



**BOARD OF DIRECTORS
9:00 a.m.
Friday, September 15, 2023
ACRWC WWTP - Kisiskaciwan Room**

- 1. Adoption of Agenda**
- 2. Adoption of June 16, 2023, Meeting Minutes**
- 3. Board Committees:**
 - a. Advocacy & Communications Committee – Harold Pawlechko
- 4. Administrative Reports – Kate Polkovsky**
- 5. Board Policy Review – Board Renumeration & Expenses – Paul Krueger**
- 6. Branding and Name Modernization – Cindy de Bruijn**
- 7. Town of Gibbons Update – Kate Polkovsky**
- 8. Transmission System Long-term Capital Plan Update – Paul Krueger**
- 9. Train 4 Update – Kate Polkovsky**
- 10. Notices of Motion**
- 11. Communications**
 - a. Correspondence
 - b. Reporting In
 - c. Reporting Out
 - d. Conference Attendance
- 12. Calendar of Events**
- 13. Adjourn**



Meeting Minutes

Board Meeting
Friday June 16th, 2023, 09:00 am
ACRWC WWTP Kisiskaciwan Room

Members Present:

Bill Hamilton	City of Leduc
Gordon Harris	City of Fort Saskatchewan
Ken Mackay	City of St. Albert
Kristina Kowalski	Parkland County
Lynn Bidney	Town of Bon Accord
Neal Comeau	Sturgeon County
Rick Smith	Leduc County
Robert Parks	Strathcona County
Stephen Dafoe	Town of Morinville
Steven vanNieuwkerk	City of Beaumont
Stuart Houston	City of Spruce Grove
Willis Kozak	Town of Gibbons

Members Absent:

Harold Pawlechko	Town of Stony Plain
------------------	---------------------

Commission Staff & Guests

Kate Polkovsky	Chief Executive Officer
Cindy de Bruijn	Director of Communications & Stakeholder Relations
Paul Krueger	Director of Corporate Services
Wade Teveniuk	Director of Regulatory Services
Dwayne Cikaluk	Director of Operations
Jerry Yang	Director of Engineering
Cathy Chichak	Canadian Strategy Group

Call to Order:

Chair Ken Mackay called the meeting to order at 09:00 a.m.

Adoption of Agenda

CM34-23

MOVED BY Ken Mackay THAT the agenda as distributed be adopted.

Adoption of 2023 03 17 Meeting Minutes:

CM35-23

MOVED BY Ken Mackay THAT the minutes of the March 17th, 2023, meeting as presented be adopted.

Board Committees:

Workshop Committee

CM36-23

MOVED BY Lynn Bidney THAT the 2024 Board Workshop be hosted in Kelowna from May 15-17, 2024.

APPROVED UNANIMOUSLY

Administrative Reports

CM37-23

MOVED BY Kristina Kowalski the Administrative Reports be received for information.

APPROVED UNANIMOUSLY

2023-2027 Financial Auditor Appointment:

CM38-23

MOVED BY Steven vanNieuwkerk THAT the firm of JDP Wasserman be appointed auditors for the years of 2023-2027.

APPROVED UNANIMOUSLY

Borrowing Authorization:

CM39-23

MOVED BY Stephen Dafoe THAT Debenture Borrowing Authorization-SERTS North Twinning be approved.

1. THAT for the purpose of constructing the SERTS North Twinning project that the sum of \$8,000,000 be borrowed from the Province of Alberta by way of debenture on the credit and security of the Commission.
2. THAT the debentures to be issued under this authorization shall not exceed the sum of \$8,000,000 and may be in any denomination not exceeding the amount authorized and shall be dated having regard to the date of borrowing.
3. THAT debentures shall bear interest during the currency of the debentures at a rate not exceeding 8% per annum, or the interest rate fixed from time to time by the Province of Alberta, per annum, payable semiannually.
4. THAT debentures shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal semi-annual or annual installments over a period not exceeding 20 years in accordance with the debenture schedule.
5. THAT debentures shall be payable in lawful money of Canada at the Toronto Dominion Bank or at such other bank or financial institution as the Commission may authorize as its banking agency during the currency of the debenture.
6. THAT the Chairman and Chief Executive Officer of the Commission shall authorize such bank or financial institution to make payments to the holder of the debentures on such date and in such amounts as specified in the repayment schedule forming part of each debenture.
7. THAT the debentures shall be signed by the Chairman and Chief Executive Officer of the Commission or their designates.

8. THAT there shall be levied and raised in each year of the currency of the loan a wastewater rate to all Commission members, sufficient to provide an annual amount adequate to pay the principal and interest falling due to such year to repay the loan.

9. THAT the resolution comes into force on the date it is passed

APPROVED UNANIMOUSLY

Borrowing Authorization:

CM40-23

MOVED BY Willis Kozak THAT Debenture Borrowing Authorization-Train 4 MBR Upgrade be approved.

1. THAT for the purpose of constructing the Train 4 Plant MBR Upgrade project that the sum of \$30,000,000 be borrowed from the Province of Alberta by way of debenture on the credit and security of the Commission.

2. THAT the debentures to be issued under this authorization shall not exceed the sum of \$30,000,000 and may be in any denomination not exceeding the amount authorized and shall be dated having regard to the date of borrowing.

3. THAT debentures shall bear interest during the currency of the debentures at a rate not exceeding 8% per annum, or the interest rate fixed from time to time by the Province of Alberta, per annum, payable semiannually.

4. THAT debentures shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal semi-annual or annual installments over a period not exceeding 20 years in accordance with the debenture schedule.

5. THAT debentures shall be payable in lawful money of Canada at the Toronto Dominion Bank or at such other bank or financial institution as the Commission may authorize as its banking agency during the currency of the debenture.

6. THAT the Chairman and Chief Executive Officer of the Commission shall authorize such bank or financial institution to make payments to the holder of the debentures on such date and in such amounts as specified in the repayment schedule forming part of each debenture.

7. THAT the debentures shall be signed by the Chairman and Chief Executive Officer of the Commission or their designates.

8. THAT there shall be levied and raised in each year of the currency of the loan a wastewater rate to all Commission members, sufficient to provide an annual amount adequate to pay the principal and interest falling due to such year to repay the loan.

9. THAT the resolution comes into force on the date it is passed

APPROVED UNANIMOUSLY

Administration and Procedures Bylaw:

CM41-23

MOVED BY Robert Parks THAT the Board adopt the updated Administration and Procedures Bylaw.

APPROVED UNANIMOUSLY

Fees, and Charges Bylaw:

CM42-23

MOVED BY Gordon Harris THAT the Board adopt the updated Fee and Charges Bylaw as amended.

APPROVED UNANIMOUSLY

Quality of Wastewater Bylaw:

CM43-23

MOVED BY Lynn Bidney THAT the Board adopt the updated Quality of Wastewater Bylaw.

APPROVED UNANIMOUSLY

Adjourn

Chair Ken Mackay adjourned the meeting 11:09 a.m.

These minutes approved this _____ day of _____, 2023.

ACRWC Board Chair

CEO

Recorder:

Cindy de Bruijn,

Director of Communications and Stakeholder Relations

UNADOPTED

Board Report

Date: September 15th, 2023

Subject: **Administrative Reports**

Motion

THAT the Administrative Reports be received for information.

Alignment to Priorities in Board's Strategic Plan

- Respecting our Environment
- Responsible Leadership

Attached are the following reports:

Operations Report

Incidents and Contraventions Report

Interim Financial Review Q2

Board Report

Date: September 15th, 2023

Subject: Operations Summary – July 2023

Summary

On July 17, a wet weather event caused a bypass at the Gibbons pump.

On July 24, a wet weather event caused a high flow within the Beaumont/Leduc area. A manhole located within Nisku (Manhole 912-81) underwent a surcharge resulting in an overflow that entered the Blackmud Creek.

On July 24, a wet weather event that impacted the START line caused an overflow at previously impacted location resulting in a localized overflow. Administration was able to proactively mitigate a release to the North Saskatchewan River and work is underway to design a fix for the area.

Part of the current operation during wet weather events is to install a “plug” within the Parkland gravity line to divert flows to the Spruce Grove Wet Weather Facility. This reduces the possibility of an overflow within the START Line. On July 24, during a regional wet weather event flows backed up in front of the plug causing a small overflow that was cleaned up and remediated.

