

**MINUTES OF THE CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION  
 TO BE HELD THURSDAY, SEPTEMBER 18, 2025  
 DINNER AT 5:30 P.M., MEETING AT 6:00 P.M.,  
 BEST WESTERN PLUS EDMONTON AIRPORT HOTEL, 5707 – 50 STREET, LEDUC**

**1. CALL TO ORDER**

Chairman Hansen called the meeting to order at 5:55 p.m.

<b>PRESENT:</b>	Councillor Catherine McCook	City of Beaumont
	Councillor Kelly-Lynn Lewis	Leduc County
	Councillor Rick Smith	Leduc County
	Councillor Jaime McKeag Reber	Town of Calmar
	Councillor Don Faulkner	Town of Calmar
	Councillor Beverly Beckett	City of Leduc
	Councillor Paul Patterson	Village of Hay Lakes
	Councillor Ron These	Village of Hay Lakes
	Mayor Doug Peel	Town of Millet
	Councillor Mathew Starky	Town of Millet

<b>ALSO PRESENT:</b>	Shawn Olson, Commission Manager	City of Leduc
	Rick Sereda, Operations Manager	City of Leduc
	Gerard Del Rosario, Treasurer	City of Leduc
	Elie Tymchyshyn, Accountant	City of Leduc
	Melanie White, Project Manager	City of Leduc
	Kyle van Steenoven, Project Manager	City of Leduc
	Katherine O'Dwyer, Recording Secretary	City of Leduc
	Shannon Bremner, EA Infrastructure & Planning	City of Leduc
	Mark D'aoust, Commission Technician	City of Leduc
	Lauren Padgham, Director Finance	City of Leduc
	Des Mryglod, Director, Engineering & Utilities	Leduc County
	Kristofer Johnson, GM, Infrastructure	City of Camrose

<b>WITH REGRETS:</b>	Councillor Doug Lyseng	Camrose County
	Councillor Jordon Banack	Camrose County
	Councillor Krista Gardner	Town of Calmar
	Mayor Bill Daneluik	City of Beaumont
	Councillor Steven vanNieuwkerk	City of Beaumont
	Roger Steele, Manager	EIA

**2. ADOPTION OF AGENDA**

**27-25**

**Motion:** It was **Moved** by Councillor Don Faulkner that the agenda for the September 18, 2025, Capital Region Southwest Water Services regular meeting be approved as circulated.

**Motion Carried Unanimously**

**3. APPROVAL OF MINUTES**

**A. Minutes of the Regular June 19, 2025 Meeting.**

**28-25**

**Motion:** It was **Moved** by Councillor Beverly Beckett that the meeting minutes of the June 19, 2025 Meeting of the 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**

**Recommendations:**

- 1) It is recommended that the CRSWSC Board of Directors receive this report as information.
- 2) It is recommended that the CRSWSC Board of Directors replace Deputy Mayor Clifford Heinz of the Village of Hay Lakes with the alternate Board Director Councilor Ron These of the Village of Hay Lakes.

**Nisku Booster Station**

After much troubleshooting, the pump system vibration issue was finally resolved by adding stiffeners to the 3 pump baseplates. The 30-day run test took place from July 16

to August 17, 2025, with a brief pause mid-test due to a programming issue that came up during testing.

Construction of the Nisku Booster Station is now complete and Administration is working on closing out financials and deficiencies. The Commission has now taken ownership of the booster station with Substantial Completion being reached. Total Performance will not be achieved until all deficiencies are resolved, at which time the 2-year warranty period will begin on the project.

The Nisku Booster Station grand opening celebration was held September 18, 2025 and included a photo opportunity, facility tour and reception.

### **Municipal Developments**

Administration received 15 notifications of subdivision developments/extensions (12 from City of Beaumont, 1 from Camrose County, 2 from Town of Calmar), 1 Land Use Bylaw Amendment (City of Beaumont), 2 Outline Plans (City of Leduc) and 1 Development Plan (City of Beaumont). Administration had no concerns with the documents provided and no comments were provided back to the members.

### **City of Beaumont Line Extension to St. Vital Reservoir**

City of Beaumont Administration submitted a new connection application for a water transmission line connecting the St. Vital Reservoir to the CRSWSC water transmission line to Beaumont. CRSWSC Administration understands that Beaumont plans to construct a temporary water transmission line from their Main Reservoir to their St. Vital Reservoir. Once in place, they plan to perform repairs / upgrades to the Main Reservoir, then will return to operating with the Main Reservoir as the primary connection to CRSWSC.

At the June 19, 2025 CRSWSC board meeting, Motion 22-25 was passed giving conditional approval for the City of Beaumont's connection subject to submission and administration review of all required documentation.

Administration and Associated Engineering reviewed the new information provided by the City of Beaumont and issued a conditional approval for the new, temporary connection to St. Vital. Note that this approval has a number of conditions which must be met before full approval will be granted. A copy of the conditional approval, dated July 9, 2025, is attached for reference.

The City of Beaumont has indicated that they will commence with pump house modifications at St. Vital this fall with tender for the fill line planned for early 2026.

### **Leduc County - New Sarepta New Connection**

Similar to Beaumont's connection request above, at the June 19, 2025 CRSWSC board meeting, Motion 22-25 was passed giving conditional approval for Leduc County's New Sarepta new connection subject to submission and administration review of all required documentation.

Following the June board meeting, all required documentation was submitted and reviewed by Administration and Associated Engineering. The new connection request was approved (attached) and construction on the tie-in began in August 2025 following communications between Administration, Associated Engineering and Alpha Construction (the Contractor).

Inspections were completed throughout construction to ensure compliance with the commission's requirements, and construction was completed in early September. The new connection is expected to be operational by mid-September feeding New Sarepta's new reservoir.

### **City of Beaumont 5 Year Forecast to EPCOR**

Administration received a response from EPCOR to Beaumont's 5 Yr Forecast (2025-2029) regarding the need for a second feed line to Beaumont (attached). Administration sent the initial forecast to EPCOR in December 2024.

In the response, EPCOR confirms they are able to supply Beaumont from 2025-2029 without adding the second feed line. Once the Nisku Booster Station is operational, EPCOR may reduce discharge pressure at Blackmud Booster Station from 760m HGL to 754m. EPCOR confirms they can supply Beaumont's peak day demand until 2028 at 754m HGL and will adjust pressure at Blackmud as needed to ensure pressures at Beaumont are met through to 2029.

Of note, this is completely separate from any of the discussions regarding increased pressures to Beaumont for feeding the St. Vital Reservoir during Beaumont's repairs to their Main Reservoir.

### **Statistics Canada Core Infrastructure Survey**

Administration completed the 2024 Statistics Canada Core Infrastructure Survey which was submitted on July 15, 2025. This survey is typically completed on behalf of the CRSWSC every two years as requested by Statistics Canada.

### **Water Master Plan and Feasibility Study**

Associated Engineering (AE) has started data collection for the Water Master Plan. AE is in the process of sending out letters to members requesting their water demands, growth projections, and other relevant information. Now that the Nisku Booster Station is operational, we can start collecting data for the water modeling portion of the study. AE suggests collecting approximately 2 months of data before beginning the modeling. AE anticipates beginning the facility assessments in late September.

The strategic planning portion of the Water Master Plan is expected to take place in conjunction with the November and January board meetings with the new board following municipal elections. The board may be asked to review some materials prior to the meetings in order to reduce the length of the in-person sessions.

The Camrose-Wetaskiwin Feasibility Study will be completed in conjunction with the Water Master Plan. The Province has now made the official announcement and this information is considered public. The Water for Life Grant Agreement was fully executed on August 21, 2025, and is attached.

