



NORTH RED DEER RIVER WATER SERVICES COMMISSION

Regular Meeting

December 7, 2015 @ 9:00 AM

LACOMBE CITY HALL

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
 - a. October 19, 2015 Regular Meeting (*attached*)
4. Presentation
5. Reports
 - a. Operations (*attached*)
 - b. Administrator (*attached*)
 - i) Monthly Report
 - ii) Financial - October
 - c. Chair
6. Correspondence
 - a. City of Red Deer 2016 Water Supply Rates (*attached*)
7. Old Business
 - a. Operating & Capital Budget 2016
8. New Business
 - a. Bylaw #3 - 2016 Water Rates
 - b. Regional Commission Website
 - c. Credit Card Issuance Resolution
9. In Camera
 - a. Water Line Proposal – Business Case – be presented at meeting
10. Next Meeting Date: April 11, 2016 (proposed)
11. Adjournment

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
October 19, 2015

In Attendance: Mayor Steve Christie, City of Lacombe
Mayor Rick Bonnett, Town of Ponoka
Councillor Mark Matejka, Ponoka County
Mayor Melodie Stol, Town of Blackfalds
Councillor Ken Wigmore, Lacombe County
Michael Minchin, NRDRWSC Administrator
Jennifer Peterson, Administrator Assistant

Others Present: Norma MacQuarrie, CAO City of Lacombe
Terry Hager, Lacombe County Commissioner
Myron Thompson, CAO Town of Blackfalds
Preston Weran, Director of Infrastructure, Town of Blackfalds
Jordan Thompson, Engineering Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe

1. Call to Order:

Chair Christie called the meeting to order at 9:02 am.

2. Adoption of the Agenda:

MOVED by Councillor Wigmore that the agenda for October 19, 2015 be adopted as presented.

CARRIED

3. Adoption of the Minutes:

MOVED by Mayor Stol that the minutes for August 10, 2015, be adopted as presented.

CARRIED

4. Presentation

Nothing at this time.

5. Reports

Operator's Report

Mr. Huston discussed the recent activities.

In summary:

- The Alberta One-Call locates requests are down 2015 for the same period as 2014.
- The replacement of the actuator valves at Lacombe Pump houses A, B and C are complete.

- Operations had been busy with locates at the construction site of the new roundabout in Blackfalds.
- Ms. MacQuarrie will be touring the Regional line with Operator Brian Riggins within the week.

Administrator Report

Mr. Minchin presented the Administrator's report.

In summary:

- The relocation of the regional line near the construction site of the new police station has been completed.
- Continuing work is being done on mapping out the lateral lines. A number of the lines are older and a plan to replace those lines will be developed.
- Ms. Peterson is currently working on a website and will provide an overview at the December meeting.
- Information on fluoride use in treated water will be sent out to the commission members for review and comment.
- A Ponoka developer had inquired about a connection to the Regional line for fire purposes. As the connection would not involve a reservoir the developer was advised that the connection would not be possible.

Mr. Minchin presented the financial report.

In summary:

- Water sales are on target for this Quarter. The Commission is on pace over all to exceed targeted water sales for 2015 by 5-6%.
- The 2014 true-up rebate will be transferred to rate stabilization reserves at the end of the calendar year.
- The actuator replacement expenses have been entered into the financial summary that was presented.

Chairman's Report

The Chair asked the municipalities if they have received additional comments regarding fluoride. None of them have at this time.

MOVED by Councillor Matejka to accept the reports as information.

CARRIED

6. Correspondence/Information

Nothing at this time.

7. Old Business:

Water Supply to North Red Deer

Stantec has examined the potential impact of the City of Red Deer water supply request and has concluded that the regional line is capable of supplying the water volume. However, the line will not be able to supply fire flow pressures for the area without negatively impacting minimum pressure required for the Commission as outline in the supply agreement. The Red Deer connection would need to have their own fire fighting means.

Discussion occurred regarding the timeline of the requested connection and other logistics.

- City of Red Deer would like to connect as soon as possible
- Meter chamber will need to be installed.
- City of Red Deer will be billed at a higher rate for water that is supplied than the Commission's municipal customers as the County contributions would not be applied.
- Fire flow concerns will need to be addressed by the City of Red Deer
- Business Plan for the line itself will be presented at the December meeting.

MOVED by Mayor Stol to accept as information.

CARRIED

8. New Business:

2016 Operating and Capital Budget

Mr. Minchin presented the initial draft of the 2016 Operational Budget. The draft budget is based on a 4% increase in water rates from the City of Red Deer. The City of Red Deer is expected to increase their rate from \$1.25 to \$1.30 per cubic metre.

Highlights of the 20106 Operating Budge are as follows:

- Increase in interest revenue.
- Increase in budgeted water sales volumes based on a year over year increase of the 2015 amount.
- Decrease in Other Professional Services due to the completion of the actuator project. Increase of SCADA review and survey work for the lateral lines.
- Water rate will remain at a rate of \$2.03 per cubic metre for 2016. This will reduce the targeted surplus.

2016 – 2020 Operating Plan

Mr. Minchin shared with the Commission the updated 2016-2020 Operations Plan with the Commission based on the 2016 water rates and the estimated 2017-2020 rates from the City of Red Deer. The 2014 true up amount received will be applied against the next few years' water rates to maintain a stable rate. Mr. Minchin shared that each year a new year will be added to the plan.

Mr. Minchin asked the Commission to take the proposed budget to their respective Council for review and comments.

MOVED by Mayor Stol to accept the 2016 Budget as information.

CARRIED

MOVED by Mayor Stol to accept the 2016-2020 Operating Plan in principal and as information.

CARRIED

9. IN Camera

n/a

10. Next Meeting:

Monday, December 7, 2015 at 9 a.m., City of Lacombe Council Chambers.

11. Adjournment:

MOVED by Mayor Bonnett to adjourn this Meeting at 9:36 am.

