

**MINUTES OF THE SYLVAN LAKE REGIONAL WASTEWATER COMMISSION
REGULAR MEETING
NOVEMBER 21, 2008, SYLVAN LAKE TOWN OFFICE**

In Attendance:

| | | |
|------------------|-----------------------------------|-------------------|
| Directors - | Summer Village of Birchcliff | Jim MacSeen |
| | Summer Village of Jarvis Bay | Annabelle Wiseman |
| | Summer Village of Norglenwold | Toby Lampard |
| | Summer Village of Sunbreaker Cove | Gib Clark |
| | Lacombe County | Terry Engen |
| | Red Deer County | George Gehrke |
| | Town of Sylvan Lake | Richard Backs |
| Administration - | Summer Villages | Myra Reiter |
| | Lacombe County | Terry Hager |
| | Town of Sylvan Lake | Myron Thompson |
| | Red Deer County | Andrew Treu |
| Government | Alberta Transportation | Mike Yakemchuk |
| Consultants - | Austron Consulting | Brian Austron |
| | Stantec | Tim Ainscough |
| | Stantec | Rob Jenkins |
| | Stantec | Antoine Remppe |

Call to Order: Chair T. Engen called the meeting to order at 1:08 PM.

Agenda:

Res. 08-20:

MOVED by George Gehrke to approve the agenda with the addition of:
7.4 Water Commission update

CARRIED

Minutes

Regular Meeting Minutes September 26, 2008

Res. 08-21:

MOVED by Toby Lampard to approve the minutes of the September 26, 2008 meeting as distributed.

CARRIED

Technical Committee Notes

3.2.1 October 16, 2008

Res. 08-22:

MOVED by Richard Backs to receive as information the Technical Committee meeting notes of October 16, 2008.

CARRIED

Appointment of CAO

Administrator Austrom reported that he would work with the Commission as they move forward with the hiring of a CAO/Project Manager. Austrom noted that at the Technical Committee earlier in the day the need for an Administrative Sub-Committee was discussed with one of the items of discussion being the development of the terms of reference for a CAO/Project Manager. Discussion followed regarding the various tasks and membership for the Administrative Committee followed.

Res. 08-23:

MOVED by Richard Backs that an Administrative Sub-Committee consisting of the CAO or designate from the Town of Sylvan Lake, Red Deer County, Lacombe County and the Five Summer Villages and Administrator Austrom be created to deal with the various administrative responsibilities associated with the start up of the Commission.

CARRIED

The various alternatives, including hiring a contractor and retaining the services of one of the municipalities were discussed. Mike Yakimchuk noted that Alberta Transportation would include the cost for the Project Manager in the funding for the project and would cover 96% of the cost of the Project Manager. From his perspective an independent contractor would be best option for this project manager, as Alberta Transportation cannot fund a municipality or an employee.

Res. 08-24:

MOVED by George Gehrke that a request for proposals for a Chief Administrative Officer/Project Manager be prepared by the Administrative Committee, with a recommendation to be brought back to the next Commission meeting.

CARRIED

Insurance from AAMDC or AMSC

Administrator Austrom circulated a proposal from the AAMDC to provide liability insurance for the Commission was circulated. Austrom noted that although he had not obtained a quote from the AMSC, that majority of the Commissions have secured their insurance through the AAMDC.

Res. 08-25

MOVED by Richard Backs that liability insurance be secured through the AAMDC based on the quote provided, with an effective date of January 1st, 2009, subject to confirmation that the rates provided by the AAMDC are comparable to the rates being paid by other Commissions.

CARRIED

Technical Committee Reports

Stantec Scope of Service

Vice-Chair Lampard reported that the Scope of Service with Stantec for the project have been reviewed and approved by the Technical Committee.

Flow Monitoring

Tim Ainscough reported that Stantec that SFE Global has been retained to complete the sanitary sewer flow and rainfall monitoring for the Commission. The work will take place over a 6 week period next year, preferably to include a warm summer weekend and a significant rain event. The costs of this study (\$16,000) will be covered by Alberta Transportation as part of the project.

Completion of Regional Servicing of the Lake

Toby Lampard reported that the Technical Committee had discussed the servicing of the balance of the lake and the need for the Commission to work with member municipalities to coordinate the internal servicing. Mike Yakemchuk noted that the Commission now had a project and they needed to start working as a regional entity. Richard Backs noted that the Town of Sylvan Lake supported the creation of the commission as a wholesaler of wastewater treatment services, but they were not interested in opening the agreements to expand the service. Discussion followed about the need for the Commission to be a coordinating body to complete the servicing. The general consensus was to have the Commission work as the coordinating body to facilitate the internal servicing of the Summer Villages, but not to own the services.

Implementation Grant Status

Administrator Austrom reported that the administrative processing of the Regional Partnership Implementation Grant has been completed by Alberta Municipal Affairs. They are awaiting Ministerial approval.

Commission Start Up Grant

Administrator Austrom noted that to apply for the start up grant the Commission will need to purchase the hard assets. The grant will normally cover items, such as computers, desks, software, etc. As part of the budget process these costs will be identified.

Lagoon Expansion Funding

Toby Lampard reported that Commission had received approval for the first phase of the Sylvan Lake project, which includes the upgrades to the lagoon and the dumping station, based on 96% funding. The Commission will be responsible for the 4% balance, or \$132,000. Discussion followed regarding the allocation of the balance of the funding and the need to consider several items, including:

- Allocation of capacities to the member municipalities
- Debt servicing of unfunded portion
- Membership agreement, including agreement with Sylvan Lake on utilizing their lagoon
- Operation of dumping station
- Fees to be charged
- Etc.

It was agreed that these items should be referred to the Administrative Committee to bring back recommendations to the Commission

Debt Limit Request to the Minister of Municipal Affairs

Administrator Austrom noted that now that the Commission has a project, with a local funding component there is a need to submit a request to the Minister of Municipal Affairs to extend the debt limit.

Res. 08-26:

MOVED by Toby Lampard that a request to extend the debt limit for the Commission be submitted to the Minister of Municipal Affairs.

CARRIED

Sky Country Request

The request from Sky Country to have access to the dumping station to deliver sanitary waste from a proposed recreation resort was received. Discussion followed regarding the fact that the Commission would deal with the member municipality, not individual developers.

Res. 08-27:

MOVED by Gib Clark that the Sky Country request be received as information.

CARRIED

Water Commission

Administrator Austrom reported that he had been contact with a representative of Municipal Affairs to discuss the status of the Sylvan Lake Regional Water Commission and the possibility of one commission offering both services. The department representative indicated that even if the bylaws were not adopted by the Commission the Sylvan Lake Regional Water Commission exists and to remove the Commission a request to dis-establish the Commission would have to be submitted to the Minister. It is possible for the Commission to remain inactive and simply submit a report that there has been no activity or financial expenditures by the Commission.

The representative indicated that to have one Commission provide two services, they would have to review the request with the department legal staff. They are still of the opinion that a Commission should only provide one service.

Next Meeting Date

The next meeting will be on January 15th at 9:00 a.m. at the Town of Sylvan Lake office.

Chair Engen, on behalf of the Commission, thanked Mike Yakemchuk for his assistance and advice to the Commission in securing the grant for Phase One of the Sylvan Lake wastewater project.

Adjournment

Res. 08-19:

MOVED by George Gehrke that the meeting be adjourned at 3:00 PM.

CARRIED

CHAIR

VICE CHAIR

DRAFT