### **Regional Water Customer Group**

The Regional Water Customer Group sent EPCOR a Cost of Service letter on July 14, 2025 (attached). The letter states that the current Cost of Service agreement will be extended for 3-5 years, at which time the agreement will be re-evaluated. EPCOR issued an RFP in June for a Cost of Service Study, and the RWCG would like to be involved in the new study to better understand the findings and recommendations.

### **Insurance Renewal**

On August 18, 2025, Administration completed and submitted the insurance renewal questionnaire for the Commission's insurance through Alberta Municipalities.

### **Hazardous Building Material Assessment**

At the January 16, 2025 Board meeting, administration was directed to conduct hazardous materials testing at facilities used by the Commission for operations following a December 2024 incident in which a City of Leduc employee was inadvertently exposed to asbestos-containing vermiculite insulation at the Leduc County West facility.

Testing was completed in February 2025, and the inspection reports identified asbestos concerns in facilities such as Calmar, EIA Reservoir #1, and Leduc County West, along with lead paint risks in several other locations.

On August 8, 2025, the CRSWSC Technical Committee reviewed the assessment results. Standard Operating Procedures (SOPs) and warning signage are now complete and will be distributed to all facilities in September. These SOPs will guide commission operators and contractors on safe practices before beginning any work that could disturb building materials

### **CRSWSC Technical Committee Meeting**

During the August 8, 2025 meeting, the CRSWSC Technical Committee reviewed proposed water demand management measures that were initially discussed at the RWCG Technical Committee meeting in fall 2024, and the deployment of the SOPs and warning signage referenced above. Next RWCG Technical Committee meeting is scheduled for October 21<sup>st</sup>.

### **Emergency Planning**

- The following progress has been made based on ongoing emergency planning:
- A storage container has been acquired and placed at the North Reservoir.
- A grounding rod was installed at the Highway 21 Booster Station.
- Fusing parts for HDPE pipe were purchased.
- The team is awaiting recommendations for lightning rod and surge protection upgrades at the Telford Booster Station.
- Proactive daylighting of the Millet line leading to the reservoir, as well as inspection of an old repair clamp to assess its condition and check for potential leaks.

### **Commission Facility Locates**

Commission operators completed 275 Utility Safety Partner locates as of October 1<sup>st</sup>, 2025, on Commission facilities, as compared to 478 as of October 1<sup>st</sup> of 2024.

### **Board Director Resignation**

Deputy Mayor, Clifford Heinz, has resigned from his position with the Village and thus the CRSWSC. Alternate Board Director Ron These has been nominated as the replacement board member for the commission.

### **Professional Development Opportunities**

Additional opportunities are listed in Attachment vi.

**Attachments**

- i. 20250709 Beaumont Connection Conditional Approval
- ii. 20250714 New Sarepta New Connection Request - Approval
- iii. 2025-2029 Beaumont 5 Yr Forecast Response from EPCOR
- iv. 20250821 CRSWSC W4L Agreement
- v. 20250714 RWCG Cost of Service Letter
- vi. Professional Development Opportunities

**29-25**

**Motion:** It was **Moved** by Mayor Doug Peel 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**

**30-25**

**Motion:** It was **Moved** by Councillor Paul Patterson that the CRSWSC Board of Directors replace Deputy Mayor Clifford Heinz of the Village of Hay Lakes with the alternate Board Director Councilor Ron These of the Village of Hay Lakes

**Motion Carried Unanimously**

**B. Treasurer's Report**

**Recommendation:**

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

**2025 Financial Update**

The financial reports have been prepared up to Aug 31, 2025. After eight months of operations, there should be approximately 67% of the budget spent/earned. The commission is slightly over budget with total expenses at 70% spent, which is offset by earning more revenue than budgeted at 74%. Management expenses are under budget with 59% of the budget spent and operating expenses are slightly above budget for the year with 70% of the budget spent.

### ***Water sales and purchases***

- Water sales and purchases are slightly over budget with 73% of the budget spent/earned. This is due to the seasonality of consumption in the summer months.
- To date the Commission has recorded a line loss of 3.04%.

### ***Revenue Variances***

- Interest earned (312%) exceeds the budget due to a combination of interest on our bank balance as well as investment returns. As commitments for the Nisku Booster Station settle, we will be transferring excess bank balances into investments.

### ***Expenditure Variances***

- Management and Operating contracts are on budget with 67% of the budget spent.
- Debentures are under budget at 50%, however payments are made in June and December
- Other Professional Fees are over budget at 160% due to the Hazardous Building Material Assessment.
- Honorariums are under budget at 34%. More of this budget will be utilized on a yearly basis starting this year as part of the policy review process.
- Engineering fees and Legal fees are under budget at 54% and 4% due to the focus on Booster Station.
- Infrastructure maintenance is under budget at 14% however, \$85K of this budget is for emergency repairs.
- Audit fees will be booked in Q4 during the interim audit of the Commission's financials.
- Seminar and Conference fees are under budget with 42% of the budget used to date. Unused funds from this year's training allocation will be carried forward into 2026.
- Power and Gas are under budget at 29% and 46% as the budget had additional funds added in 2025 for the Booster Station.
- There are several line items that are well under budget due to the timing of when work is completed, and expenditures occur.

### ***Capital Expenditures***

Capital expenditure is below budget with 10% of the budget spent.

#### **2017.002 Air Release Manhole Rehab**

We are working with the procurement team to determine the best course to have this completed by the end of the year.

#### **2021.001 Nisku Booster Station & Beaumont Piping Upgrades (9%)**

Details as presented in the Manager's report, there is currently ~\$480K in holdbacks to be released.

#### **2024.002 Scada Upgrade (38%)**

This is not expected to be completed by the end of the year and funds will be carried forward into 2026.

2025.001 Water Master Plan & Strategic Plan (2%)

This will not be completed this year and will be carried forward into 2026. Further details as provided in the Manager's report.

2025.002 Emergency Planning (54%)

Details as provided in the Manager's report.

2025.003 Camrose Feasibility Study

This will not be completed this year and will be carried forward into 2026. Further details as provided in the Manager's report.

**Revolving Line of Credit**

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

	Actual 2025	Budget 2025	Variance	Budget % Spent
<b>Revenue</b>				
Water Sales	7,924,498	10,800,212	2,875,714	73%
Water Flat Rate Debenture Proceeds	62,602	93,903	31,301	67%
Interest Earned	155,973	50,000 -	105,973	312%
<b>Total Revenue</b>	<b>8,143,072</b>	<b>10,944,115</b>	<b>2,801,043</b>	<b>74%</b>
<b>Expenses</b>				
<b>Management Expenses</b>				
Management Contract	99,333	149,000	49,667	67%
Debenture payments	46,895	93,903	47,008	50%
Legal Fees	413	10,000	9,587	4%
Other Professional Fees	16,753	10,500 -	6,253	160%
Honorarium	5,440	16,200	10,760	34%
Audit Fees	6,563	15,500	8,938	42%
Office Supplies	60	2,000	1,940	3%
Mileage	1,913	4,000	2,087	48%
Bank Charges & Interest	206	500	294	41%
<b>Total Management Expenses</b>	<b>177,576</b>	<b>301,603</b>	<b>124,027</b>	<b>59%</b>
<b>Operating Expenses</b>				
Water Purchases	4,834,119	6,588,307	1,754,188	73%
Operating Contract	244,000	366,000	122,000	67%
Seminars & Conferences	33,017	79,000	45,983	42%
Power	47,374	165,000	117,626	29%
Engineering Fees	19,071	35,000	15,929	54%
Instrumentation & Mechanical	18,491	45,000	26,509	41%
Insurance	30,208	45,000	14,792	67%
Infrastructure Maintenance	15,959	117,000	101,041	14%
Regular & Annual Meeting Expenses	9,459	16,000	6,541	59%
Cathodic Protection	933	6,000	5,067	16%
Materials & Supplies	8,820	13,000	4,180	68%
Computer & Comm. Maintenance, Supplies, Licenses	14,635	30,500	15,865	48%
Easement Leases	2,183	5,000	2,817	44%
Gas	5,691	12,500	6,809	46%
Telephone	4,524	7,500	2,976	60%
<b>Total Operating Expenses</b>	<b>5,288,484</b>	<b>7,530,807</b>	<b>2,242,323</b>	<b>70%</b>
<b>Total Expenses</b>	<b>5,466,061</b>	<b>7,832,410</b>	<b>2,366,349</b>	<b>70%</b>
<b>Net of Revenue over Expenses</b>	<b>2,677,012</b>	<b>3,111,705</b>	<b>434,693</b>	<b>86%</b>
<b>Net Interfund Transfers</b>				
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%
<b>Total Interfund Transfers</b>	<b>- -</b>	<b>3,111,705 -</b>	<b>3,111,705</b>	
<b>Net Surplus (Deficit)</b>	<b>2,677,012</b>	<b>- -</b>	<b>2,677,012</b>	