EPCOR Update – August 16, 2023

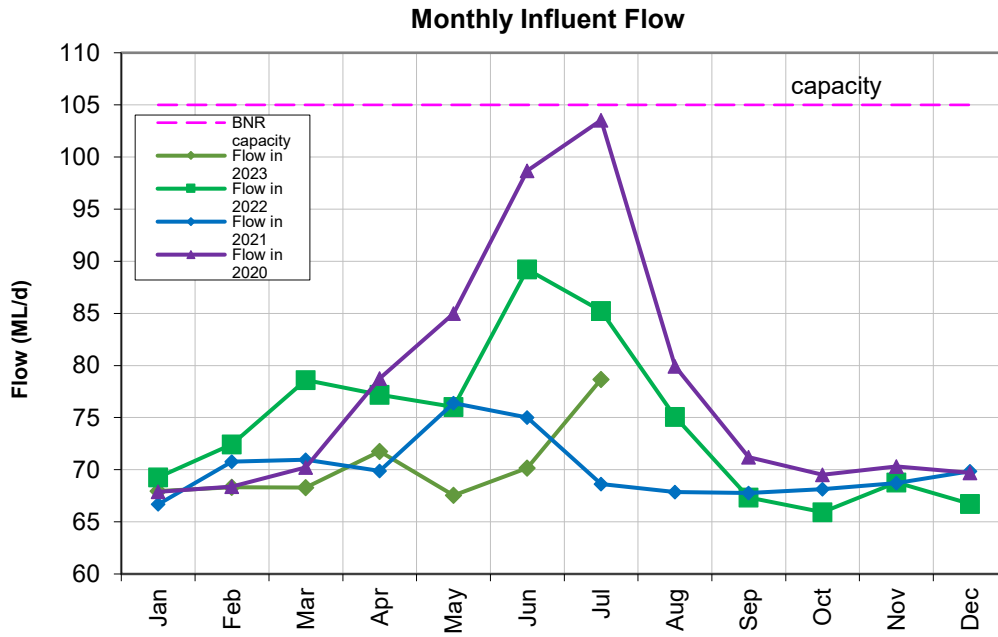
EPCOR noticed significant rain events that slowed the land application of the biosolids program in the second half of June and into July. The reported numbers indicate that EPCOR has removed 11,053 dt f(end of July).

