



# South Red Deer Regional Wastewater Commission

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## Minutes of the Regular Meeting of the Board

### South Red Deer Regional Wastewater Commission

Friday, February 18<sup>th</sup>, 2022

Town of Olds Office

#### **Board Members Present:**

Mike Walsh	Town of Penhold (Chair)
Robb Stuart	Town of Bowden
Angela Aalbers	Mountain View County
Jean Barclay	Town of Innisfail (Via Zoom)
Connie Huelsman	Red Deer County (Via Zoom)
Absent	Town of Olds

#### **Other Elected Officials, Administration, Consultants and Others Present:**

Michael Wuetherick	Chief Administrative Officer
Andy Treu	Red Deer County (Via Zoom)
Dale Rankel	Town of Olds

#### **1.0 Call to Order:**

Chair Mike Walsh called the meeting to order at 9:09 am.

#### **2.0 Adoption of Agenda**

RES 22-01

##### **Moved by Angela Aalbers**

That the Agenda for the Regular Meeting of February 22<sup>nd</sup>, 2022, be adopted as amended.  
Carried.

#### **3.0 Minutes**

Director Robb Stuart proposed an amendment to correct the date of appointments to represent December 9<sup>th</sup>, 2022, instead of December 9<sup>th</sup>, 2021.

RES 22-02

**Moved by Robb Stuart**

That the meeting minutes of December 10<sup>th</sup>, 2021, Organizational Meeting be confirmed as amended.

Carried.

RES 22-03

**Moved by Robb Stuart**

That the meeting minutes of December 10<sup>th</sup>, 2021, Regular Meeting be confirmed as presented.

Carried.

**4.0 Business Arising from Previous Meetings**

Administration presented a summary of business arising from previous meetings. The report tracks ongoing initiatives and resolutions and provide a means of prioritizing administrative and legislative direction for the Commission.

RES 22-04

**Moved by Jean Barclay**

That the SRDRWC Board accept as information Administrations' update on business arising from previous meetings.

Carried.

**5.0 Business**

**5.1 Operations and Project Manager's Update**

CAO Michael Wuetherick and Operations Supervisor, Don Munro provided an update on the operations, and ongoing maintenance status. Despite the cold weather, operations performed well throughout the reporting period. The details of an odor issue at the OMF on January 22<sup>nd</sup>, 2022, were discussed, including response to complaints from offsetting landowners. Odor issues at the OMF are more common in the winter due to the seasonally low wastewater volumes.

An overview of the 2022 Capital budget projects was presented. The Waskasoo ARV replacement project scope change was discussed as the current ARV's can be removed rather than replaced.

Res 22-05

**Moved by Angela Aalbers**

That the SRDRWC Board accept as information Administrations' update on operations and the project manager's update.

Carried.

**5.2 SRDRWC Operating Committee Terms of Reference**

Administration presented the Board with proposed amendments to the operating committee terms of reference, with the only material change to change the minimum meetings per year from four to two.

RES 22-06

**Moved by Connie Huelsman**

That the SRDRWC Board adopt the proposed revision to the Terms of Reference for the Operations and Technical Committee as presented.

Carried.

**5.3 SRDRWC Environmental Health & Safety Committee Terms of Reference**

Administration presented the Board with proposed amendments to the environmental health and safety committee terms of reference, with the only material change to change the minimum meetings per year from two to one.

RES 22-07

**Moved by Dale Rankel**

That the SRDRWC Board adopt the proposed revision to the Terms of Reference for the Environmental Health & Safety Committee as presented.

Carried.

**5.4 Cost of Living Revision to Board Honoraria and Expense Allowance Policy**

Administration presented the board with proposed amendments to Policy 211.01/Board Honoraria and Expense Allowance Policy to revise the calculation of the cost-of-living adjustment to be based on the prior period 12-month average.

RES 22-08

**Moved by Angela Aalbers**

That the SRDRWC Board adopt the proposed revision to Policy 211.01/Board Honoraria and Expense Allowance Policy as presented, to be applied to the 2023 Honoria policy.

Carried.

**5.5 Strategic Planning Discussion**

Administration presented an overview of the historical strategic planning sessions held by SRD and provided the reports from prior sessions conducted in 2018 and 2019. An overview of several issues was discussed for consideration at upcoming strategic planning sessions.

RES 22-09

**Moved by Robb Stuart**

That the SRDRWC Board accept as information Administration's update on the Commission's historical strategic planning initiatives.

Carried.

Andy Treu left the meeting at 9:55 am.

**5.6 2021 Audit Plan and Engagement Letter**

The 2021 audit plan as prepared by Metrix Group LLP was presented for review.

RES 22-10

**Moved by Jean Barclay**

That the SRDRWC Board accept as information the 2021 Audit Plan as prepared by Metrix Group LLP.

Carried.

**6.0 Reports**

The Board received the following reports:

**6.1 Chairman's Report**

The Chair updated the Board with activity over the period.

RES 22-11

**Moved by Robb Stuart**

That the SRDRWC Board accept as information the Chair's report.

Carried.

## **6.2 CAO Report**

RES 22-12

**Moved by Angela Aalbers**

That the SRDRWC Board accept as information the CAO's report.

Carried.

## **6.3 Financial and Other Reports**

RES 22-13

**Moved by Connie Huelsman**

That the SRDRWC Board accept as information the CAO's financial and other reports as presented.

Carried.

## **7.0 Confidential Items**

### **7.1 Board In-Camera Session**

The board moved into closed session (FOIP Section 16 – Disclosure harmful to business interests of a third party).

RES 22-14

**Moved by Dale Rankel**

That the SRDRWC Board move in camera at 10:17 am.

Carried.

CAO, Michael Wuetherick left the meeting at 10:30 am, and returned at 10:45 am.

RES 22-15

**Moved by Robb Stuart**

That the SRDRWC Board move out of camera at 10:44 am.

Carried.

RES 22-16

**Moved by Angela Aalbers**

That the SRDRWC Board direct Administration to include discussion of HR support in developing the CAO evaluation process for the next regular meeting.

Carried.

The board discussed the proposed format for a strategic planning session and opted to forego a 3<sup>rd</sup> party facilitator for the next strategic planning meeting.

RES 22-17

**Moved by Angela Aalbers**

That the SRDRWC Board direct Administration to prepare for a strategic planning session for Spring/Summer 2022.

Carried.

**8.0 Honoraria Motion**

RES 22-18

**Moved by Angela Aalbers**

That the SRDRWC Board direct Administration to reflect three (3) hours committee meeting time, no travel costs or travel allowance for Board Honoraria payments for directors Huelsman and Barclay who attended the meeting via ZOOM.

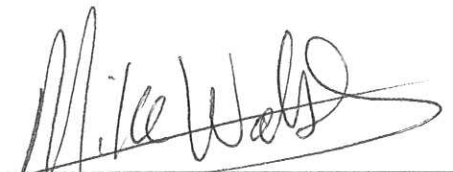
**9.0 Adjournment**

RES 22-19

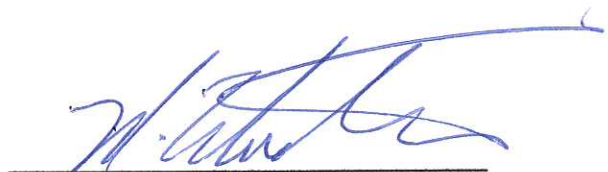
**Moved by Robb Stuart**

That the Regular Meeting be adjourned at 10:55 am

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick