

CRSWSC

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

2018 ANNUAL REPORT



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Rick Smith • Board Chair

Chairman's Message

On behalf of the Capital Region Southwest Water Services Commission (CRSWSC) Board, I am honoured to share some highlights of the activities and accomplishments of the Commission in 2018.

The Commission experienced another busy year while undertaking an update to the Water Master Plan. The CRSWSC completes this master planning exercise every 5 years to review the short and long term water demands and consider anticipated growth projections in the region over the next 5 to 25 years. This exercise identifies infrastructure upgrades that may be required to meet these future demand requirements, while also analysing and providing recommendations for future water rates. This initiative will continue over 2019, as the CRSWSC had to first gain a better understanding of the impacts of the City of Edmonton annexations, which were approved by the Province effective as of January 1, 2019.

As part of the City of Edmonton annexation process, the Commission worked collaboratively with EPCOR throughout 2018 to discuss the impacts on Commission infrastructure and servicing to CRSWSC customers who were within the annexation area. These discussions will continue into 2019 as we work towards finalizing an Agreement with EPCOR.

In 2018 the Board agreed to undertake an exciting new endeavour to develop a Strategic Plan in 2019, which will complement the Water Master Plan. The Strategic Plan will express the vision, mission and values of the CRSWSC, while prioritizing goals and strategies, enhancing Board education and considering regional opportunities and partnerships. This plan will lay a foundation for the CRSWSC and provide direction for future Board members, who can continue to build upon the Strategic Plan in the future.

The CRSWSC is eager and optimistic as we look forward to another busy year in 2019, tasked with finalizing the Water Master Plan and developing a Strategic Plan, while continuing to meet the primary priority of ensuring the safe supply and delivery of potable water to Commission customers.

I would like to take this opportunity to thank the CRSWSC Board members for their continued dedicated service throughout 2018 and the significant time devoted towards the upcoming Strategic Plan initiative in 2019. I would also like to acknowledge and express gratitude towards the Commission Management and Operations staff who continue to diligently fulfill the CRSWSC mandate. Together, we will continue to succeed in meeting the Commission's goals, while strategically preparing for the future growth of our region.

Membership and Governance Structure

Alberta Regulation, AR 292/84 created the Capital Region Southwest Water Services Commission which is governed by Part 15.1 of the Municipal Government Act (SA 194, Chapter 26.1). The Regulation mandates that services be supplied 'as required,' that fees charged are based on full recovery of capital and operating costs, and that all members be charged a uniform rate. The Regulation was most recently amended in 2016 by Order in Council 141/2016 to include a new member. Similar amendments have previously been made to add members in 2009 (143/2009) and 2011 (213/2011).

The Capital Region Southwest Water Services Commission membership now includes:

- **City of Beaumont**
- **Town of Calmar**
- **Camrose County**
- **Village of Hay Lakes**
- **City of Leduc**
- **Leduc County**
- **Town of Millet**



Organization and Administration

The Capital Region Southwest Water Services Commission requires respective municipal councils to appoint two members to the Board. They may also appoint one or more council members as an alternate. The Board annually elects a chair and vice-chair from among its membership. In 2018, Councillor Rick Smith was chair and Councillor Beverly Beckett was vice-chair.



Top rows (L. to R., top to bottom) Coun. Ron These (alt) (Village of Hay Lakes), Coun. Rick Smith (Leduc County), Coun. Greg Gillespie (Camrose County)

Middle rows (L. to R., top to bottom) Coun. Bill Daneluik (Beaumont), Mayor Tony Wadsworth (Millet), Mayor Wally Yachimetz (Calmar), Coun. Kelly Vandenberghe (Leduc County), Coun. Doug Lyseng (Camrose County), Coun. Pat Garrett (Millet)

Front row (L. to R.) Coun. Lars Hansen (alt) (Leduc), Coun. Dave Vallee (Village of Hay Lakes), Coun. Beverly Beckett (Leduc), Coun. Terry Balaban (Calmar)

2018 Board Members			Alternates
City of Beaumont	Councillor Sam Munckhof-Swain	Councillor Bill Daneluik	Councillor Steven vanNieuwkerk
Town of Calmar	Mayor Wally Yachimetz	Councillor Terry Balaban	Councillor Lin Rehn
Camrose County	Councillor Doug Lyseng	Councillor Greg Gillespie	Councillor Cindy Trautman
Village of Hay Lakes	Mayor Dawn Pauls	Councillor Dave Vallee	Councillor Faye Leicht
City of Leduc	Mayor Bob Young	Councillor Beverly Beckett (Vice-Chair)	Councillor Lars Hansen
Leduc County	Councillor Rick Smith (Chair)	Councillor Kelly Vandenberghe	Mayor Tanni Doblanko & Councillor Kelly-Lynn Lewis
Town of Millet	Mayor Tony Wadsworth	Councillor Pat Garrett	Councillor Mike Storey



Back row (L. to R.) Coun. Kelly Vandenberghe (Leduc County), Coun. Dave Vallee (Village of Hay Lakes), Coun. Rick Smith (Leduc County), Coun. Greg Gillespie (Camrose County), Coun. Mike Storey (Millet), Mayor Tony Wadsworth (Millet), Mayor Wally Yachimetz (Calmar)

Front row (L. to R.) Mayor Dawn Pauls (Village of Hay Lakes), Coun. Doug Lyseng (Camrose County), Coun. Terry Balaban (Calmar), Coun. Bill Daneluik (Beaumont), Coun. Beverly Beckett (Leduc)

In the Fall of 2018, the incoming Board of Directors was appointed.			Alternates
City of Beaumont	Councillor Sam Munckhof-Swain	Councillor Bill Daneluik	Councillor Steven vanNieuwkerk
Town of Calmar	Mayor Wally Yachimetz	Councillor Terry Balaban	Councillor Lin Rehn
Camrose County	Councillor Doug Lyseng	Councillor Greg Gillespie	Councillor Cindy Trautman
Village of Hay Lakes	Mayor Dawn Pauls	Councillor Dave Vallee	Councillor Faye Leicht
City of Leduc	Councillor Beverly Beckett (Vice-Chair)	Councillor Lars Hansen	Mayor Bob Young
Leduc County	Councillor Rick Smith (Chair)	Councillor Kelly Vandenberghe	Mayor Tanni Doblanko & Councillor Kelly-Lynn Lewis
Town of Millet	Mayor Tony Wadsworth	Councillor Mike Storey	Councillor Pat Garrett

Strategic Partnerships

Management and operating services

Management Services is contracted by the City of Leduc for provision of management services to the Commission:

Commission manager	Shawn Olson (Director, Engineering) City of Leduc
Operations manager	Rick Sereda (Director, Public Services) City of Leduc
Treasurer	Carol Hounsell (Manager, Accounting Services) City of Leduc
Financial agency	Alberta Treasury Branch
Auditor	Metrix Group LLP
Engineering services	Associated Engineering Alberta Ltd.
Solicitor	Brownlee LLP
Investment agency	CIBC Wood Gundy

One of the key strategic partners for the CRSWSC is the Edmonton International Airport. We would like to thank their team for their active participation and contributions to the success of the Commission in 2018.



Edmonton International Airport Team:
(L. to R.) Mary Coyne, Roger Steele

Associated Engineering has been a vital partner in the Commission operations for many years, offering their expertise and services as the Commission's contracted engineering consultant. Associated Engineering has managed many capital projects for the CRSWSC, including the recent Millet water line expansion and are currently working on the Highway 21 booster station upgrades. They completed the previous Water Master Plan for the Commission and are currently contracted to complete the updated Water Master Plan. We appreciate the hard work and dedication from the Associated Engineering team, led by Engineer Sean Nicoll.



Associated Engineering:
Sean Nicoll

2018 Meeting dates

Feb. 15, 2018	Regular Meeting
Apr. 26, 2018	Regular Meeting
Apr. 30, 2018	Annual General Meeting (AGM)
Jun. 28, 2018	Regular Meeting
Sept. 20, 2018	Regular Meeting
Nov. 22, 2018	Organizational & Regular Meeting

Water Rates

The 2018 water rates established by the Commission are as follows:

- Customers who are identified as major or wholesale customers are: Leduc County, City of Beaumont, Town of Calmar, City of Leduc, Edmonton Regional Airport Authority, the Village of Hay Lakes, Camrose County and the Town of Millet
- Wholesale water rates: \$1.47 per m³ (cubic metre) for all member communities

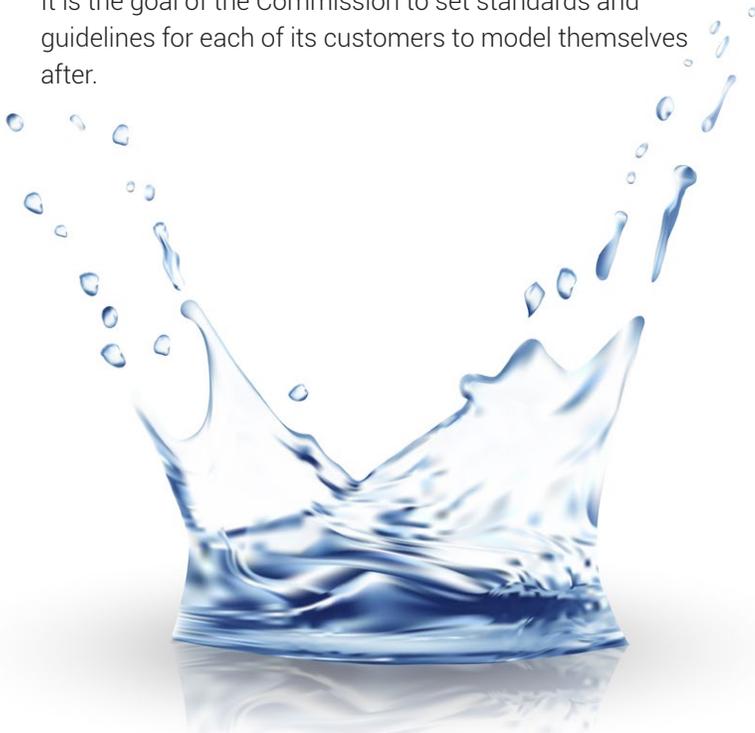
MANAGEMENT & OPERATIONS

Introduction

The Capital Region Southwest Water Services Commission (CRSWSC) was established on September 1, 1984 and today is a regional co-operation providing clean, safe drinking water to the City of Leduc, Leduc County, City of Beaumont, Town of Calmar, Village of Hay Lakes, Camrose County, Town of Millet and the Edmonton International Airport (EIA). The Commission purchases its water directly from EPCOR Water Services in coordination with the Regional Water Customers Group.