CARRIED

Chairperson

Administrator

M E M O R A N D U M



North Red Deer River Water Services Commission

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Phone: (403) 782-6666
Direct Line: (403) 782-1268
Fax: (403) 782-5655

jthompson@lacombe.ca

December 7, 2015

Attn: NRDRWSC

Re: Operational Report since October 19, 2015 to current

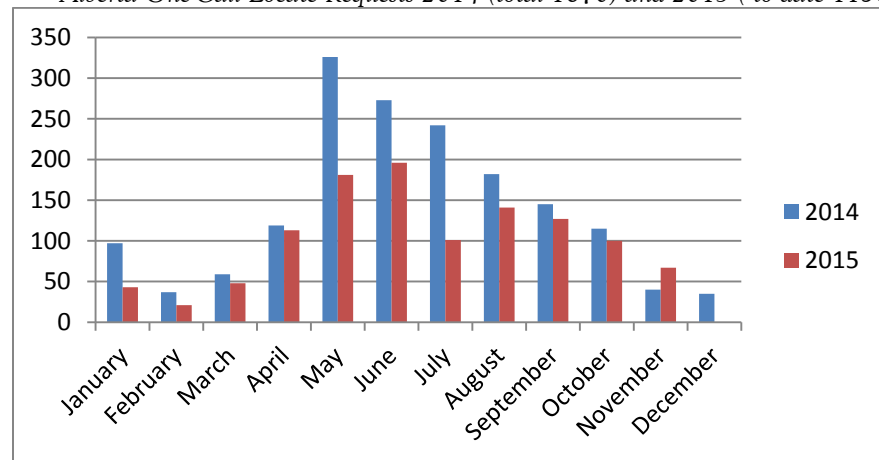
Since the last update provided to members of the Commission (October, 2015), the Operations staff have dealt with the following:

GENERAL ISSUES

➤ Alberta One-Call Locate Requests:

- October – 100 locates
- November – 67 locates

Alberta One-Call Locate Requests 2014 (total 1670) and 2015 (to date 1138)



Repair response charges:

- October 29th – Gemini Corp. (Ponoka) hit the regional feed line to Lucas Heights with a screw pile. Pidherneys was contracted to complete the repair. Line was down for approx. 48 hrs.
- October 21 – Brian & Greg replaced emergency lighting batteries at 39th Ave vault.

Call-Out:

- October 11 – power outage at main vault, Chris replaced UPS batteries.

Crossing/Proximity Agreements –

- None

General Information:

- N/A

If you have any questions or comments regarding the operations described above please don't hesitate to call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Thompson', with a stylized, sweeping flourish extending to the right.

Jordan Thompson, CET, PMP
Engineering Services Manager



**North Red Deer
Regional Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta
T4L 1E9

Memorandum

TO: Commission Board Members
FROM: Michael Minchin, Administrator
DATE: December 3, 2015

RE: Administrator's Report – 4th Qtr 2015

REF: 47/117
(2015)

The following is a summary of items Administration has been working on since the Board's last meeting:

1. Administrative staff continued discussions with the City of Red Deer regarding an expanded request for water service in the annexed areas north of the City. Meetings have been held to determine process for determining volume and pressure requirements as well as for determining design. The City has confirmed it is responsible for all costs associated with both design and construction including the Commission's engineering.
2. The Commission's 2016 operating budget and capital budgets have been updated for Council's approval.
3. Administration is working to receive reimbursement from a property owner who damaged a lateral supply line in Ponoka. The total cost to date for the repair was \$15,000.
4. Administration is working with Stantec to complete the Commission's future water demand report. The report is a condition of the Commission's water license and is due every 10 years. Stantec has updated growth forecasts for Lacombe, Blackfalds and Lacombe County as part of the regional wastewater commission. This information will assist in this water forecast report. The deadline for the report is January 31, 2016.
5. Administration has completed an initial business review of the City of Red Deer's proposed relocation of the Commission meter chamber and line ownership. The report will be presented in camera.

Respectfully submitted.



5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members
FROM: Michael Minchin, Administrator
DATE: December 3, 2015
RE: October 2015 Financial Report

REF: 47/860
(15)

The Commission's operations remain on track to have a higher than budgeted surplus. As of the end of October, the Commission is projected to have a surplus of \$639,000 of which \$350,000 is from the 2014 true up payment from the City of Red Deer and which will be placed in to the rate stabilization reserve.

Other highlights include:

1. The attached statements reflect expenses to end of October and show a surplus of \$1,272,263.
2. Remaining Revenues include:
 - a. Water Sales of \$909,100
 - b. Interest Revenue of \$7,000
 - c. County Contributions of \$134,000
3. Remaining Expenses include:
 - a. Amortization expense of \$465,610
 - b. Debt payments of \$570,688
 - c. November and December expenses of \$49,800
 - d. Water purchases of \$582,200
4. Additional \$15,000 to be incurred for repair to lateral supply line in Ponoka. These expenses are not yet reflected in the statements. The Commission will attempt to recover this amount from the Company responsible for the damage.
5. Water sales volumes are forecasted to reach 2,841,000 cubic meters an increase of 135,000 cubic meters or 5% above budget. This increase accounts for the majority increase actual surplus to budget.