**Financial Assets**

Bank	\$	4,275,994
Accounts Receivable	\$	1,192,410
Accrued Receivables	\$	-
Investment Interest Receivable	\$	84,794
GST Receivable	\$	47,794
Short Term Investments	\$	7,916,658
<b>Total Financial Assets</b>	<b>\$</b>	<b>13,517,650</b>

**Liabilities**

Trade Accounts Payable	\$	1,102,903
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
<b>Total Liabilities</b>	<b>\$</b>	<b>1,751,294</b>

<b>Net-Financial Assets</b>	<b>\$</b>	<b>11,766,357</b>
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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	\$	173,606
Work in Progress - Eng Structure	\$	-
Accum. Depreciation - Eng Stru	\$	(5,719,575)
Work in Progress - Nisku Booster Station	\$	20,148,173
<b>Total Non-Financial Assets</b>	<b>\$</b>	<b>40,754,157</b>

**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)	\$	2,677,012
<b>Total Accumulated Surplus</b>	<b>\$</b>	<b>52,520,513</b>

**2025 Capital Summary to August 31, 2025**

<b>2017.002 Air Release Manhole Rehab</b>	
2025 Budget	171,700
2025 Expenditures	-
<b>Budget Remaining</b>	<b>171,700</b>
<b>2021.001 Nisku Booster Station &amp; Beaumont Piping Upgrade</b>	
2025 Budget	4,205,400
2025 Expenditures	(368,204)
<b>Budget Remaining</b>	<b>3,837,196</b>
<b>2024.002 SCADA upgrade</b>	
2025 Budget	182,500
2025 Expenditures	(70,000)
<b>Budget Remaining</b>	<b>112,500</b>
<b>2025.001 Water Master Plan &amp; Strategic Plan</b>	
2025 Budget	230,000
2025 Expenditures	(4,173)
	<b>225,827</b>
<b>2025.002 Emergency Planning</b>	
2025 Budget	160,000
2025 Expenditures	(86,106)
	<b>73,894</b>
<b>2025.003 Camrose Feasibility Study</b>	
2025 Budget	250,000
2025 Expenditures	-
	<b>250,000</b>
<b>2025 Total Capital Budget</b>	<b>5,199,600</b>
<b>2025 Total Capital Expenditures</b>	<b>(528,483)</b>
<b>Budget Remaining</b>	<b>4,671,117</b>
<b>Budget Spent</b>	<b>10%</b>

**Attachments:**

- i. 2025 Recap of Water Sales to Purchases
- ii. 2025 Customer Sales Detailed Report \$
- iii. 2025 Customer Sales Detailed Report M<sup>3</sup>

31-25

**Motion:** It was **Moved** by Councillor Kelly-Lynn Lewis that the Capital Region Southwest Water Services Commission Board of Directors receive this report as information.

**Motion Carried Unanimously**

**6. UNFINISHED BUSINESS**

There was no unfinished business.

**7. NEW BUSINESS**

**A. Policy 1 – Board & Administration Training and Development**

**Recommendation:**

- 1) It is recommended that the CRSWSC Board of Directors approve revised Policy 1 – Board and Administration Training and Development as recommended by the Policy Sub-Committee.

**Background:**

At the June 19, 2025 Board Meeting, a Policy Sub-Committee was formed and Councilor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and Councilors Paul Patterson and Krista Gardner who volunteered to participate on the Policy Sub-Committee.

On July 23, the Policy Sub-Committee met and reviewed the policy. The following changes are recommended to Policy 1 – Board and Administration Training and Development:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1, 2029. 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 increasing the Board training budget to keep up with inflation. The current allowance of \$5,000 is recommended to be increased to \$6,000. The proposed section 1(a) would read:

Each member municipality of the Commission are allowed to an annual

allowance of \$6,000 in the currency of the country in which the training occurs.

- 1) The Policy Sub-Committee recommended the increasing the Administration training budget to keep up with inflation. The current allowance of \$10,000 is recommended to be increased to \$12,000. The proposed section 2(b) would read:

The Administration team of the Commission is allowed an annual allowance of \$12,000 for training in the currency of the country in which the training occurs.

- 2) The Policy Sub-Committee recommended the addition of Section 1(a)(iv) as below in relation to the Board of Directors Annual Training Allowance:

The total annual training allotment for all member municipalities may be used at the discretion of the Commission. Unused funds from one member municipality's allowance may be reallocated to support training for another member municipality provided the total combined annual allotment is not exceeded.

Once approved, the revised policy will be uploaded to the CRSWSC website policy section.

### **Attachments**

- i. Policy 01 - Board and Administration Training and Development

**32-25**

**Motion:** It was **Moved** by Councillor Rick Smith that the Capital Region Southwest Water Services Commission Board of Directors approve the revised Policy 1 – Board and Administration Training and Development as recommended by the Policy Sub-Committee.

**Motion Carried Unanimously**

### **B. Policy 2 – Investment**

#### **Recommendation:**

- 1) It is recommended that the CRSWSC Board of Directors approve revised Policy 2 – Investment as recommended by the Policy Sub-Committee.

**Background:**

At the June 19, 2025 Board Meeting, a Policy Sub-Committee was formed and Councilor Kelly-Lynn Lewis volunteered to chair the sub-committee, which would consist of Administration and Councilors Paul Patterson and Krista Gardner who volunteered to participate on the Policy Sub-Committee.

On July 23, the Policy Sub-Committee met and reviewed the policy. The following changes are recommended to Policy 2 – Investment:

- 1) The Policy Sub-Committee recommended the next review date of this policy to be on or before January 1, 2029. 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 removal of Section 9B based on the ambiguity of the wording “in a timely fashion” and understanding that the Commission’s investments are principally protected as long as they are held to maturity. This section makes it seem that deviation from the policy is permitted as long as the investment advisor provides notice. The proposed Section 9B to be removed in its entirety is as follows:

*Investment officers acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations are reported in a timely fashion and appropriate action is taken to control adverse developments.*

Once approved, the revised policy will be uploaded to the CRSWSC website policy section.

**Attachments**

- ii. Policy 2 – Investment
- iii. Policy 2 – Investment – Schedule A

**33-25**

**Motion:** It was **Moved** by Councillor McKeag-Rebar that the Capital Region Southwest Water Services Commission Board of Directors approve revised Policy 1 – Board and Administration Training and Development as recommended by the Policy Sub-Committee.

**Motion Carried Unanimously**

**8. NEXT MEETING**

The next meeting of the Capital Region Southwest Water Services Commission will be the Regular and Organizational meeting, scheduled for November 20, 2025.