Prepared by: Dwayne Cikaluk

Approved by: Kate Polkovsky

Graphs

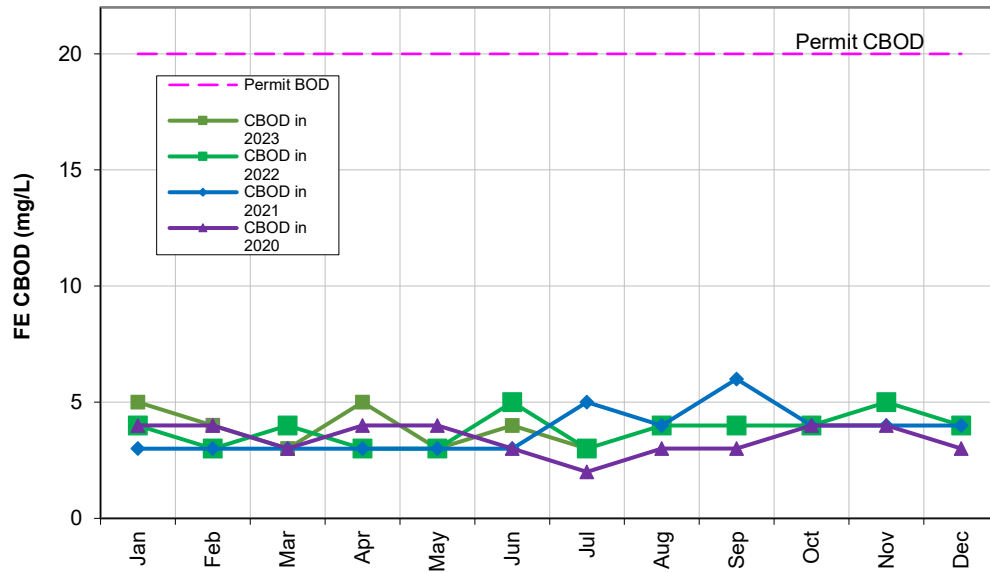
Treatment Targets by Concentrations



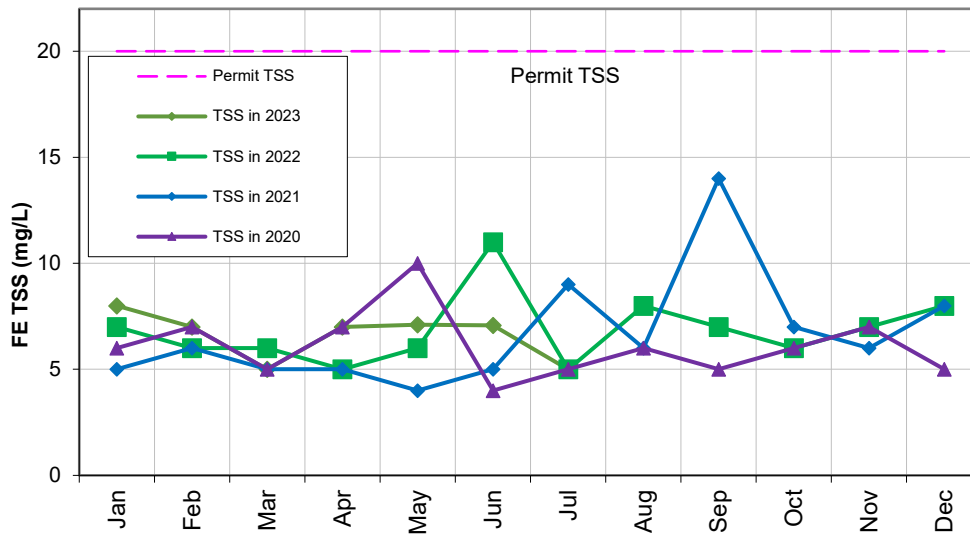
Prepared by: Dwayne Cikaluk

Approved by: Kate Polkovsky

Monthly Effluent Carbonaceous Biological Oxygen Demand



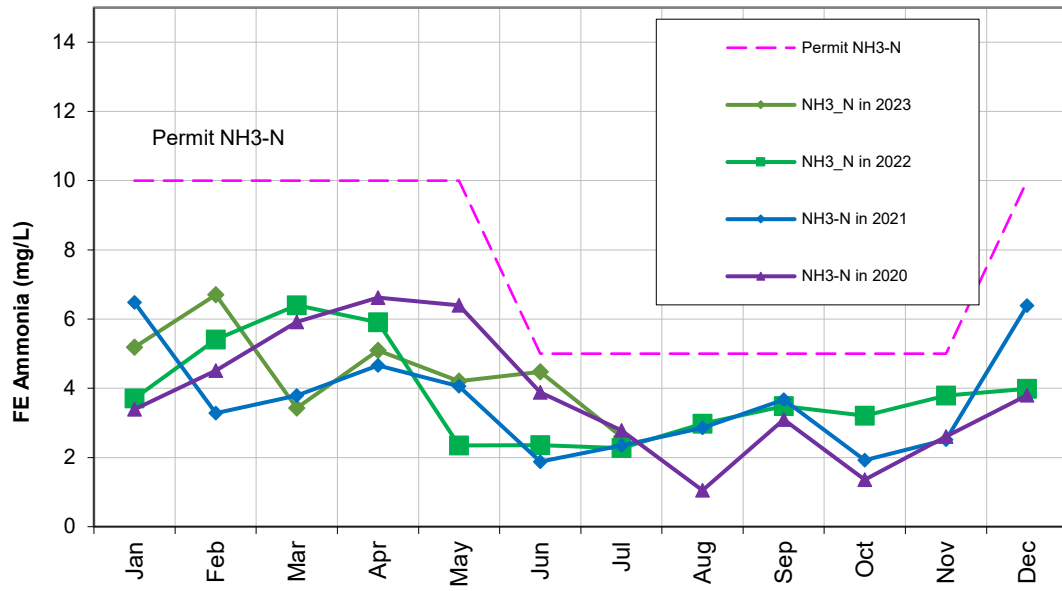
Monthly Effluent Total Suspended Solids



Prepared by: Dwayne Cikaluk

Approved by: Kate Polkovsky

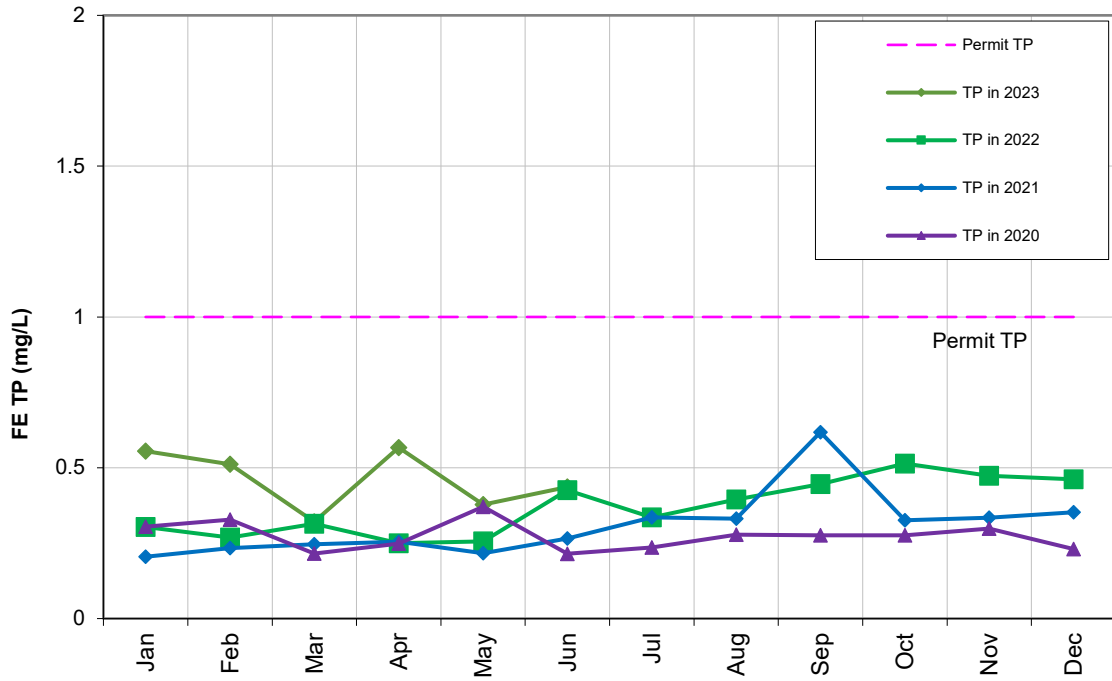
Monthly Effluent Ammonia



Prepared by: Dwayne Cikaluk

Approved by: Kate Polkovsky

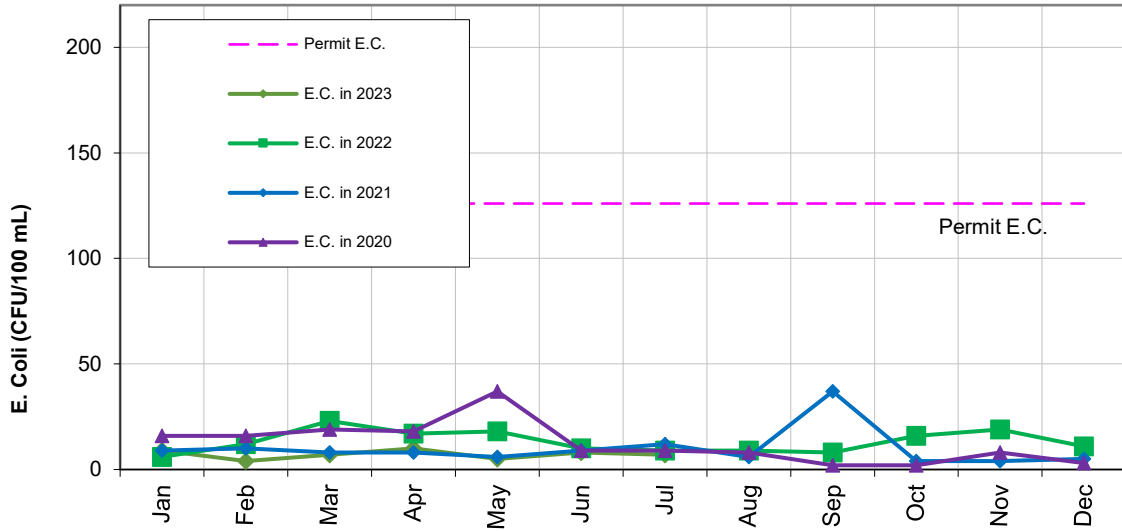
Monthly Effluent Total Phosphorus



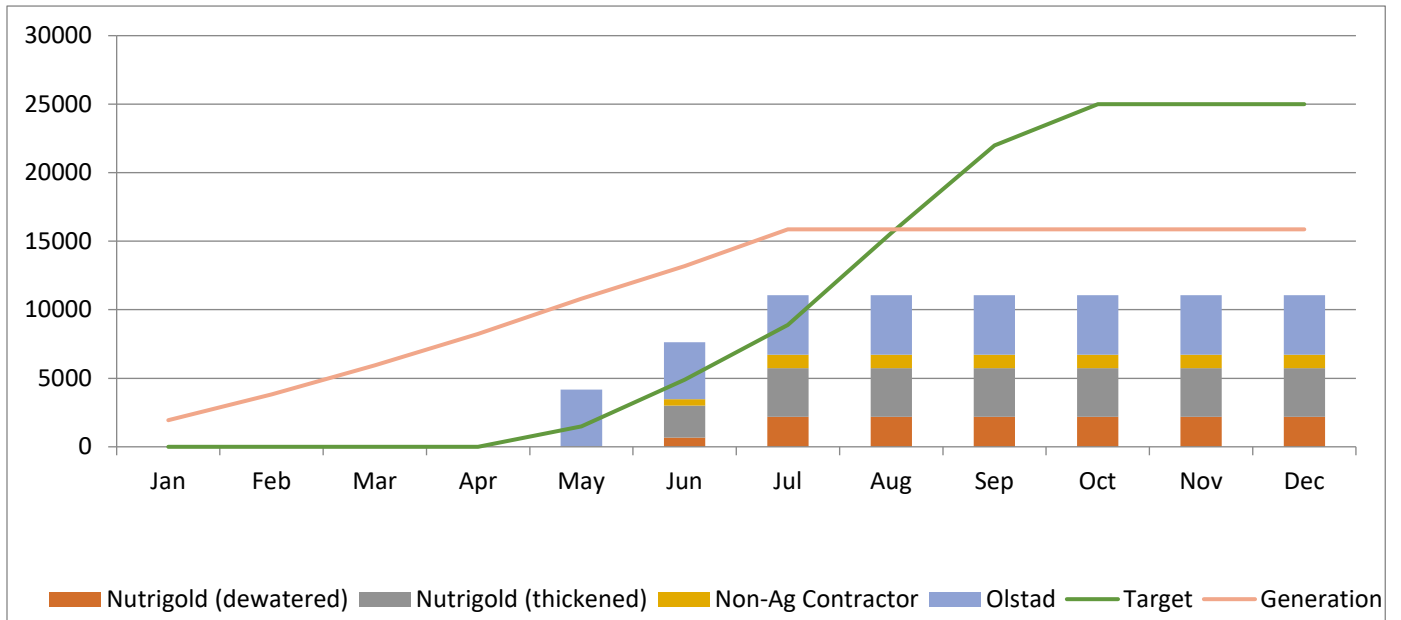
Prepared by: Dwayne Cikaluk

Approved by: Kate Polkovsky

Monthly Effluent E. Coli



Biosolids - July 2023



Prepared by: Dwayne Cikaluk

Approved by: Kate Polkovsky

Board Report

Date: September 15th, 2023

Subject: Incidents and Contravention Summary (June 1, 2023 – August 31, 2023)

Incident Classification: Contractor Lost Time/Environmental Contravention/Damage

Date: June 1, 2023

Location: 2 km east of Wastewater Treatment Plant on Township Road (TWP) 540

Contaminant: Digester biosolids / Diesel

Estimated Volume of Release: 15 m³

On the evening of June 1, 2023 biosolids hauling contractor (Instinct Trucking) reported one of their truck/tankers rolled over and lost containment of biosolids. The truck had just left the plant with a full load (30,000 liters) of digester biosolids for discharge at the Clover Bar lagoons. The released materials were confined to the ditch. The incident was managed by Strathcona County Emergency crews, and the site was remediated.

