Northeast Pigeon Lake Regional Services Commission Meeting

MINUTES

Monday, May 13, 2019, 6:00 PM
Spitfire Room
Executive Royal Hotel, Leduc AB

Present
Chairperson, Don Oborowsky (Summer Village of Argentia Beach)
Director, Rex Nielsen (Summer Village of Itaska Beach)
Vice-Chairperson, David Rolf (Summer Village of Silver Beach)
Director, Jerry Korchinski (Summer Village of Golden Days)
Director, Dale Woitt (County of Wetaskiwin)

Also attending, County of Wetaskiwin Staff:
Chief Administrative Officer and Commission Manager, Rod Hawken
Municipal Intern, Naomi Finseth
Ben Cowan, Municipal Intern
Rob Boyd, Utilities Foreman
Dan Luymes, BDO Canada Representative

1. CALL TO ORDER

The Northeast Pigeon Lake Regional Services Commission Meeting was held in the Spitfire Room, Executive Royal Hotel, Leduc on Monday, May 13, 2019.

Chairperson D. Oborowsky called the meeting to order at 6:05 p.m.

2. APPROVAL OF AGENDA

Resolution NE20190513.001
MOVED: by Vice-Chairperson, D. Rolf
to approve the agenda for the Northeast Pigeon Lake Regional Services Commission Meeting, Monday, May 13, 2019 as presented or amended.

Carried Unanimously

3. MINUTES APPROVAL

3.1 December 12, 2018 Organizational Meeting

Resolution NE20190513.002
MOVED: by Vice-Chairperson, D. Rolf
to approve the minutes for the Northeast Pigeon Lake Regional Services Commission Organizational Meeting, December 12, 2018 as presented or amended.

Carried Unanimously

3.2 December 12, 2018 Regular Meeting

Resolution NE20190513.003
MOVED: by Director, R. Nielsen
to approve the minutes for the Northeast Pigeon Lake Regional Services Commission Meeting, December 12, 2018 meeting as presented or amended.

Carried Unanimously

Director J. Korchinski entered the meeting at 6:10 p.m.
4. 6:15 p.m. DELEGATION - Dan Luymes, BDO
   A delegation consisting of Dan Luymes, BDO entered the meeting at 6:00 p.m.

4.1 2018 Audited Financial Statements-Report

Each year, in accordance with Provincial law, the Northeast Pigeon Lake Regional Services Commission conducts a financial audit for which statements must be submitted to the Ministry of Municipal Affairs. At the April 24, 2018 Northeast Pigeon Lake Regional Services Commission meeting, BDO Canada LLP was appointed auditor for the Northeast Pigeon Lake Regional Services Commission for the year ending December 31, 2018 (Ref. Resolution #NE20180424.1006).

BDO Canada LLP has completed their audit for the year ending December 31, 2018, and the documents will be submitted to Municipal Affairs as required when the statements are approved. The document is provided for review, with highlights as follows:

Statement of Financial Position:

- The bank balance for December 31, 2018 is $416,053.00. This is $164,974.00 higher than December 2017. The main reason for this is that the year-end invoice from the County had not cleared through the NEPL bank account. Page 6 of the Statement of Cash Flows shows details of the changes in the bank balance.
- Accounts Receivable are $80,863.00 which are $32,617.00 higher than December 31, 2017 as there is an outstanding receivable from the County.
- Accounts Payable are $151,762.00 this is $103,805.00 higher than December 2017. The reason is that this is the other side of the bank balance being higher. Both liabilities and bank will reduce in 2019 when the payment is negotiated.
- Deferred Revenues are $2,538.00 which is $11,415.00 lower than December 2017.
- Long term debt is $287,250.00 down from $299,215.00. This is the last remaining debenture that matures in 2034.
- The Commission has debt limit available has increased by $42,684.00 over 2017 to $558,470.00. See note 3 on page 10 of the Financial Statement.
- Tangible capital assets are $7,629,818.00 at year end. This is the result of amortization of the assets and the purchase of two (2) new pumps.
- Prepaid insurance is $17,729.00 at year end.