CITY OF LACOMBE
GL Department Report



GL5330

Page : 1

Date : Dec 03, 2015

Time : 2:15 pm

Year : 2015

Period : 10

Budget : FINAL BUDGET

Account No.	Description	Current	Year To Date	Budget	Variance	% Used
REGIONAL WATER REPORTING						
6 REGIONAL WATER COMMISSION						
1 REVENUES						
47 Regional Water Revenues						
06-1-47-35110	Water Sales - City of Lacombe	-229,130	-2,338,107	-2,613,223	-275,116	89
06-1-47-35120	Water Sales - Town of Ponoka	-116,067	-1,226,157	-1,445,462	-219,305	85
06-1-47-35130	Water Sales - Town of Blackfalds	-115,399	-1,300,804	-1,332,594	-31,790	98
06-1-47-35140	Water Sales - Ponoka County	-1,041	-14,892	-16,319	-1,427	91
06-1-47-42200	Line Crossing Fee	0	-1,000	-1,750	-750	57
06-1-47-55100	Interest Revenue	-3,855	-36,473	-37,530	-1,057	97
06-1-47-55500	Rebates & Dividends	0	-350,632	-50	350,582	701264
06-1-47-85140	Lacombe County Contribution	0	0	-67,000	-67,000	
06-1-47-85150	Ponoka County Contribution	0	0	-67,000	-67,000	
47 Regional Water Revenues		-465,493	-5,268,064	-5,580,927	-312,863	94
1 REVENUES		-465,493	-5,268,064	-5,580,927	-312,863	94
2 EXPENSES						
47 Regional Water Operating Expenditures						
06-2-47-11100	Wages	350	350	0	-350	
06-2-47-11110	Board Wages-City of Lacombe	0	350	1,400	1,050	25
06-2-47-11120	Board Wages-Town of Ponoka	150	450	600	150	75
06-2-47-11130	Board Wages-Town of Blackfalds	150	450	600	150	75
06-2-47-11140	Board Wages-Lacombe County	0	0	600	600	
06-2-47-11150	Board Wages-Ponoka County	150	300	600	300	50
06-2-47-21110	Board Travel-City of Lacombe	0	0	500	500	
06-2-47-21120	Board Travel -Town of Ponoka	27	82	500	418	16
06-2-47-21130	Board Travel-Town of Blackfalds	15	45	500	455	9
06-2-47-21140	Board Travel-Lacombe County	0	0	500	500	
06-2-47-21150	Board Travel-Ponoka County	30	30	500	470	6
06-2-47-21400	Membership Fees	0	196	200	4	98
06-2-47-21500	Postage & Freight	0	0	150	150	
06-2-47-21700	Telephone - Office	25	251	305	54	82
06-2-47-21701	Telephone - Operations	669	6,693	9,084	2,391	74
06-2-47-23000	Management Fees	4,438	43,440	52,230	8,791	83
06-2-47-23100	Accounting and Auditor Fees	0	181	8,000	7,819	2
06-2-47-23200	Legal Fees	0	0	500	500	
06-2-47-23900	Other Professional Services	291	39,892	40,300	408	99
06-2-47-25300	Equipment Repair & Maintenance	159	3,794	7,500	3,706	51
06-2-47-25301	SCADA Maintenance	897	8,970	10,800	1,830	83
06-2-47-27400	Insurance & Bond Premiums	0	3,560	5,500	1,940	65
06-2-47-34200	Administration	828	8,104	9,744	1,640	83
06-2-47-35100	Purchase of Water	290,551	3,053,958	3,374,201	320,243	91
06-2-47-35200	Operations	12,284	98,064	107,580	9,516	91
06-2-47-51000	Miscellaneous Expenses	34	64	500	436	13
06-2-47-51100	Meeting Supplies	0	0	250	250	
06-2-47-51400	Office Supplies	0	0	250	250	
06-2-47-52400	General Materials & Supplies	0	555	500	-55	111
06-2-47-54400	Utilities-Electricity	237	2,900	5,000	2,100	58
06-2-47-56400	Valves	0	18,889	5,000	-13,889	378
06-2-47-81400	Bank Charges & Interest	0	20	0	-20	
06-2-47-83100	Debenture Interest	0	367,243	658,578	291,335	56
06-2-47-83200	Debenture Principal	0	336,970	616,323	279,353	55
06-2-47-99000	Amortization	0	0	465,610	465,610	

CITY OF LACOMBE
GL Department Report



GL5330

Page : 2

Date : Dec 03, 2015

Time : 2:15 pm

Year : 2015

Period : 10

Budget : FINAL BUDGET

Account No.	Description	Current	Year To Date	Budget	Variance	% Used
REGIONAL WATER REPORTING						
	47 Regional Water Operating Ex	311,286	3,995,801	5,384,405	1,388,604	74
	2 EXPENSES	311,286	3,995,801	5,384,405	1,388,604	74
	Surplus/(Deficit)	-154,207	-1,272,263	-196,522	1,075,741	647
	6 REGIONAL WATER COMMISSION	-154,207	-1,272,263	-196,522	1,075,741	647
	REGIONAL WATER REPORTING Total	-154,207	-1,272,263	-196,522	1,075,741	647



ENVIRONMENTAL SERVICES

October 26, 2015

Michael Minchin, Commission Administrator
North Red Deer River Water Services Commission
c/o City of Lacombe
5432 – 56 AVE
Lacombe AB T4L 1E9

Dear Mr. Minchin,

**Re: North Red Deer River Water Services Commission
2016 Water Supply Rates**

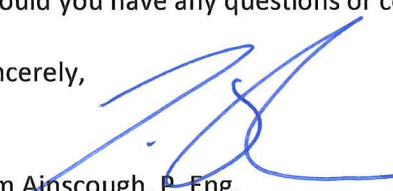
We have recently evaluated our water financial and rate allocation models and have tentatively established rates for 2016, subject to Council approval. Please be advised that the unit rate for the supply of water under the Water Supply Agreement with the North Red Deer River Water Services Commission (NRDRWSC) is expected to increase to \$1.30 per cubic metre, effective March 1, 2016.

The NRDRWSC rate was calculated on a cost of service basis, utilizing the principles set out in the American Water Works Association manuals of practice. The price was derived using an estimated volume of 2,785,583 cubic metres, which is a 7% increase over the forecast 2015 volume of 2,604,595. The 2016 rate is an increase of 4% above the 2015 rate of \$1.25

As per the Water Supply Agreement, we will prepare a “true-up” reconciliation following our 2016 year-end to develop an actual cost per cubic metre based on actual costs and supply volumes. We will then issue an invoice or credit if the actual unit cost is more than 10% above or below that used during the course of the year.

Should you have any questions or concerns, please contact me.

Sincerely,



Tim Ainscough, P. Eng.
Environmental Services Manager

sm/

c. Water Superintendent
Development Services Director
Environmental Services Administrative & Accounting Supervisor



**North Red Deer
Regional Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members

FROM: Michael Minchin, Administrator

DATE: December 3, 2015

RE: 2016 Operational Budget – Draft for
Approval

REF: 47/934/2016

Administration is presenting the operating budget for 2016 for the Commission's approval. There are no capital expenditures forecasted for 2016.

The 2016 draft operating is based on a 4.0% increase in water rates from the City of Red Deer. The increase is the result of updates to the water model for City. The rate from the City will increase from \$1.25 to \$1.30 per cubic metre. **The details of the rate and impact on the budget are outlined on page 3.** The City of Red Deer's new rate will be effective for March 1, 2016.