The CRSWSC is one of nine members that form the Regional Water Customers Group. All nine members work closely together to ensure all communications and transactions with EPCOR Water Services are of a united front. The Commission works closely with the Regional Water Customers Group for long-range planning, rate negotiation and coordination of water supply.

The Commission works diligently to ensure clean, safe drinking water is provided to all customers. It closely monitors and controls flow rates, chlorine residuals, pressures and reservoir levels for each of its customers. The Commission endeavours to comply with all regulations and standards set out by Canadian regulatory agencies. It is the goal of the Commission to set standards and guidelines for each of its customers to model themselves after.



Management & Operations Report

On behalf of the City of Leduc, we would like to take this opportunity to thank the CRSWSC Board for their continued trust and support throughout 2018. This support is evident through the Board's decision to extend the City of Leduc contract for Management and Operation services for an additional 2 year term, until December 2020. We are grateful for this opportunity and look forward to continuing to serve the Commission.

As we look forward to 2019, we would like to highlight some noteworthy activities from 2018.

- The CRSWSC released a Request for Proposal (RFP) for work on the Water Master Plan, Highway 21 Booster Station pump upgrades and oversight of Discovery Park reservoir construction. Associated Engineering was selected as the successful proponent in February 2018. Associated Engineering has been a valued partner of the Commission since its inception.
- As part of the Water Master Plan initiative and in response to the City of Edmonton annexation of Leduc County and Beaumont lands, the CRSWSC has been working closely with EPCOR to determine the optimum infrastructure arrangement for the future of the Commission. In 2019 the CRSWSC expects to continue negotiations with EPCOR with the goal of minimizing future increases to water rates.
- In addition to evaluating short and long term water demands and anticipated future regional growth, the Water Master Plan will also examine potential future expansion opportunities to assist the City of Camrose, Maskwacis First Nations and Alberta Parks.
- As an update to potential opportunities with the City of Camrose, the Commission's administration met with the City to determine what opportunities may exist and how the CRSWSC may be able to assist in the long term growth of the municipality.

- Associated Engineering has completed their evaluation of the Highway 21 Booster Station pump upgrades in response to regional growth (Camrose County Ervick extension) to be able to undertake the upgrade in 2019.
- Discovery Park Reservoir construction continued throughout 2018 and in early 2019. Through the City of Edmonton annexation, the CRSWSC has been working with the developers to commission the infrastructure.
- The Commission worked with the Regional Water Customers Group (RWCG) throughout 2018 to negotiate the EPCOR Water Supply Agreements for a renewed 20 year term. This Agreement is expected to be finalized in early 2019.
- The Board agreed to pursue the development of a Strategic Plan, which is a new initiative to integrate the Commission's Water Master Plan with the Board members vision and mission for the future. The goal is to have the Strategic Plan finalized in the second quarter of 2019. Once the Water Master Plan is finalized, the CRSWSC intends to present the Strategic Plan and Water Master Plan to all member municipalities Council's, which is anticipated for late 2019 or early 2020.
- The new CRSWSC website was launched in April 2018. www.crsWSC.ca

In addition to the highlights above, the CRSWSC responded to an emergency situation with the Town of Millet water supply in late 2018. During this incident debris, which had scaled the inside of the newly installed pipeline, were released into the transmission system resulting in increased turbidity in the supply. While the water was not deemed to be a health risk, the Commission was concerned this would have undermined public confidence if that water made it to the Town of Millets' distribution system. In response to this situation, Administration, and our consultant Associated Engineering, worked 24/7 over a 4 day window to temporarily truck water to the Town of Millet while repairs were undertaken. Administration coordinated the original contractor to return to site and rectify the situation. The Commission is pleased to report that the line was returned to normal operating conditions without affecting the Town of Millet. The Commission continues to work through other issues that occurred in response to this incident.

Effective management and operations is essential to ensure that safe drinking water is effectively and efficiently delivered to the member municipalities. The Commission continues to follow a preventative maintenance program that maximizes the endurance and longevity of CRSWSC assets. The preventative maintenance program follows engineering best practices, which includes following the manufacturer's instructions, specifications, applicable safety codes and other safety standards. The CRSWSC operations team is pleased to report that no safety related incidents occurred in 2018.

The continued success of the Commission is a result of the collaboration and commitment by everyone involved with the CRSWSC. Our Management and Operations team have appreciated serving the Commission and look forward to continuing our excellent working relationship into 2019.



Shawn Olson, Commission Manager



Rick Sereda, Operations Manager

Operational Philosophy

Water from Edmonton is boosted by electrically-driven pumps at the boundary pumping station along Highway 2 south, roughly 1 km south of the City of Edmonton.

The transmission main from the boundary pump station supplies water to the City of Leduc with lateral mains feeding Beaumont, Calmar, Leduc County, New Sarepta, Hay Lakes, Armena, Millet and the Edmonton International Airport. The amount of pressure supplied by the booster pumps depends upon demand, which varies based on reservoir levels at the different municipalities.

The Supervisory Control and Data Acquisition (SCADA) control system is designed to provide operating information and control capability for the water transmission system. This is performed through a communication system link between the 14 Programmable Logic Controllers (PLC) located at each of the fill station sites, the booster station and the boundary station.

The host PLC, located at the boundary pumping station, collects data from each site and transfers new data to the PLCs as required. Endpoint adjustment, such as starting of pumps and modulating of valves, is performed by the onsite PLCs upon receipt of command from the host PLC.

Communication between all 14 water commission sites is performed by a UHF radio system installed within each station. There is almost a constant feedback of information occurring between the radios and host PLC. Examples of information being transmitted include:

- **Present pressures**
- **Flow rates**
- **Flow totaling**
- **Alarms when occurring**
- **Control valve positions**
- **Reservoir levels**
- **Chlorine residuals**

The host PLC receives commands from the human machine interface (HMI) located at the boundary pumping facility. The HMI displays and communicates all SCADA related events for Commission operators.

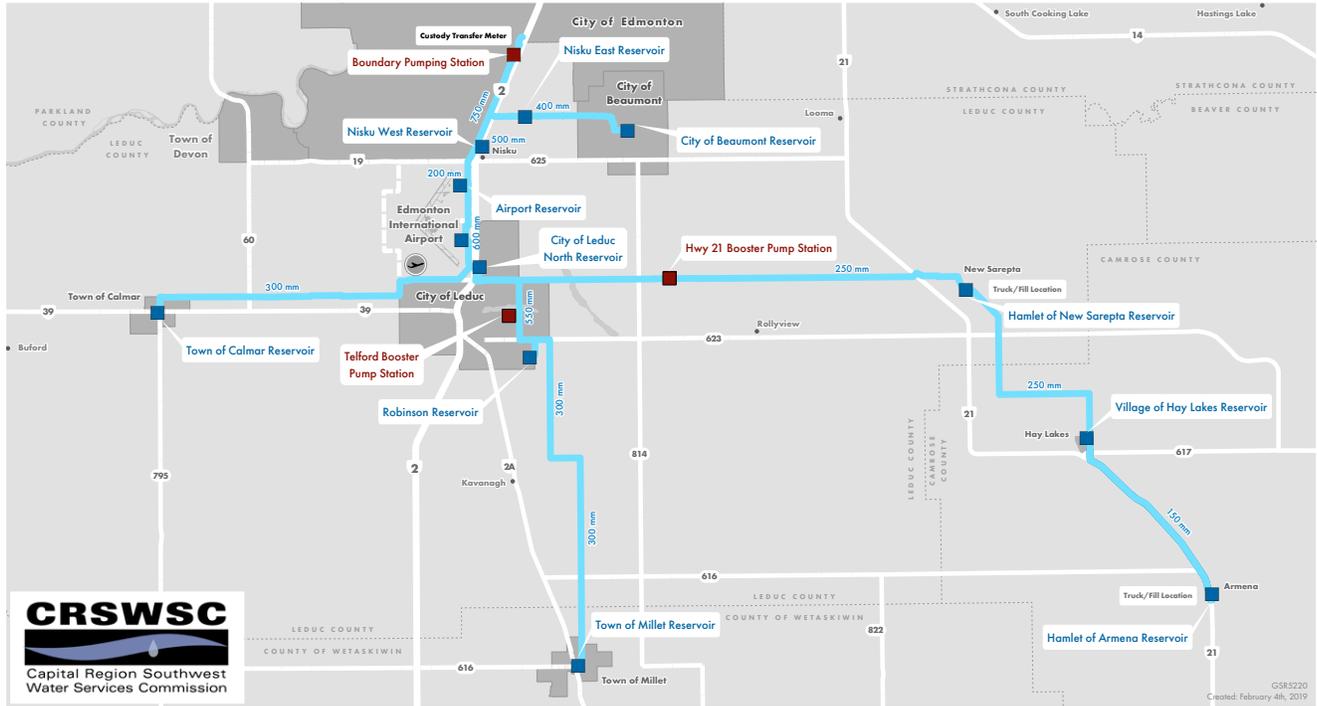
Total flow received from Edmonton is compiled by EPCOR's master meter, which is situated in the boundary station. This meter is owned by EPCOR and is serviced on site.