Incident Classification: Environmental Contravention

Date: June 16, 2023

Location: East of the Town of Morinville: A few meters east of Range Road 252 and 160 meters south of Highway 642.

Contaminant: Untreated Wastewater

Estimated Volume of Release: 10 m³

A forcemain braked occurred at a pipe joint along the ACRWC Morinville forcemain. The wastewater was contained within the proximal site location and was remediated as the segment of pipe was repaired.

Incident Classification: Environmental Contravention

Date: June 18, 2023

Location: ACRWC Wastewater Treatment Plant
Contaminant: Partially Untreated Wastewater
Volume of Release: 161.28 million liters (ML) combined (metered)

A regional wet weather event occurred throughout June 18/19 which resulted in two secondary treatment bypasses and one primary treatment bypass. Average dry weather flows at the treatment plant are approximately 70 million liters/day (MLD). The design capacity of the secondary treatment process is 105 MLD. The design capacity of the primary treatment process is 225 MLD. Instantaneous flows during the wet weather event peaked at over 190 MLD and later at over 320 MLD.

ACRWC continues to advance its Wet Weather Management Strategy with its thirteen member municipalities with the objective of reducing the amount of inflow and infiltration into the members' sanitary sewer collection systems.

Incident Classification: Environmental Contravention
Date: June 18, 2023
Location: City of Edmonton 750 m east of 127 street on Valour Avenue at manhole 904-MH-14
Contaminant: Untreated Wastewater
Estimated Volume of Release: 368 m³

A regional wet weather event on June 18, 2023 surcharged the transmission system. A localized collapse was managed and no wastewater released to the North Saskatchewan River. A temporary repair was implemented, while the ACRWC consulting engineer worked on a long term replacement design.

ACRWC continues to advance its Wet Weather Management Strategy with its thirteen member municipalities with the objective of reducing the amount of inflow and infiltration into the members' sanitary sewer collection systems during wet weather events.

Incident Classification: Environmental Contravention
Date: June 19, 2023
Location: ACRWC Wastewater Treatment Plant
Contaminant: Partially Untreated Wastewater
Volume of Release: 642 m³ (metered)

During the regional wet weather event that had conveyed a large volume of sediment to cause a partial blockage of the ACRWC influent channel and mechanical screen. ACRWC staff deployed three portable pumps to proactively divert around the blockage, however one of the

pumps became blocked resulting in a primary bypass. Immediately worked on the pump blockage until it was cleared. The pumps were continuously monitored after clearing.

Incident Classification: Security

Date: June 23, 2023

Location: Fort Saskatchewan Pump Station

There was a break and enter at the Fort Saskatchewan Pump Station yard. It was determined that a number of cables, temporary transformer, and a contractor lock box containing ACRWC master keys were stolen. The incident was reported to the police, locks had to be re-keyed and policy conversations about projects and availability of keys were outlined on a going forward basis for projects.

Incident Classification: Environmental Contravention

Date: June 24, 2023

Location: 24431 Valour Avenue (Township Road 542) Sturgeon County

Contaminant: Untreated Wastewater

Estimated Volume of Release: 84 m³

On June 24, when ACRWC operator responded to an odour complaint, evidence was discovered that a surcharged had occurred on the START pipeline. Upon investigation it was determined that wastewater did not enter a body of water and the area was remediated.

Incident Classification: Environmental Contravention

Date: June 28, 2023

Location: Directly across the river from the ACRWC Wastewater Treatment Plant – in the river valley within City of Edmonton boundary

Contaminant: Untreated Wastewater

Estimated Volume of Release: 300 m³

During a pipeline vault inspection, about a fifteen-foot collapsed section of pipeline was discovered. Further inspection yielded that there was evidence that an overflow of untreated wastewater onto the surrounding ground. A portion of soil from the sloped hill area had sloughed into the open pipe section and surrounding area. There was visible, dry, evidence that some untreated wastewater overflowed onto the ground downstream of the ruptured section of pipe.

The sloughing hill required stabilizing to allow safe access to the ruptured section of pipeline with equipment for repair. The area is extremely difficult to access (sloped area in river valley).

The landowner was notified and made aware of pending repair work. A temporary fix was applied to the section of pipe, and repair design continues to be finalized through consulting Engineering support

Incident Classification: Environmental Contravention

Date: July 17-18, 2023

Location: ACRWC's Gibbons Pump Station. Northeast of Highway 28A and Secondary Highway 643.

Contaminant: Untreated Wastewater

Estimated Volume of Release: 1,400 m³

On July 17, a localised wet weather event surrounding the Town of Gibbons yielded a controlled wastewater overflow. Administration made the informed decision to allow wastewater to overflow and mitigate the loss of electrical equipment. The overflow was due to an illegal overflow connection installed by the Town of Gibbons staff into ACRWC system without consultation.

ACRWC continues to advance its Wet Weather Management Strategy with its thirteen member municipalities with the objective of reducing the amount of inflow and infiltration into the members' sanitary sewer collection systems.

Incident Classification: Environmental Contravention

Date: July 18, 2023

Location: North of Spruce Grove, AB at Township Road 532A and Range Road 272 at Parkland wastewater gravity manhole 903-MH-87.

Contaminant: Untreated Wastewater

Estimated Volume of Release: 66 m³

During the regional wet weather event on July 17/18, ACRWC Administration proactively installed a plug in the Parkland gravity trunk to divert flows from Stony Plain and Spruce Grove, and some of Parkland County to the Spruce Grove Wet Weather Storage Facility. The contractor monitoring the plug reported a wastewater discharge in the manhole adjacent to the plug. Wastewater was contained, remediated and engineering followed up with some additional modelling of this system.

Incident Classification: Environmental Contravention

Date: July 24, 2023

Location: Manhole 912-MH-81 ~850m north of the intersection of 9th St and 25 Ave, Nisku AB
Contaminant: Untreated Wastewater
Estimated Volume of Release: 500 m³

An wet weather event occurred on July 24/26 resulting in an surcharge of a manhole within the Nisku area. This overflow resulted in an untreated wastewater release impacting Blackmud Creek. CCTV inspections occurred of the transmission lines in the area and the probable sediment blockage had been flushed due to the influent flows.

ACRWC continues to advance its Wet Weather Management Strategy with its thirteen member municipalities with the objective of reducing the amount of inflow and infiltration into the members' sanitary sewer collection systems.

Incident Classification: Environmental Contravention

Date: July 24, 2023

Location: Directly across the river from the ACRWC Wastewater Treatment Plant – in the river valley within City of Edmonton boundary – START line

Contaminant: Untreated Wastewater

Estimated Volume of Release: Unknown. Due to the unexpected heavy rainfall and undetermined initiation of the release, the volume of the release cannot be estimated and is unknown however, it was confirmed that the release did not reach a waterbody.

While systematically inspecting high risk manholes for surcharges due to an intense wet weather event that began regionally the previous day, an ACRWC Operator discovered evidence of a surcharge downstream of manhole (MH) 66.

Sureway was deployed to support the ACRWC and control the scene until the wet weather event subsided. Engineering continues to work towards a long term designed repair to implement within this segment of pipe.

Incident Classification: Security

Date: August 1, 2023

Location: ACRWC Treatment Plant

On the evening of August 1, 2023 an adolescent boy entered the control room. While he appeared to be agitated, it was determined that he was the son of the janitorial staff who was onsite. Upon investigation it was determined that the boy had been left in the vehicle due to lack of child care, subsequent follow up meetings were had to Bee Clean to re-iterate that this was inappropriate, would not be tolerated and would result in the termination of the contract.

