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| Administrative Reports                         | <p>CEO Polkovsky presented an overview of the organization's key developments from the end of 2024 into the beginning of 2025.</p> <p>BM03-25</p> <p>MOVED BY Bill Hamilton THAT the Administrative Reports-October - December 2024 be received as information.</p>   | APPROVED<br>UNANIMOUSLY |
| Finance Audit Plan Report                      | <p>Director Spurgeon presented the audit plan for the 2024 Financial Statements, the 2023 financial information return, and the 2023 annual contributions of LAPP.</p> <p>CEO Polkovsky stated that the results of the Audit and Financial Statements will be presented at the upcoming Audit &amp; Finance Committee meeting and subsequently brought to the Board meeting on March 28, 2025, for further discussion.</p> <p>BM04-25</p> <p>MOVED BY Stephen Dafoe THAT the Board receive this as information.</p> | APPROVED<br>UNANIMOUSLY |
| Train 4 Project Cost and Funding Update Report | <p>Director Spurgeon stated that the projected cost for Train 4 remains at \$195M, which includes a \$2M contingency. The decision is still pending regarding whether the remaining \$83M for the project will be funded through an additional TD Operating loan or a Government of Alberta debenture. It was also confirmed that ARROW is well within its debt limit.</p>  |                         |



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|                                      | <p>Brian Kelly requested that future reports to the Board include a projection of the organization’s debt over the next few years, particularly in light of upcoming project and capital expenses.</p> <p>Ken MacKay requested that Brian Kelly submit his reporting preferences on the Train 4 Project Cost and Funding in writing to both himself and the CEO, so they can be brought forward for discussion at a future meeting.</p> <p>Robert Parks left the meeting at 9:45 am</p> <p>BM05-25</p> <p>MOVED BY William Choy THAT the Board receive this as information.</p> | <p>APPROVED UNANIMOUSLY</p> <p>Robert Parks was not present for this vote.</p> |
| <p>Increase Bank Overdraft Limit</p> | <p>Director Spurgeon noted that the agenda item regarding the increase in the bank overdraft limit was carried over from the previous Board meeting. The current overdraft limit is \$2M, and a recommendation has been made to increase it to \$5M for added flexibility. Although the overdraft has not been utilized, the increase is being considered to ensure sufficient cash availability for emergent situations.</p>   |  |



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|   | <p>Jeff Acker asked that if Administration does ever have to use the line of credit that the Board be informed of this.</p> <p>Neal Comeau left the meeting at 9:50 am</p> <p>BM06-25</p> <p>MOVED BY Rick Smith THAT the Board approves the establishment of a \$5.0 Million ongoing line of credit with The Toronto-Dominion Bank (“TD” or the “Bank”) via an increase to the current facility of \$2.0 Million.</p>   | <p>APPROVED UNANIMOUSLY</p> <p>Robert Parks and Neal Comeau were not present for this vote.</p> |
| Quality of Wastewater Bylaw – First Reading | <p>CEO Polkovsky stated that we are looking to do first reading on the Quality of Wastewater Bylaw, after it was distributed to each municipality by way of the Technical Advisory Committee on November 7, 2024, and that any further comments must be received no later than January 31.</p> <p>Ken MacKay stated that the Governance &amp; HR Committee will review the final changes at their next meeting the week of February 10, and an overview of the final draft will be reviewed at the next TAC meeting on February 27, 2025. It will then come back to the Board at the March 28, 2025, meeting for review and approval.</p> <p>BM07-25</p> <p>MOVED BY Steven vanNieuwkerk THAT the proposed Quality of Wastewater</p> | <p>APPROVED UNANIMOUSLY</p>   |



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|                                       | <p>Bylaw incorporate recommended changes as per the Board discussion, and that a revised version be brought to the Governance and HR Committee for their review and approval before coming back to the Board at the March 28, 2025, meeting for review and approval, and that Administration complete all the necessary public and stakeholder notices in advance, as required.</p> <p>The Board broke for a short recess at 10:23 am.</p> <p>Neal Comeau returned to meeting at 10:24</p> <p>The Board reconvened at 10:30 am</p> | <p>Robert Parks and Neal Comeau were not present for this vote.</p> |
| Board Learning and Development Policy | <p>William Choy presented a proposed policy for learning and development from the Board Development Committee.</p> <p>Robert Parks returned to the meeting at 10:34 am.</p> <p>BM08-25</p> <p>MOVED BY William Choy THAT the draft Board Learning and Development policy, Learning Opportunity Request form, and Post Opportunity Report form be approved and that it be reviewed by the Committee by Quarter Four 2028.</p>   | <p>APPROVED UNANIMOUSLY</p>   |
| Member Municipality Request           | <p>The Board discussed the Parkland County letter sent to ARROW Utilities</p>  |   |



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|                                | Administration as it relates to the overstrength charges attributed to the Parkland transfer station.<br><br>BM09-25<br><br>MOVED BY Lynn Bidney THAT the Board receive the Parkland County letter and agenda report as information and THAT Administration meet with Parkland County Administration to review the concerns and report back to the Board. | APPROVED<br>UNANIMOUSLY |
| Round Table                    | CEO Polkovsky advised that there will be an updated video of the Train 4 project at the next Board Meeting in March.  |                         |
| Closing<br>Remarks/Adjournment | Chair Ken MacKay adjourned the meeting at 11:30 am  |                         |
| <b>Next Meeting</b>            | March 28, 2025  |                         |

These minutes approved this 28<sup>th</sup> day of March, 2025.

Ken MacKay  
Ken MacKay (Mar 28, 2025 11:53 MDT)

ARROW Utilities Board Chairperson

  
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Chief Executive Officer

Recorder:

Layne Quickstad

Executive Assistant









# January 24 2025 Board Meeting Minutes

Final Audit Report

2025-03-31

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