A magnetic flow meter keeps a record of water leaving the boundary station into the Commission's supply line. Each fill station contains a magnetic flow meter which relays flow rates and totals instantaneously to the main controlling facility.



CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION (CRSWSC) TRANSMISSION SYSTEM

- CRSWSC WATER LINE
- PUMP STATION
- URBAN DEVELOPMENT
- COUNTY BOUNDARY AREA
- WATER RESERVOIR
- RURAL DEVELOPMENT
- MAJOR HIGHWAYS



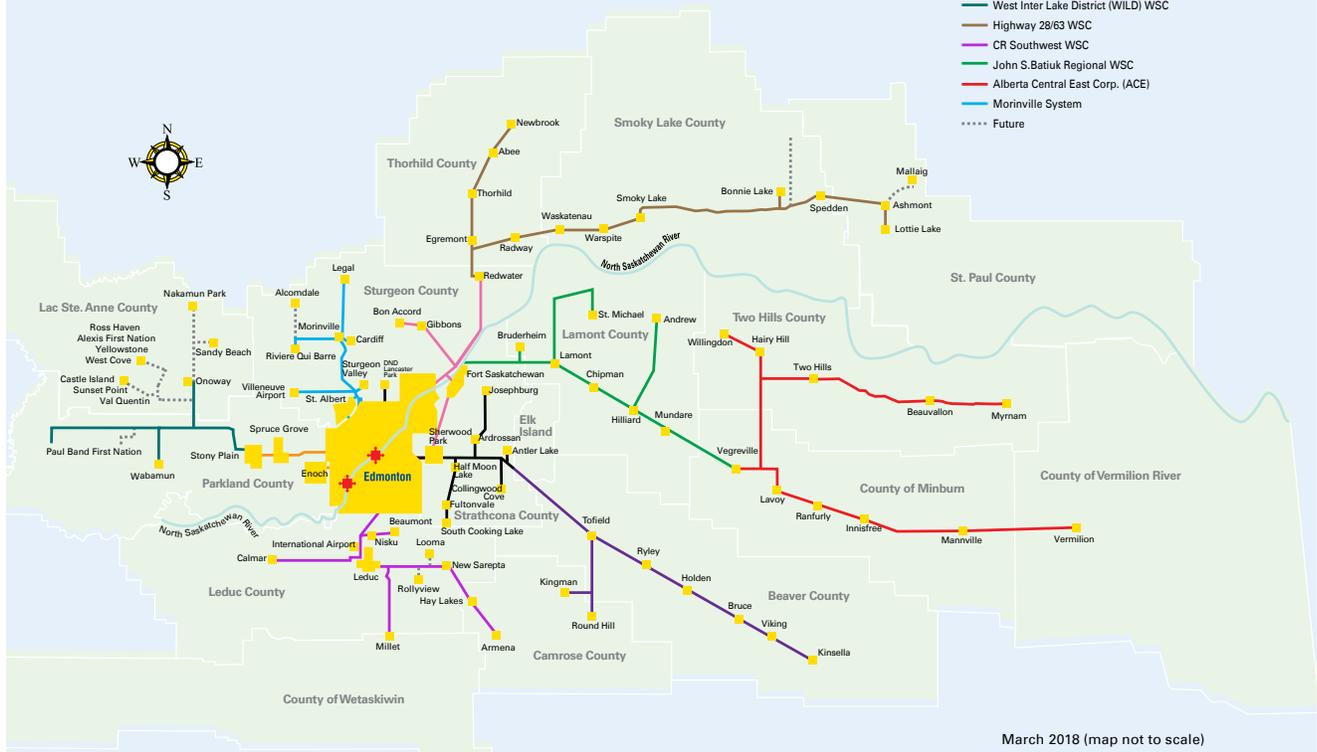
The CRSWSC transmission system (figure 1.1)



EDMONTON REGION WATER SERVICE AREA

Regional Water Service Ownership

- Strathcona County
- CR Northeast WSC
- Highway 14 WSC
- CR Parkland WSC
- West Inter Lake District (WILD) WSC
- Highway 28/63 WSC
- CR Southwest WSC
- John S. Batiuk Regional WSC
- Alberta Central East Corp. (ACE)
- Morinville System
- Future



Capital Region Service Map (figure 1.2)

History of the CRSWSC

► April 6, 1959

The Strathcona-Leduc Water Board originally formed as a partnership between the Municipal Districts of Strathcona and Leduc, and the Town of Leduc. Board formation was in response to the federal government's need for potable water to the then proposed Edmonton International Airport. The original Edmonton to Leduc water transmission system was constructed in 1959 – 60 due to the financial contributions of the federal government and debenture borrowing by the three municipalities.

The original waterline had a 300 mm diameter, asbestos cement from within the then City of Edmonton limits to the airport tie-in and a 250 mm diameter cast iron water main from the airport tie-in to the Town of Leduc. Two pump stations; No. 1 at 23 Avenue, in the City of Edmonton, and No. 2 at Nisku provided the transmission capability.

► Late 1970s

Capacity of the original system was reached.

► 1978-79

A new steel pipeline was constructed as Phase 1 with telescopic diameters; 750 mm, 600 mm and 500 mm, from the City of Edmonton (9 Avenue) to the City of Leduc.

► 1982-83

Phase 2 was constructed

► 1985

Full operation of Phase 2. It consisted of the Boundary Pump Station and Fill Stations for the Airport, County of Leduc-Nisku and City of Leduc.

Phase 3 was to be the On-line Storage Facility and Re-pump Facility for Calmar, however it was not constructed.

Phase 4 was the Leduc to Calmar waterline, complete with a Fill Station at Calmar. This was implemented by the Town of Calmar and was subsequently transferred to the Commission.

► Sept. 1, 1984

The Capital Region Southwest Water Services Commission was established and assumed ownership, operation and maintenance of all the Strathcona-Leduc Water Board facilities, as well as the Leduc-to-Calmar waterline, and the Nisku-to-Beaumont water supply line.

► Fall 1986

An agreement was finalized for the sale of the Commission's system inside the Edmonton city limits to the City of Edmonton.

► 1987

An agreement was made between the Commission and the County of Leduc to transfer ownership, operation and maintenance of the original 300 mm water main to the county, with exception of Nisku Pump House No. 2. The 300 mm diameter main now serves as a county distribution main with pressurization from the county's Nisku reservoir.

► 1988

The Commission completed the construction of a 400 mm diameter lateral from the Commission's main line to Beaumont and a fill station at the Beaumont reservoir. The original Nisku-to-Beaumont waterline was transferred to the County of Leduc.

► 1993-95

The Supervisory Control and Data Acquisition (SCADA) system was upgraded to new technology and radio communication with the five fill stations.

► 1994

The AGT Communication Telemetry was replaced with a UHF Radio communication system.

► 1999

The SCADA system was replaced with Year 2000 capabilities, and Wonderware Software was installed.

► 2001

The Edmonton International Airport 200 mm cast iron lateral was twinned with a 200 mm PVC line from the main line to the airport fill station.

► 2002

The Beaumont 300 mm pipeline was twinned with a 400 mm line from the west edge of the town boundary into the Beaumont fill station.

► 2004

Associated Engineering was hired to carry out a supply system review. Based on this study and the years of service of VSP 102, the Commission installed a new motor, pump, and Variable Frequency Drive.

► 2005

Based on the 2004 review, VSP 102 and 103 were replaced. The computer was replaced and the SCADA system was updated. Landscaping with low maintenance and drought-resistant design was completed at the boundary pump station.

► **2006**

The Commission upgraded its radio system for all fill stations to improve communications via the boundary pump station HMI (Human Machine Interface). Leduc County constructed a new reservoir and fill station. Ownership of the fill station was turned over to the Commission.

► **2007**

The Commission acquired a revocable license by the Department of Transport (federal government) for the Commission's water lines on Edmonton International Airport property (exclusive of the east/west water line at the south end of airport property).

► **2008-10**

The Commission entered into a review of the proposed Highway 21 Water Pipeline expansion project to service the Villages of New Sarepta, Hay Lakes and Camrose County. As a result, the Commission voted to expand the membership.

Under the 'Water for Life Strategy,' the Commission partnered with Alberta Transportation to construct the south Highway 21 water line. The new 250mm water line ties into the Commission's line within the City of Leduc boundary and heads east through Leduc County to New Sarepta and Hay Lakes. The line will eventually head into Camrose County.

► **2011-12**

The City of Leduc took over the operation of the Commission.

In 2012, the 14" Foxboro magnetic flow meter was upgraded to a 16" ABB magnetic flow meter at the Boundary Station.

Millet requested to become a member of the Commission, after the completion of the transmission main extension to the Town of Millet.

Hamlet of Armena extension design work was completed for the main extension.

► **2013**

EPCOR realigned a segment of the 762 mm steel main for the 41st Ave Interchange.

Edmonton International Airport realigned a segment of the 600 mm steel main for commercial development on their property.