Incident Classification: Environmental Contravention

Date: August 18, 2023

Location: 200 m east and 60 m north of the “T” intersection of 184 street NW and 137 avenue NW (City of Edmonton), adjacent to (east side) CN Rail line.

Contaminant: Untreated Wastewater

Estimated Volume of Release: Rectification is ongoing, wastewater continues to be contained and without impacting any waterbodies.

On August 18, the ACRWC were notified that water was surfacing at the break location and through field testing it was confirmed that it was wastewater. The location of the break is under the CN tracks, and ACRWC staff continue to implement rectification plans which includes a pump around, draining the Spruce Grove Wet Weather Facility and substantial work with the stakeholders in the area.

Consulting engineering and environmental consultants continue to actively work with the ACRWC to finalize construction plans to support Sureway and remediation within the area. IT is expected that the majority of this work will be completed throughout September.



Alberta Capital Region Wastewater Commission

Interim Financial Review

For Month of June 30, 2023 and 2022

(Unaudited)

ALBERTA CAPITAL REGION WASTEWATER COMMISSION

Interim Financial Review

For Month of June 30, 2023 and 2022

Interim Statement of Excess Revenues over Expenses	3
Interim Comparison Graphs	4-5
Interim Statement of Capital Spending	6
Appendix- Graph Information	7

ALBERTA CAPITAL REGION WASTEWATER COMMISSION

Interim Statement of Revenue over Expenses

For Month of June 30, 2023 and 2022

(unaudited, in thousands of dollars)

	2023	% year to date	Budget	2022	
Revenue					
Flow rate revenue	26,048	50%	25,846	23,941	
Load based revenue	883	59%	750	765	1
Grants	-	0%	-	-	
Other	574	332%	50	83	2
Total Revenues	27,505	51%	26,646	24,789	
Expenses					
Operations Department					
Labour and benefits	1,922	52%	1,879	1,833	
Maintenance material and services	1,794	59%	1,158	1,096	3
Utilities	1,539	50%	1,585	1,325	
Biosolids disposal	2,040	44%	2,286	1,654	4
Contract biosolids hauling	855	50%	880	847	
External treatment services	4,688	48%	4,933	4,783	
Other	369	45%	457	405	
	13,207	49%	13,178	11,943	
Corporate Services Department	1,489	58%	1,295	1,108	5
Engineering Department	498	50%	507	625	
Regulatory Services Department	810	53%	796	693	
Commission Board	40	28%	87	89	6
Total Operating Expenses	16,044	50%	15,863	14,458	
Debenture Interest	820	29%	855	651	
Total Expenses	16,864	48%	16,718	15,109	
Excess Revenues over Expenditures	10,641	56%	9,928	9,680	

VARIANCE EXPLANATIONS (under 45%- Over 55%):

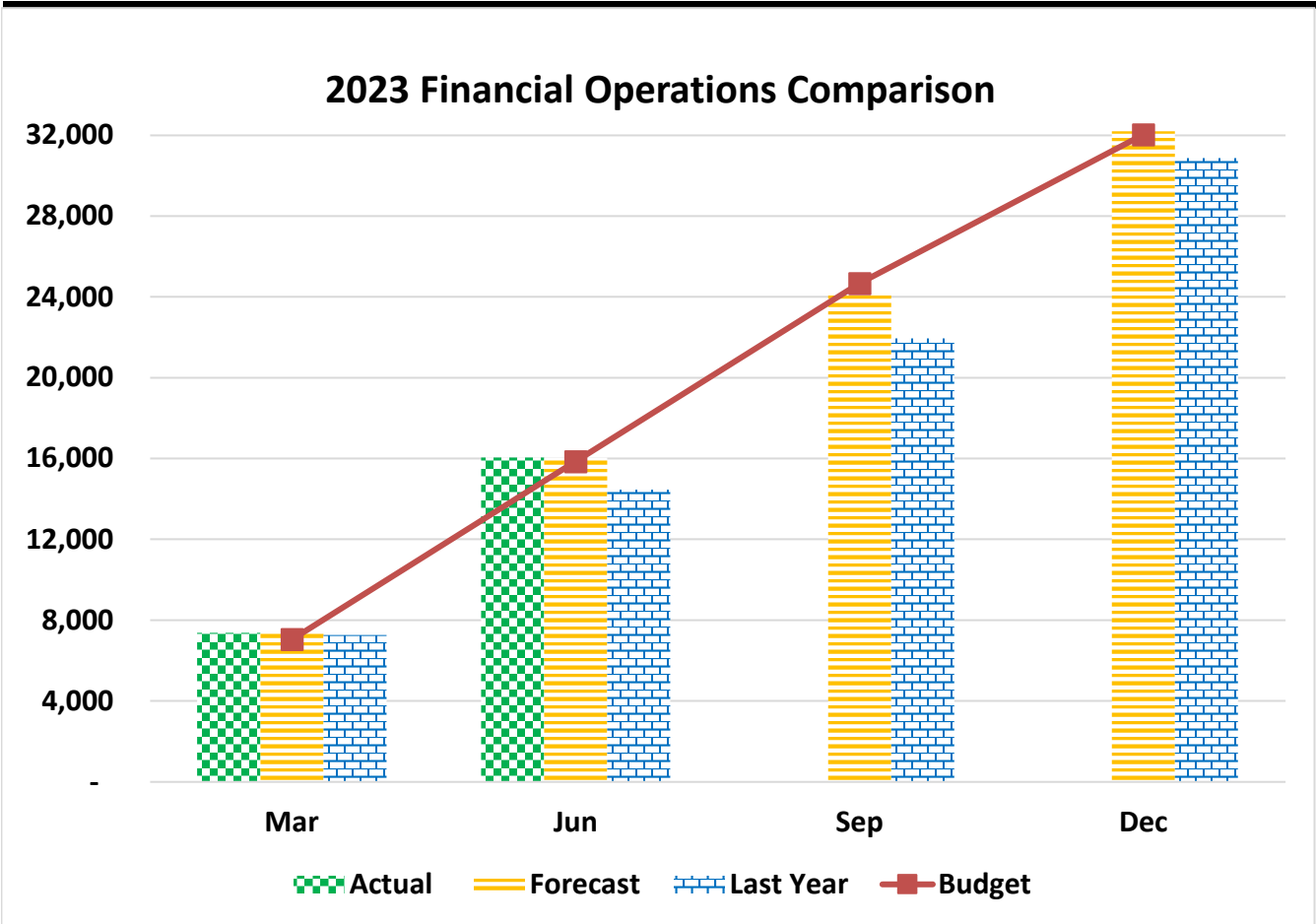
1. Load Based Revenues higher based on higher concentrations from transfer stations.
2. Investment Rates higher than expected based on inflation.
3. Major clean, testing and sampling up on Transmission line around Big Lake break.
4. Majority of Biosolids disposal is expected between May and Sept.
5. Consulting studies being completed before busy construction season
6. Majority of Board Expense occurs between June and Oct.

ALBERTA CAPITAL REGION WASTEWATER COMMISSION

Interim Comparison Graphs

For Month of June 30, 2023 and 2022

(unaudited, in thousands of dollars)