Offsetting this increase in cost is a projected increase in water volume sales. 2015 is on target to see the highest water sales (by volume) since the Commission began operations in 2006. Administration has tempered expectations for 2016 by using an average for previous years. Water volumes are expected to increase by 1% from 2014 levels. Included in the estimate is a change to the water loss estimate as well as the inclusion of water volumes from Lacombe County's industrial park. This water volume was factored into the rate calculation provided by the City. **Water forecasts are outlined in page 4 of this document.**

In addition to water purchases and sales volume estimates adjustments, Administration has also reviewed all expenses for the Commission and made a number of adjustments. The following a summary of those adjustments. **The operating budget starts on page 5.**

1. Increase of \$4,470 in interest revenue to reflect growing cash balances.
2. Increase of \$6,000 to reflect actual billing revenue to Counties.
3. Reduction in postage of \$100.
4. Increase of Management Fees based on a June 1st increase. \$2,091 increase.
5. Decrease in Other Professional Services of \$3,500. A reduction of \$30,000 for the completed actuator project is offset by a \$20,000 increase for SCADA review and \$5,000 for survey work needed to register right of ways for lateral lines. A

- further \$1,500 has been included for general maintenance of the system's valves and computer systems.
6. Increase Administration (accounting services) based on a June 1st increase. \$391.
 7. Increase in Operations costs to reflect increased rates effective June 1st.
 8. Water purchases are based on projected water volumes and the new City of Red Deer rate.
 9. Reduction in electricity costs to reflect current electricity rates.
 10. Amortization remains unchanged. As this is a non-cash expense, the reserve policy will see this transferred to capital reserves at the end of the year in 2016.

Water rates for the Commission to member municipalities would remain unchanged at \$2.03 per cubic metre. The surplus has been decreased from the targeted \$150,000 to ensure the rate remains unchanged.

The budget is being presented for Commission approval.

North Red Deer River Water Services Commission
2016 Water Rate Calculations

Page 3

2015 City of Red Deer Rate	\$	1.250
2016 City of Red Deer Projected Rate	\$	1.300
% Change		4.00%

<u>Water Purchases</u>	<u>January</u>	<u>February</u>	<u>March to December</u>	<u>Total</u>
Lacombe	105,044	91,914	1,116,093	1,313,050
Ponoka	57,194	50,045	607,691	714,930
Blackfalds	55,973	48,976	594,711	699,660
Lacombe County (thru Blackfalds)	436	382	4,633	5,450
Ponoka County	772	676	8,203	9,650
Water Loss	3,427	2,999	36,414	42,840
Subtotal	222,846	194,991	2,367,743	2,785,580

Price per m3	1.2500	1.2500	1.3000
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<u>Cost of Water</u>				
City	131,305.00	114,891.88	1,450,920.25	1,697,117.13
Ponoka	71,493.00	62,556.38	789,997.65	924,047.03
Blackfalds	69,966.00	61,220.25	773,124.30	904,310.55
Lacombe County (thru Blackfalds)	545.00	476.88	6,022.25	7,044.13
Ponoka County	965.00	844.38	10,663.25	12,472.63
Water Loss	4,284.00	3,748.50	47,338.20	55,370.70
Subtotal	278,558.00	243,738.27	3,078,065.90	3,600,362.17

Other Expenses (Includes Amortization)	<u>2,014,118.83</u>
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Total Operating Costs	5,614,481.00
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Less non-water Revenue	<u>183,800.00</u>
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Total Water Sale Revenue Required	5,430,681.00
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<u>Water Sales Required</u>				
City	213,239.32	186,584.41	2,265,667.78	2,665,491.51
Ponoka	116,104.63	101,591.55	1,233,611.72	1,451,307.90
Blackfalds	113,624.78	99,421.69	1,207,263.33	1,420,309.80
Lacombe County	885.08	774.45	9,403.98	11,063.51
Ponoka County	1,567.16	1,371.27	16,651.08	19,589.51
Subtotal	445,420.97	389,743.37	4,732,597.89	5,567,762.23
Operating Surplus				137,081.23

Price per m3	\$	2.0300	\$	2.0300	\$	2.0300
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Rate Increase	0.00%
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**North Red Deer River Water Services Commission
2016 Water Sales Forecast**

	2015 Projected			2015	Variance
	<u>Jan to Sept</u>	<u>Oct to Dec</u>	<u>Total</u>	<u>Budget</u>	
City of Lacombe	1,038,905	294,356	1,333,261	1,287,302	3.45%
Town of Ponoka	546,842	164,053	710,895	712,050	-0.16%
Town of Blackfalds	583,943	165,451	749,394	651,450	13.07%
Lacombe County	-	-	-	5,000	0.00%
Ponoka County	6,823	1,933	8,756	8,039	8.19%
Water Loss	<u>45,602</u>	<u>12,921</u>	<u>58,523</u>	<u>42,000</u>	<u>28.23%</u>
	2,222,115	638,713	2,860,828	2,705,841	5.42%

2016 (Estimated)

	March to			Total
	<u>January</u>	<u>February</u>	<u>December</u>	
City of Lacombe	105,044	91,914	1,116,093	1,313,050
Town of Ponoka	57,194	50,045	607,691	714,930
Town of Blackfalds	55,973	48,976	594,711	699,660
Lacombe County	436	382	4,633	5,450
Ponoka County	772	676	8,203	9,650
Water Loss	<u>3,427</u>	<u>2,999</u>	<u>36,414</u>	<u>42,840</u>
	222,846	194,991	2,367,743	2,785,580

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Projected 2015</u>	<u>Estimated 2016</u>
City of Lacombe	1,200,431	1,219,621	1,135,454	1,150,948	1,192,004	1,240,649	1,328,507	1,333,261	1,313,050
Town of Ponoka	866,298	767,791	703,634	700,402	699,781	699,205	706,460	710,895	714,930
Town of Blackfalds	478,435	515,855	524,584	526,983	564,434	593,449	678,191	749,394	699,660
Lacombe County	-	-	-	-	0	-	-	-	5,450
Ponoka County	116,099	4,844	2,705	3,560	4,662	5,771	7,336	8,756	9,650
Water Loss	<u>171,715</u>	<u>61,116</u>	<u>48,296</u>	<u>39,407</u>	<u>11,252</u>	<u>49,987</u>	<u>37,509</u>	<u>58,523</u>	<u>42,840</u>
	2,832,978	2,569,227	2,414,673	2,421,300	2,472,133	2,589,061	2,758,003	2,860,828	2,785,580

