	City of Beaumont
Mike Schwirtz, CAO	City of Beaumont
Paul King, CAO	Camrose County
Zach Mazure, Manager, Public Works	Camrose County
Shannon Yearwood, CAO	Village of Hay Lakes
Lisa Schoening, CAO	Town of Millet
Mike Pieters, GM, Infrastructure & Planning	City of Leduc
Steve Maybee, VP, Operations & Infrastructure	Edmonton Int. Airport
Councillor Kevin Hycha	City of Camrose
Councillor David Ofrim	City of Camrose
Mayor Norman Mayer	City of Camrose
Sean Nicoll, Associated Engineering	

I. CALL MEETING TO ORDER

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

Chairman Rick Smith welcomed everyone to the Annual General Meeting and completed guest introductions of both in person and virtual attendees. In celebration of the Commission's 35 Year Anniversary, Chairman Smith reviewed highlights of the infrastructure and membership growth since September 1984. Additionally, accomplishments of the past 3 years were acknowledged such as the EPCOR Sale of Assets, Water Master Plan update and creation of a Strategic Plan.

Chairman Rick Smith thanked the Board for their trust and support throughout the past 3 years in his time as Chairman of the Board. The City of Leduc Management and Operations team were also recognized for their dedicated service.

On behalf of the Board, Chairman Smith thanked Councillor Terry Balaban for his service on the CRSWSC Board from 2016 - 2019. As an outgoing Board member, Councillor Terry Balaban was provided with a gift of appreciation for his dedicated service.

II. ADOPTION OF AGENDA

- 31-20** **Motion:** It was **Moved** by Councillor Terry Balaban that the agenda for the September 10, 2020 Capital Region Southwest Water Services Commission Annual General Meeting be approved as circulated.

Motion Carried Unanimously

III. APPROVAL OF THE APRIL 18, 2019 ANNUAL GENERAL MEETING MINUTES

There were no changes to the minutes.

- 32-20** **Motion:** It was **Moved** by Councillor Kelly Vandenberghe that the meeting minutes of the April 18, 2019 Capital Region Southwest Water Services Commission Annual General Meeting be approved as circulated.

Motion Carried Unanimously

IV. ANNUAL REPORT

A. Consider the 2019 Annual Report

Shawn Olson and Rick Sereda reviewed the Management and Operations Report of the 2019 Annual Report and highlighted the milestones of the Commission in 2019.

- The Commission was honored to be featured in the January 2019 edition of the Business Elite Canada magazine. This was an editorial on the Commissions operations and activities, which featured an interview with Chairman Rick Smith.
- Through coordination with the Regional Water Customers Group (RWCG), a new Water Supply Agreement was negotiated with EPCOR for a renewed 20 year term. This Agreement was back dated to an effective date of May 12, 2018.
- Lorac Construction completed the Highway 21 Booster Station and pump upgrades, and the facility was commissioned in October 2019. An upgraded security system was also recently installed to deter theft.



- The Commission was successful in recently settling the claim in regards to the Millet water supply line incident that took place in November 2018, also involving the Robinson Reservoir in Leduc.
- Representatives from the City of Camrose began attending CRSWSC Board meetings as observers in November 2019, as they expressed interest in potentially joining the Commission in the future.
- The Board formally adopted their first Strategic Plan in September 2019, which will be reviewed and updated periodically. The Commission is now focused on completing the priority action items outlined within the Strategic Plan for the 2019 – 2023 period. Shawn Olson thanked Board members for their dedicated time and effort towards creating this guiding document.
- While examining various servicing scenarios as part of the Water Master Plan update, Administration identified that it would be beneficial to engage with EPCOR to address Commission infrastructure and customers that were located adjacent to the City of Edmonton annexed lands. Through collaboration with Associated Engineering, the Commission began negotiations with EPCOR in 2018 to determine the optimal servicing of this area and to discuss whether the affected Commission assets should be transferred to EPCOR. The Commission is proud to report that after 2 years of negotiations with EPCOR, both parties came to agreement in late 2019, resulting in an executed Agreement in January 2020 for the sale of impacted Commission assets.
- The EPCOR transaction was extremely beneficial for the Commission, as it relieved the responsibility for the Commission to increase capacity to maintain an adequate water supply through the land adjacent to the annexed area, and transferred this responsibility to EPCOR. The sale of assets also resulted in an improved financial position for the Commission, which provides members with stabilized water rates and meets the goal of Strategic Plan item 4.4.1 to charge reasonable water rates to members.
- As part of the EPCOR negotiations and Master Plan process, the Commission identified the need for a future Booster Station. In an effort to plan for this future construction and forecast costs, the Commission worked with Leduc County to execute an Option to Purchase Agreement in December 2019 to secure land for a future Booster Station. Shawn Olson expressed appreciation to Leduc County for their cooperation in making this possible.
- Rick Sereda acknowledged EPCOR for their cooperation throughout the negotiation process, and also thanked Chairman Rick Smith and Vice-Chair Beverly Beckett for their time and contributions towards attending the negotiation meetings on behalf of the CRSWSC Board.

- The Discovery Park reservoir was successfully commissioned in November 2019 and is now actively operating. This asset was turned over directly to EPCOR, as it is located within the annexed City of Edmonton lands and was not included within the EPCOR Sale Agreement.
- The Commission executed a License Agreement with the Edmonton International Airport in December 2019. This Agreement was essential to protect Commission infrastructure that is located within the EIA lands. Rick Sereda thanked the EIA for their cooperation in executing this Agreement.

In closing, on behalf of the City of Leduc Management and Operations team, Shawn Olson and Rick Sereda extended sincere appreciation to the Board and member municipalities for their continued trust and support throughout 2019, and expressed their gratitude for the opportunity to continue serving the Commission.

- 33-20** **Motion:** It was **Moved** by Councillor Bill Daneluik that the 2019 Annual Report be accepted as presented.

Motion Carried Unanimously

B. Consider the 2019 Financial Statements and Auditor's Report

Mr. Curtis Friesen, Metrix Group LLP, presented an overview of the 2019 Financial Statements and Auditors Report. All the financial statements were approved and signed. It was noted that the Commission was in a healthy financial position at the end of 2019. In addition, the Commission has set aside a restricted surplus of \$5.3 million in reserves, which is intended to be used for the future expansion of the water system.

- 34-20** **Motion:** It was **Moved** by Mayor Tony Wadsworth that the 2019 Financial Statements and Auditor's report be accepted as presented.

Motion Carried Unanimously

Councillor Lars Hansen left the meeting at 7:30 p.m.

V. KEYNOTE SPEAKER: JENNIFER BARROLL

Jennifer Barroll provided an inspirational presentation on leadership and the ability to adapt to ever changing circumstances. Jennifer acknowledged the demonstrated collaborative community approach of the CRSWSC Board members and member municipalities, which has resulted in the success of the Commission throughout the past 35 years. The Board was commended for their strategic leadership mindset and for striving for continuous improvement, evident through the creation of a Strategic Plan that was thoughtfully prepared to guide the future of the Commission towards the Board's vision and mission.



In closing, Jennifer encouraged guests to take an inventory of their individual strengths and values, rather than always focusing on areas for personal improvement. She highlighted the importance of appreciating and celebrating the areas that each individual naturally excels at, which builds personal confidence and self-awareness that then trickles into all areas of our work and personal lives.

VI. ADJOURNMENT

35-20 **Motion:** It was **Moved** by Mayor Tony Wadsworth to adjourn the meeting at 8:09 p.m.

Motion Carried Unanimously



CHAIRMAN



MANAGER