**9. ADJOURNMENT**

**34-25**

**Motion:** It was **Moved** by Councillor Beverly Beckett to adjourn the meeting at 6:25 p.m.

**Motion Carried Unanimously**



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CHAIRMAN



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MANAGER

July 9, 2025

Reference/Project No.:

Charles Conroy, C.E.T.  
Project Manager  
City of Beaumont

**Re: CITY OF BEAUMONT'S CONNECTION REQUEST  
CONDITIONAL ACCEPTANCE**

Dear Charles:

Please accept this letter as formal notification of the Capital Region Southwest Water Services Commission's (CRSWSC) conditional approval of the City of Beaumont's request to connect a proposed waterline extension to St. Vital.

The CRSWSC Board has reviewed the request and granted conditional approval, subject to the following terms:

**1. Construction Compliance:**

The waterline to St. Vital must be constructed in accordance with the most recent drawings submitted to the CRSWSC on April 22, 2025. Any deviations from these plans must be reviewed and approved by the CRSWSC.

**2. Water Supply Agreement:**

All information required under Section 4.2 of the Water Supply Agreement must be submitted and approved.

**3. Temporary Connection Management:**

The City agrees to physically remove the spool piece within the proposed manhole when not in use. This temporary connection is only to be used during modifications to the Main Reservoir as part of the waterline extension and future upgrades.

**4. Hydrant Installation Restriction:**

No hydrant directly connected to the proposed waterline may be installed until ownership of the waterline is transferred to the City and it is no longer a CRSWSC asset.

**5. Asset Ownership and Access:**

The waterline will remain a CRSWSC asset while it functions as a transmission line supplying the St. Vital Reservoir and until all planned upgrades are completed. The CRSWSC retains the right to access all infrastructure along this line, up to and including the air gap at St. Vital.

**6. Maintenance Responsibility:**

All maintenance and repairs will be the responsibility of the City.

**7. Water Pressure and Scheduling:**

EPCOR has agreed to maintain current pressure levels sufficient to meet the City's average day demand (ADD) based on current plans. However, EPCOR cannot guarantee pressure for higher flows. The City must provide a detailed schedule for both the waterline installation and Main Reservoir upgrades, including anticipated usage times and durations, to allow coordination with EPCOR.

**8. Metering Agreement:**

EPCOR has approved the installation of a temporary meter at the St. Vital Reservoir. The meter will be both supplied and installed by EPCOR. Coordination with EPCOR will be required to determine the appropriate meter size, schedule the installation, and ensure the setup is properly integrated within the reservoir to facilitate efficient and effective installation.

**9. Risk of Inadequate Pressure:**

Should water pressure at the St. Vital Reservoir prove insufficient during construction, the City bears full responsibility for ensuring water supply to its residents at its own cost. The CRSWSC assumes no liability for any consequences arising from inadequate pressure or supply.

**10. Future Demand Planning:**

The City is required to clarify its long-term strategy for meeting future peak day water demands.

Should you have any questions or require further clarification, please do not hesitate to contact me directly.

Yours truly,

A handwritten signature in blue ink, appearing to read 'SO', is positioned above the printed name of Shawn Olson.

Shawn Olson, P.Eng. CLGM  
CRSWSC, Commission Manger

CP



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

Mr. Jeff Elliott, P.Eng.  
Stantec Consulting Ltd.  
Civil Designer

Date: July 17, 2025

Dear Mr. Elliott,

**Subject: New Sarepta – New Connection Application - Approval**

---

The Capital Region Southwest Water Services Commission (CRSWSC) has reviewed your application package for a new connection request at the New Sarepta Reservoir and Pump house and has determined that the application meets all requirements of the CRSWSC's Water Supply Policy.

Work will be subject to inspections by a CRSWSC representative throughout construction for any work upstream of the Air Gap. A minimum of 2 weeks notice is required prior to the beginning of construction, with regular communication with the Commission's representative throughout construction to schedule inspections.

Infrastructure facilities and services shall not be permitted to operate as part of the existing Commission water system until the respective infrastructure facilities and services have been inspected, tested and approved by the Commission.

Upon completion and acceptance of the project (Construction Completion Certificate issued by CRSWSC), the Commission will operate the new system up to the air gap until the warranty period is over and a Final Acceptance Certificate is issued, at which time CRSWSC will take ownership of the infrastructure up to the air gap.

Please note that any work taking place outside of the building within 5 m of the CRSWSC water supply line will require a separate crossing agreement.

Please feel free to contact the undersigned if you have any questions.

Sincerely,

Shawn Olson

Manager, Capital Region Southwest Water Services Commission

MW

CC:     Melanie White, CRSWSC  
          Kyle Van Steenoven, CRSWSC  
          Rick Sereda, CRSWSC  
          Mark D'Aoust, CRSWSC  
          Kelly-Lynn Lewis, Leduc County  
          Rick Smith, Leduc County  
          Chris Parfitt, Associated Engineering

**DATE:** June 23, 2025

**TO:** Melanie White, P. Eng.  
Engineering Project Manager, City of Leduc (rep. CRSWSC)

**FROM:** Hannah Samek, P. Eng.  
Engineer, Planning, One Water Planning, EPCOR Water Services

**SUBJECT:** 2025-2029 5-Year Demand Forecast Response

---

EPCOR Water Services (EWS) currently provides supply to Capital Region Southwest Water Services Commission (CRSWSC) through the Blackmud Booster Station (formerly CRSWSC's Boundary Booster Station). Servicing pressure criteria is outlined at three locations (Beaumont Reservoir, Leduc County Reservoir and Nisku Booster Station) in the latest Amending Agreement of the Water Supply Agreement between EWS and CRSWSC, dated November 5, 2024. Pressure and flow monitors at these locations have not been installed due to the delayed commissioning of the Nisku Booster Station. A more detailed review of the supply pressure at these locations can be completed when pressure and flow monitoring equipment is installed.

The previous Amending Agreement, dated December 18, 2020, set the servicing pressure criteria at the Discovery Park Reservoir. Based on the 5-year demand forecast provided by CRSWSC and EWS's hydraulic model, required supply pressure at Discovery Park at estimated maximum day demands is achievable throughout the forecast.

The commissioning of the Nisku Booster Station enables EWS to reduce discharge pressure from the Blackmud Booster Station from an average Hydraulic Grade Line (HGL) of 760 m to an average HGL of 754 m. To ensure EWS can maintain appropriate servicing pressure at the Beaumont Reservoir until a second feed line to Beaumont is constructed, Associated Engineering's 2024 report, titled *CRSWSC Model Upgrade – Second Feed Line to Beaumont* was reviewed. The report indicates Beaumont's average day demands can be supplied at least to 2038 with a HGL from Blackmud Booster Station of 752 m and peak day demands can be supplied at least to 2028 with a HGL from Blackmud Booster Station of 754 m. The report shows a HGL of 762 m from Blackmud Booster Station would be required by 2033 for peak day demands if a second feed is not constructed. The report does not provide data for 2029, but EWS is committed to coordinating operations of the Blackmud Booster Station with CRSWSC to ensure the servicing pressures are met at the Beaumont Reservoir for the next 5 years.

Based on the above information, EWS has identified no concerns with supplying CRSWSC from 2025-2029. If you have any questions or concerns, please contact the undersigned.

Sincerely,

Hannah Samek, P.Eng.