The SCADA system was upgraded to replace the PLC's, programming and associated hardware modifications.

The south Highway 21 water main asset transferred to the CRSWSC from Strathcona County.

► **2014**

Water distribution system to the Hamlet of Armena in Camrose County. Completion of the water transmission main realignment and vault access project at the 41st Ave interchange.

New water licensing agreement with the Regional Water Customers' Group (RWCG).

► **2015**

The Commission took over construction management of the Town of Millet Water Supply Line Project.

The Town of Millet was welcomed to join the board as directors at large.

The Water Master Plan was completed which identified key required long term improvements to the existing Commission infrastructure.

The City of Leduc was the successful proponent for the CRSWSC operations and management contract with a three year term expendable to five years.

► **2016-18**

Construction on the Millet Water Supply Line Project began in early Summer 2016 and the grand opening ceremony was celebrated in April 2017. The Town of Millet became members of the Commission in 2016.

The Commission's radio communication network was upgraded including the re-alignment of all antennas, the installation of four new towers and a signal transmission modification. The radio system upgrades signaled the end of the Hamlet of Armena's extension project.



Financial Reports



(L. to R.) Carol Hounsell, Lauren Padgham



CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

LEDUC, ALBERTA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

Draft

INDEPENDENT AUDITORS' REPORT

To the Members of the Capital Region Southwest Water Services Commission

Opinion

We have audited the financial statements of the Capital Region Southwest Water Services Commission (the "Commission"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2018, and the results of its operations and accumulated surplus and the changes in its net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.



Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
April 18, 2019

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
FINANCIAL ASSETS		
Cash	\$ 2,943,697	\$ 1,024,649
Accounts receivable	686,032	1,015,843
Goods and Services Tax receivable	46,015	105,802
Investments (Note 3)	<u>3,597,943</u>	<u>3,704,376</u>
	<u>7,273,687</u>	<u>5,850,670</u>
LIABILITIES		
Accounts payable and accrued liabilities	605,100	1,629,981
Deferred revenue (Note 4)	161,261	3,523
Long-term debt (Note 5)	<u>981,442</u>	<u>805,305</u>
	<u>1,747,803</u>	<u>2,438,809</u>
NET FINANCIAL ASSETS	5,525,884	3,411,861
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Schedule I)	<u>24,142,896</u>	<u>24,597,113</u>
ACCUMULATED SURPLUS (Note 6)	\$ <u>29,668,780</u>	\$ <u>28,008,974</u>

ON BEHALF OF THE COMMISSION:

_____ Chairman

_____ Treasurer

The accompanying notes are an integral part of these financial statements.

3.

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2018

	2018 (Budget) (Note 11)	2018 (Actual)	2017 (Actual)
Revenues			
Water sales	\$ 8,113,981	\$ 8,554,867	\$ 7,275,504
Contributions from members	81,141	81,322	68,742
Return on investments	46,000	58,349	31,754
Government transfers	293,974	3,958	1,706,149
Other	<u>-</u>	<u>1,379</u>	<u>26,655</u>
	<u>8,535,096</u>	<u>8,699,875</u>	<u>9,108,804</u>
Expenses			
Water purchases	5,064,481	5,341,686	4,803,339
Operating contract	392,094	392,094	379,936
Utilities	145,553	183,316	142,954
Engineering fees	300,000	175,438	8,129
Repairs and maintenance	163,500	176,788	476,873
Management contract	133,022	133,022	128,897
Professional fees	55,600	60,463	33,285
Honorarium and travel	85,710	43,047	11,042
Interest on long-term debt	39,425	39,868	37,955
Insurance	30,000	20,870	23,673
Office and annual meeting	22,800	19,260	18,822
Amortization	-	454,217	454,217
Loss on disposal of tangible capital assets	<u>-</u>	<u>-</u>	<u>867,935</u>
	<u>6,432,185</u>	<u>7,040,069</u>	<u>7,387,057</u>
Excess of Revenue over Expenses	<u>2,102,911</u>	<u>1,659,806</u>	<u>1,721,747</u>
Accumulated Surplus, Beginning of Year	<u>28,008,974</u>	<u>28,008,974</u>	<u>26,287,227</u>
Accumulated Surplus, End of Year	<u>\$ 30,111,885</u>	<u>\$ 29,668,780</u>	<u>\$ 28,008,974</u>

The accompanying notes are an integral part of these financial statements.

4.

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
Excess of Revenue Over Expenses	\$ 1,659,806	\$ 1,721,747
Acquisition of tangible capital assets	-	(1,626,653)
Amortization of tangible capital assets	454,217	454,217
Loss on disposal of tangible capital assets	<u>-</u>	<u>867,935</u>
Increase in Net Financial Assets	2,114,023	1,417,246
Net Financial Assets, Beginning of Year	<u>3,411,861</u>	<u>1,994,615</u>
Net Financial Assets, End of Year	<u>\$ 5,525,884</u>	<u>\$ 3,411,861</u>

Draft

The accompanying notes are an integral part of these financial statements.

5.

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
Operating Activities		
Excess of revenue over expenses	\$ 1,659,806	\$ 1,721,747
Amortization expense	454,217	454,217
Loss on disposal of tangible capital assets	-	867,935
Change in non-cash working capital balances related to operations:		
Change in accounts receivable	329,811	1,888,750
Change in accounts payable and accrued liabilities	(1,024,881)	(158,584)
Change in deferred revenue	157,738	(356,880)
Change in Goods and Services Tax receivable	<u>59,787</u>	<u>133,859</u>
	<u>1,636,478</u>	<u>4,551,044</u>
Financing Activities		
Long-term debt proceeds	217,785	-
Long-term debt repaid	<u>(41,648)</u>	<u>(30,725)</u>
Investing Activities		
Acquisition of tangible capital assets	-	(1,626,653)
Change in investments	<u>106,433</u>	<u>(2,272,851)</u>
	<u>106,433</u>	<u>(3,899,504)</u>
Change in Cash During the Year	1,919,048	620,815
Cash, Beginning of Year	<u>1,024,649</u>	<u>403,834</u>
Cash, End of Year	<u>\$ 2,943,697</u>	<u>\$ 1,024,649</u>

The accompanying notes are an integral part of these financial statements.

6.

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

SCHEDULE I

SCHEDULE OF TANGIBLE CAPITAL ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Land</u>	<u>Buildings</u>	<u>Engineered Structures</u>	<u>Equipment</u>	<u>2018</u>	<u>2017</u>
COST:						
Balance, Beginning of Year	\$ 221,637	\$ 1,784,247	\$ 27,825,712	\$ 41,507	\$ 29,873,103	\$ 29,176,381
Acquisition of tangible capital assets	-	-	-	-	-	1,626,653
Disposal of tangible capital assets	-	-	-	-	-	(929,931)
Balance, End of Year	<u>221,637</u>	<u>1,784,247</u>	<u>27,825,712</u>	<u>41,507</u>	<u>29,873,103</u>	<u>29,873,103</u>
ACCUMULATED AMORTIZATION:						
Balance, Beginning of Year	-	1,387,747	3,848,211	40,032	5,275,990	4,883,769
Annual amortization	-	39,650	413,829	738	454,217	454,217
Accumulated amortization on disposals	-	-	-	-	-	(61,996)
Balance, End of Year	-	<u>1,427,397</u>	<u>4,262,040</u>	<u>40,770</u>	<u>5,730,207</u>	<u>5,275,990</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 221,637</u>	<u>\$ 356,850</u>	<u>\$ 23,563,672</u>	<u>\$ 737</u>	<u>\$ 24,142,896</u>	<u>\$ 24,597,113</u>

The accompanying notes are an integral part of these financial statements.

7.

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

1. NATURE OF THE ORGANIZATION

The Capital Region Southwest Services Commission is constituted under the *Municipal Government Act* and was established by Alberta Regulation 292/84. The Commission's main purpose is to supply water to its members. The Commission is exempt from income tax under section 149 of the *Income Tax Act*.

2. ACCOUNTING POLICIES**(a) Basis of accounting**

These financial statements have been prepared in accordance with Canadian public sector accounting standards for local governments established by the Canadian Public Sector Accounting Board.

(b) Revenue Recognition

Service fees are recognized as revenue in the period in which the service is delivered or in which the transactions or events occurred that gave rise to the revenue.

Government transfers are recognized as revenues when the transfer is authorized, any eligibility criteria are met, and reasonable estimates of the amounts can be made. Government transfers are recognized as deferred revenue when amounts have been received but not all eligibility criteria have been met.

Investment income is recognized as revenue when earned.

(c) Investments

All investments are classified as held-to-maturity and are recorded at cost or amortized cost, adjusted to recognize other than a temporary impairment in the underlying value.

Interest income is recorded as earned and gains and losses on the sale of investments are recorded in income on disposition. Investment premiums and discounts are amortized proportionately over the term of the respective investments.

(d) Tangible Capital Assets

Tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Engineered structures	15 - 75 years
Buildings	45 years
Equipment	10 years

Tangible capital assets are written down when conditions indicate that they no longer contribute to the Commission's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

(e) Measurement Uncertainty

The preparation of the financial statements in accordance with Canadian public sector accounting standards, requires management to make estimates regarding significant items such as allowances for uncollectible receivables, amounts relating to impairment assessments and amortization of tangible capital assets that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

8.

