

Meeting Minutes

September 13, 2024, Board Meeting

Date:	September 13, 2024	
Time:	09:00 a.m.	
Location:	ARROW Utilities – Kisiskaciwan	
Attendees:	Ken Mackay – Chair Gordon Harris – Vice-Chair Steven vanNieuwkerk Bill Hamilton Jeff Acker Rick Smith Kristina Kowalski - Virtual Robert Parks Neal Comeau Lynn Bidney Stephen Dafoe William Choy	City of St. Albert City of Fort Saskatchewan City of Beaumont City of Leduc City of Spruce Grove Leduc County Parkland County Strathcona County Sturgeon County Town of Bon Accord Town of Morinville Town of Stony Plain
Regrets:	Willis Kozak	Town of Gibbons
Staff Attendees:	Kate Polkovsky Cindy de Bruijn Jaimie Spurgeon Jay Mason Dwayne Cikaluk Wade Teveniuk Colleen Moody	Chief Executive Officer Director of Comms & SR Director Finance & Corporate Services Director of Engineering Director of Operations Director of Regulatory Services Executive Assistant
Others:	Jason Casault Des Mryglod	Strathcona County Leduc County

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| Call to Order | Chair Ken Mackay called the meeting to order at 09:00 a.m. | |
| Adoption of Agenda | CM54-24
MOVED BY Ken Mackay THAT the agenda as distributed be adopted | Chair Ken Mackay Declared the agenda as adopted |

MEMBER MUNICIPALITIES

- CITY OF BEAUMONT
- CITY OF LEDUC
- CITY OF FORT SASKATCHEWAN
- CITY OF SPRUCE GROVE
- CITY OF ST. ALBERT
- TOWN OF BON ACCORD
- TOWN OF GIBBONS
- TOWN OF MORINVILLE
- TOWN OF STONY PLAIN
- LEDUC COUNTY
- PARKLAND COUNTY
- STRATHCONA COUNTY
- STURGEON COUNTY





Adoption of June 14, 2024, Meeting Minutes,	CM55-24 MOVED BY _____ THAT the minutes of the June 14, 2024, meeting as presented be adopted.	Chair Ken Mackay Declared the minutes as adopted
Board Committee Updates	CM56-24 MOVED BY Stephen Dafoe THAT all Board Committee verbal reports be received for information.	Second by Neal Comeau APPROVED UNANIMOUSLY
Administrative Reports	CM57-24 MOVED BY Lynn Bidney THAT the Administrative Reports be received for information.	Second by Rick Smith APPROVED UNANIMOUSLY
Financial Report	CM58-24 MOVED BY Gordon Harris THAT the Q2 2024 Financial Update report be received for information.	Second by William Choy APPROVED UNANIMOUSLY
Train Four Borrowing	CM59-24 MOVED BY William Choy THAT the board sanctions the approval to borrow up to \$95,000,000 principal amount through a debenture or other lending institute for the capital expenditures related to the Train 4 Expansion Project, whereas: A) The interest rate of any borrowing agreement does not exceed 8% annum and would be repaid in addition to the principal owing. B) Where possible, that the principal and interest is combined and made payable in equal semi-annual instalments over a period not exceeding 20	Second by Robert Parks APPROVED UNANIMOUSLY



years in accordance with the terms of the loan or debenture agreement.

CM60-24
MOVED BY Robert Parks THAT the Board sanctions the approval to borrow as follows:

Second by
Bill Hamilton

- A) That in order to facilitate the ongoing capital expenditures related to the Train 4 Expansion project; that the sum of \$95,000,000 be borrowed by way of Uncommitted Multi-draw Construction Operating Line from The Toronto-Dominion Bank ("TD" or the "Bank"),
- B) That the Uncommitted Multi-draw Construction Operating Line facility is to be repaid via a long-term financing by February 28, 2026, or upon completion of construction and commissioning, whichever is earlier.
- C) That the facility shall bear an interest during the currency of the facility at a rate not exceeding the variable Prime rate + 1% or 1 month and 3-month Canadian Repo Rate Average + Spread of 1-2% fixed from time by TD. Payable on Demand.

APPROVED
UNANIMOUSLY

Proposed 2025
Operating and Capital
Budget Report

CM61-24
MOVED BY Gordon Harris THAT the 2025 Operating budget of \$62.487 million be approved

Second by
Neal Comeau

APPROVED
UNANIMOUSLY



Inquiring Agency
MOU

CM62-24
MOVED BY Steven vanNieuwkerk
THAT the 2025 Capital Budget of
\$11.75 million be approved.

Second by
Jeff Acker

APPROVED
UNANIMOUSLY

CM63-24
MOVED BY Lynn Bidney THAT the
flow rate be set at \$2.05 cubic metre
effective January 1, 2025, for an
attributed revenue of \$71.85 million.

Second by
Stephen Dafoe

APPROVED
UNANIMOUSLY

CM64-24
MOVED BY Rick Smith THAT
effective January 1, 2025, the
following Load Based rates be set
at:

Second by
Lynn Bidney

APPROVED
UNANIMOUSLY

- \$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).

CM65-24
MOVED By Rick Smith THAT the
Board move into closed session to
discuss a matter pursuant to
Sections 24(1)(a) and 25(1)(c) of the
Freedom of Information and
Protection of Privacy Act at 11:38
a.m.

Second by
Robert Parks

APPROVED
UNANIMOUSLY



	CM66-24 MOVED By Rick Smith THAT the Board come out of closed session at 12:03 pm.	Second by Gordon Harris APPROVED UNANIMOUSLY
	CM67-24 MOVED BY Kristina Kowalski THAT the Board of Directors support the Chair to sign the MOU on the organization's behalf, at a ceremony tentatively scheduled for September 30, 2024.	Second by Jeff Acker APPROVED UNANIMOUSLY
Tri-Party Agreement	CM68-24 MOVED BY Stephen Dafoe THAT the Board move into closed session to discuss a matter pursuant to Sections 24(1)(a) and 25(1)(c) of the Freedom of Information and Protection of Privacy Act at 12:04pm.	Second by Bill Hamilton APPROVED UNANIMOUSLY
	CM69-24 MOVED BY Jeff Acker THAT the Board come out of closed session at 12:22 pm.	Second by Stephen Dafoe APPROVED UNANIMOUSLY
	CM70-24 MOVED BY Robert Parks THAT the Tri-Party Agreement report be received as information.	Second by Steven vanNieuwkerk APPROVED UNANIMOUSLY
Administration and Procedures Bylaw (second reading)	CM71-24 MOVED BY Gordon Harris THAT the proposed changes to the	Second by William Choy



Administration and Procedures Bylaw recommended by the Governance and Human Resources Committee be approved by the Board of Directors.

APPROVED
UNANIMOUSLY

Administration and Procedures Bylaw (third reading)

CM63-24
MOVED BY Gordon Harris THAT the proposed changes to the Administration and Procedures Bylaw recommended by the Governance and Human Resources Committee be approved by the Board of Directors.

Second by
Robert Parks

APPROVED
UNANIMOUSLY

Closing
Remarks/Adjournment

Chair Ken Mackay adjourned the meeting at 12:33 p.m.

Next Meeting

November 15, 2024.

These minutes approved this 15th day of November, 2024.

ARROW Utilities Board Chairperson

Chief Executive Officer

Recorder:
Colleen Moody
Executive Assistant