



NORTH RED DEER RIVER WATER SERVICES COMMISSION

Regular Meeting

November 4, 2019 @ 9 AM

LACOMBE CITY HALL

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
 - a. September 9, 2019 - Regular Meeting (*attached*)
4. Presentation
 - a. First Nation Feasibility Study update - Stantec
5. Reports
 - a. Operations (*attached*)
 - b. Administrator (*attached*)
 - i) Monthly Report
 - ii) Financial – 3rd Quarter
 - c. Chair – discussion with other Commission
6. Correspondence
7. Old Business
8. New Business
 - a. 2020 Operating Budget – First Draft (*attached*)
 - b. 2020 Capital Budget – First Draft (*attached*)
 - c. Bylaw 3.4 A bylaw to amend Water Rate Bylaw #3
9. In Camera
10. Governance
 - a. Annual Elections – (*attached*)
 - i) Election of Chairman
 - ii) Election of Vice Chairman

New Chairperson of Commission assumes Chairing of Meeting

11. Next Meeting Date: December 9, 2019 at 9 AM

12. Adjournment

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
September 9, 2019

- In Attendance:** Chair Ken Wigmore, Lacombe County Councillor
Councillor Mark Matejka, Ponoka County
Mayor Richard Poole, Town of Blackfalds
Mayor Grant Creasey, City of Lacombe
Mayor Rick Bonnett, Town of Ponoka
Justin de Bresser, NRDRWSC Administrator
Jennifer Peterson, Administrative Assistant
- Others Present:** Albert Frootman, CAO, Town of Ponoka
Myron Thompson, CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure, Town of Blackfalds
Matthew Goudy, CAO, City of Lacombe
Michael Minchin, Director of Corporate Services, Lacombe County
Bill Cade, Director of Operations, Lacombe County
Jordan Thompson, Operation & Planning Director, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Amber Mitchell, Engineering Manager, City of Lacombe
- Guests:** Tim Ainscough, Environmental Services Manager, City of Red Deer
Todd Simenson, VP, Stantec
Joel Sawatzky, Managing Leader, Water, Stantec
Stephan Weninger, Sector Leader, Water, Stantec
Dorian Wandzura, Independent Contractor
Heather Von Hauff, Executive Director, Water Policy Branch (GOA)
Steve Wallace, Director, Groundwater and Water Allocation Policy (GOA)

1. Call to Order:

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

2. Adoption of the Agenda:

MOVED by Mayor Bonnett that the agenda for September 9, 2019, be adopted as presented.

CARRIED

3. Adoption of the Minutes:

MOVED by Mayor Creasey that the minutes for June 17, 2019, be adopted as presented.

CARRIED

MOVED by Mayor Poole that the minutes for July 15, 2019, be adopted as presented.

CARRIED

4. Presentation

4.1. Asset Management Proposal – Stantec

Mr. Weninger and Mr. Sawatzky presented to the Commission an overview of the importance of Asset Management plan. The plan will allow the Commission to know what their physical assets are, and what conditions they are in now. A risk assessment will be completed once all of the inventory has been accounted. Stantec will work with the Commission to review the overall state and prepare the foundation and expectation going forward. This will allow the Commission to financially plan for their future needs of the line.

4.2. GOA – Ermineskin Cree Nation Water Agreement

Ms. Von Hauff and Mr. Wallace provided a high level overview of the work they have been doing to extend the regional waterline to the First Nations. They shared with the Board that an agreement has been signed between Ermineskin and the Province, to assist with the construction of a waterline to the boundary. The Province has provided funding for the feasibility study, identified further funding for the construction and the capital buy-in, to be confirmed in the Province's fall budget. The funds are contingent on the completion of a feasibility study. The Province has been in conversation with the Federal Government regarding the responsibility of water supply within the First Nations' boundaries.

5. IN Camera

MOVED by Mayor Bonnett to move into Camera at 9:12am.

CARRIED

MOVED by Mayor Poole to return to open meeting at 10:02 am.

CARRIED

Meeting break at 10:02am.

Ms. Von Hauff and Mr. Wallace left the meeting.

Returned to regular meeting at 10:08am.

6. Reports:

6.1. Operation's Report

Mr. Huston discussed the recent operation activities.

In summary:

- The calls for Alberta One are down this quarter.
- Operations were called out for a loss of power at PLC – replaced the UPS onsite and power was restored. As well, received a call by Alberta One due to a train derailment by Evraz.
- The hardware has been purchased for the SCADA upgrade. Will be given an opportunity to review the system to identify what is liked and what is not. Waiting on Telus for the cloud contract. Tentative schedule for completion is September 30th.

MOVED by Councillor Mark Matejka to receive the Operation's Report as information.