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS (CONT'D)

DECEMBER 31, 2018

3. INVESTMENTS

	<u>2018</u>	<u>2017</u>
Bonds	\$ 3,527,358	\$ 3,668,710
Accrued interest	71,551	31,703
Unamortized premium (discount)	<u>(966)</u>	<u>3,963</u>
	<u>\$ 3,597,943</u>	<u>\$ 3,704,376</u>

Market value at December 31, 2018 is \$3,562,759 (2017 - \$3,662,358). The investments consist of a mix of bonds with rates of return between 1.05% and 2.56%, maturing between 2019 and 2023. The income from these investments is being reinvested as received.

4. DEFERRED REVENUE

Deferred revenue consists of the following amounts, which have been restricted by third parties for a specified purpose. These amounts are recognized as revenue in the period in which the related expenditures are incurred.

	<u>2018</u>	<u>2017</u>
Provincial government conditional grants	\$ 132,204	\$ -
Local government conditional grants	<u>29,057</u>	<u>3,523</u>
	<u>\$ 161,261</u>	<u>\$ 3,523</u>

5. LONG-TERM DEBT

	<u>2018</u>	<u>2017</u>
Debenture debt held by Alberta Capital Finance Authority, repayable in semi-annual installments of \$34,371 including interest at 4.589%; due December 15, 2034.	\$ 773,153	\$ 805,305
Debenture debt held by Alberta Capital Finance Authority, repayable in semi-annual installments of \$12,580 including interest at 2.832%; due June 15, 2028.	<u>208,289</u>	<u>-</u>
	<u>\$ 981,442</u>	<u>\$ 805,305</u>

Future principal and interest repayments are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 53,042	\$ 40,861	\$ 93,903
2020	55,157	38,746	93,903
2021	57,360	36,543	93,903
2022	59,655	34,248	93,903
2023	62,046	31,857	93,903
Thereafter	<u>694,182</u>	<u>175,204</u>	<u>869,386</u>
	<u>\$ 981,442</u>	<u>\$ 357,459</u>	<u>\$ 1,338,901</u>

Debenture debt is repayable to Alberta Capital Finance Authority and is issued on the credit and security of the Commission at large.

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS (CONT'D)

DECEMBER 31, 2018

5. LONG-TERM DEBT (CONTINUED)

Section 3 of Alberta Regulation No. 76/2000 requires that debt and debt limits for the Capital Region Southwest Water Services Commission be disclosed as follows:

	<u>2018</u>	<u>2017</u>
Total debt limit	\$17,391,834	\$14,805,310
Total debt	<u>981,442</u>	<u>805,305</u>
Total debt limit remaining	<u>\$16,410,392</u>	<u>\$14,000,005</u>
Debt servicing limit	\$ 3,043,571	\$ 2,590,929
Debt servicing	<u>93,903</u>	<u>68,742</u>
Total debt servicing remaining	<u>\$ 2,949,668</u>	<u>\$ 2,522,187</u>

The debt limit is calculated as 2 times revenue of the Commission (as defined in Alberta Regulation No. 76/2000) and the debt service limit is calculated at 0.35 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify commissions that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

6. ACCUMULATED SURPLUS

Accumulated surplus consists of unrestricted surplus, restricted surplus and equity in tangible capital assets as follows:

	<u>2018</u>	<u>2017</u>
Unrestricted surplus	\$ 136,250	\$ 57,804
Restricted surplus (Note 7)	6,371,076	4,159,362
Equity in tangible capital assets (Note 8)	<u>23,161,454</u>	<u>23,791,808</u>
	<u>\$ 29,668,780</u>	<u>\$ 28,008,974</u>

7. RESTRICTED SURPLUS

Reserves are established at the discretion of the Board of Directors to set aside funds for future operating and capital purposes.

	<u>2018</u>	<u>2017</u>
Water system expansion	\$ 3,401,324	\$ 1,888,194
Capital equipment	1,157,045	749,447
Pump upgrades	1,031,616	798,827
General operations	428,072	369,875
Emergency operations	200,000	200,000
Rate stabilization	<u>153,019</u>	<u>153,019</u>
	<u>\$ 6,371,076</u>	<u>\$ 4,159,362</u>

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS (CONT'D)

DECEMBER 31, 2018

8. EQUITY IN TANGIBLE CAPITAL ASSETS

	<u>2018</u>	<u>2017</u>
Tangible capital assets (Schedule I)	\$ 29,873,103	\$ 29,873,103
Accumulated amortization (Schedule I)	(5,730,207)	(5,275,990)
Long-term debt (Note 5)	<u>(981,442)</u>	<u>(805,305)</u>
	<u>\$ 23,161,454</u>	<u>\$ 23,791,808</u>

9. RELATED PARTY TRANSACTIONS

a) Members' Charges

Included in water sales revenue are charges to participating municipalities based upon usage by respective residents in the following amounts:

	<u>2018</u>	<u>2017</u>
City of Leduc	\$ 4,280,564	\$ 3,690,947
Town of Beaumont	1,950,431	1,698,643
Leduc County	1,078,367	888,616
Edmonton International Airport	556,270	439,464
Town of Calmar	348,674	310,500
Town of Millet	276,388	192,518
Village of Hay Lakes	54,533	47,250
Camrose County	<u>9,640</u>	<u>7,566</u>
	<u>8,554,867</u>	<u>7,275,504</u>

b) Contributions from Members

Contributions were received from members to cover annual debenture payments in the following amounts:

	<u>2018</u>	<u>2017</u>
Leduc County	\$ 40,254	\$ 34,027
Village of Hay Lakes	28,951	24,472
County of Camrose	<u>12,117</u>	<u>10,243</u>
	<u>\$ 81,322</u>	<u>\$ 68,742</u>

c) Management and Operating Contract Fees

During the year, the Commission paid \$133,032 (2017 - \$128,897) in management fees and \$392,094 (2017 - \$379,936) in operating fees to the City of Leduc.

d) Accounts Receivable

The year end accounts receivable balance includes a total of \$653,627 (2017 - \$820,768) receivable from member municipalities. All amounts were current.

e) Accounts Payable and Accrued Liabilities

The year end accounts payable and accrued liabilities balance includes a total of \$48,814 (2017 - \$1,528) owing to member municipalities.

These transactions are in the normal course of operations and are measured at the exchange amounts as established and agreed to by the related parties.

CAPITAL REGION SOUTHWEST WATER SERVICES COMMISSION

NOTES TO FINANCIAL STATEMENTS (CONT'D)

DECEMBER 31, 2018

10. FINANCIAL INSTRUMENTS

The Commission's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities and long-term debt. It is management's opinion that the Commission is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

11. BUDGET INFORMATION

The budget figures presented in these financial statements are based on the 2018 final budget adopted by the Board on February 15, 2018.

The amounts below reconcile the approved budget to the figures reported in these financial statements:

	<u>2018</u>
Excess of revenue over expenses	\$ 2,102,911
Tangible capital asset purchases	(913,974)
Transfers to accumulated surplus	(1,147,221)
Debenture principal repayments	<u>(41,716)</u>
	<u> -</u>

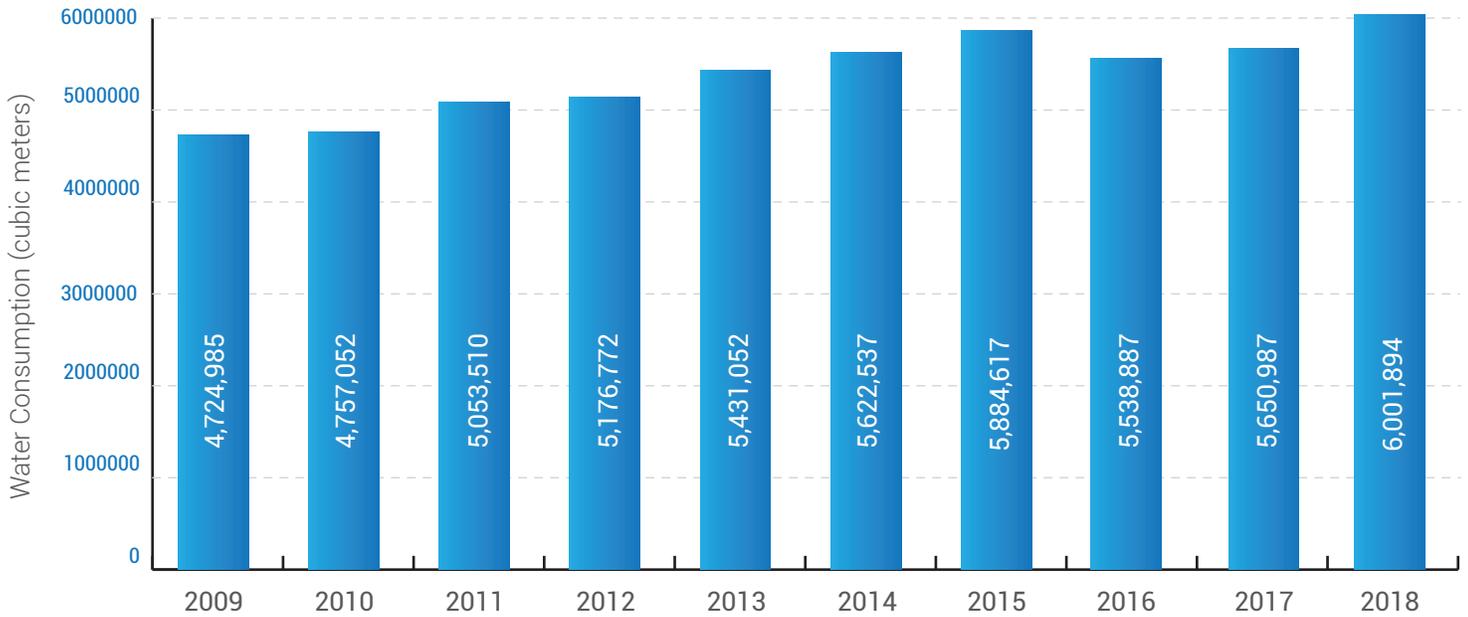
Water Sales Percent *(Note : All values are in cubic meters)*