Statement of Operations

- Revenues were $422,860.00 which is slightly higher than budget as the general level of interest rates increased over 2017.
- Expenses were $70,138.00 lower than budget. This is primarily due to the maintenance of the lift stations and the engineering study being under budget.

There is a net deficit of $5,576.00 for the year. The budget approved by the board is a cash basis budget, but the Financial Statements must be reported on an accrual basis. Note 8 on page 14 of the Financial Statements explains the difference between the approved balanced budget and the reported deficit budget of $79,394.00.

Administration recommended that the Northeast Pigeon Lake Regional Services Commission accept the Audited Financial Statements for the year ending December 31, 2018 as presented.

Resolution NE20190513.004

MOVED: by Director, D. Woitt

dthat the Northeast Pigeon Lake Regional Services Commission accept the Audited Financial Statements for the year ending December 31, 2018 as presented.
5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**

6.1 **Utility Foreman Report, December 12, 2018-April 30, 2019**

The County of Wetaskiwin Utilities Foreman completes a report for each Northeast Pigeon Lake Regional Services Commission meeting outlining any issues or concerns which have arisen with the Northeast Pigeon Lake Regional Services Commission system.

County of Wetaskiwin Director of Public Works Neil Powell discussed the Utilities Foreman report for the period of December 12, 2018 to April 30, 2019.

Administration recommended that the Northeast Pigeon Lake Regional Services Commission approve the Utilities Report for the period of December 12, 2018 to April 30, 2019 as presented.

**Resolution NE20190513.005**

MOVED: by Vice-Chairperson, D. Rolf

that the Northeast Pigeon Lake Regional Services Commission approve the Utilities Report for the period of December 12, 2018 to April 30, 2019 as presented.

Carried Unanimously

6.2 **2018 Mulhurst Lagoon Metered Wastewater Volumes-Report**

Since March 15, 2016, which was the date that the Phase 1 of the Pigeon Lake Regional Wastewater Project became operational, metered values have been recorded by the Utilities Department staff of the County of Wetaskiwin in regard to the volume of wastewater that has been transported through the three wastewater lines (Argentia Main, Mulhurst Main, and South Pigeon Lake Regional) into the Mulhurst Lagoon. The wastewater volumes for the 2018 year are as follows:

<table>
<thead>
<tr>
<th>Wastewater Transmission Line</th>
<th>Metered Volume of Wastewater Transmitted (m³)</th>
<th>Percentage of Total Wastewater Transmitted (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentia Main</td>
<td>174211.0</td>
<td>40.75</td>
</tr>
<tr>
<td>Mulhurst Main</td>
<td>134734.9</td>
<td>31.51</td>
</tr>
<tr>
<td>South Pigeon Lake Regional</td>
<td>118590.8</td>
<td>27.74</td>
</tr>
<tr>
<td>Total</td>
<td>427536.7</td>
<td>100.00</td>
</tr>
</tbody>
</table>

As the Directors of the Northeast Pigeon Lake Regional Services Commission are aware, the Commission and the County of Wetaskiwin have entered into an Wastewater Services Agreement with the South Pigeon Lake Municipalities (the County of Wetaskiwin and Summer Villages of Crystal Springs, Grandview, Ma-Me-O Beach, Norris Beach, and Poplar Bay) for the municipalities to transmit wastewater to the Mulhurst Lagoon through the Pigeon Lake Regional Wastewater Line. As per the
Agreement, the South Pigeon Lake Municipalities will be responsible for their proportionate share of costs for the operations of the Mulhurst Lagoon as determined by the percentage of total wastewater transmitted to the Mulhurst Lagoon. Administration will ensure that the correct cost shares for the Mulhurst Lagoon are billed to the appropriate parties.

Administration recommended that the Northeast Pigeon Lake Regional Services Commission accept the Mulhurst Lagoon Metered Wastewater Volumes as information.

Resolution NE20190513.006
MOVED: by Director, J. Korchinski

that the Northeast Pigeon Lake Regional Services Commission accept the Mulhurst Lagoon Metered Wastewater Volumes as information.