Engineer, Planning

**EPCOR Water Services - One Water Planning**

Tel 780.412.7647 | Email [hsamek@epcor.com](mailto:hsamek@epcor.com)

**Memorandum of Agreement**

**between**

**Alberta Transportation and Economic Corridors**

**and**

**Capital Region Southwest Water Services  
Commission**

**for**

**Water for Life**

**Regional Water Supply Feasibility Study**

**MEMORANDUM OF AGREEMENT made as of the 21 of August, 2025**

**BETWEEN:**

**HIS MAJESTY IN RIGHT OF ALBERTA,**  
as represented by the Minister of Transportation and Economic Corridors  
("Alberta")

-and-

**Capital Region Southwest Water Services Commission**

in the Province of Alberta (the "Municipality")

**WHEREAS**, pursuant to the **Water for Life** Program, the Municipality has applied to Alberta for a grant to fund **Regional Water Supply Feasibility Study**, more specifically described in Schedule "A" (the "Project").

**WHEREAS**, Alberta has pursuant to the *Ministerial Grants Regulation*, Alta Reg 215/2022 ("Grant Regulation") approved the Municipality's grant request and has agreed to provide a maximum of **\$250,000**, which represents **100%** of the eligible project cost specified in Schedule "A" to the Municipality (hereinafter called the "Grant").

**WHEREAS**, the Municipality and Alberta agreed to enter into an agreement governing the terms and conditions of the Grant (the "Agreement").

**NOW THEREFORE**, in consideration of the funding provided by Alberta, and in accordance with the terms and conditions in this Agreement, the Parties agree as follows:

1. The Municipality hereby agrees:
  - a) to finance the entire cost of the Project,
  - b) to undertake to acquire all necessary permits, licenses, authorities, property easements and lands required to allow the implementation of the Project,
  - c) to retain competent engineering expertise as required to meet the design and construction standards acceptable to Alberta,
  - d) that when undertaking the construction on a contract basis, the Municipality shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted, the Municipality shall submit to Alberta for its written approval its

recommendation respecting such awarding, together with details of all tenders received,

- e) that when undertaking the construction on a day labour basis; rates for equipment rental shall not exceed the Alberta Roadbuilders and Heavy Construction Association "Equipment Rental Rates Guide" currently in effect at the time the Project is undertaken,
- f) to construct the Project at its sole risk in a proper and workmanlike manner, complete in all respects in accordance with the plans and specifications for the Project and pay all costs and expenses relating thereto,
- g) to assume all liability for all damages of any nature whatsoever caused by the Municipality, its servants, workmen, or agents, in the construction, use, operation, maintenance, repair and replacement of the Project, or any part thereof, and will indemnify and save harmless Alberta in respect of all claims or demands or actions of whatever kind and nature that may be made against Alberta or his employees, workmen, or agents by reason of the financial assistance given to the Municipality for the construction of the Project under this Agreement,
- h) to invest all funds (in excess of current expenditures) advanced from the Grant by Alberta with respect to the Project. The interest earned therefrom shall be applied to reduce the costs of the Project,
- i) to provide to Alberta, copies, certified in a manner satisfactory to Alberta, of any documents that Alberta may deem necessary for the purpose of this Agreement,
- j) to submit a statement of costs incurred and revenues received with respect to the Project, and attest in writing that the expenditures and revenues so submitted for the Project are reasonable, are attributable to the Project, and that the accounting of the same has been performed in a manner that complies with the intent and meaning of this Agreement,
- k) to submit progress reports to Alberta on a regular basis and to submit to Alberta for its written approval any costs above those listed in **Schedule "A"** for which the Municipality is requesting funding, before such costs are incurred,
- l) to allow Alberta or its agents access to the Project site, any engineering drawings or documents, any books of accounts relating to expenditures claimed under this Agreement, and other such Project-

related documents as deemed necessary by Alberta in performing an audit of the Project, and

- m) that it is solely responsible for all costs to use, operate, maintain, repair, and replace the Project, or any part thereof, as well as any and all costs to meet regulatory requirements.

## 2 Default

### 2.1 The following events constitute events of default under this Agreement ("Event(s) of Default"):

- (a) the Municipality has not complied with one or more of the terms and conditions of this Agreement;
- (b) the Municipality has not completed the Project in accordance with the terms and conditions of this Agreement;
- (c) the Municipality has submitted false or misleading information to Alberta or made a false or misleading representation in respect of the Project or in this Agreement, except for an error in good faith, demonstration of which is incumbent on the Municipality, to Alberta's satisfaction; and/or
- (d) the Municipality has neglected or failed to pay Alberta any amount due in accordance with this Agreement.

### 2.2 Alberta may declare a default if:

- (a) one or more of the Events of Default occurs;
- (b) Alberta gave notice to the Municipality of the event which in Alberta 's opinion constitutes an Event of Default; and
- (c) the Municipality has failed, within thirty (30) days of receipt of the notice, either to remedy the Event of Default or to notify and demonstrate, to the satisfaction of Alberta, that it has taken such steps as are necessary to remedy the Event of Default.

### 2.3 In the event Alberta declares a default under Clause 2.2, Alberta may exercise one or more of the following remedies, without limiting any remedy available to it at law:

- (a) suspend any obligation by Alberta to contribute or continue to contribute funding to the Project, including any obligation to pay an amount owing prior to the date of such suspension;
- (b) terminate any obligation of Alberta to contribute or continue to contribute funding to the Project, including any obligation to pay any amount owing prior to the date of such termination;

- (c) require the Municipality to reimburse Alberta all or part of the funding paid by Alberta to the Municipality; and/or
- (d) terminate the Agreement.

3. Alberta agrees:

- a) to contribute to the Municipality an amount as listed in **Schedule "A"**, under the terms of the Alberta Municipal Water/Wastewater Partnership.
- b) to issue payments as outlined in **Schedule "B"** attached.

4. The parties agree that their respective contributions toward the Project are for the work comprising of the **Regional Water Supply Feasibility Study**.

5. The Municipality acknowledges that this Agreement, including without limitation the name of the Municipality, the Grant, terms and conditions, and details of the Project may be subject to disclosure under the *Access to Information Act* (Alberta), as amended from time to time.

The Municipality acknowledges that *Protection of Privacy Act* (Alberta) (POPA), as amended from time to time, applies to the collection, use and disclosure of personal information in the course of performing its obligations under this Grant Agreement, and agrees that the Municipality shall adhere to POPA in its collection, use and disclosure of any personal information, as applicable.

6. Nothing in this Agreement in any way relieves the Municipality from strict compliance with the Grant Regulation or otherwise impacts the interpretation or application of the Grant Regulation.

### GENERAL

7. This Agreement will be effective as of the date of last signature.

8. In the case of conflicts or discrepancies between this Agreement and any schedules attached to this Agreement, the Agreement shall take precedence and govern in the following order:

- a. The body of this Agreement, and
- b. The schedules to this Agreement.

9. Time is of the essence of this Agreement.

10. This Agreement contains the entire agreement of the parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.
11. Any waiver by either party of the performance by the other of an obligation under this Agreement must be in writing, and such waiver does not constitute a continuing waiver of the performance of that obligation unless a contrary intention is expressed in writing.
12. The rights and remedies of Alberta under this Agreement are cumulative and any one or more may be exercised.
13. The Parties may amend this Agreement only by mutual written agreement signed by the parties.
14. This Agreement shall be governed by and interpreted in accordance with the laws in force in Alberta, and the parties irrevocably attorn to the exclusive jurisdiction of courts in Alberta.
15. The headings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or construction of this Agreement.
16. In this Agreement, words in the singular include the plural and words in the plural include the singular.
17. The parties agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, any modification or alteration that may be rendered necessary by changing conditions.
19. This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.

