



# Alberta Capital Region Wastewater Commission

## Meeting Minutes

Board Meeting  
Friday, November 15, 2013  
9:07 – 11:35 a.m.  
ACRWC Boardroom

### Members Present:

Cr. Darell Hollands, Chairman  
Cr. Louise White-Gibbs  
Mayor Randolph Boyd  
Cr. Frank Garritsen  
Cr. John Schonewille  
Mayor Lisa Holmes  
Cr. Cathy Heron  
Ald. Wayne Rothe  
Cr. Pat Hansard  
Cr. Brian Botterill  
Cr. Karen Shaw

Parkland County  
Town of Beaumont  
Town of Bon Accord  
City of Fort Saskatchewan  
Leduc County  
Town of Morinville  
City of St. Albert  
City of Spruce Grove  
Town of Stony Plain  
Strathcona County  
Sturgeon County

### Members Absent:

Cr. Darren McCann  
Cr. David MacKenzie

Town of Gibbons  
City of Leduc

### Commission Staff:

Mike Darbyshire  
Paul Krueger  
Lorretta Johnston

General Manager  
Finance Manager  
Board Assistant

### Call to Order

G.M. Mike Darbyshire called the meeting to order at 9:07 a.m.

### Agenda

CM59-13

MOVED BY Mayor Boyd that the agenda as distributed be adopted.  
CARRIED

### Board Appointments

The following appointments to the Board were received for information.

Municipality	ACRWC Director	Alternate Director(s)
Town of Beaumont	Councillor Louise White-Gibbs	Councillor Kerri Bauer
Town of Bon Accord	Mayor Randolph Boyd	Bon Accord Councillors
City of Fort Saskatchewan	Councillor Frank Garritsen	Deputy Mayor as per schedule
Town of Gibbons	Councillor Darren McCann	
City of Leduc	Councilor David MacKenzie	Councilor Dana Smith

Leduc County	Councillor John Schonewille	Councillor Clay Stump
Town of Morinville	Mayor Lisa Holmes	Councillor Rob Ladouceur
Parkland County	Councillor Darell Hollands	Councillor Ann Lisa Jensen
City of St. Albert	Councillor Cathy Heron	Councillor Wes Broadhead
City of Spruce Grove	Alderman Wayne Rothe	Alderman Bill Kesanko
Town of Stony Plain	Councillor Pat Hansard	Councillor Judy Bennett
Strathcona County	Councillor Brian Botterill	Councillor Linton Delaney
Sturgeon County	Councillor Karen Shaw	Councillor Jerry Kaup

#### **Chairman**

GM, Mike Darbyshire, called for nominations for the position of Chairman of the ACRWC Board.

Cr. White-Gibbs nominated Mayor Boyd for Chairman.

Mayor Holmes nominated Cr. Hollands for Chairman.

Mike Darbyshire called three times for further nominations.

CM60-13 MOVED BY Cr. Schonewille that nominations for the position of Chairman cease.

CARRIED

CM61-13 MOVED BY Cr. Schonewille that the ballots for the position of Chairman be counted by Lorretta Johnston and Paul Krueger.  
CARRIED

Cr. Hollands was elected as Chairman of the ACRWC.

CM62-13 MOVED BY Mayor Boyd that the ballots from the election for the Chairman's position be destroyed.  
CARRIED

#### **Vice-Chairman**

Chairman Hollands called for nominations for the position of Vice-Chairman of the ACRWC Board.

Mayor Holmes nominated Mayor Boyd for the position of Vice-Chairman.

Chairman Hollands called three times for further nominations.

CM63-13 MOVED BY Cr. Schonewille that nominations for the position of Vice-Chairman cease.

Mayor Boyd was elected by acclamation as Vice-Chairman.

Cr. Hansard arrived at the meeting at 9:25 a.m.