CARRIED

6.2. Administrator's Report

6.2.1. Mr. de Bresser presented the Administrator's report.

In summary:

- Finalized the waterline sales agreement with the City of Red Deer. Estimated closing is 15 days after the new vault is completed
- Hosted the First Nations feasibility study 'Kick Off' meeting with Stantec. Follow-up meetings have been scheduled for: September 17th and October 15th.
- Worked with Stantec to develop a cope of work for Asset Management.
- Met with Alberta Environment & Parks on June 19th.
- Currently working on the 2020 Operating Budget. The draft budget is to be presented at the November meeting.

MOVED by Councillor Mark Matejka to receive the Administrator's Report as information.

CARRIED

4.2.2 Financial Variance Report

The financial variance report ending June 30, 2019 was presented by Mr. de Bresser. Water sales are on budget. The usage is consistent with the same as last year with the exception of Ponoka, they are exceeding the yearly estimate. Expenses are in-line for this year.

The Commission bond portfolio is showing a 3.8% return since invested.

MOVED by Mayor Bonnett to receive the Administrator's Report and the Variance Report as information.

CARRIED

6.3. Chairperson's Report

Chair Wigmore had nothing to report at this time.

7. Old Business:

7.1. Operational and Administrative Service Contract

Mr. de Bresser presented to the Board with options for the Administrative and Operational Services Agreement. The current agreement will expire on December 31, 2019. The City of Lacombe has provided services for the Commission since 2010. The City is requesting that the Commission extend the agreement for additional 3-years, with a proposed a 5% increase in 2020 and then 2% for the remaining years of the contract.

MOVED by Mayor Poole to accept the City of Lacombe's recommendations as presented, to award the City of Lacombe the Operational and Administrative Service Contract for the next three (3) years effective January 1, 2020 to December 31, 2022.

CARRIED

8. New Business:

8.1. Asset Management Proposal

Mr. de Bresser requested the Board consider including the Asset Management proposal that was presented by Stantec, in the 2020 Capital Budget. The Asset Management Plan will include all the lateral lines within the municipally boundaries as well as the main line. The cost of the project would be funded out of Capital Reserves.

MOVED by Mayor Creasey to direct Administration to include the Asset Management proposal for consideration in the 2020 Capital budget. .

CARRIED

8.2. Acting Administrator

Mr. de Bresser advised the Board that he has accepted another position at a different municipality and will be stepping down from the Commission as the Administrator.

The City has put forth Jordan Thompson as the acting administrator until the positions can be filled on a permanent basis.

MOVED by Councillor Matejka to appoint Jordan Thompson as acting Administrator effective September 27, 2019.

CARRIED

8.3. New Signing Authority

Mr. de Bresser advised the Board that under the Section 6.15 of Bylaw #1 it outlines the responsibility for signing document. With his departure the Board will need to appoint a new signer and recommends that the Acting Administrator, Jordan Thompson, be appointed.

MOVED by Mayor Poole that the Board for the North Red Deer River Water Services Commission hereby appoint the following signing officer for the purpose of executing cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission:

Acting Administrator: Jordan Thompson

CARRIED

9. Next Meeting:

Monday, November 4, 2019 at 9:00 am, City of Lacombe Council Chambers.

Monday, December 9, 2019 at 9:00 am, City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Mayor Bonnet to adjourn this meeting at 10:51 am.

CARRIED

Chairperson

Administrator



North Red Deer River Water Services Commission
(NRDRWSC)
First Nations Feasibility Study

November 4, 2019
Overview Presentation



Agenda

1. Objectives
2. Flow Projections
3. Alignments and Hydraulics
4. Costs
5. First Nations Information
6. Special System Considerations

Project Objectives

- Assess the feasibility of extending the existing regional waterline approximately 30 km north from the South of Ponoka to service the Maskwacis First Nations (Ermineskin, Louis Bull, Montana, Samson) in the future.
- Considering the following aspects:
 - Capacity
 - Alignment Options
 - Costs
 - Commission Governance
- Next steps include finalizing the report, and engaging the Province to build a roadmap to construction.

Flow Projections

Existing System ADD, MDD, and Annual Flow Projections to 2048 (30-Year Design)

Municipality	2018 ADD (l/s)	2048 ADD (l/s)	2048 MDD (l/s)	2048 Annual Flow (m ³ /year)
Wolf Creek	0.29	0.53	1	16,566
Ponoka	23	42	62	1,313,831
Blackfalds	27	49	73	1,542,324
Lacombe	43	78	117	2,456,293
Total	93	169	253	5,329,014