City of Lacombe	1.60%	-6.90%	1.36%	3.57%	4.08%	7.08%	0.36%	-1.52%
Town of Ponoka	-11.37%	-8.36%	-0.46%	-0.09%	-0.08%	1.04%	0.63%	0.57%
Town of Blackfalds	7.82%	1.69%	0.46%	7.11%	5.14%	14.28%	10.50%	-6.64%
Lacombe County								
Ponoka County	-95.83%	-44.16%	31.61%	30.96%	23.79%	27.12%	19.36%	10.21%
Water Loss	-64.41%	-20.98%	-18.41%	-71.45%	344.25%	-24.96%	56.02%	-26.80%
	-9.31%	-6.02%	0.27%	2.10%	4.73%	6.53%	3.73%	-2.63%

CITY OF LACOMBE
Provisional Budget Report



GL5220

Date : Dec 03, 2015

Page 5

Account Code : 06-1-47-?????
 To 06-2-47-?????
 Fiscal Year : 2015

Account Code	Account Description	CC1	CC2	2014 ACTUAL VALUES	2015 ACTUAL VALUES	2015 FINAL BUDGET	2016 PROVISIONAL BUDGET
06	REGIONAL WATER COMMISSION						
	REVENUES						
06-1-47-35110	Water Sales - City of Lacombe			-2,696,869	-2,338,107	-2,613,223	-2,665,494
06-1-47-35120	Water Sales - Town of Ponoka			-1,434,114	-1,226,157	-1,445,462	-1,451,308
06-1-47-35130	Water Sales - Town of Blackfoot			-1,376,728	-1,300,804	-1,332,594	-1,431,375
06-1-47-35140	Water Sales - Ponoka Courthouse			-14,892	-14,892	-16,319	-19,592
06-1-47-42200	Line Crossing Fee			-2,000	-1,000	-1,750	-1,750
06-1-47-55100	Interest Revenue			-39,863	-36,473	-37,530	-42,000
06-1-47-55500	Rebates & Dividends			-409,855	-350,632	-50	-50
06-1-47-85140	Lacombe County Contribution			-69,044	0	-67,000	-70,000
06-1-47-85150	Ponoka County Contribution			-69,044	0	-67,000	-70,000
	Total REVENUES			-6,112,409	-5,268,065	-5,580,928	-5,751,569
	EXPENSES						
06-2-47-11100	Wages			0	350	0	0
06-2-47-11110	Board Wages-City of Lacombe			1,400	350	1,400	1,400
06-2-47-11120	Board Wages-Town of Ponoka			600	450	600	600
06-2-47-11130	Board Wages-Town of Blackfoot			600	450	600	600
06-2-47-11140	Board Wages-Lacombe County			0	0	600	600
06-2-47-11150	Board Wages-Ponoka Courthouse			600	300	600	600
06-2-47-21110	Board Travel-City of Lacombe			0	0	500	500
06-2-47-21120	Board Travel -Town of Ponoka			111	82	500	500
06-2-47-21130	Board Travel-Town of Blackfoot			59	45	500	500
06-2-47-21140	Board Travel-Lacombe County			0	0	500	500
06-2-47-21150	Board Travel-Ponoka Courthouse			59	30	500	500
06-2-47-21170	Travel-Administration			205	0	0	0
06-2-47-21400	Membership Fees			195	196	200	200
06-2-47-21500	Postage & Freight			50	0	150	50
06-2-47-21600	Staff & Volunteer Appreciation			200	0	0	0
06-2-47-21700	Telephone - Office			301	251	305	305
06-2-47-21701	Telephone - Operations			8,397	6,693	9,084	9,084
06-2-47-23000	Management Fees			50,286	47,878	52,230	54,321
06-2-47-23100	Accounting and Auditor Fee			8,052	181	8,000	8,000
06-2-47-23200	Legal Fees			0	0	500	1,250
06-2-47-23900	Other Professional Services			49,820	41,439	40,300	36,800
06-2-47-25300	Equipment Repair & Maintenance			38,809	3,794	7,500	7,500
06-2-47-25301	SCADA Maintenance			10,764	8,970	10,800	11,280
06-2-47-27400	Insurance & Bond Premium			4,386	3,560	5,500	5,500
06-2-47-34200	Administration			9,382	8,932	9,744	10,135
06-2-47-35100	Purchase of Water			3,369,086	3,053,958	3,374,201	3,600,362
06-2-47-35200	Operations			111,125	98,164	107,580	111,883
06-2-47-51000	Miscellaneous Expenses			322	64	500	500
06-2-47-51100	Meeting Supplies			18	0	250	250
06-2-47-51400	Office Supplies			0	0	250	250
06-2-47-52400	General Materials & Supplies			385	555	500	500
06-2-47-54400	Utilities-Electricity			3,829	2,900	5,000	4,500
06-2-47-56400	Valves			6,028	18,889	5,000	5,000

CITY OF LACOMBE
Provisional Budget Report

GL5220
Date : Dec 03, 2015

Page 6

Account Code : 06-1-47-?????
To 06-2-47-?????
Fiscal Year : 2015



Account Code	Account Description	CC1	CC2	2014 ACTUAL VALUES	2015 ACTUAL VALUES	2015 FINAL BUDGET	2016 PROVISIONAL BUDGET
06-2-47-81400	Bank Charges & Interest			0	20	0	0
06-2-47-83100	Debenture Interest			683,614	367,243	658,578	630,473
06-2-47-83200	Debenture Principal			589,444	336,970	616,323	644,428
06-2-47-99000	Amortization			465,610	0	465,610	465,610
Total EXPENSES				5,413,737	4,002,714	5,384,405	5,614,481
Total REGIONAL WATER COMMISSION				-698,672	-1,265,351	-196,523	-137,088



5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members

FROM: Michael Minchin, Administrator

DATE: December 3, 2015

RE: Commission Bylaw #3 – 2016 Water Rate

REF: 47/200
(15)

Purpose

To present for the Board's consideration Bylaw #3, a bylaw to set the water rate for 2016.