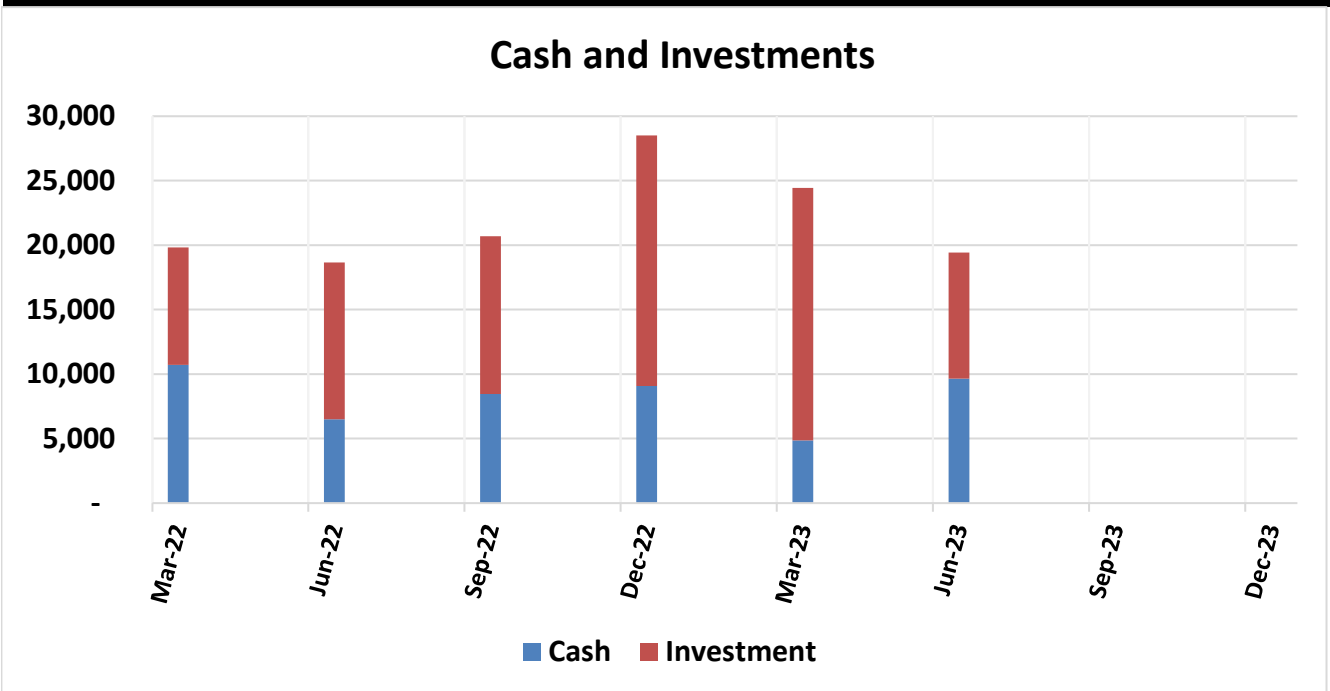
Note:

ALBERTA CAPITAL REGION WASTEWATER COMMISSION

Interim Comparison Graphs Continued...

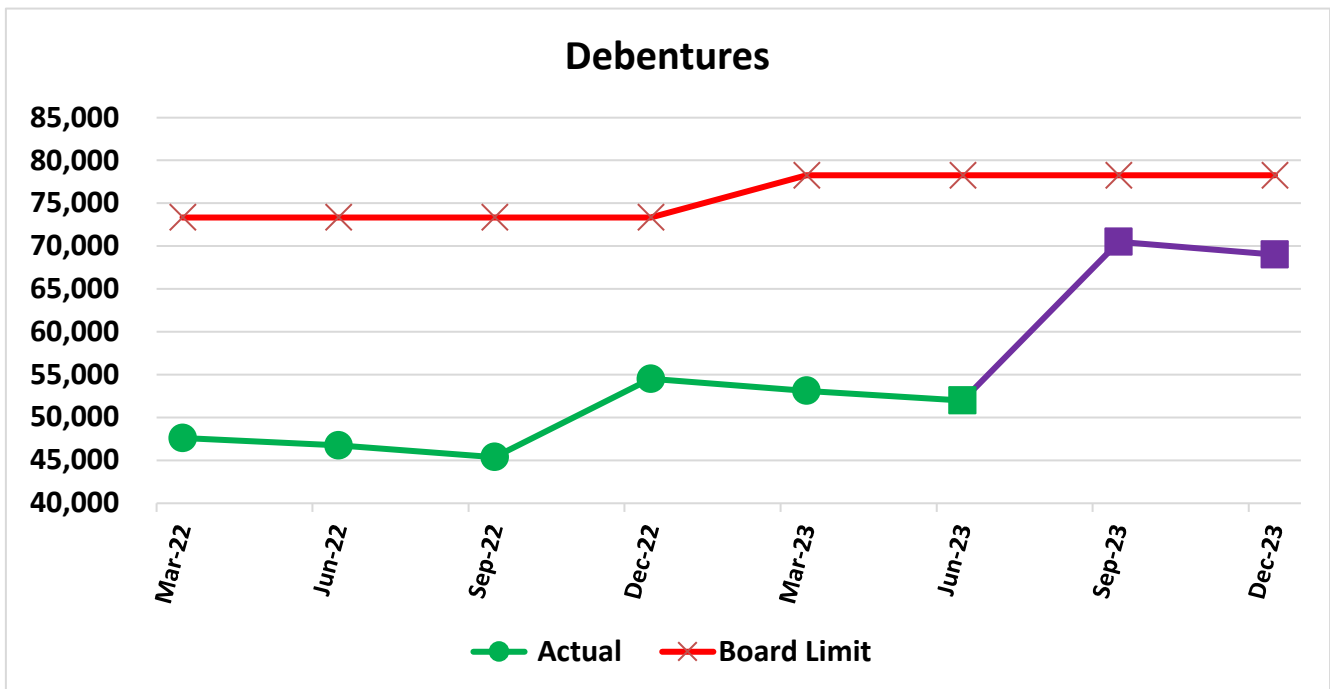
For Month of June 30, 2023 and 2022

(unaudited, in thousands of dollars)



Note: Awaiting large invoices from the Capital Program in the 2nd Quarter of 2022

Graph is a stacked column graph. March 2022 has cash at approx. \$10M and Short Term Investments at approx.



Note: A debenture is forecasted in Q3 to help fund capital program.

ALBERTA CAPITAL REGION WASTEWATER COMMISSION

Interim Statement of Capital Spending
 For Month of June 30, 2023 and 2022
 (unaudited, in thousands of dollars)

Projects	2023 Year To Date	Annual Forecast	2023 Planned Spending	Total Spent*	Total Budget**	Project Stage	Notes:
Transmission							
Unplanned Line Replacement	767	5,950	3,000	767	3,000	Construction	Two unplanned line replacements completed. Total committed is \$4.8M in 2023. One unplanned replacement ongoing
St Albert Regional Trunk Replacement and Upgrade	83	100	100	58,660	58,500	Construction	START upgrade project Sections 905GR67 to 905GR69 has been completed
Parkland Sewer Transmission System Replacement/ Upgrade	69	12,750	12,700	1,527	16,400	Construction	Tender executed for \$15.4 M by Insituform Technologies. SCC completed by Apr 2024. Majority of work to be completed in Fall of 2023 and Winter of 2024.
SERTS North Twinning	5,450	9,300	9,900	5,641	10,400	Construction	Tender executed fo \$10.2 M by Thompson. Three trenchless installation to be completed in 2023. Open Cut sections to be completed by end of 2023.
Wet Weather System							
Spruce Grove WWF Storage/Diversion Gate	998	2,900	2,100	3,882	6,000	Construction	Tender executed for \$5.1 M by GS Construction. SCC completed by Fall of 2023. Majority of work has been completed
Pump Stations							
Fort Sask Generator System Upgrade	845	2,700	4,000	1,035	4,500	Construction	Tender executed for \$4.2 M by Lorac. Long lead times on electrical components has delayed project into 2024. Generator to arrive and be installed in October 2023
St. Albert Pump Station Pumping/ Electrical Upgrade	98	450	450	1,791	2,150	Construction	Delays in electrical equipment has delayed completion to Fall of 2023
Gibbons Pump Replacement	66	300	300	66	300		Tender executed for \$0.3 M by Alpha Construction. SCC to be completed by end of Fall
Parkland HVAC Upgrades	984	1,300	1,000	1,737	1,700	Construction	Tender executed for \$1.5 M by Modern Niagara. SCC and commissioning completed by Fall of 2023.
Plant							
Waste Gas Burner Piping Upgrade	28	600	250	28	250	Design	Design has been revised. Plan to resume the construction by the end of Fall 2023.
Alum System Upgrade	869	1,350	850	1,124	1,625	Construction	Tender executed for \$1.2 M by Lorac. SCC completed by Summer 2023.
CMMS Replacement	-	100	-	105	300	Construction	Tender executed for \$0.25M by EAM. SCC and commissioning to be completed Fall/ Winter 2023.
Clarifier Gate Replacement	-	-	-	-	600	Design	
Aeration Blower Upgrade	289	375	-	2,947	3,340		Decided to postpone until after Wastewater Reuse Upgrade Train 4 due to difficulty of isolation.
Wastewater Reuse Upgrade Train 4	1,773	13,000	30,000	2,068	90,300	Design	Design Contract executed for \$5.8 M by Associated Engineering. Design is at 30% completion. Ground work construction to start in Fall of 2023.
5Kv Main Breaker and Tie Breaker Replacement	98	150	2,100	185	2,550	Construction	Tender executed fo \$2.4 M by Vector. Long lead time in elctrcial equipment has delayed project. SCC to completed by Summer of 2024.
Biogas Pipeline Replacement	67	275	2,450	296	3,100	Construction	Tender Executed for \$2.0 M by. Decided to push the field construction start-up to 2024 due to long lead items. SCC completed by Spring fall 2024
Minor Capital	306	500	500	306	500		
Total Capital Requirements	12,790	52,100	69,700	82,165	205,515		

Note:

* Total spent is for the life of the project over multiple years.