Flow Projections

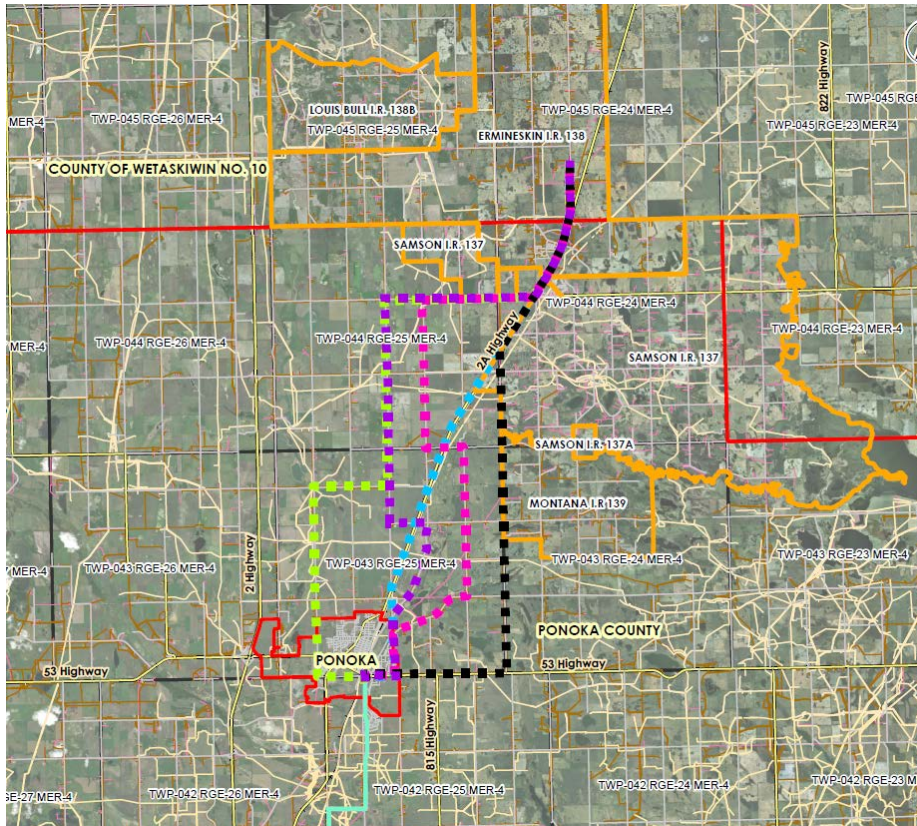
First Nations ADD, MDD, and Annual Flow Projections to 2048 (30-Year Design)

Municipality	2018 ADD (l/s)	2048 ADD (l/s)	2048 MDD (l/s)	2048 Annual Flow (m ³ /year)
Ermineskin	11.7	24.8	37.2	781,366
Louis Bull	6.0	12.7	19.0	398,991
Montana	2.5	5.3	7.9	167,009
Samson	21.2	45.1	67.6	1,421,497
Total	41.4	87.8	131.7	2,768,863

- Total system flow in 2048 \approx 8.1 million m³/year

Alignments and Hydraulics

5 Proposed Alignments from South Ponoka to Ermineskin:



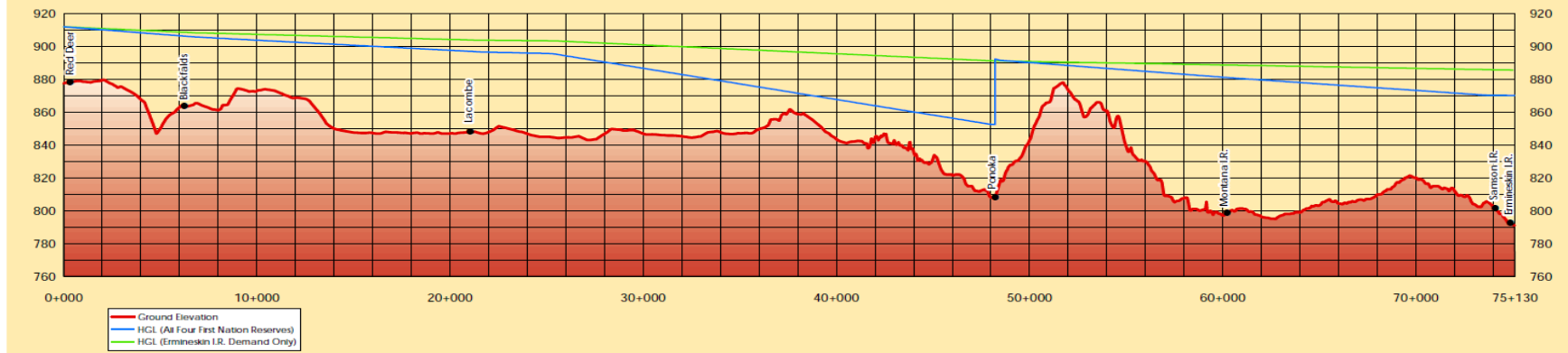
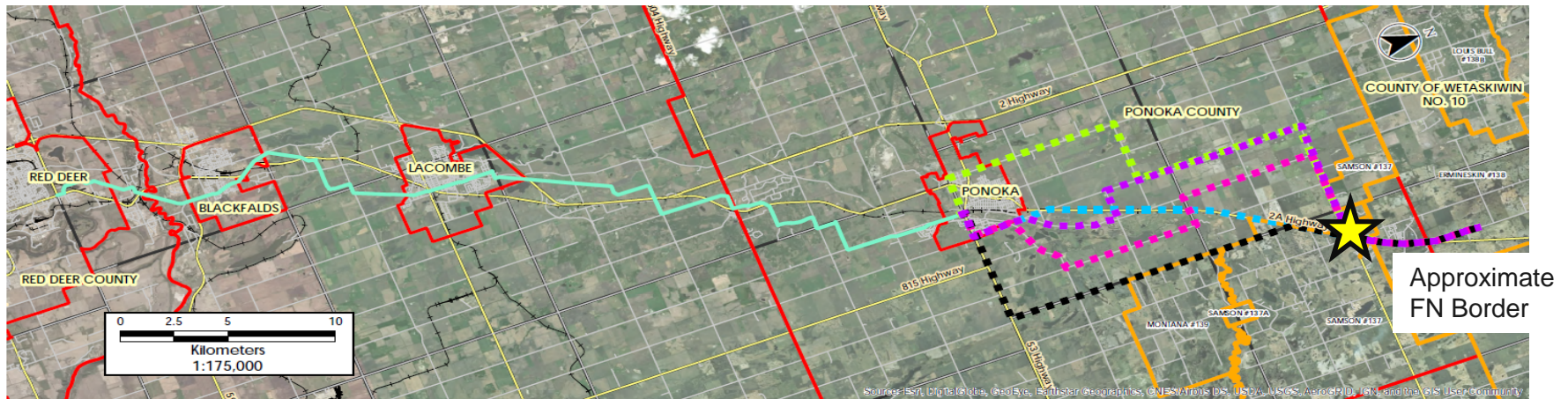
- Highway 2A Alignment – 26 km (Blue)
- West Alignment – 34 km (Green)
- Central-East Alignment – 33 km (Magenta)
- East Alignment – 29 km (Black)
- Central Alignment – 33 km (Violet)