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Water Purchases	4,549,890	4,724,985	4,757,052	5,053,510	5,176,772	5,431,052	5,622,537	5,884,617	5,538,887	5,650,987	6,001,894
City of Leduc	2,522,606	2,640,576	2,619,184	2,784,215	2,841,830	2,989,374	2,929,991	3,024,774	2,809,860	2,775,148	2,911,949
<i>percentage</i>	53.5%	54.8%	55.1%	55.2%	55.1%	55.2%	53.6%	52.9%	52.4%	50.7%	50.0%
City of Beaumont	996,372	1,052,362	1,018,321	1,071,211	1,103,036	1,148,384	1,205,832	1,307,363	1,285,008	1,277,175	1,326,824
<i>percentage</i>	21.1%	21.9%	21.4%	21.2%	21.4%	21.2%	22.1%	22.9%	23.9%	23.3%	22.8%
Leduc County	664,984	607,477	585,403	704,122	715,710	767,430	773,719	804,621	679,266	668,132	733,584
<i>percentage</i>	14.1%	12.6%	12.3%	14.0%	13.9%	14.2%	14.2%	14.1%	12.7%	12.2%	12.6%
Town of Calmar	215,392	226,433	203,572	190,481	194,065	204,777	215,174	217,182	229,300	233,459	237,193
<i>percentage</i>	4.6%	4.7%	4.3%	3.8%	3.8%	3.8%	3.9%	3.8%	4.3%	4.3%	4.1%
International Airport	312,836	288,387	275,431	262,791	271,026	266,433	302,528	321,527	319,299	330,425	378,415
<i>percentage</i>	6.6%	6.0%	5.8%	5.2%	5.3%	4.9%	5.5%	5.6%	6.0%	6.0%	6.5%
Village of Hay Lakes			22,737	31,397	34,498	35,760	38,207	37,686	37,035	35,526	37,097
<i>percentage</i>			0.5%	0.6%	0.7%	0.7%	0.7%	0.7%	0.7%	0.6%	0.6%
New Sarepta			32,404	n/a							
<i>percentage</i>			0.7%								
Camrose County							67	5,118	6,372	5,689	6,558
<i>percentage</i>							0.0%	0.1%	0.1%	0.1%	0.1%
Town of Millet										144,750	188,019
<i>percentage</i>										2.6%	3.2%
Total Sales	4,712,190	4,815,235	4,757,052	5,044,217	5,160,165	5,412,158	5,465,518	5,718,271	5,366,140	5,470,304	5,819,639
% Year Increase	5.3%	2.2%	-1.2%	6.0%	2.3%	4.9%	1.0%	4.6%	-6.2%	1.9%	6.4%

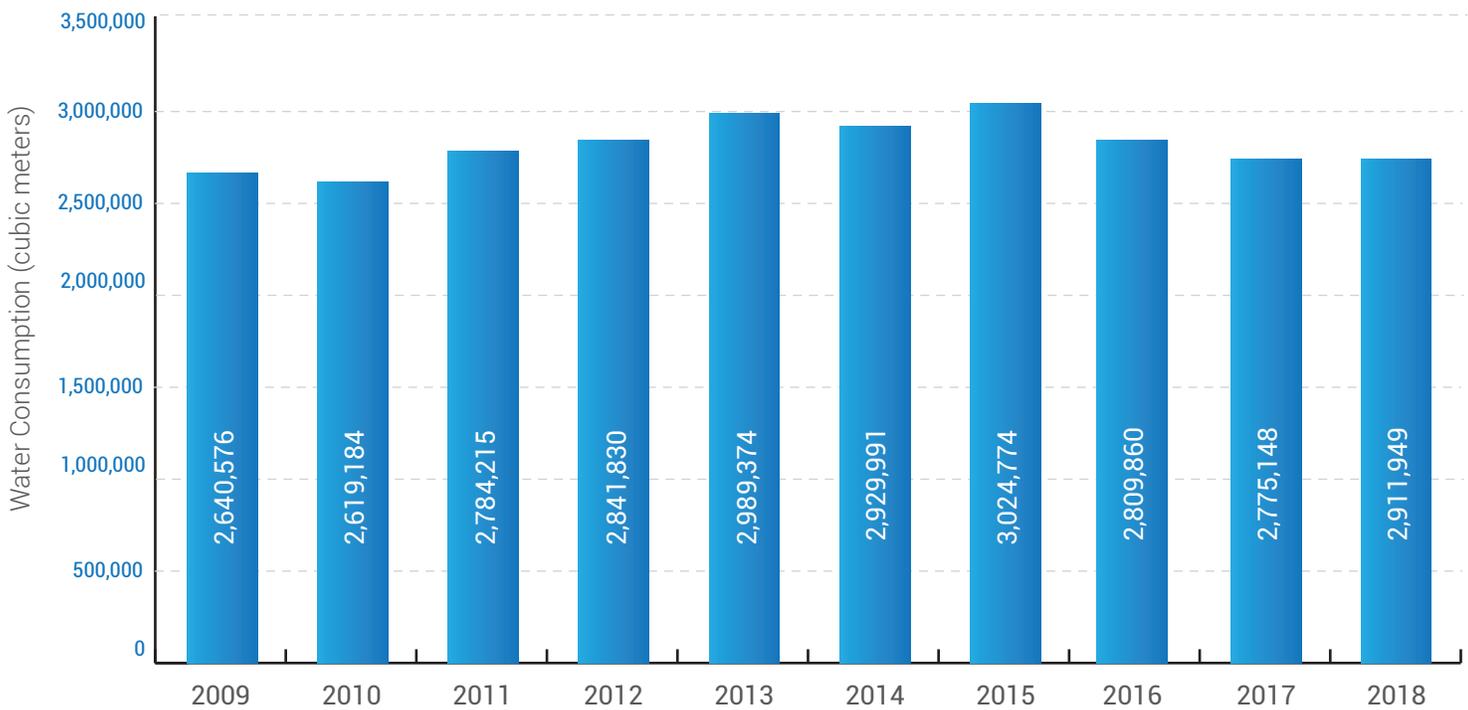
Average Increase of 2.10% Per Year Over Ten Year Period

NOTE: All volumes are reflected in cubic meters. Percent increases are reflective of previous year sales.

Regional Water Consumption
Annual Water Consumption (2009 - 2018)



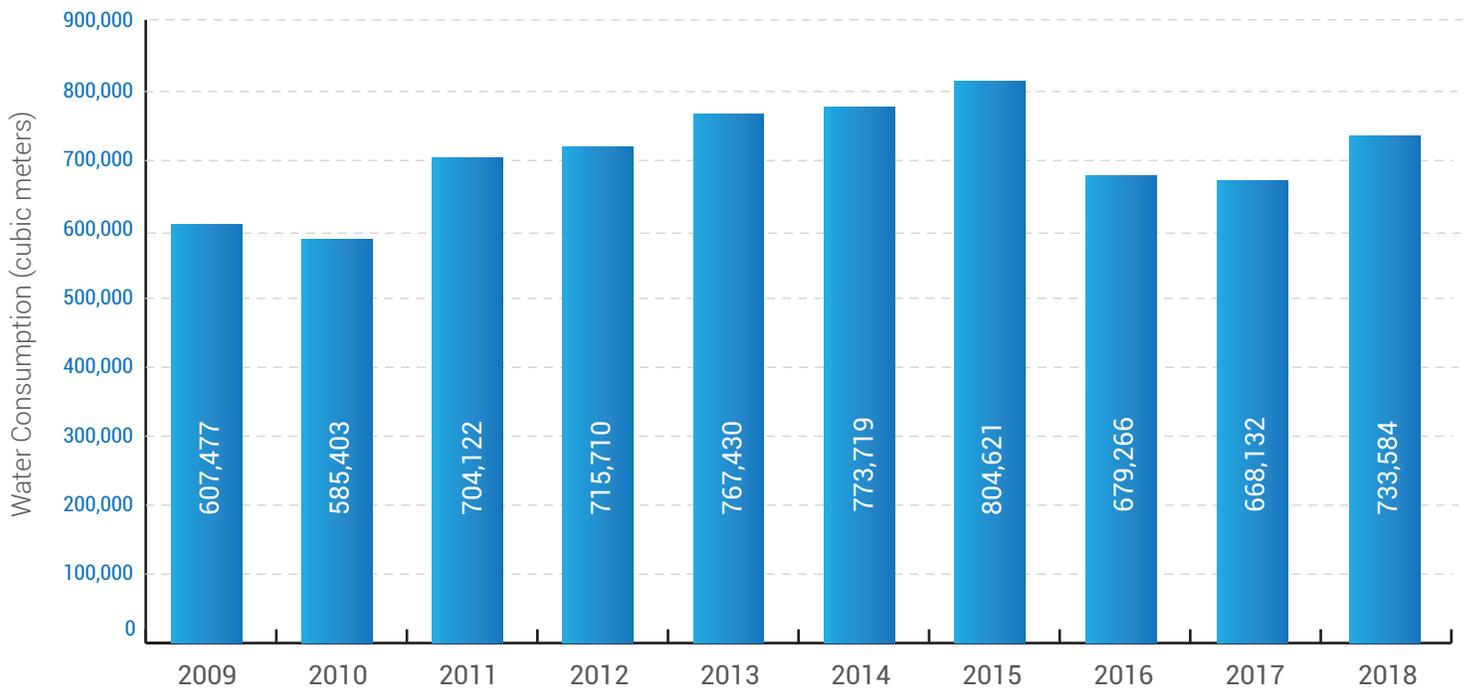
City of Leduc
Annual Water Consumption (2009 - 2018)