**WITNESS WHEREOF** this Agreement has been duly executed by the parties hereto as of the date first above written.

**SIGNED ON BEHALF OF**

**His Majesty in right of  
Alberta as represented by the  
Minister of Transportation and  
Economic Corridors**

\_\_\_\_\_  
*Michael Botros, Regional Director*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date Signed*

**SIGNED ON BEHALF OF**

**Capital Region Southwest  
Water Services Commission**  
As represented by the Chairperson:

\_\_\_\_\_  
*Jane Huan*  
*Chairperson*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*August 18, 2025*  
*Date Signed*

# Schedule A

## “Schedule of Costs”

Grant Program: Water for Life

Municipality	Capital Region Southwest Water Services Commission
Project Name	<b>Regional Water Supply Feasibility Study</b>
Grant Number	707108

Financial Information	
Estimated Project Cost <b>(Total)</b>	\$
Ineligible Cost and/or Interest <b>(Less)</b>	\$
Engineering <b>(Eligible Cost Only)</b>	\$
Estimated Eligible Project Cost <b>(Total)</b>	\$ 250,000
Other <b>(Please Specify)</b>	\$
Eligible Grant = <b>100%</b>	\$250,000
Municipality Share	\$0

## **Schedule B**

### **Schedule of Payments**

1. Alberta hereby agrees to issue the following grant payments with respect to the Project, subject to available budget:
  - a) An initial payment prior to March 31, 2026 in the amount to coincide with the progress of the project.
  - b) A payment, representing the balance of the grant after receipt of the final statement of costs together with:
    - i) a certification that the Project is complete and that no additional costs will be submitted, and
    - ii) such other documentation as requested by Alberta.
2. Notwithstanding (1) (a) above, upon identifying available budget funds in any fiscal year, Alberta may at its discretion, issue any payments, including advance payments and/or payment in full to the Municipality.

# Regional Water Customers Group

July 14, 2025

EPCOR Water Services Inc.  
10065 Jasper Avenue  
Edmonton, AB T5J 3B1

**Attention: Saqib Chaudhary, Director, Regulatory Services**

**RE: Cost of Service**

---

Good afternoon, Saqib,

Consistent with previous discussions, and to formally respond to the letter EPCOR sent by email April 11, 2025, the RWCG is amenable to extending the existing Cost of Service agreement based on the 2014 methodology for a period of 3 to 5 years, while EPCOR and the RWCG engage an independent third-party to perform an industry scan for determining an alternate and optimal approach for the equitable allocation of distribution/transmission main split.

The RWCG is aware that EPCOR issued an RFP in June for a Cost of Service Study (Study), but it is unclear if the industry scan referenced above is expected to be completed as part of the Study or if it would be completed on its own. We believe, either way, that it would be prudent for the RWCG to be involved in the new Study's development in an appropriate and meaningful way to minimize the potential for unexpected challenges, and would recommend following the process from 2014.

It is our hope that, by including the RWCG during the development of the Study, the RWCG will have a firm understanding of the Study's findings and recommendations, which will facilitate resumption of the negotiations on the COS methodology in early 2027. We are optimistic that there is the potential for completion of a new agreement in advance of the 2027 Settlement.

We continue to value our partnership with EPCOR and your transparent and respectful approach to reviewing the Cost of Service methodology together.

Sincerely,



Jason Casault, Chair  
Regional Water Customer Group Steering Committee

cc. RWCG  
Bill Stannard, Raftelis Financial Consultants Inc.  
Colin Drat, Raftelis Financial Consultants Inc.



## **Professional Development Opportunities**

### **CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION**

#### **2025 WCW25 Annual Conference: Flowing Towards Sustainability**

**Location:** Edmonton, Alberta

**Dates:** September 16–19, 2025

**Website:** [WCWWA Annual Conference](https://www.wcwwa.ca/conference)

This conference provides an excellent platform for water and wastewater professionals to attend training sessions, explore information sessions, and network with peers.

#### **AWWOA 2025 Water Week Conference**

**Location:** Edmonton, Alberta

**Dates:** October 28-31, 2025

**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.

#### **WEFTEC 98th Annual Technical Exhibition & Conference**

**Location:** Chicago, Illinois, USA

**Dates:** September 29 – October 1, 2025

**Website:** [WEFTEC Conference](https://www.weftec.org/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.

#### **AWWOA 51st Annual Operators Seminar**

**Location:** Banff, Alberta

**Dates:** March 9–13, 2026

**Website:** <https://www.awwoa.ca/events/seminar-overview>

The 50th Annual Operators Seminar hosted by the Alberta Water and Wastewater Operators Association (AWWOA). This event offers an array of technical presentations covering current topics and emerging trends in the water and wastewater industry.



**Professional Development Opportunities**  
**CAPITAL REGION SOUTHWEST**  
**WATER SERVICES COMMISSION**

Attendees can earn up to 0.9 CEUs, with an additional half-day "Friday Session" available for 0.3 CEUs.

### Capital Region Southwest Water Services Commission

	2025 Recap of Quantity of Water Sales to Purchases - M <sup>3</sup>				2024 Recap of Quantity of Water Sales to Purchases - M <sup>3</sup>			
	Commission Sales	Commission Purchases	Commission Variance	%	Commission Sales	Commission Purchases	Commission Variance	%
January	557,610	582,303	(24,693)	95.76%	569,641	587,127	(17,486)	97.02%
Februrary	501,698	515,050	(13,352)	97.41%	489,551	507,759	(18,208)	96.41%
March	501,736	518,512	(16,776)	96.76%	497,914	508,962	(11,048)	97.83%
April	601,207	618,309	(17,102)	97.23%	550,818	567,900	(17,082)	96.99%
May	622,419	639,224	(16,805)	97.37%	548,960	568,362	(19,402)	96.59%
June	612,886	631,428	(18,542)	97.06%	550,541	561,480	(10,939)	98.05%
July	701,151	719,228	(18,077)	97.49%	725,134	745,182	(20,048)	97.31%
August	590,345	611,952	(21,607)	96.47%	610,408	624,020	(13,612)	97.82%
September			-		543,310	562,830	(19,520)	96.53%
October			-		611,104	632,204	(21,100)	96.66%
November			-		512,065	526,407	(14,342)	97.28%
December			-		572,075	590,100	(18,025)	96.95%
<b>Total To Date</b>	<b>4,689,052</b>	<b>4,836,006</b>	<b>(146,954)</b>	<b>96.96%</b>	<b>6,781,521</b>	<b>6,982,333</b>	<b>(200,812)</b>	<b>97.12%</b>

**Capital Regional Southwest Water Services Commission**  
**2025 Recap of Water Sales by Customer**  
**January 1, 2025 to Dec 31, 2025**  
**Sales \$**