All alignments, including the end point are shown for illustrative purposes only and may change based on land acquisition and stakeholder engagements.

Alignments and Hydraulics

Two Scenarios for Hydraulic Analysis:

- Initial community to connect – likely Ermineskin (minimum scenario)
- All four communities connect (maximum scenario)



Alignments and Hydraulics

Initial Community to Connect Scenario (likely Ermineskin)	Additional connections - All Four Communities
<ul style="list-style-type: none">• 500 mm diameter PVC pipe or 600 mm diameter HDPE DR11 pipe is feasible	<ul style="list-style-type: none">• 500 mm diameter PVC pipe or 600 mm diameter HDPE DR11 pipe is feasible• Booster station required in the system south of Ponoka

Costs

- Estimated overall costs of construction:
 - \$ 1,440 / m of line – 100% HDD Installation
 - \$ 1,040 / m of line – 100% Open Cut Trenched Installation
- Installation will most likely be a combination of HDD and trenching – yields a range of cost:

Alignment	Length	Drilled Cost (HDD)	Open-Cut/Trench Cost
Highway 2A Alignment (Blue)	26 km	\$37.4 M	Not Feasible
West Alignment (Green)	34 km	\$49.0 M	\$35.4 M
Central – East Alignment (Magenta)	33 km	\$47.5 M	\$34.3 M
East Alignment (Black)	29 km	\$41.8 M	\$30.2 M
Central Alignment (Violet)	33 km	\$47.5 M	\$34.3 M

-Costs may be split between Provincial and Federal jurisdictions based on final alignment

Ermineskin Cree Nation

- 2018 On-Reserve Population: 3,668
- Has an agreement with the Province
- Eager to connect to the regional system
- Existing water supply is inadequate – resorts to hauling for distribution
- The extension is to terminate somewhere within the urbanized area of Ermineskin

Louis Bull Tribe

- 2018 On-Reserve Population: 1,873
- Utilizes a water treatment plant that draws raw water from groundwater wells – treated via green sand filtration and chlorination
- Borders are “enclosed” by Ermineskin
- Assumed to have inadequate water supply in the long-term

Montana First Nation

- 2018 On-Reserve Population: 784
- Desired Connection Points:
 - Undeveloped land enclosed by Highway 2A, Bobtail Road, and Range Road 252A
 - Land at the SW corner of intersection between Highway 2A and Highway 611 where a hospital and elders center is proposed
- Operates a “state-of-the-art” membrane WTP – uses 1/10th of capacity
- Service reach is limited – will benefit from connection to regional line

Samson Cree Nation

- 2018 On-Reserve Population: 6,673
- Urban area (1/3 of population) potable water is serviced by four water wells:
 - With upgrades, long-term capacity may be able to service just the urban area townsite (~500,000 m³/year)
 - Water quality is not ideal for consumption
- Rural area (2/3 of population) is not serviced by the townsite system
 - Household wells are used
 - Prominent boil water advisory order
- Recognize the long term benefits of a connection to the regional system

Special System Considerations

Tangible Capital Asset Depreciation	System Equity and Debenture Payments to Date	Commission Membership
<ul style="list-style-type: none">• Depreciation of the capital will have to be funded through the rate base• Depreciation of new line in the order of \$500,000 / year• Rate increase of \$0.16 / m³ to offset the annual capital depreciation	<ul style="list-style-type: none">• Provincial Act regulation prohibits the distribution of profits to the members• Investment to the system by existing members will likely have to be retained as a reserve	<ul style="list-style-type: none">• Financially there is no difference between customers and or members.• A “buy-in” or “access fee” proportionate to the new user’s flow allocation should be considered based on total investments to date in debenture payments and reserves created

Discussion

M E M O R A N D U M

November 4th, 2019

Attn: NRDRWSC

Re: Operational Report since September 9th, 2019.