Carried Unanimously

6.3 Accounts Payable – Cheque 2435-2464-Report

Administration compiles accounts payable records from bi-monthly payments made by the organization for review at each Northeast Pigeon Lake Regional Services Commission meeting. The Board needs to review accounts payable listings of Cheque 2435 to 2464 for the period of January 1 to May 13, 2019.

Administration recommended that the Northeast Pigeon Lake Regional Services Commission accept the accounts payable listings of Cheque 2435 to 2464 for the period of January 1 to May 13, 2019 as presented.

Resolution NE20190513.007
MOVED: by Director, R. Nielsen

that the Northeast Pigeon Lake Regional Services Commission accept the accounts payable listings of Cheque 2435 to 2464 for the period of January 1 to May 13, 2019 as presented.

Carried Unanimously


At each Northeast Pigeon Lake Regional Services Commission meeting, administration compiles monthly cash statements for review by Commission Directors. The monthly cash statements for the period of November 2018 to March 2019 are provided for review.

Administration recommended that the Northeast Pigeon Lake Regional Services Commission accept the monthly cash statements for the periods ending November 2018 to March 2019 be approved as presented.

Resolution NE20190513.008
MOVED: by Director, D. Woitt

that the Northeast Pigeon Lake Regional Services Commission accept the monthly cash statements for the periods ending November 2018 to March 2019 be approved as presented.
6.5 **Appointment of Auditor 2019 (File# 9156-02)-Report**

Each year the Northeast Pigeon Lake Regional Services Commission (NEPLRSC) appoints an Auditor for the Commission. Over the past several years NEPLRSC appointed BDO Canada LLP who currently provides a comprehensive review of the procedures and financial information of the Commission. BDO Canada LLP is a Canada wide company with a vision of making a difference through valued relationships with people, clients, and communities and the following is what is important to them as a company:

**Quality**
- Strong sense of professionalism, urgency, commitment and loyalty
- An enthusiastic devotion to service

**Honesty and Integrity**
- Honesty means being open and transparent
- Integrity means they do what they say.

**Accountability for their actions and results**
- They take ownership at both an individual and collective level.

**Respect for ourselves, each other, our clients and our communities**
- Understanding that we are all different and that we all have great things to offer.

BDO means performance is not measured on what they have achieved, it is also about how they:
- **Communicate** effectively and collaboratively
- **Lead** towards a common goal – no matter your role
- **Collaborate** to accomplish common goals and objectives
- **Solve Problems** and recommend/implement solutions
- **Act with Professionalism** by working in a respectful, ethical, confidential, and independent manner
- **Complete Quality Work** in an effective and timely manner
- Serve Clients, internally externally, by providing excellent service and fulfilling client expectations pull together your financial results, present them professionally in easily readable formats, and provide specific information needed to make smart business decisions.

BDO Canada LLP completed the Audited Financial Statements for the year ending December 31, 2018, which has been delivered on time with quality documents.

Administration recommended that the Northeast Pigeon Lake Regional Services Commission appoint BDO Canada LLP as Auditor for the year ending December 31, 2019.

**Resolution NE20190513.009**

MOVED: by Vice-Chairperson, D. Rolf

that the Northeast Pigeon Lake Regional Services Commission appoint BDO Canada LLP as Auditor for the year ending December 31, 2019.
6.6 Date of Next Meeting 2019-Report

The Northeast Pigeon Lake Regional Services Commission usually meet twice per year; spring and winter.

Administration recommended that the Commission members choose the next meeting date between mid-November and mid-December.

Chairperson D. Oborowsky and D. Rolf request no binder for future meetings.

Resolution NE20190513.010
MOVED: by Vice-Chairperson, D. Rolf

that the next Northeast Pigeon Lake Regional Services Commission meeting be held November 21, 2019 at 6:00 p.m. at 9915-65 Ave Kortech Office.

Carried Unanimously

7. INFORMATION ITEMS

8. ADJOURN

Resolution NE20190513.011
MOVED: by Director, J. Korchinski

that the Northeast Pigeon Lake Regional Services Commission Meeting adjourn at 6:45 p.m.

Carried Unanimously

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CHAIRMAN

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COMMISSION MANAGER