Background

The department of Municipal Affairs conducted a review of the policies and procedures of the Commission early this year. One of the recommendations of the review was that the Commission should be establishing the annual water rate charged to the municipal members via bylaw.

The current practice is to simply approve the operating budget in which the water rate is based on.

Issue Analysis

Section of 602.07(1)(b) of the Act does state that a Commission shall pass by a bylaw governing the fees to be charged by the commission for services provided to its customers or any class of customers.

The Commission's Bylaw #1 establishes the administration of the Commission, including how the annual rate is to be established. Bylaw #1 does not actually establish the rate itself. Bylaw 3 would establish the rate for 2016. An annual rate bylaw will be presented on annual basis.

For 2016, the bylaw would have an effective date of January 1st. Future bylaws will have an enactment date of March 1st when the rate is timed to change along with the increase by the City of the Red Deer.

Unlike a municipal council, the Board may pass a bylaw in one meeting by simple majority vote.

Attachment

1. Bylaw 3 – 2016 Water Rate Bylaw

Recommendation

Administration is recommending that the Commission give all three readings to Bylaw 3 at its December 7th meeting.

NORTH RED DEER RIVER WATER SERVICES COMMISSION

BYLAW 3

BEING A BY-LAW OF THE BOARD OF DIRECTORS OF THE NORTH RED DEER RIVER WATER SERVICES COMMISSION TO ESTABLISH THE ANNUAL WATER CHARGE FOR MEMBER MUNICIPALITIES AND CUSTOMERS

WHEREAS the North Red Deer Water Services Commission has been established by the Lieutenant Governor in Council under Alberta Regulation 105/2004 made pursuant to Part 15.1 of the Municipal Government Act, RSA 2000, c. M-26; and

WHEREAS the Board of Directors of the North Red Deer Water Services Commission has been duly appointed pursuant to section 602.04(3)(b) of the said Act and the Board of Directors now wishes to make a Bylaw pursuant to section 602.07(1)(b) of the said Act establishing the per unit rate to be charged for the sale of water to its member municipalities and customers;

NOW THEREFORE the Board enacts the following:

- 1 Definitions
 - a. "Board" means the Board of Directors of the Commission;
 - b. "Commission" means the North Red Deer River Water Services Commission;
 - c. "Customer" means a person, corporation or municipality who the Commission provide water services to and who is not a Member; and
 - d. "Member(s)" means those members set out in the Regulation
- 2 This bylaw may be referred to as the "2016 Water Rate Bylaw."
- 3 The rate to be charged for the sale of potable water to members by the Commission is hereby set at \$2.03 per cubic meter of measured water.
- 4 Municipal Member consumption shall be measured on a monthly basis by the Commission and the Commission shall invoice each member for consumption times the rate established by this Bylaw.
- 5 Payment by the members shall be due within 30 days from date of the invoice provided by the Commission.
- 6 This bylaw shall come into force on January 1, 2016.

Read a first time this _____ day of _____, 2015

Read a second time this _____ day of _____, 2015

Read a third time and adopted this _____ day of _____, 2015

CHAIR

MANAGER



**North Red Deer
Regional Water
Services Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Phone: (403) 782-6666
Fax: (403) 782-5655

M E M O R A N D U M

December 3, 2015
Attn: NRDRWSC Commission
Re: New Website

We are pleased to let you know that we have rolled out a fully developed website for the North Red Deer Water Services Commission at <http://www.nrdwsc.ca> on December 4, 2015.

Please visit the new website and send your feedback via email to jpeterson@lacombe.ca, this will help to make enhancements as needed.

Yours truly,
Jennifer Peterson



**North Red Deer
Regional Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members
FROM: Michael Minchin, Administrator
DATE: December 3, 2015

RE: Credit Card Loan Resolution

REF: 47/810
(15)

Purpose

To obtain Board approval necessary for the issuance of a Commission credit card by Servus Credit Union

Background

The Board approved Board Policy #11 (2013) which authorized the issuance of a Commission credit card to Commission staff.

Issue Analysis

Administration staff have now requested a credit card from the Commission's financial institution, Servus Credit Union. Servus has requested that the Commission approve the attached resolution authorizing the issuance of the credit card.

The rather complex resolution is a requirement of Servus Credit Union to create a credit card loan facility. Approval is required only once.

Bylaw 2 has already been approved for the Commission's line of credit under which the credit cards will be issued.

Attachments

1. Proposed Resolution – CUETs credit card loan facility
2. Board Policy #11 (2013) Credit Card Policy

Recommendation

That the Commission approves the credit card loan facility resolution as presented.



Resolution of Unincorporated Associations (Organizations, Lodges, Societies, etc.)

FORM C-3

Resolution of the Officers / Executive Members of North Red Deer River Water Services Commission (the "Association")
(Name of Unincorporated Association)

WHEREAS it is in the interest of the Association.

to enter into arrangements for the provision of a borrowing relationship with The Toronto-Dominion Bank operating a division as CUETS Financial ("CUETS Financial"), and, if required, to provide security and agreements therefore;

BE IT RESOLVED THAT:

- The Association is authorized to:
 - open, maintain and operate one or more credit card accounts with CUETS Financial and to do all things in relation thereto;
 - enter into credit agreements from time to time with CUETS Financial using CUETS Financial's standard forms and to borrow money from CUETS Financial pursuant to the credit facilities described in such agreements; and
 - enter into further arrangements for the provision of other financial services with CUETS Financial.
- The Association is authorized and directed to create, execute and deliver in favour of CUETS Financial:
 - CUETS Financial's standard documentation for the opening and operation of one or more credit card accounts;
 - the credit agreements referred to above and any additional agreements described in such credit agreements; and
 - such further instruments and agreements as may be reasonably required to carry out the agreements described herein; and by doing so, to bind the Association and create the security set out in such agreements.
- Any one individual listed below as an "**Account Administrator**" is authorized for and on behalf of the Association from time to time to:
 - execute and deliver all of the documents and instruments described in paragraph 2 above;
 - execute and deliver any other documents and instruments that may be reasonably required from time to time to carry out the transactions contemplated by this Resolution, subject to such amendments as the Account Administrator may approve, such approval to be conclusively evidenced by the execution of the said documents or instruments;
 - give CUETS Financial instructions and perform transactions on behalf of the Association in connection with the ongoing operation of the credit card account(s), credit facilities and/or other financial services contemplated by this Resolution;
 - authorize any person or persons (each, an "**Authorized User**") to access, from time to time, credit available under the credit card account(s) established by CUETS Financial for the Association;
 - establish and, from time to time, change the amount of credit that each individual Authorized User may access under the credit card account(s) established by CUETS Financial for the Association; and
 - settle the Association's credit card account(s) with CUETS Financial and receive from CUETS Financial, and provide receipt of, statements and any other items or correspondence from and to CUETS Financial in connection with the Association's credit card account(s).
- CUETS Financial is entitled to rely on such documents, instruments, instructions and transactions as duly and validly authorized and binding on the Association. CUETS Financial does not need to make any further inquiry into the authority of any Account Administrator to bind the Association.
- CUETS Financial be provided with a copy of this Resolution together with a certified list of the names of the current officers and directors of the Association and, from time to time, be provided with any changes to such list.