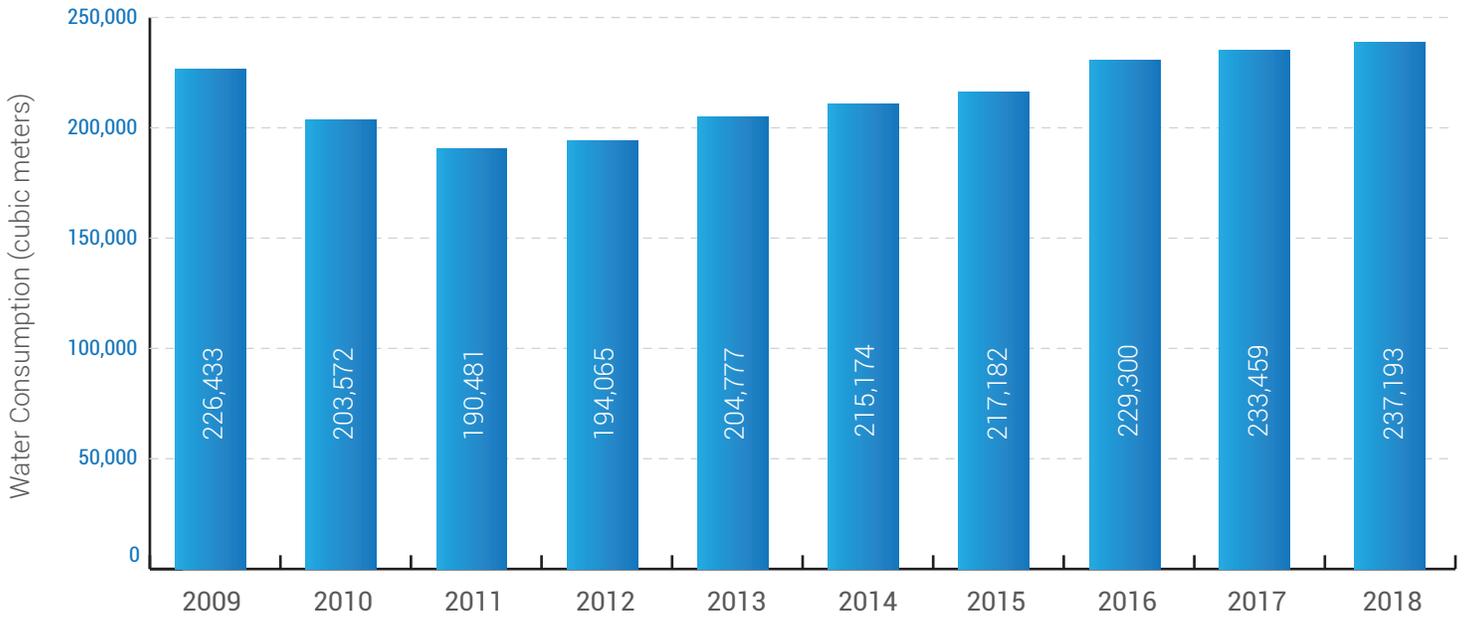
City of Beaumont Annual Water Consumption (2009 - 2018)



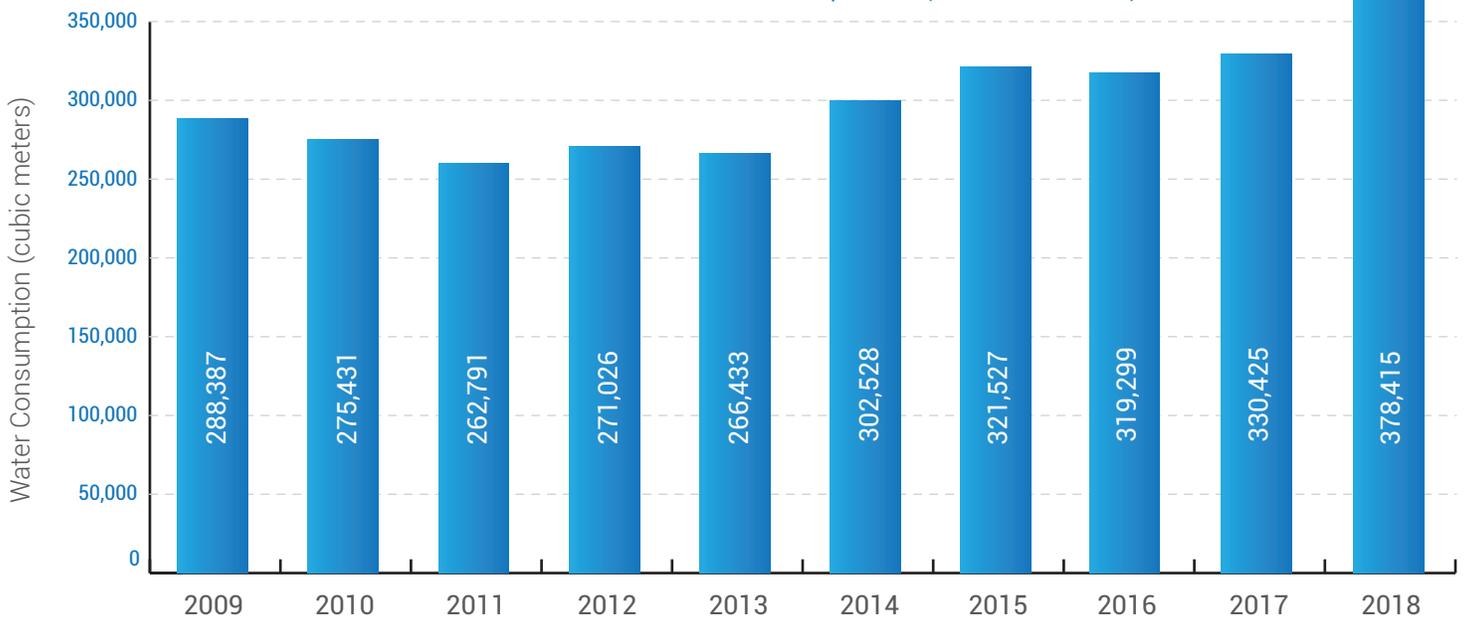
Leduc County Annual Water Consumption (2009 - 2018)



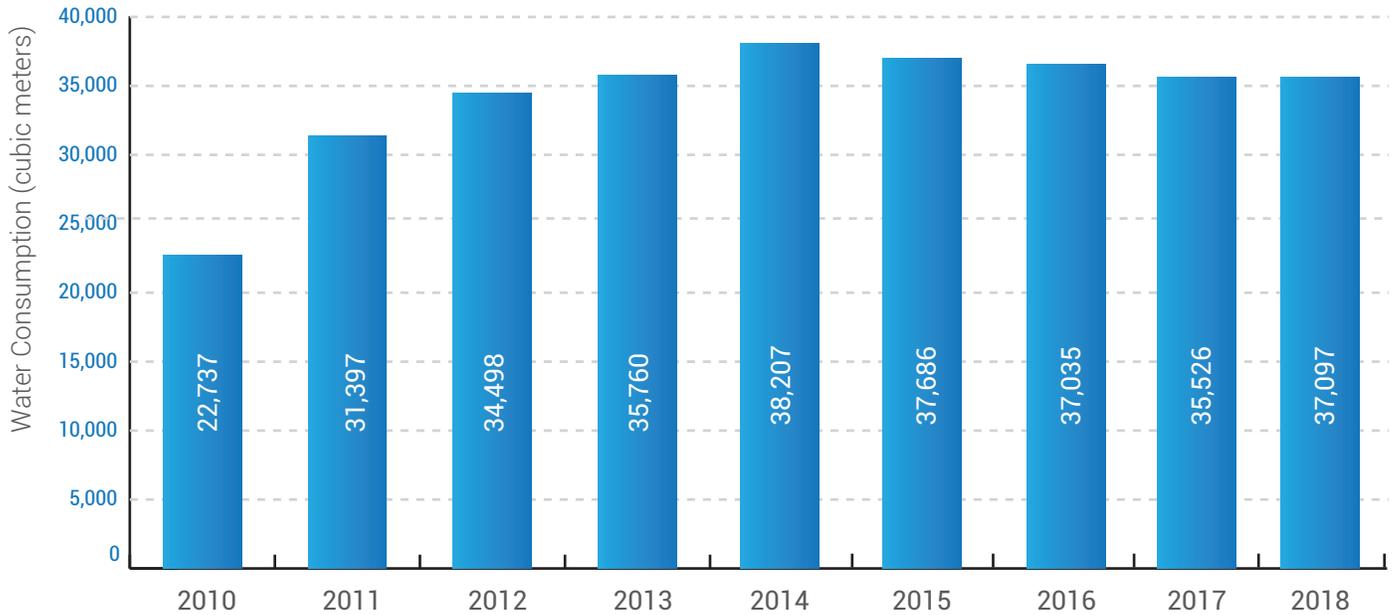
Town of Calmar
Annual Water Consumption (2009 - 2018)