** Many project are multiple years. Projects range from 1 to 4 years

SCC- Substantial Construction Completion

ALBERTA CAPITAL REGION WASTEWATER COMMISSION

Appendices

For Month of June 30, 2023 and 2022

(unaudited)

2023 Financial Operations Comparison Raw Data

	Actual	Budget	Last Year	Forecast
Jan	2,365,733	2,249,066	2,208,472	2,365,733
Feb	4,806,523	4,565,138	4,653,143	4,806,523
Mar	7,368,219	7,056,494	7,267,759	7,368,219
Apr	9,765,452	9,613,501	9,786,914	9,765,452
May	12,789,190	12,845,082	11,844,847	12,789,190
Jun	16,043,948	15,863,128	14,457,638	16,043,948
Jul	16,043,948	18,821,154	16,890,203	18,449,979
Aug	16,043,948	21,912,615	19,696,942	21,540,140
Sep	16,043,948	24,681,778	21,948,929	24,133,853
Oct	16,043,948	27,224,721	24,488,729	26,683,071
Nov	16,043,948	29,516,683	26,887,359	29,077,183
Dec	16,043,948	32,045,000	30,874,765	32,192,150

Cash and Investments Raw Data

	Cash	Investment
Mar-22	10,708,591	9,118,718
Jun-22	6,483,447	12,156,004
Sep-22	8,449,102	12,227,643
Dec-22	9,070,082	19,434,817
Mar-23	4,847,625	19,582,314
Jun-23	9,632,763	9,777,764
Sep-23		
Dec-23		

Debentures Raw Data

	Actual	Budget	Board Limit	MGA Limit
Mar-22	47,624,530	47,624,530	73,357,499	97,809,999
Jun-22	46,759,573	56,759,573	73,357,499	97,809,999
Sep-22	45,393,386	55,393,386	73,357,499	97,809,999
Dec-22	54,516,480	54,246,580	73,357,499	97,809,999
Mar-23	53,130,893	53,130,893	78,269,639	104,359,519
Jun-23	52,007,666	80,000,000	78,269,639	104,359,519
Sep-23	70,507,666	93,018,589	78,269,639	104,359,519
Dec-23	69,007,666	91,613,320	78,269,639	104,359,519

Board Report

Date: September 15th, 2023

Subject: **Board Policy Review – Board Remuneration & Expenses**

Motion

THAT the revised Remuneration & Expenses Policy be approved.

Alignment to Priorities in Board's Strategic Plan

- Responsible Leadership
 - Engage with the Broader Community to Increase the Awareness of the Commission and its Work
 - Provide Opportunities for Board Development
 - Build Partnerships that Benefit the Commission and the Community
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities

Discussion

This policy is utilized when Board Members attend conferences and events that promote the ACRWC. This policy was last reviewed in 2019. Administration recommends a couple of minor wording changes to the policy, as shown in the attached Policy.

Prepared by: Paul Krueger, Director of Corporate Services

Approved by: Kate Polkovsky, CEO

Policy: Remuneration and Expenses

Date: September 15, 2023

PURPOSE

To ensure Board Members are reasonably compensated for their time and expenses.

POLICY

Elected officials appointed to the Board of Directors will receive fair and reasonable remuneration and reimbursement of their expenses that they incur while performing their duties.

GUIDELINES

1. Board Members are entitled to receive honorariums and reimbursement for reasonable expenses for the following:
 - a. Regular and special Board meetings
 - b. Board Committee meetings
 - c. Other meetings or events authorized by the Board
 - d. Board Annual Workshops
 - e. For Board members: conferences, conventions, symposia, seminars, and workshops as per the Board Development Policy.
2. For activities outside the Capital Region, the most economical means of travel must be used.
3. Honoraria:
 - a. Honoraria will be based on the rate set by Alberta Municipalities for their directors and committee members, excluding travel time, as noted below:
 - i. Up to 4 hours: 60% of Alberta Municipalities full day rate
 - ii. Over 4 hours: Alberta Municipalities full day rate
 - b. Board Members will be paid 1.5 times the meeting honorarium rate for each day or portion thereof spent at the Board Annual Workshop to reflect the extended hours normally required.
 - c. Board Members will be paid during time away and for the travel day before and after if required at 1.5 times the meeting honorarium rate for attendance at a conference or convention to reflect the extended hours normally required.
 - d. The Board Chair will receive a monthly honorarium of 1.8 times the Alberta Municipalities full day rate (equivalent to 3 half-day meetings) to reflect the extra time for agenda planning and liaison with the CEO and external parties.

4. Eligible expenses (supported by receipts unless otherwise noted):
 - a. Vehicle mileage at the rate prescribed by Revenue Canada and published in the ACRWC's Annual Bulletin.
 - i. Travel by private vehicle in lieu of air travel will be reimbursed at the rate set out above but shall not exceed an estimate of the commercial air fare to the same location plus the cost of roundtrip mileage to the airport, airport parking as well as taxi/shuttle expenses to and from the airport at the destination.
 - ii. Board members must advise ACRWC staff of their intention to travel by alternate means at the time of registration of an event or workshop. Staff will determine the equivalent airfare to be claimed based on the estimated airfare at the time of registration.
 - b. Economy airfare including advanced seat selection.
 - i. For flights over three hours, premium seating may be claimed.
 - c. Rental vehicle and fuel. Vehicle selection should consider the number of passengers and distance travelled.
 - d. Accommodation in a standard room as offered by the conference or event.
 - i. Use of a secondary residence or accommodation with a relative or friend will be reimbursed at the rate set out in the Annual Bulletin without a receipt in lieu of commercial accommodation.
 - e. Meals (excluding alcohol but including taxes and gratuity) will be reimbursed based on receipts submitted, or if no receipts in accordance with the Annual Bulletin.
 - i. Meal claims supported by receipts shall not exceed \$100 per day.
 - ii. No single meal can exceed \$50.
 - f. Travel insurance which may include medical, cancellation, and baggage insurance.
 - g. Miscellaneous expenses such as baggage fees, gratuities, etc. based on receipts submitted or in accordance with the Annual Bulletin.
 - h. Travel by rail or bus
 - i. Taxis and shuttles
 - j. Standard rate parking charges
 - k. Promotion or hosting costs
 - l. Registration fees
5. Expenses claimed over and above the minimum standard (e.g., room upgrades, valet parking, etc.) will be deducted from the Board member's honorarium.
6. Where expenses are incurred in a country outside of Canada the Board Member will be reimbursed at the exchange rate paid or the prevailing rate on the day claimed.
7. Exclusions:
 - a. No spousal expenses will be paid by the Commission unless approved by the Board for special events.

- b. No tickets, registration fees, donations to a registered federal or provincial political party may be claimed in accordance with Federal and Provincial statute pertaining to elections.
- 8. A signed attendance sheet or expense claim sheet will form the basis to issue the honorarium, mileage and expense payments to Members.
 - a. Credit card and debit card receipts are not acceptable as original receipts.
- 9. Individual Board Members honoraria, expense allowance, mileage and other expenses will be paid directly to the member.
- 10. Board Members will be paid within one month of attending a meeting or submitting an expense claim.
- 11. Hospitality expenses for food, alcohol and other beverages for events promoting the ACRWC over \$500 must be approved by the Board.
 - a. A claim for hospitality expenses must be supported by a list of individuals involved and the purpose of the hospitality event.