North Red Deer River Water Services Commission

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Phone: (403) 782-6666
Direct Line: (403) 782-1256
Fax: (403) 782-2234

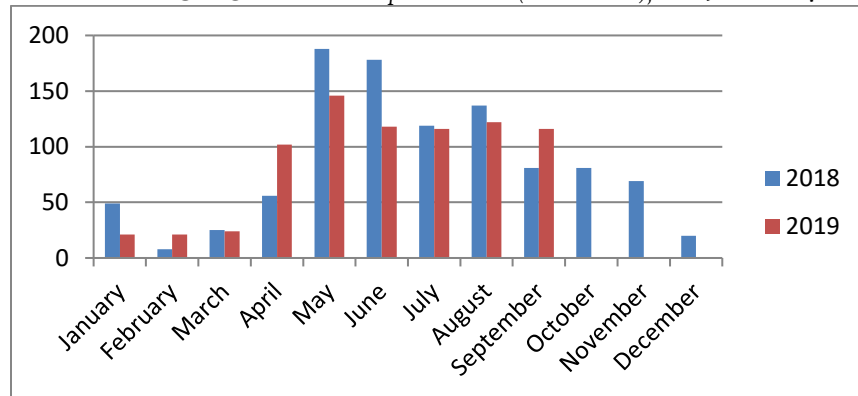
chuston@lacombe.ca

Since the last update provided to members of the Commission, the City of Lacombe has:

GENERAL INFORMATION

- Alberta One-Call Locate Requests:
 - August - 122 locates
 - September - 116 locates

Alberta One-Call Locate Requests 2018 (total 1011); 2019 to date 786



Repair response charges:

- None to report

Call-Out:

- September 28 - Operator called by Alberta one call - Train derailment by Blindman Industrial, the cars were carrying a petroleum based fluid. The cars were approx. 75m away from the regional utility lines. There was no risk of damaging the lines from the derailment or the cleanup efforts.

General Information:

- SCADA - Website hosting and Telus cloud service licensing contracts have been authorized, software is being installed and getting ready for deployment for Eramosa to use. The cloud will host the virtual servers for the system, including programming and data collection. Virtualizing the servers means that no physical hardware will be used to hold programs and enable remote access to the system by operations or Eramosa.

If you have any questions or comments regarding the operations described above, please do not hesitate to call or email me.

Regards,

Chris Huston
Operations Supervisor



**North Red Deer
Regional Water Services
Commission**

5432 56th Avenue
Lacombe, Alberta
T4L 1E9

Memorandum

TO: Commission Board Members
FROM: Jordan Thompson, Acting Administrator
DATE: October 28th, 2019

RE: Administrator's Report –
November 4, 2019

REF: 47/117
(2019)

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

1. The agreement documents from the City of Red Deer for the sale of the water line are complete but the closing date remains unknown as it is tied to the Commission's approval of the design drawings for the new vault. The City of Red Deer reports their consultant is 90% complete the drawings.
2. The First Nations waterline extension feasibility study is progressing. Stantec is presenting an update on the study at today's meeting.
3. Representatives from Alberta Environment and Parks as well as Alberta Transportation requested an update on the schedule target for the completion of the First Nations feasibility study: the study is expected to be complete by the end of November and presented to the Commission at their December 9th Regular meeting for consideration of final endorsement.
4. Administration completed the 2020 Operating and Capital budgets which are included in the agenda package for today's meeting for information. Administration will be requesting the Commission's approval of the budgets at the regular meeting on December 9th.
5. The City of Red Deer has indicated their water rate will likely increase between 1-3% effective March 1st, 2020. The draft Commission budget assumes the City's rate will be \$1.53/m³ (+1.97%) effective March 1st, 2020.



**North Red Deer
Regional Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members
FROM: Jordan Thompson, Acting Administrator
DATE: October 30, 2019

RE: September 2019 Variance Report

REF: 13/860
2019

Attached is the 2019 variance report as of September 30th for the Regional Water Commission.

Water sales are slightly under budget so far this year with just over 2.17 million cubes sold or 74% of total budget.

Expenses remain in line with expectations with few variations from budgeted amounts. No extraordinary expenses have been incurred. As expected the largest purchase to date is the purchase of water from the City of Red Deer.