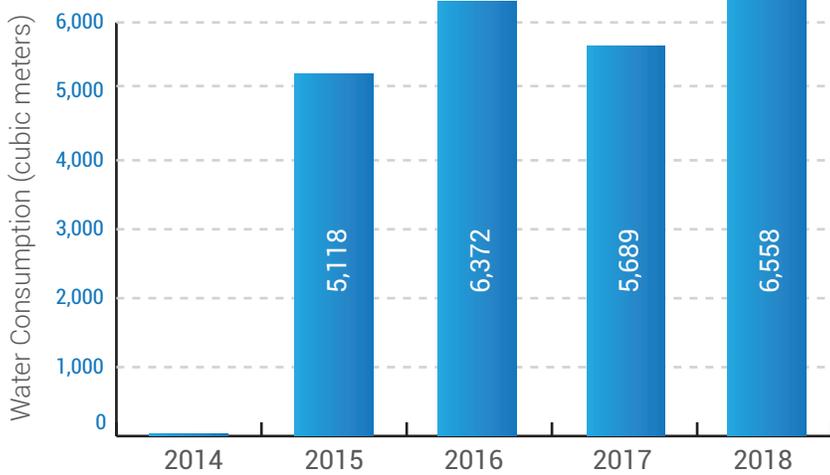
Edmonton International Airport
Annual Water Consumption (2009 - 2018)



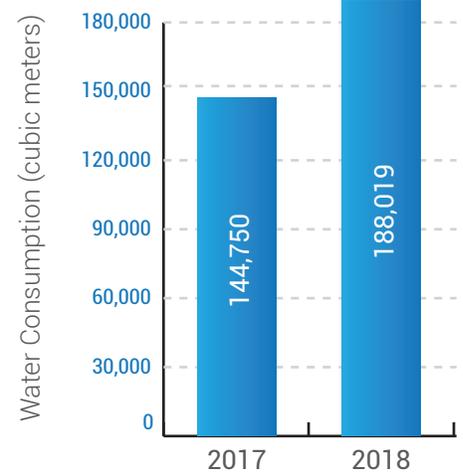
Hay Lakes Annual Water Consumption (2010 - 2018)



Camrose County Annual Water Consumption (2014 - 2018)



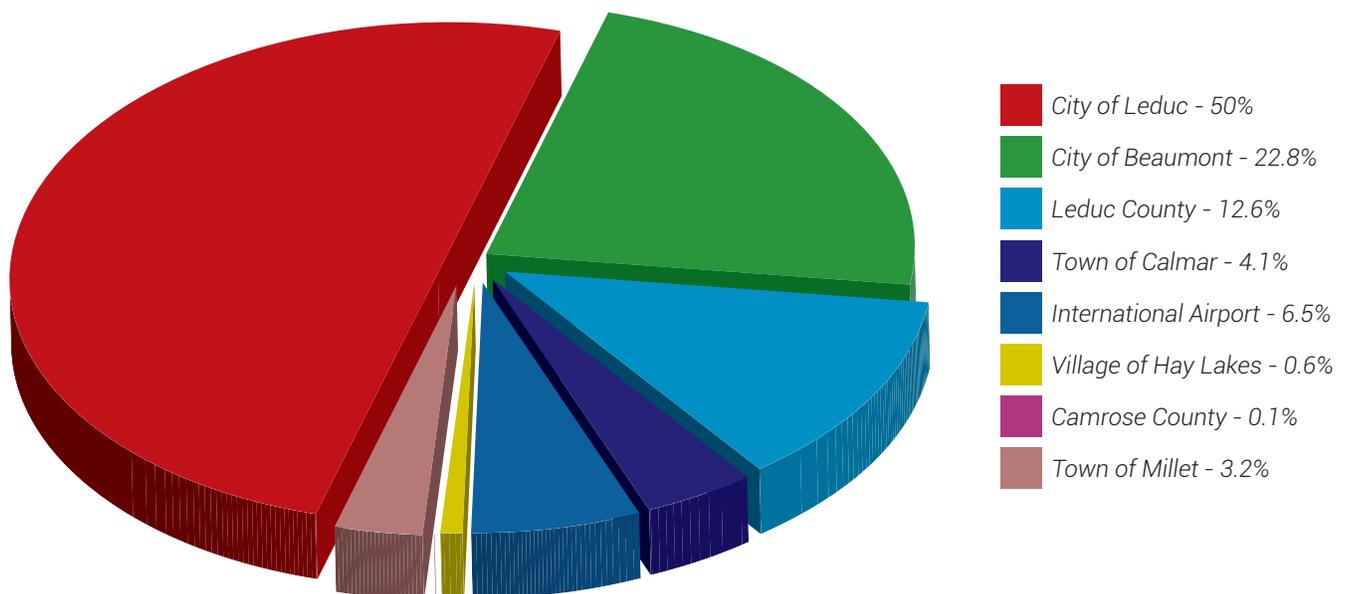
Town of Millet Annual Water Consumption (2017 - 2018)

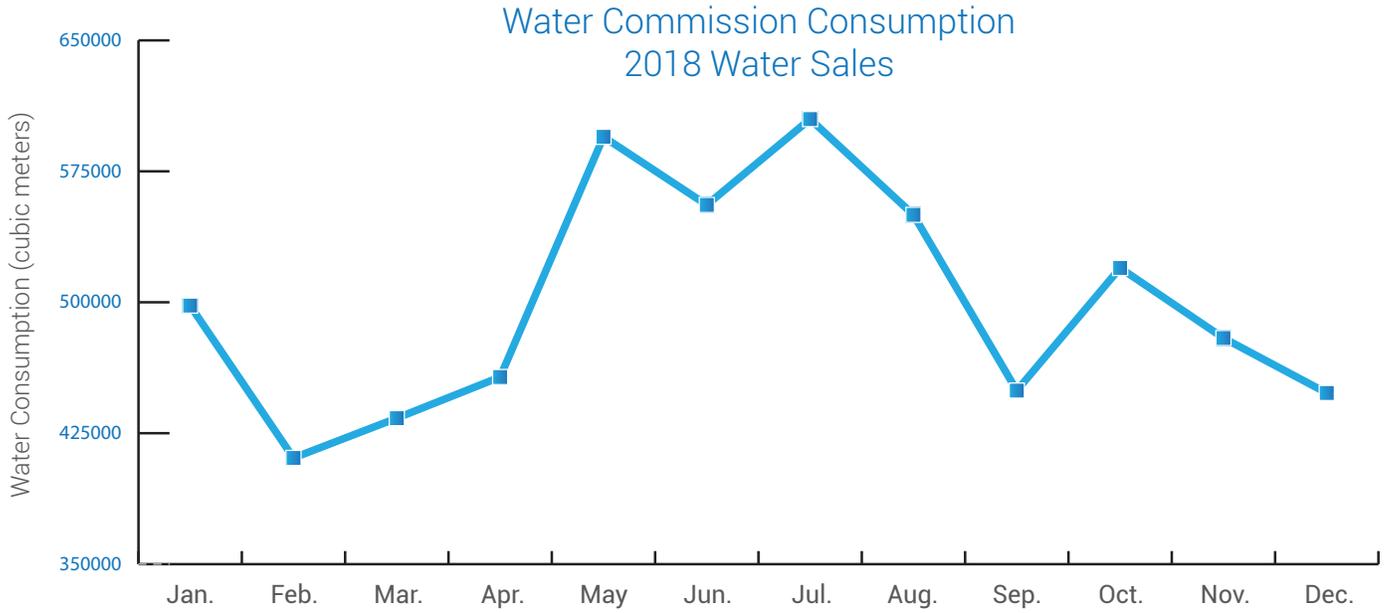


2018 Water Sales (Note : All values are in cubic meters)

Customers	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	TOTAL
City of Leduc	248,003	200,832	214,062	226,507	286,030	267,798	284,296	262,327	214,686	254,592	236,092	216,724	2,911,949
City of Beaumont	109,352	91,232	93,782	100,353	139,084	124,411	139,642	119,385	94,022	112,619	101,043	101,899	1,326,824
Leduc County	54,703	50,913	49,839	54,883	69,700	71,810	69,240	72,629	64,929	69,007	57,878	48,052	733,583
Town of Calmar	20,096	16,710	19,083	17,791	24,058	25,331	23,876	21,339	16,243	19,181	17,045	16,440	237,193
International Airport	28,875	23,179	26,031	26,294	35,187	32,261	36,393	38,351	30,044	34,733	31,640	35,427	378,415
Village of Hay Lakes	3,404	2,665	2,625	2,886	4,086	3,398	3,484	3,017	2,401	3,172	2,757	3,202	37,097
Camrose County	368	330	203	341	887	1,024	779	872	418	513	322	501	6,558
Town of Millet	15,747	14,111	13,900	14,493	20,084	17,224	19,591	17,873	12,841	15,568	13,041	13,546	188,019
Total Sales	480,548	399,972	419,525	443,548	579,116	543,257	577,301	535,793	435,584	509,385	459,818	435,791	5,819,638
Master Meter Purchases	498,088	410,845	433,620	457,183	594,761	555,762	604,911	550,072	449,429	519,659	479,525	448,039	6,001,894
Water Differential	(17,540)	(10,873)	(14,095)	(13,635)	(15,645)	(12,505)	(27,610)	(14,279)	(13,845)	(10,274)	(19,707)	(12,248)	(182,256)

2018 Customer Share of Water Sales





Operating Team:

Back (L. to R.) Rick Cannon, Darrell Claydon, Mark D'aoust, Jason Lindbeck, Patrick Martin, Randy Plican
Front (L. to R.) Shawn Tooth, James Sew, Keung Lee



Management Team:

Back (L. to R.) Shawn Olson, Rick Sereda, Shawn Tooth
Front (L. to R.) Carol Hounsell, Shannon Bremner, Lauren Padgham
Regrets Pamela Regier

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