#### **Board Committees**

CM64-13 MOVED BY Cr. White-Gibbs that the Board reconfirm the following standing committees with membership as follows:

##### **Performance Management Committee**

- Cr. John Schonewille
- Mayor Randolph Boyd
- Cr. Frank Garritsen

##### **Regional Wastewater Exchange Agreement Committee**

- Cr. John Schonewille
- Cr. Brian Botterill

Annual Workshop Committee

- Ald. Wayne Rothe
- Cr. Louise White-Gibbs
- Cr. Karen Shaw
- Cr. Frank Garritsen
- Cr. Pat Hansard

Communication & Advocacy Committee

- Cr. Cathy Heron
- Mayor Lisa Holmes
- Cr. Brian Botterill

CARRIED

**2014 Board Dates**      CM65-13      MOVED BY Cr. Shaw that the Board approve the following dates:

December 20, 2013      Orientation Session  
Annual Workshop Committee Meeting  
January 24, 2014      Board Meeting  
Annual Workshop Committee Meeting  
February 21, 2014      Board Meeting  
March 21, 2014 Board Meeting  
April 25, 2014      Board Meeting  
May 21 – 23, 2014      Annual Workshop  
June 20, 2014      Board Meeting  
July 18, 2014      Board Meeting  
Performance Management Committee  
September 19, 2014      Board Meeting  
Performance Management Committee  
October 17, 2014      Board Meeting  
November 21, 2014      Board Meeting  
December 19, 2014      Board Meeting  
CARRIED

Directors will be notified by e-mail at least one week ahead of time for any cancellation or change of meeting dates. Changes will also be posted on the ACRWC web site 24 hours in advance.

**Board/GM Covenant**      CM66-13      MOVED BY Mayor Boyd that the General Manager/Board Covenant Document be ratified and signed by Board members and the General Manager.  
CARRIED

**Minutes**      CM67-13      MOVED BY Cr. Schonewille that the minutes of the September 13, 2013 meeting be adopted as presented.

CARRIED

**Admin Reports**      CM68-13      MOVED BY Cr. Garritsen that the Administrative Reports be received for information.  
CARRIED

<b>Correspondence</b>	CM69-13	MOVED BY Ald. Rothe that the September 25, 2013 Engagement Letter from Hawkings Epp Dumont LLP be accepted as information. CARRIED
<b>2013 Objectives</b>	CM70-13	MOVED BY Mayor Boyd that the report on the status of the 2013 objectives be received for information and that the Board approve a 4% merit pool as part of the 2014 salaries budget. CARRIED
<b>2014 Objectives</b>	CM71-13	MOVED BY Cr. Schonewille that the 2014 Organizational Goals & Objectives be received for information. CARRIED
<b>2014 Budget</b>		Cr. Heron left the meeting from 10:28 – 10:30 a.m. Mayor Boyd left the meeting from 10:40 – 10:42 a.m.
	CM72-13	MOVED BY Cr. Schonewille <ol style="list-style-type: none"> <li>1. That the 2014 Operating Budget be approved.</li> <li>2. That the Capital Program and 2014 Capital Budget be approved.</li> <li>3. That the Flow rate be set at \$0.90 per cubic meter effective January 1, 2014.</li> <li>4. That effective January 1, 2014, the Load-based rates be set at:               <ol style="list-style-type: none"> <li>1) \$0.2731/kg for Chemical Oxygen Demand (COD) and Biological Oxygen Demand (BOD)</li> <li>2) \$0.2510/kg for Total Suspended Solids (TSS)</li> <li>3) \$1.2048/kg for Total Kjeldahl Nitrogen (TKN)</li> <li>4) \$7.1434/kg for Total Phosphorus (TP)</li> <li>5) \$0.2095/kg for Oil and Grease (O&amp;G)</li> </ol> </li> </ol> CARRIED
<b>Grant Application/ Debenture Borrowing</b>	CM73-13	MOVED BY Mayor Boyd <ol style="list-style-type: none"> <li>1. That the Plant Headworks Upgrade project be authorized to proceed at a cost of \$6,655,000 funded from capital reserves, ACFA debentures and any grant revenues.</li> <li>2. That the Alberta Capital Region Wastewater Commission apply for grant funding from the Alberta Municipal Water &amp; Wastewater Partnership program for the Plant Headworks Upgrades project.</li> </ol> CARRIED
<b>Adjourn</b>	CM74-13	MOVED BY Cr. Schonewille that the meeting be adjourned. CARRIED

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
ACRWC Board Chairman

\_\_\_\_\_  
General Manager

Recorder:  
Lorretta Johnston

UNADOPTED MINUTES