The Commissions bond portfolio is showing a value of \$5,213,464 or 4.2% total return.

CITY OF LACOMBE

GL Department Report



GL5330

Page : 1

Date : Oct 30, 2019

Time : 2:23 pm

Year : 2019

Period : 9

Budget : FINAL BUDGET

Account No.	Description	CC1	CC2	CC3	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 Lac				-189,692	-1,733,346	-2,345,522	-612,176	74
06-1-47-35120	Water Sales - Town of P				-93,652	-908,933	-1,243,725	-334,792	73
06-1-47-35130	Water Sales - Town of B				-121,083	-1,136,817	-1,483,454	-346,637	77
06-1-47-35140	Water Sales - Ponoka C				-1,136	-23,483	-16,658	6,825	141
06-1-47-35150	Water Sales - City of Re				-141	-1,408	-1,954	-546	72
06-1-47-42200	Line Crossing Agreeemer				0	-250	-1,500	-1,250	17
06-1-47-55100	Interest Revenue				-3,273	-36,440	-75,000	-38,560	49
06-1-47-55500	Rebates & Dividends				0	0	-30	-30	0
06-1-47-85140	Lacombe County Contril				0	0	-73,385	-73,385	0
06-1-47-85150	Ponoka County Contribu				0	0	-73,385	-73,385	0
06-1-47-92100	Transfer from Reserves				0	0	-1,280,811	-1,280,811	0
47 Regional Water Revenues					-408,976	-3,840,678	-6,595,425	-2,754,747	58
1 REVENUES					-408,976	-3,840,678	-6,595,425	-2,754,747	58
2 EXPENSES									
47 Regional Water Operating Expenditures									
06-2-47-11110	Board Wages-City of Lac				150	450	600	150	75
06-2-47-11120	Board Wages-Town of P				150	300	600	300	50
06-2-47-11130	Board Wages-Town of B				150	600	600	0	100
06-2-47-11140	Board Wages-Lacombe				350	1,400	1,400	0	100
06-2-47-11150	Board Wages-Ponoka C				150	600	600	0	100
06-2-47-21110	Board Travel-City of Lac				0	0	250	250	0
06-2-47-21120	Board Travel -Town of P				30	59	250	191	24
06-2-47-21130	Board Travel-Town of Bl				15	59	250	191	24
06-2-47-21140	Board Travel-Lacombe C				8	32	250	218	13
06-2-47-21150	Board Travel-Ponoka Cc				30	119	250	131	48
06-2-47-21170	Travel-Administration				0	0	100	100	0
06-2-47-21400	Membership Fees				0	114	300	186	38
06-2-47-21500	Postage & Freight				0	39	50	11	79
06-2-47-21600	Staff & Volunteer Apprec				0	0	300	300	0
06-2-47-21700	Telephone - Office				26	258	900	642	29
06-2-47-21701	Telephone - Operations				676	6,072	8,072	2,000	75
06-2-47-23000	Management Fees				4,832	43,488	82,984	39,496	52
06-2-47-23100	Accounting and Auditor I				0	-0	8,300	8,300	
06-2-47-23200	Legal Fees				0	749	500	-249	150
06-2-47-23900	Other Professional Serv				1,085	7,467	16,800	9,333	44
06-2-47-25300	Equipment Repair & Ma				0	1,892	9,500	7,609	20
06-2-47-25301	SCADA Maintenance				722	5,776	9,025	3,249	64
06-2-47-27400	Insurance & Bond Prem				0	4,218	3,889	-329	108
06-2-47-34200	Administration				901	8,109	10,812	2,703	75
06-2-47-35100	Purchase of Water				386,843	3,312,765	4,488,644	1,175,880	74
06-2-47-35200	Operations				8,251	74,437	123,637	49,200	60
06-2-47-51000	Miscellaneous Expense:				0	23	250	227	9
06-2-47-51100	Meeting Supplies				0	88	50	-38	175
06-2-47-51400	Office Supplies				0	0	150	150	0
06-2-47-52400	General Materials & Sup				47	655	750	95	87
06-2-47-54400	Utilities-Electricity				187	3,162	3,500	338	90
06-2-47-56400	Valves				0	0	5,000	5,000	0
06-2-47-81400	Bank Charges & Interes				0	46	25	-21	184

CITY OF LACOMBE
GL Department Report



GL5330

Page : 2

Date : Oct 30, 2019

Time : 2:23 pm

Year : 2019

Period : 9

Budget : FINAL BUDGET

Account No.	Description	CC1	CC2	CC3	Current	Year To Date	Budget	Variance	% Used
REGIONAL WATER REPORTING									
06-2-47-83100	Debenture Interest				28,297	315,780	539,889	224,109	58
06-2-47-83200	Debenture Principal				38,466	388,433	736,668	348,235	53
06-2-47-99000	Amortization				0	0	465,610	465,610	0
	47 Regional Water Operating Ex				471,363	4,177,188	6,520,755	2,343,568	64
	2 EXPENSES				471,363	4,177,188	6,520,755	2,343,568	64
	Surplus/(Deficit)				62,387	336,510	-74,669	-411,179	451
	6 REGIONAL WATER COMMISSION				62,387	336,510	-74,669	-411,179	451
REGIONAL WATER REPORTING Total					62,387	336,510	-74,669	-411,179	451

