

MEMBER HUNICIPALITIES

CITY OF BEAUMONT

CITY OF LEDUC

CITY OF FORT ASKATCHEWAN

CITY OF SPRUCE GROVE

> CITY OF ST. ALBERT

TOWN OF BON ACCORD

TOWN OF GIBBONS

TOWN OF MORINVILLE

TOWN OF STONY PLAIN

EDUC COUNTY

PARKLAND COUNTY

STRATHCONA COUNTY

STURGEON COUNTY

Meeting Minutes

November 24, 2023, Organizational Meeting

| Date: | November 24, 2023 | | |
|------------|---------------------------------|--------------------------------|--|
| Time: | 09:00 a.m. | | |
| Location: | ARROW Utilities – Kisiskaciwan | | |
| Attendees: | Ken Mackay – Chair | City of St. Albert | |
| | Gordon Harris – Vice-Chair | City of Fort Saskatchewan | |
| | Steven vanNieuwkerk | City of Beaumont | |
| | Bill Hamilton | City of Leduc | |
| | Stuart Houston | City of Spruce Grove | |
| | Rick Smith | Leduc County | |
| | Kristina Kowalski | Parkland County | |
| | Robert Parks-Virtual Attendance | Strathcona County | |
| | Neal Comeau-Virtual Attendance | Sturgeon County | |
| | Lynn Bidney | Town of Bon Accord | |
| | Willis Kozak | Town of Gibbons | |
| | Stephen Dafoe | Town of Morinville | |
| | William Choy | Town of Stony Plain | |
| | | | |
| Staff | Kate Polkovsky | Chief Executive Officer | |
| Attendees | Cindy de Bruijn | Director of Communications | |
| | Paul Krueger | Director of Corporate Services | |
| | Jay Mason | Director of Engineering | |
| | Dwayne Cikaluk | Director of Operations | |
| | Ron Calpito | Source Control Supervisor | |
| | Colleen Moody | Executive Assistant | |

| Subject | Motion / Recommendation | de di Tiran |
|----------------------------|---|-------------------------|
| Call to Order | Chair Ken Mackay called the meeting to order at 09:00 a.m. | |
| Adoption of Agenda | CM53-23 MOVED BY Kristina Kowalski THAT the agenda as distributed be adopted | APPROVED UNANIMOUSLY |
| Election of Chairperson | CEO Kate Polkovsky called for nominations for the position of Chairperson for the ARROW Utilities Board. | |



| | Rick Smith nominated Ken Mackay for the position of Chairperson of the ARROW Utilities Board. Kate Polkovsky called three more times for further nominations. CM54-23 MOVED BY Lynn Bidney THAT the nominations for Chairperson cease. Ken Mackay was acclaimed as Chairperson of the ARROW Utilities Board. | |
|---------------------------------|---|--|
| Election of Vice Chairperson | Chair Ken Mackay called for nominations for the position of the Vice-Chairperson of the ARROW Utilities Board. Kristina Kowalski nominated Gordon Harris for Vice-Chairperson. Robert Parks nominated William Choy for Vice-Chairperson. Chair Ken Mackay called three more times for further nominations. CM55-23 MOVED BY Chair Ken Mackay THAT the ballots from the election of Vice-Chairperson cease. Ballots were distributed. Bill Hamilton, Steven vanNieuwkerk & Cindy de Bruijn were appointed as scrutineers of the ballots. | |



| | Gordon Harris was elected Vice-Chairperson of the ARROW Utilities Board. CM56-23 MOVED BY Stephen Dafoe THAT the ballots from the election for Chair's position be destroyed. | |
|---|---|-------------------------|
| ARROW Utilities' Committees | THAT an Ad Hoc Committee be established to include the Chair, Vice-Chair and Board Members, as volunteered to examine, and bring forward a Terms of Reference of all Committees to be presented at the January 2024 meeting. | APPROVED UNANIMOUSLY |
| 2024 Board Meeting Dates | CM57-23 MOVED BY Bill Hamilton THAT the Board approve the dates as amended for the 2024 Board meetings. January 26, 2024 March 22, 2024 May 15-17, 2024 (Board Workshop) June 14, 2024 September 13, 2024 November 15, 2024 (Organizational Meeting). | APPROVED UNANIMOUSLY |
| Adoption of September 15, 2023, meeting minutes | CM58-23 MOVED BY William Choy THAT the minutes of the September 15, 2023, meeting as presented be adopted. | APPROVED UNANIMOUSLY |
| Adoption of November 10, 2023, special meeting minutes | CM59-23 MOVED BY Willis Kozak THAT the minutes of the November 10, 2023, special meeting as presented be adopted. | APPROVED UNANIMOUSLY |



| Administrative Reports | CM60-23 MOVED BY Steven vanNieuwkerk THAT the administrative Reports be received as information. | APPROVED UNANIMOUSLY |
|---|---|-------------------------|
| Closed Session Board Chair and CEO Included | CM61-23 MOVED BY Gordon Harris THAT the Board move into closed session at 10:35 am. | APPROVED UNANIMOUSLY |
| | CM62-23 MOVED BY Willis Kozak THAT the Board come out of closed Session at 11:22 am. | APPROVED UNANIMOUSLY |
| | CM63-23 MOVED BY Bill Hamilton THAT the closed session report be received as information. | APPROVED UNANIMOUSLY |
| 2024 Budget | CM64-23 MOVED BY Gordon Harris That the 2024 Operating budget of \$36.477 million be approved. SECONDED BY Bill Hamilton | APPROVED UNANIMOUSLY |
| | CM65-23 MOVED BY Steven vanNieuwkerk That the 2024 Capital Budget of 84.55 million be approved. SECONDED BY Willis Kozak | APPROVED UNANIMOUSLY |
| | CM66-23 MOVED BY William Choy That the flow rate be set at \$1.85 cubic metre effective January 1, 2024, for an attributed revenue of \$64.9M. SECONDED BY Rick Smith | APPROVED UNANIMOUSLY |



| | CM67-23 MOVED BY Kristina Kowalski That effective January 1, 2024, the following Load Based rates be set at: • \$0.4756/kg for Chemical Oxygen Demand (COD) and Biological Oxygen Demand (BOD) • \$0.3783/kg for Total Suspended Solids (TSS) • \$0.3281/kg for Oil and Grease (O&G) • \$2.0630/kg for Total Kjeldahl Nitrogen (TKN) • \$15.1885/kg for Total Phosphorus (TP) SECONDED BY Willis Kozak | APPROVED UNANIMOUSLY |
|-----------------------------|--|----------------------|
| Closing Remarks/Adjournment | Chair Ken Mackay adjourned the meeting 01:24 p.m. | |
| Next Meeting | January 26, 2024. | |

These minutes approved this 26 day of Sarray 2024.

K MacKay

K MacKay (Feb 1, 2024 08:44 MST)

ARROW Utilities Board Chairman

Chief Executive Officer

Recorder: Colleen Moody Executive Assistant