**Revenue**

Date	City of Leduc \$	EIA \$	Leduc County \$	Leduc County Flat Rates <sup>1</sup> \$	City of Beaumont \$	Town of Calmar \$	Village of Hay Lakes \$	Village of Hay Lakes Flat Rate <sup>2</sup> \$	Camrose County/ Armena \$	Camrose County Flat Rate <sup>3</sup> \$	Town of Millet \$	Total \$
31-Jan-25	\$429,933	\$57,702	\$140,508	\$3,873	\$244,190	\$33,416	\$4,440	\$2,786	\$6,420	\$1,166	\$25,752	\$950,186
28-Feb-25	\$388,791	\$57,403	\$128,847	\$3,873	\$204,554	\$34,209	\$4,223	\$2,786	\$5,670	\$1,166	\$24,172	\$855,695
31-Mar-25	\$399,398	\$55,836	\$134,600	\$3,873	\$198,021	\$28,809	\$3,797	\$2,786	\$5,188	\$1,166	\$22,284	\$855,759
30-Apr-25	\$467,822	\$59,175	\$174,002	\$3,873	\$240,497	\$33,974	\$5,423	\$2,786	\$8,874	\$1,166	\$26,271	\$1,023,865
31-May-25	\$478,985	\$65,954	\$164,425	\$3,873	\$259,456	\$35,255	\$6,941	\$2,786	\$14,987	\$1,166	\$25,886	\$1,059,713
30-Jun-25	\$460,081	\$68,692	\$159,029	\$3,873	\$259,946	\$39,206	\$6,828	\$2,786	\$15,842	\$1,166	\$26,154	\$1,043,602
31-Jul-25	\$541,032	\$77,774	\$183,029	\$3,873	\$293,864	\$42,728	\$6,486	\$2,786	\$11,583	\$1,166	\$28,449	\$1,192,770
31-Aug-25	\$447,585	\$74,404	\$159,974	\$3,873	\$242,856	\$32,460	\$4,485	\$2,786	\$9,349	\$1,166	\$26,570	\$1,005,508
30-Sep-25				\$3,873				\$2,786		\$1,166		\$7,825
31-Oct-25				\$3,873				\$2,786		\$1,166		\$7,825
30-Nov-25				\$3,873				\$2,786		\$1,166		\$7,825
31-Dec-25				\$3,873				\$2,786		\$1,166		\$7,825
	<b>\$3,613,626</b>	<b>\$516,939</b>	<b>\$1,244,415</b>	<b>\$46,477</b>	<b>\$1,943,383</b>	<b>\$280,058</b>	<b>\$42,623</b>	<b>\$33,431</b>	<b>\$77,914</b>	<b>\$13,992</b>	<b>\$205,539</b>	<b>\$8,018,399</b>

Regular Sales	\$ 7,924,498
Flat Rate Sales	\$ 93,901
Total Sales	<u>\$ 8,018,399</u>

	Debenture 1	Debenture 2	Total
<sup>1</sup> 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>
<sup>2</sup> Village of Hay Lakes Monthly Flat Rates Includes:	\$ 2,039	\$ 746	\$ 2,786
<sup>3</sup> Camrose County Monthly Flat Rates Includes:	\$ 854	\$ 312	\$ 1,166
<b>Total Monthly Payment on Debentures</b>	<b><u>\$ 5,729</u></b>	<b><u>\$ 2,097</u></b>	<b><u>\$ 7,825</u></b>

**Capital Regional Southwest Water Services Commission**  
**2025 Recap of Water Sales by Customer**  
**January 1, 2025 to Dec 31, 2025**  
**Volume - M<sup>3</sup>**

<b>Date</b>	<b>City of Leduc M<sup>3</sup></b>	<b>EIA M<sup>3</sup></b>	<b>Leduc County M<sup>3</sup></b>	<b>City of Beaumont M<sup>3</sup></b>	<b>Town of Calmar M<sup>3</sup></b>	<b>Village of Hay Lakes M<sup>3</sup></b>	<b>Camrose County/Armena M<sup>3</sup></b>	<b>Town of Millet M<sup>3</sup></b>	<b>Monthly Total M<sup>3</sup></b>
31-Jan-25	254,398	34,143	83,141	144,491	19,773	2,627	3,799	15,238	557,610
28-Feb-25	230,054	33,966	76,241	121,038	20,242	2,499	3,355	14,303	501,698
31-Mar-25	236,330	33,039	79,645	117,172	17,047	2,247	3,070	13,186	501,736
30-Apr-25	276,818	35,015	102,960	142,306	20,103	3,209	5,251	15,545	601,207
31-May-25	283,423	39,026	97,293	153,524	20,861	4,107	8,868	15,317	622,419
30-Jun-25	272,237	40,646	94,100	153,814	23,199	4,040	9,374	15,476	612,886
31-Jul-25	320,137	46,020	108,301	173,884	25,283	3,838	6,854	16,834	701,151
31-Aug-25	264,843	44,026	94,659	143,702	19,207	2,654	5,532	15,722	590,345
30-Sep-25									-
31-Oct-25									-
30-Nov-25									-
31-Dec-25									-
<b>Total Volume</b>	<b>2,138,240</b>	<b>305,881</b>	<b>736,340</b>	<b>1,149,931</b>	<b>165,715</b>	<b>25,221</b>	<b>46,103</b>	<b>121,621</b>	<b>4,689,052</b>

2025 Budgeted Sales at 97% Recovery Rate	3,084,134	413,258	783,403	1,606,746	213,947	40,278	53,727	195,164	6,390,658
2025 Actual Sales % of Budget	69.3%	74.0%	94.0%	71.6%	77.5%	62.6%	85.8%	62.3%	73.4%



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## CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Replaces: Board & Administration Training and Development February 8, 2024

Policy Name: 1 – Board & Administration Training and Development

Related Bylaws and Policies: Bylaw 01/2021 & Policy 4 – Remuneration and Expenses

Date Approved:

Chairman:

Commission Manager:

Next Review Date: January 1, 2029

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### **Policy Objective:**

To set guidelines for Board of Directors and Administration training and development.

### **Policy:**

The Commission will, annually, set aside funds to encourage Directors to develop their knowledge operationally and administratively and thus ensure they are making informed decisions as members of the Board.

The Commission will, annually, set aside funds to encourage Administration to develop their knowledge to ensure that the Commission is being operated and managed using industry best practices.

It is strongly encouraged that both Directors and Administration utilize the training and development budget.

### **Responsibilities and Authorities:**

The Capital Region Southwest Water Services Commission Board of Directors is responsible for the review and approval of this policy at the review date specified and every 4 years thereafter.

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



### **1) Annual Allowance Board of Directors**

- a) Each member municipality of the Commission shall have an annual allowance of \$6,000 in the currency of the country in which the training occurs.
  - i. The allowance includes honorariums, registration and travel related expenses.
  - ii. Honorariums and expenses are reimbursed in accordance with the Remuneration and Expenses Policy.
  - iii. Any unexpended annual allowance will be carried forward for a maximum period of one fiscal year.
  - iv. The total annual training allotment for all member municipalities may be used at the discretion of the Commission. Unused funds from one member municipality's allowance may be reallocated to support training for another member municipality provided the total combined annual allotment is not exceeded.
- b) In an election year, a Director not seeking re-election is not entitled to attend training.
- c) Directors attending a conference, seminar or workshop will provide either a written or verbal report to the Board at the next board meeting following their conference, seminar or workshop.
- d) Unused Director funding may be utilized to equally share the cost of a member municipalities administrative representatives related training.

### **2) Annual Allowance Administration**

- a) The Administration team of the Commission shall have an annual allowance of \$12,000 for training in the currency of the country in which the training occurs.
  - i. The allowance includes registration and travel related expenses.
  - ii. Expenses are reimbursed in accordance with the Remuneration and Expenses Policy.
  - iii. Any unexpended annual allowance will be carried forward for a maximum period of one fiscal year.
- b) Administration attending a conference, seminar or workshop will provide either a written or verbal report to the Board at the next board meeting following their conference, seminar or workshop.

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## CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

Replaces: 2 – Investment, February 8, 2024.

Policy Name: 2 – Investment

Related Bylaws and Policies: Bylaw 01/2021

Date Approved:

Chairman:

Commission Manager:

Next Review Date: January 1, 2029

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### **Policy Objective:**

To provide general investment principles, rules and delegated authority for managing and monitoring the investments of the Capital Region Southwest Water Services Commission ("CRSWSC"). Adherence to the Investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of CRSWSC.

### **Policy:**

It is the policy of CRSWSC to invest reserve funds in a prudent manner that will provide optimum investment returns with the maximum security, while meeting any cash flow requirements of CRSWSC. Our investments must conform to the policies and guidelines set forth below, as well as operate within the language and spirit of legislative requirements under the Municipal Government Act (Section 250, Investments).

### **Definitions:**

Cash flow – Cash and cash equivalents transferred in and out of an organization.