North Red Deer River Water Services Commission



2020 Operating Budget
Draft

Prepared by Justin de Bresser
November 4th, 2019

2020 Operating Budget

The North Red Deer River Water Services Commission transports potable water from the City of Red Deer to its member municipalities. Currently, the Commission delivers water to all its members. The 2020 budget forecasts revenues based on the water demand estimates provided by the member municipalities. The largest costs to the Commission are the purchase of water from the City of Red Deer and debenture payments.

The following is a summary of changes included in the 2020 operating budget followed by the budget itself.

Water Costs

The 2020 operating budget is based on an estimated 1.96% increase in water rates from the City of Red Deer. The budget assumes rate from the City of Red Deer may increase from \$1.50 to \$1.53 per cubic metre effective March 1st, 2020. The Commission expects to receive a formal letter from the City at the end of November. The details of the rate and impact on the budget are outlined on page 3.

Water Sales Volumes

Water sales volumes for 2020 have been reviewed based on the estimates and actuals from the 2019 budget. Actual consumption for 2019 is estimated to be slightly lower than forecasted by 2.42%. Administration is forecasting slower growth in the coming years and this is reflective in the 2020 estimates. Included in the estimate is a change to the water loss estimate. Water forecasts are outlined in page 4 of this document.

Other Operating Revenues and Expenditures

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

Revenues

1. Increase in line crossing fees of \$500 to reflect an increase in crossing fees.
2. Increase County contributions based on agreement
3. Increase of \$25,000 in interest revenue to reflect bond portfolio.

Expenses

4. Decrease in Telephone – Office by \$180.
5. Increase of \$1,140 in Management Fees as per contract.
6. Increase in \$300 in Accounting and Auditor Fees
7. Water purchases are based on projected water volumes and the new City of Red Deer rate (Estimated as of October 28th).
8. 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 2020.
9. Funding from rate stabilization reserve to offset rate increase from City as per 5 year plan. Administration is projecting a rate stabilization year end balance of \$215,000 to carry over to 2020 to offset the 2020 rate.

Water Rates

Based on the estimated 1.96% increase from the City of Red Deer, Administration is proposing to increase the rate to \$2.11 per cubic meter. This is a 1.9% increase over the 2018 rate of \$2.07 per cubic meter. The operating surplus is projected to be \$21,824 at the end of 2020.

**North Red Deer River Water Services Commission
2020 Water Sales Forecast**

2019 City of Red Deer Rate	\$	1.500
2020 City of Red Deer Projected Rate	\$	1.530
% Change		1.96%

<u>Water Purchases</u>	<u>January</u>	<u>February</u>	<u>March to December</u>	<u>Total</u>
Lacombe	110,000	95,000	1,113,262	1,318,262
Ponoka	58,000	51,000	580,069	689,069
Blackfalds	66,000	59,000	735,878	860,878
Ponoka County	500	700	8,800	10,000
City of Red Deer (Not included)	-	-	-	-
Water Loss	5,000	4,400	47,065	56,465
Subtotal	239,500	210,100	2,485,074	2,934,674

Price per m3 (excludes Red Deer)	1.5000	1.5000	1.5300
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<u>Cost of Water</u>				
City	165,000	142,500	1,703,291	2,010,791
Ponoka	87,000	76,500	887,506	1,051,006
Blackfalds	99,000	88,500	1,125,893	1,313,393
Ponoka County	750	1,050	13,464	15,264
City of Red Deer	-	-	-	-
Water Loss	7,500	6,600	72,010	86,110
Subtotal	359,250	315,150	3,802,163	4,476,563

Other Expenses (Includes Amortization)	<u>2,016,241.52</u>
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Total Operating Costs	6,492,805.00
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Less non-water Revenue & Delivery Revenue from City of Red Deer	<u>441,608.00</u>
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Total Water Sale Revenue Required	6,051,197.00
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<u>Water Sales Required</u>				
City	232,100.00	200,450.00	2,348,983.03	2,781,533.03
Ponoka	122,380.00	107,610.00	1,223,946.58	1,453,936.58
Blackfalds	139,260.00	124,490.00	1,552,701.61	1,816,451.61
Ponoka County	1,055.00	1,477.00	18,568.00	21,100.00
Subtotal	494,795.00	434,027.00	5,144,199.22	6,073,021.22
Operating Surplus				21,824.22
Price per m3	\$ 2.1100	\$ 2.1100	\$ 2.1100	

Rate Increase	0.00%
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**North Red Deer River Water Services Commission
2020 Water Sales Forecast**