Account Administrator(s): Each Account Administrator must complete and submit Form B Supplementary Information Form

Full Legal Name Janice Craven
Full Legal Name Michael Minchin, Administrator
Full Legal Name

CERTIFICATE

The undersigned duly appointed executive officer/member of the Association hereby certifies that as of the date hereof:

- The foregoing is a true copy of a Resolution duly passed by the officers and/or executive members of the Association on the 16 day of November, 2015, and recorded in the minute book, and is still in full force and effect and unamended;
- Attached as Schedule A to this Resolution is a complete list of the individuals appointed and holding the office(s) indicated and/or are Executive Members of the Association; and
- There are no provisions in the constating documents of the Association, or in its constitution, or any of its by-laws or resolutions or in any other agreement that restrict or limit the powers of the Association, or the powers of the executive officers/members on behalf of the Association, to borrow money, to guarantee the obligations of others, to mortgage, charge, hypothecate, pledge or otherwise create a security interest in all or any of the property of the Association now owned or subsequently acquired to secure any obligations of the Association, present or future, or that restrict or limit the powers of the executive members to delegate the powers referred to in the foregoing Resolution to one or more officers, executive members or other persons

Dated this 16 day of November, 2015.

Name: Stephen Christie

Title: Mayor of Lacombe

Signature: _____

NOTE: Signatory must complete and submit FORM B (Supplementary Information Form)

Schedule A

Association Officers/Executive Members

NOTE: At the time of opening a Business Account, or at a requested change in Account Administrator(s), CUETS Financial is required to collect and verify the Full Legal Name, Date of Birth, Home Address and Occupation* description, including Employer Name and Address for all officers or executive members of the Association.

Association Officer/Executive Member #1	
Full Legal Name: Stephen Christie	Detailed Occupation Description: Mayor Of Lacombe
Date of Birth: (YYYY/MM/DD): 1966/08/10	Street Address of Principal Residence (Unit, Street, Municipality, Province, Postal Code.) 13 Fairway Drive Lacombe AB T4L 1R3
Is this Association Officer's primary employer the Business Member Applicant? YES <input type="radio"/> NO <input checked="" type="radio"/>	If 'No' then provide Employer Name and Address (Unit, Street, Municipality, Province, Postal Code.) 5432 56 Ave Lacombe, AB T4L 1E9
Signature: X:	

Association Officer/Executive Member #2	
Full Legal Name: Richard Bonnett	Detailed Occupation Description: Mayor of Ponoka
Date of Birth: (YYYY/MM/DD): 1966/08/07	Street Address of Principal Residence (Unit, Street, Municipality, Province, Postal Code.) 4204 38 Street Ponoka, AB T4J 1A8
Is this Association Officer's primary employer the Business Member Applicant? YES <input type="radio"/> NO <input checked="" type="radio"/>	If 'No' then provide Employer Name and Address (Unit, Street, Municipality, Province, Postal Code.) 5102 48 Ave Ponoka AB T4J 1P7
Signature: X:	

Association Officer/Executive Member #3	
Full Legal Name: Melodie Stol	Detailed Occupation Description: Mayor of Blackfalds
Date of Birth: (YYYY/MM/DD): 1969/04/21	Street Address of Principal Residence (Unit, Street, Municipality, Province, Postal Code.) 47 Camille Gate Blackfalds AB T0M 0J0
Is this Association Officer's primary employer the Business Member Applicant? YES <input type="radio"/> NO <input checked="" type="radio"/>	If 'No' then provide Employer Name and Address (Unit, Street, Municipality, Province, Postal Code.) 5018 Waghorn Street Blackfalds, AB T0M 0J0
Signature: X:	

Association Officer/Executive Member #4	
Full Legal Name: Kenneth Wigmore	Detailed Occupation Description: County of Lacombe Counselor
Date of Birth: (YYYY/MM/DD): 1947/09/14	Street Address of Principal Residence (Unit, Street, Municipality, Province, Postal Code.) 40217 Range Road 282 Bentley, AB T0C0J0
Is this Association Officer's primary employer the Business Member Applicant? YES <input type="radio"/> NO <input checked="" type="radio"/>	If 'No' then provide Employer Name and Address (Unit, Street, Municipality, Province, Postal Code.) 40403 Range Road 274 Lacombe, AB T4L 2N4
Signature: X:	

Association Officer/Executive Member #5	
Full Legal Name: Mark Matejka	Detailed Occupation Description: County of Ponoka Counselor
Date of Birth: (YYYY/MM/DD): 1964/04/11	Street Address of Principal Residence (Unit, Street, Municipality, Province, Postal Code.) Site 11 Box 1 RR3 Ponoka, AB T4J 1R3
Is this Association Officer's primary employer the Business Member Applicant? YES <input type="radio"/> NO <input type="radio"/>	If 'No' then provide Employer Name and Address (Unit, Street, Municipality, Province, Postal Code.) Site 11 Box 1 RR3 Ponoka, AB T4J 1R3
Signature: X:	

Association Officer/Executive Member #6	
Full Legal Name:	Detailed Occupation Description:
Date of Birth: (YYYY/MM/DD):	Street Address of Principal Residence (Unit, Street, Municipality, Province, Postal Code.)
Is this Association Officer's primary employer the Business Member Applicant? YES <input type="radio"/> NO <input type="radio"/>	If 'No' then provide Employer Name and Address (Unit, Street, Municipality, Province, Postal Code.)
Signature: X:	

