



South Red Deer Regional Wastewater Commission

Minutes of the Regular Meeting of the Board

South Red Deer Regional Wastewater Commission

Friday, December 10th, 2021

Town of Penhold Office

Board Members Present:

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

Other Elected Officials, Administration, Consultants and Others Present:

Wanda Blatz	Town of Olds, Alternate
Randy Brown	Town of Bowden, Alternate
Greg Harris	Mountain View County, Alternate
Michael Wuetherick	Chief Administrative Officer
Andy Treu	Red Deer County

1.0 Call to Order:

Chair Mike Walsh called the meeting to order at 9:31 am.

2.0 Adoption of Agenda

Director Aalbers proposed to amend the agenda to include a discussion on Policy 211.01 Board Honoraria. Director Stuart requested a discussion on strategic planning also be added to the agenda.

RES 21-131

Moved by Angela Aalbers

That the Agenda for the Regular Meeting of December 10th, 2021 be adopted as amended.
Carried.

3.0 Minutes

RES 21-132

Moved by Harvey Walsh

That the meeting minutes of October 8th, 2021 Regular Meeting be confirmed as presented.

Carried.

RES 21-133

Moved by Connie Huelsman

That the meeting minutes of October 13th, 2021 Special 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 21-134

Moved by Harvey Walsh

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 issues. The primary focus has been preparation for winter conditions and ensuring operations continuity throughout the holiday season.

Res 21-135

Moved by Robb Stuart

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

Carried.

5.2 SRDRWC 2022 Safety Policy Adoption

Administration presented the Board with the proposed safety policy statement for 2021. The policy provides the governance board and management with the opportunity to outline the Commission's commitment to safety and expectations of all parties to support a safe work environment. The policy is reviewed with staff at the first safety meeting of the year, and posted at each facility.

RES 21-136

Moved by Connie Huelsman

That the SRDRWC Board adopt the 2022 Safety Policy Statement dated December 10th, 2021 as presented.

Carried.

5.3 SRDRWC Administration Office Lease Renewal

Administration presented the board with a recommendation to extend the current lease for the Commission's administrative office in Red Deer for an additional 3 years.

RES 21-137

Moved by Angela Aalbers

That the SRDRWC Board direct Administration to execute the SRDRWC Administrative office lease renewal for a period of 3 years as presented.

Carried.

5.4 Bylaw 2019-01 – SRDRWC Commission Code of Conduct Bylaw

Administration presented the board with Bylaw 2019-01: Commission Code of Conduct Bylaw. Based on discussion by all board members, it was moved to have all directors and alternates complete the individual acknowledgement letters.

RES 21-138

Moved by Jean Barclay

That the SRDRWC Board accept as information the Commission's Code of Conduct Bylaw 2019-01, and have all directors and alternates complete individual oaths accepting personal understanding of the bylaw.

Carried.

The meeting went in recess at 10:20 am, and reconvened at 10:39 am. Andy Treu left the meeting at 10:25 am.

5.5 SRD Final 2022 Operating and Capital Budget

Administration presented the final 2022 Operating and Capital Budget highlighting all material changes from the preliminary budget model presented in October. As there were no submissions from members regarding the budget, the board proceeded with the three readings of the 2022 rate bylaw.

RES 21-139

Moved by Angela Aalbers

That the SRDRWC Board approve the 2022 Financial Budget outlining the operating and capital budget provisions as presented.

Carried.

RES 21-140

Moved by Connie Huelsman

That the SRDRWC Board approve the first reading of Bylaw 2021-02 Rates and Fees Bylaw.

Carried.

RES 21-141

Moved by Jean Barclay

That the SRDRWC Board approve the second reading of Bylaw 2021-02 Rates and Fees Bylaw.

Carried.

RES 21-142

Moved by Harvey Walsh

That the SRDRWC Board proceed to third and final reading based upon unanimous consent.

Carried.

RES 21-143

Moved by Robb Stuart

That the SRDRWC Board approve the third reading of Bylaw 2021-02 Rates and Fees Bylaw.

Carried.

5.6 SRD Policy 211.01/2022 Board Honoraria Policy

The board discussed the current honoraria policy provision based upon increasing annual honoraria payments by the consumer price index as posted for Alberta as at October 30th each year. Various alternative methods were discussed, and comparisons to similar provisions used in member municipalities.

RES 21-144

Moved by Connie Huelsman

That the SRDRWC Board direct Administration to revise Policy 211.01, Clause 5 to reflect using the consumer price index based upon the monthly CPI values from September 1 – August 31st of the prior period.

Carried.

RES 21-145

Moved by Connie Huelsman

That the SRDRWC Board direct Administration to revise Policy 211.01, for board review at the February 18th, 2022 regular meeting.

Carried

5.6 SRD Strategic Planning Discussion

The board discussed the merits of scheduling a strategic planning session in the future. Several potential topics were identified including:

- Changes to operations reserves model to be based on a per-capita fixed fee to account for potential revenue shortfalls impacting the ability to fund reserve targets from operating revenues
- Discussion of implementing new technology focused on resiliency, energy efficiency and applied automation to optimize process performance.
- Review of long-term capital reserves targets and funding models to ensure future capital renewal/replacement projects are adequately funded.
- Inflow and Infiltration reduction within member communities.
- Succession planning for Administration and Operations leadership.

- Construction of additional emergency storage pond capacity for Olds, Penhold and Red Deer County stations.
- City of Red Deer wastewater treatment agreement.
- Commitment to ongoing collaboration with Sylvan Lake and North Red Deer Regional Commissions.

RES 21-146

Moved by Angela Aalbers

That the SRDRWC Board direct Administration to include the prior Strategic Planning session information to the February 18th, 2022 meeting agenda.

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, and welcomed all new and returning board members following the October elections.

RES 21-147

Moved by Harvey Walsh

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

Carried.

6.2 CAO Report

RES 21-148

Moved by Angela Aalbers

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

Carried.

6.3 Financial and Other Reports

RES 21-149

Moved by Harvey Walsh

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 21-150

Moved by Connie Huelsman

That the SRDRWC Board move in camera at 11:49 am.

Carried.

CAO, Michael Wuetherick left the meeting at 11:49 am, and returned at 11:58 am.

RES 21-151

Moved by Connie Huelsman

That the SRDRWC Board move out of camera at 11:58 am.

Carried.

RES 21-152

Moved by Angela Aalbers

That the SRDRWC Board direct Administration to revise the Terms of Reference for the Operating and Technical Committee, and the Environmental Health and Safety Committee to reflect the revised meeting schedule.

Carried.

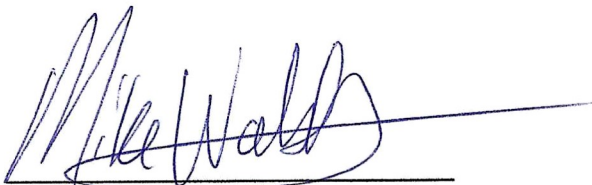
8.0 Adjournment

RES 21-153

Moved by Robb Stuart

That the Regular Meeting be adjourned at 12:05 pm

Carried.



Chair, Mike Walsh



CAO, Michael Wuetherick