



**Alberta Capital Region
Wastewater Commission**

Meeting Minutes

Board Meeting

Friday January 17th, 2020

ACRWC WWTP Boardroom

Members Present:

Darren McCann -Chair	Town of Gibbons
Harold Pawlechko	Town of Stony Plain
Wayne Bokenfohr	Sturgeon County
Dave Anderson	Strathcona County
Lynn Bidney	Town of Bon Accord
Gordon Harris	City of Fort Saskatchewan
Steven vanNieuwkerk	City of Beaumont
Stuart Houston	City of Spruce Grove
Bill Hamilton	City of Leduc
Nicole Boutestein	Town of Morinville
Rick Smith	Leduc County
Darrell Hollands	Parkland County

Members Absent:

Ken Mackay	City of St. Albert
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Commission Staff & Others

Mike Darbyshire	General Manager
Paul Krueger	Corporate Services Manager
Colleen Moody	Board Assistant

Call to Order:

Chair McCann called the meeting to order at 09:00a.m.

Adoption of Agenda

CM01-20

MOVED BY Harold Pawlechko That the agenda as distributed be adopted.

CARRIED

Adoption of 2019 12 06 Meeting Minutes

CM02-20

MOVED BY Dave Anderson That the minutes of the December 6th, 2019 meeting as presented be adopted.

CARRIED

Administrative Reports

CM03-20

MOVED BY Lynn Bidney That the Administrative Reports be received for information.

CARRIED

Board Committees:**Board Workshop**

CM04-20

MOVED BY Harold Pawlechko That the ACRWC Workshop Committee meeting minutes be received for information.

CARRIED

Communication and Advocacy Committee

CM05-20

MOVED BY Steven vanNieuwkerk That the ACRWC Communication and Advocacy Committee report be received for information.

CARRIED

General Manager Succession Planning Committee

CM06-20

MOVED BY Gordon Harris That the ACRWC GM Succession Planning Committee meeting minutes be received for information.

CARRIED

CM07-20

MOVED BY Gordon Harris That the Board move to a closed session to discuss the General Managers Succession Planning.

CARRIED

CM08-20

MOVED BY Darrell Hollands That the Board return to an open meeting.

CARRIED

Bylaw No. 1

CM09-20

MOVED BY Wayne Bokenfohr That the proposed amended Bylaw No. 1 be adopted as presented.

CARRIED

Leadership Transition Policy**CM10-20**

MOVED BY Harold Pawlechko That the proposed Leadership Transition Policy be adopted as presented.

CARRIED

General Manager Position Description

CM11-20

MOVED BY Rick Smith That the proposed General Manager Position Description be adopted as presented.

CARRIED

Transmission System Emergency Repairs – Contract Process

CM12-20

MOVED BY Harold Pawlechko That the Board authorize the General Manager to enter into a three-year Master Services Agreement (MSA) with the option of two one-year extensions for emergency repairs on the transmission system.

CARRIED

35th Anniversary Barbecue

CM13-20

MOVED BY Nicole Boutestein That the ACRWC 35th Anniversary Report be received as information.

CARRIED

Banking & Signing Authority Policy

CM14-20

MOVED BY Dave Anderson That the Banking and Signing Authority Board Policy Monitoring Report be received as information.

CARRIED

Investment Policy

CM15-20

MOVED BY Nicole Boutestein That the Investment Policy Monitoring Report be received as information.

CARRIED

Communications

CM16-20

MOVED BY Steven vanNieuwkerk That the Communications report as presented be received as information.

CARRIED

- a. **Correspondence**
- b. **Reporting In**
- c. **Reporting Out**
- d. **Conference Attendance**

Calendar of Events

Adjourn

Chair McCann adjourned the meeting 10:03 a.m.

These minutes approved this 20th day of MARCH, 2020



ACRWC Board Chair



General Manager

Recorder:
Colleen Moody
Board Assistant