Association Officer/Executive Member #7	
Full Legal Name:	Detailed Occupation Description:
Date of Birth: (YYYY/MM/DD):	Street Address of Principal Residence (Unit, Street, Municipality, Province, Postal Code.)
Is this Association Officer's primary employer the Business Member Applicant? YES <input type="radio"/> NO <input type="radio"/>	If 'No' then provide Employer Name and Address (Unit, Street, Municipality, Province, Postal Code.)
Signature: X:	

Association Officer/Executive Member #8	
Full Legal Name:	Detailed Occupation Description:
Date of Birth: (YYYY/MM/DD):	Street Address of Principal Residence (Unit, Street, Municipality, Province, Postal Code.)
Is this Association Officer's primary employer the Business Member Applicant? YES <input type="radio"/> NO <input type="radio"/>	If 'No' then provide Employer Name and Address (Unit, Street, Municipality, Province, Postal Code.)
Signature: X:	

NOTE: *The term "occupation" refers to such individual's principal occupation and not his/her position title.
Note: In order to change or modify the Account Administrators, set out above, a new Unincorporated Association Resolution is required.



CREDIT CARD POLICY

Policy No. 11 (2013)

Replaces: New

Date Passed: April 8, 2013

BACKGROUND

Commission authorized credit cards provides Administration of the Commission with an efficient and convenient method of purchasing that reduces the need to use other methods of procurement for small-dollar-value goods.

Administration is encouraged to use the Commission corporate credit card for, business expenses, and small-dollar-value purchases. Using a corporate credit card, instead of other forms of payment, saves time for both the user and Accounts Payable.

PURPOSE

The purpose of this policy is to define the business rules and restrictions for using the Commission corporate credit.

DEFINITIONS

1. Approver - The Commission Administrator and to whom the cardholder reports. In the case where the Administrator is a cardholder, the approver shall be the Commission Chair.
2. Cardholder - The specific individual whose name appears on the corporate credit card.
3. Commission Corporate Credit Card -The credit card issued on behalf of the Commission.
4. Fraud- Unauthorized use of corporate credit card or card number by someone other than the individual to whom it is issued.
5. Misuse/ Abuse - Unauthorized or inappropriate use of the corporate credit card or card number by the employee to whom the card is issued.

POLICY

1. Scope

This policy applies to all Commission employees who have been issued a corporate credit card.
2. Consequences of Non-Compliance
 - a. Failure to adhere to this policy may result in:
 - i. Suspension of corporate credit card privileges.
 - ii. Mandatory reimbursement to the Commission for inappropriate purchases or fees.

3. General Use of the Commission Corporate Credit Card

- a. Cardholder must comply with all corporate credit card policies and procedures to retain the use of a corporate credit card.
- b. The Commission corporate credit card is strictly to be used for, or while, conducting official business on behalf of Commission. Personal purchases are not allowed under any circumstances.
- c. Circumventing the approved single transaction limit is prohibited.
- d. The Commission corporate credit card is not transferable and may only be used by the individual whose name appears on the card.
- e. The Commission corporate credit card must not be used in conjunction with any cards or programs that result in personal gain, including but not limited to bonus points, discount dollars or rebates.
- f. Cardholders are to take all reasonable measures to secure the Commission corporate credit card, including card number, in order to safeguard it from loss, theft, or unauthorized use.
- g. Cardholders are not entitled to travel advances. All expenses incurred while traveling on Commission business should be charged to the Commission corporate credit card.
- h. No employee may approve their own expenses.
- i. The Commission corporate credit card must be surrendered upon request of the approver.
- j. Cardholders must submit the original, detailed receipt that itemizes what was purchased, as well as the card slip for each transaction. A card slip that only shows the total amount of the purchase is not sufficient.
- k. If a business meeting, event, lunch, or dinner expense is incurred, the cardholder must identify the names of the other participants and the company or organization that they represent, as well as the nature of the business discussed.
- l. If cardholder is uncertain if their purchase will be in adherence with Commission policy they should consult their approver.

4. Missing Receipts

- a. If a detailed receipt is lost or goes missing the cardholder must obtain a duplicate receipt from the merchant.
- b. Cardholder may not, under any circumstance, use the receipt from a corporate credit card purchase to seek personal reimbursement.

5. Dispute of Transactions

- a. In the event of a discrepancy, cardholders are responsible for disputing the transaction with the merchant or Credit Card Company.
- b. If there is a transaction from a merchant that the cardholder does not recognize, the cardholder is required to contact the credit card company to report the incident.

6. Changes to Cardholder Status

If the cardholder no longer requires the Commission corporate credit card, is taking a leave of absence, is terminated, they must surrender their Commission corporate credit card to their approver.

7. Commission Corporate Credit Card Limits

Commission corporate credit card shall have a limit of two thousand dollars (\$2000.00)

8. Lost or Stolen Commission Corporate Credit Card(s)

- a. Cardholders are to take all reasonable measures to secure the Commission corporate credit card, including the card number, in order to safeguard it from loss, theft, or unauthorized use.
- b. If a Commission corporate credit card is lost or stolen the cardholder shall immediately contact the bank to cancel the card. The cardholder shall also inform the approver.

9. Purchases Not Permitted

- a. Items not related to Commission business.
- b. Personal purchases.
- c. Meals for which a per diems are claimed.
- d. Alcohol
- e. Cell phones or prepaid phone cards
- f. Parking/traffic violations

NOTE: the cardholder must reimburse Commission for any inappropriate purchases or fees within fourteen (14) Days of the following month.

10. Approver's Responsibility

- a. Ensure all receipts are attached to the monthly statement and G/L coding step has been completed and signed by cardholder.
- b. If card misuse is suspected, advise the cardholder, Board immediately.

11. Cardholder Responsibilities

The card holder must read, understand and adhere to the provisions of this policy.

It is important that each cardholder recognizes that purchases made using the Commission corporate credit card are expenditures of public/service funds and may be subject to a higher level of scrutiny. It is expected that cardholder(s) will exercise a high level of integrity and ethics to acceptable purchasing practices.

Chairperson

Manager