Credit Quality – Please see Schedule A for credit quality definition.

Derivatives – Financial contracts between two or more parties, that derive their value from an underlying asset, group of assets, or benchmark. (ex: Forward Contracts, Futures Contracts, Swaps, Options Contracts)



**Diversification** - A risk-management technique that mixes a wide variety of investments within a portfolio. This strives to offset unsystematic risk events in a portfolio so that the positive performance of some investments will neutralize the negative performance of others. The benefits of diversification will only hold if the securities in the portfolio are not perfectly correlated.

**Exchange** – A marketplace where securities, commodities, derivatives, and other financial instruments are traded.

**Fiduciary responsibility** – Duty that prevents a party from acting in their own interest rather than the interest of the organization.

**Forward Contract** – A non-standard contract between two parties to buy or sell an asset at a specified price on a future date. These contracts are traded over the counter.

**Futures Contract** – A legal agreement to buy or sell a particular commodity asset, or security at a predetermined price at a specified time in the future. These contracts have standardized terms and are traded on an exchange.

**Liquidity** - The ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest, taking into consideration any costs associated with converting investments into cash.

**Over-the-counter** – A financial contract that does not trade on an exchange.

**Unsystematic Risk** – A company or industry-specific risk that is inherent in each investment, rather than the risk of the broader market.

### **Responsibilities and Authorities:**

The Capital Region Southwest Water Services Commission Board of Directors is responsible for the review and approval of this policy at the review date specified and every 4 years thereafter.

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

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

#### **1) Capital Preservation**

- a) CRSWSC recognizes its fiduciary responsibility for the stewardship of funds it has been entrusted. Therefore, the prime objective of this policy is to ensure that the principal amount of each investment is insulated from losses due to market

conditions and issuer default. To accomplish this objective, we will maintain minimum quality standards for all individual investments held, and mandate sufficient diversification within the portfolio itself.

## 2) Liquidity

- a) The investment portfolio will be sufficiently liquid in order to enable CRSWSC to meet any projected or sudden cash flow requirement which might reasonably be expected to occur.

## 3) Permissible Investments / Safety

- a) Security selection is restricted to the authorized investments as defined below.
- b) The portfolio shall not hold shares of a corporation (equities) or corporate bonds (excluding Schedule 1 Chartered Banks in Canada).
- c) The portfolio shall not hold derivative securities, real estate, residential mortgages, asset-backed securities or ownership interests in any unincorporated body.

## 4) Credit Quality

- a) Investments in the portfolio will ensure preservation of capital and adhere to the following credit quality restrictions:

Debt Rating Category	Minimum	Maximum
"BBB" or lower	0%	0%
"A"	0%	75 %
"AA" or higher	25 %	100 %

- b) Investments rated below "A-" or equivalent at time of purchase are not permitted. If a security's credit rating falls below "A-" after time of purchase, it shall be removed from the portfolio as soon as practical.
- c) Permitted Issuers: Our investments will be limited to the following issuer guarantees:
  - i. The Federal Government of Canada (including crown corporations)
  - ii. Any Provincial Government body or entities guaranteed by such province (i.e. Alberta Treasury Branch)
  - iii. Any obligations fully guaranteed by one of the Schedule 1 Chartered Banks in Canada.
- d) All ratings refer to the ratings of the Dominion Bond Rating Service Ltd. (DBRS).

- e) In the event that DBRS does not rate a security, ratings from any of the other agencies allowed by the Municipal Government Act.
- f) Securities with a maturity date of less than one year (i.e. money market) must have a minimum rating of R-1 (high) from the date of issue.

## **5) Portfolio Diversification and Restraints**

The following constraints shall apply to the portfolio. All percentages used below are based on market value.

- a) Not more than 20% of the portfolio shall be invested in any single security.
- b) Not more than 40% of Long-Term Investments (maturities greater than one year) shall be invested in any single issuer, except for securities of or fully guaranteed by the government of Canada or a province of Canada.
- c) Not more than 40% of Short-Term Investments (maturities one year or less) shall be invested in any single issuer, except for securities of or fully guaranteed by the government of Canada or a province of Canada.
- d) If the investment portfolio becomes non-compliant as investments mature over time, the percentage at the time when the investments were purchased shall be used for the purpose of evaluating compliance to policy.

## **6) Term Limits**

- a) The maximum term limit of any individual investment must not exceed 10 years. The average duration of the portfolio must be under 5 years.

## **7) Safekeeping and Custody**

- a) All investment certificates shall be issued in the name of the CRSWSC.
- b) Investment certificates may be held for safekeeping by the financial institution.
- c) Responsibility for the safekeeping of assets, income collection, settlement of investment transactions, and accounting for investment transactions is delegated to a trust company custodian duly registered in Canada.
- d) Adherence to reporting requirements in accordance with International Financial Reporting Standards (IFRS).



## **8) Policy Review**

- a) This policy may be modified at any time based on issues related to the administration of this policy, or fundamental changes in the overall investment objectives, (etc. social, economic or political change).

## **9) Prudence**

- a) Investments are to be made with judgment and care, under prevailing circumstances, which persons of discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital and income to be derived.

## **10) Conflict of Interest / Ethics**

- a) Officers, employees and persons involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of their responsibilities, or which could impair their ability to make impartial investment decisions. Officers and employees shall disclose to their manager any material interests in financial institutions that conduct business with CRSWSC, and they shall subordinate their personal investment transactions to those of CRSWSC, particularly with regard to the timing of purchases and sales.
- b) This guideline also extends to any external investment management firms utilized by CRSWSC to manage its portfolio.
- c) Strict adherence to the CFA Institute Code of Ethics and Standards of Professional Conduct and the CFA Institute Asset Manager Code of Professional Conduct is required.

## Schedule A

### **Standard & Poors Ratings Meanings**

#### **AAA**

Extremely strong capacity to meet financial commitments. Highest Rating.

#### **AA**

Very strong capacity to meet financial commitments.

#### **A**

Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances.

#### **BBB**

Adequate capacity to meet financial commitments, but more subject to adverse economic conditions.

#### **BBB-**

Considered lowest investment grade by market participants.

#### **BB+**

Considered highest speculative grade by market participants.

#### **BB**

Less vulnerable in the near-term but faces major ongoing uncertainties to adverse business, financial and economic conditions.

#### **B**

More vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments.

#### **CCC**

Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments.

#### **cc**

Currently highly vulnerable.

#### **C**

Currently highly vulnerable obligations and other defined circumstances.

#### **D**

Payment default on financial commitments.

## **DBRS Ratings Meanings**

### **R-1 (high)**

Highest credit quality. The capacity for the payment of short-term financial obligations as they fall due is exceptionally high. Unlikely to be adversely affected by future events.

### **R-1 (middle)**

Superior credit quality. The capacity for the payment of short-term financial obligations as they fall due is very high. Differs from R-1 (high) by a relatively modest degree. Unlikely to be significantly vulnerable to future events.

### **R-1 (low)**

Good credit quality. The capacity for the payment of short-term financial obligations as they fall due is substantial. Overall strength is not as favorable as higher rating categories. May be vulnerable to future events, but qualifying negative factors are considered manageable.

### **R-2 (high)**

Upper end of adequate credit quality. The capacity for the payment of short-term financial obligations as they fall due is acceptable. May be vulnerable to future events.

### **R-2 (middle)**

Adequate credit quality. The capacity for the payment of short-term financial obligations as they fall due is acceptable. May be vulnerable to future events or may be exposed to other factors that could reduce credit quality.

### **R-2 (low)**

Lower end of adequate credit quality. The capacity for the payment of short-term financial obligations as they fall due is acceptable. May be vulnerable to future events. A number of challenges are present that could affect the issuer's ability to meet such obligations.