Board Report

Date: September 15th, 2023

Subject: Branding and Name Modernization

Motion

THAT the CEO proceed with a name change for the Commission to ARROW Utilities.

Alignment to Priorities in Board's Strategic Plan

- Responsible Leadership
 - Engage with the Broader Community to Increase the Awareness of the Commission and its Work
 - Build Partnerships that Benefit the Commission and the Community
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities

Discussion

This report summarizes the work that administration has undertaken to explore possible renaming options to reinvigorate the Commission's presence in the region, provincially, as well as nationally.

At the 2023 Board workshop hosted May 16 & 17, it was identified that exploring a branding refresh inclusive of possible renaming options would be a wise endeavour. Over the last 3 months we have explored multiple iterations of possible names and subsequent brands.

We are proposing the organization be re-named to the employee submitted suggestion of ARROW Utilities. The proposed logo sees the top represent the letter 'A' in the design of an arrowhead, the letter 'U' for utilities, while the historic water droplet is captured in the middle.



While there will be impacts to the organization should a re-naming be approved, we recognize this roll out will need to be gradual to ensure a thoughtful implementation and the process will align to change management best practices. The name has been vetted through our lawyers to ensure no conflicts, and organizational risk with a name change is limited.

While there will be financial impacts estimated at approximately \$75,000, many of the expenses would be incurred regardless and will be phased in the coming years wherever possible.

A PowerPoint presentation at the Board meeting will highlight the proposed recommendations and identify the various components of the brand. We will also showcase draft updates to the website to support this brand modernization.

Prepared by: Cindy de Bruijn

Approved by: Kate Polkovsky



Board Report

Date: September 15th, 2023

Subject: **Town of Gibbons – Update**

Motion

THAT the board accept the Town of Gibbons Update report for information.

Alignment to Priorities in Board's Strategic Plan

- Respecting our Environment
 - Reduce Sanitary Sewer Overflows
- Responsible Leadership
 - Engage with the Broader Community to Increase the Awareness of the Commission and its Work
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities

Discussion

Through the evening of July 17, 2023, a localized wet weather event occurred at the Town of Gibbons. Administration tracks weather radar closely through the summer months, and an operator had been deployed to the Gibbons Pump Station to ensure that they were able to manually address any challenges the pump station encountered throughout the night. As rainfall hit the Town, the town-owned pump station pumped at a rate of 200L/s towards Commission infrastructure. At the connection point there is an installed orifice (as required by the Commission) as our pump station is designed for 70L/s (average flow from the town is 17L/s) and standard operation would allow conveyed fluids to be held in a storage pipe ahead of the orifice.

Prior to this event, and without consultation to the Commission, the Town staff drilled an un-orificed connection (8 inch) into our pipe allowing flow to move at a rate of approximately 150L/s into the Commission Pump Station. The ACRWC infrastructure servicing the Town is well suited for growth and is capable of supporting a diversified residential/commercial/industrial growth pattern.

During this wet weather event the Commission notified the Town that they were unable to maintain the flow rate and requested that the pumps were tapered back to a discharge the ACRWC pump station could support reducing the flow of the unrestricted overflow, and the Town was unwilling to reduce the flow rate. ACRWC operators proactively allowed flows to overflow from the Pump Station and into the North Saskatchewan River throughout the night and mitigated the majority of the electrical equipment from being damaged beyond repair. Minor electrical damages due to the unrestricted flow, accounted for just over \$16,000.

A follow up meeting was held with Town Administration to stress the gravity of the illegal connection, and need to communicate and engage with Commission staff when changes to the wastewater system are contemplated. An orifice overflow was agreed to, but the design had to be accepted by the Commission with an operation and maintenance protocol.

Board Report

Date: September 15th, 2023

Subject: **Transmission System Long Term Capital Plan Update**

Motion

THAT the board receive report for information

Alignment to Priorities in Board's Strategic Plan

- Respecting our Environment
 - Reduce Sanitary Sewer Overflow

Discussion

The transmission system servicing the 13 member municipalities was predominantly installed over 35 years ago. These concrete gravity lines were installed using best engineering practices at the time, however over the years Hydrogen Sulphide (H₂S) which builds up due to the anaerobic digestion of wastewater and accumulates in the headspace of gravity lines, has deteriorated the concrete infrastructure and during wet weather events can cause the crowns of impacted pipes to collapse.

As the asset management system within the ACRWC began to slowly mature, and the Commission saw increased line breaks, a 15 year replacement plan was created in 2018 to target the St. Albert Regional Trunk (START) Line as a primary focus for complete replacement. Subsequent lines servicing the east, west, north and south are expected to be targeted in the short term and long-term capital replacement plans.

The START Line replacement projected a 15 year plan to replace the infrastructure targeting a risk based approach to segment replacement (probability of failure and consequence of failure). Due to the 15 year timeline to accomplish this capital investment, the Commission believed that failures would continue to occur on an annual event (focused around wet weather events) and in 2019 a dedicated \$1.0M line item was added for unplanned transmission replacement to support the expected challenges this infrastructure would incur this amount was increased to \$3.0M starting in 2020.

The long-term utilization of the unplanned line replacement capital expenditures has seen some variability over the years. In 2018, the Commission started having regular pipe collapses that incurred capital costs in excess of \$4.5M. The annualized spend attributed to unplanned line replacements due to pipe collapses (generally attributed to wet weather events) have been \$3.2M in 2019, \$3.8M in 2020, \$1.2M in 2021, \$5.3M in 2022 and a projected cost of \$6.0M in 2023. As the Commission continues to see an increased impact due to unplanned line replacement there are two outputs that will be reassessed annually, the long-term line replacement program to mitigate the amount of older concrete lines and the dollar value within the unplanned line replacement.

The Commission has also invested \$55.7M in planned transmission replacement and rehabilitation since 2018. A risk-based approach is utilized in the prioritization of segments

replaced. Administration forecasted an approximate \$21.4M (2024-26, from 2023 budget) annualized spend in planned transmission replacement and rehabilitation.

Board Report

Date: September 15th, 2023

Subject: **Train 4 Update**

Motion

THAT the board receive the Train 4 update for information.

Alignment to Priorities in Board's Strategic Plan

- Respecting our Environment
 - Release water of the highest possible quality into the North Saskatchewan River
 - Reduce Sanitary Sewer Overflow
 - Anticipate and Respond to Climate Change
- Responsible Leadership
 - Engage with the Broader Community to Increase the Awareness of the Commission and its Work
 - Build Partnerships that Benefit the Commission and the Community
 - Keep Utility Rates Reasonable and Predictable for Member Municipalities

Discussion

The progression of the Train 4 continues to be delivered in a non-traditional framework, with early works construction beginning while design components vary between 30-60% completion. Long lead items have been ordered to support the project delivery timelines, including the membrane equipment from Veolia, the 5Kv and 600V switchgears from Eaton and the waterstops for the foundation.

PCL has mobilized an onsite trailer for their staff and the partnership between the consultant (AE), PCL and the ACRWC is providing tremendous value of ensuring considerations for constructability occur early on, mitigating change orders during construction.

The Development Permit has been applied for, and the team is currently focusing on the progression of design components as Strathcona County reviews the permit (4 week expected turnaround).

The Tri-party water servicing agreement is in the final stages of review by necessary specialists and lawyers, and a copy is expected to be presented to the Board in November 2023. Air Products continues to work towards finalizing their pump station, their construction agreement with the Commission, and permitting from the County.

The focused advocacy, targeting key ministerial portfolios has been very positive and preliminary conversations with Treasury are supportive of a \$50M grant provided over a 3-year timeframe. Finalized budget request to the province will be submitted in the next month.

CALENDAR OF EVENTS

Board Dates

November 24, 2023 (Organization Meeting)

Upcoming Conferences & Workshops

WCW Annual Conference & Exhibition September 25 – 28, 2023 Saskatoon, Saskatchewan	Years of Working Together for Water. https://www.wcwwa.ca/page/AnnualConf
WEFTEC 2023 September 30 – October 4, 2023 Chicago, IL	Wide variety of material from high level to very technical. Excellent intro to wastewater industry. Recommend attending once in four-year term.
NWWC 2023 November 12-15, 2023 Niagara Falls, ON	The National conference for water utility sector, focusing on what senior water managers need to know