	2019 Projected			2019	
	<u>Jan to Sep</u>	<u>Oct to Dec</u>	<u>Total</u>	<u>Budget</u>	<u>Variance</u>
City of Lacombe	975,210	330,000	1,305,210	1,357,327	-3.99%
Town of Ponoka	517,247	165,000	682,247	717,945	-5.23%
Town of Blackfalds	639,354	213,000	852,354	857,338	-0.58%
Lacombe County	-	-	-	20,200	0.00%
Ponoka County	14,050	2,700	16,750	9,629	42.51%
City of Red Deer					0.00%
Water Loss	<u>44,839</u>	<u>14,946</u>	<u>59,785</u>	<u>24,566</u>	<u>58.91%</u>
	2,190,700	725,646	2,916,346	2,987,005	-2.42%

2020 (Estimated)

	<u>January</u>	<u>February</u>	<u>March to December</u>	<u>Total</u>
City of Lacombe	110,000	95,000	1,113,262	1,318,262
Town of Ponoka	58,000	51,000	580,069	689,069
Town of Blackfalds	66,000	59,000	735,878	860,878
Ponoka County	500	700	8,800	10,000
City of Red Deer	450	300	3,218	3,968
Water Loss	<u>5,000</u>	<u>4,400</u>	<u>47,065</u>	<u>56,465</u>
	239,950	210,400	2,488,292	2,938,642

Historical

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimated 2019</u>	<u>Estimated 2020</u>
City of Lacombe	1,361,741	1,258,887	1,282,142	1,343,888	1,305,210	1,318,262
Town of Ponoka	715,080	696,163	688,423	710,837	682,247	689,069
Town of Blackfalds	752,324	737,533	800,516	848,849	852,354	860,878
Ponoka County	8,383	9,721	10,006	9,171	16,750	10,000
City of Red Deer		-	12,170	3,929	3,929	3,968
Water Loss	<u>52,169</u>	<u>14,696</u>	<u>59,785</u>	<u>55,906</u>	<u>55,906</u>	<u>56,465</u>
	2,889,697	2,717,000	2,853,042	2,972,580	2,916,396	2,938,642

City of Lacombe	2.50%	-7.55%	1.85%	4.82%	-2.88%	0.97%
Town of Ponoka	1.22%	-2.65%	-1.11%	3.26%	-4.02%	0.96%
Town of Blackfalds	10.93%	-1.97%	8.54%	6.04%	0.41%	1.00%
Ponoka County	14.27%	15.96%	2.93%	-8.34%	82.64%	-73.60%
City of Red Deer			0.00%	0.00%	100.00%	1.00%
Water Loss	39.08%	-71.83%	306.81%	-6.49%	0.00%	1.00%
Total	4.77%	-5.98%	5.01%	4.19%	-1.89%	0.75%

From Category: 47

To Category: 47

Budget Detail: PROVISIONAL BUDGET

Account Code: 06-1-??-?????

To : 06-2-??-?????

Year: 2020

Account Code	Account Description	CC1	CC2	CC3	2019 ACTUAL VALUES	2019 FINAL BUDGET	2020 PROVISIONA L BUDGET	Variance	Var %
REGIONAL WATER COMMISSION									
REVENUES									
Regional Water Revenues									
REVENUES									
06-1-47-35110	Water Sales - City of Lacc				(1,733,346)	(2,345,522)	(2,781,533)	(436,011)	15.68
06-1-47-35120	Water Sales - Town of Poi				(908,933)	(1,243,725)	(1,453,936)	(210,211)	14.46
06-1-47-35130	Water Sales - Town of Bla				(1,136,817)	(1,483,455)	(1,816,453)	(332,998)	18.33
06-1-47-35140	Water Sales - Ponoka Co				(23,483)	(16,658)	(21,100)	(4,442)	21.05
06-1-47-35150	Water Sales - City of Red				(1,408)	(1,954)	(1,954)	0	0.00
06-1-47-42200	Line Crossing Agreement				(250)	(1,500)	(1,500)	0	0.00
06-1-47-55100	Interest Revenue				(36,440)	(75,000)	(75,000)	0	0.00
06-1-47-55500	Rebates & Dividends				0	(30)	(30)	0	0.00
06-1-47-85140	Lacombe County Contribu				0	(73,385)	(74,062)	(677)	0.91
06-1-47-85150	Ponoka County Contributi				0	(73,385)	(74,062)	(677)	0.91
06-1-47-92100	Transfer from Reserves				0	(1,280,811)	(215,000)	1,065,811	-495.73
Total REVENUES					(3,840,677)	(6,595,425)	(6,514,630)	(80,795)	
EXPENSES									
06-2-47-11110	Board Wages-City of Lacc				450	600	600	0	0.00
06-2-47-11120	Board Wages-Town of Poi				300	600	600	0	0.00
06-2-47-11130	Board Wages-Town of Bla				600	600	600	0	0.00
06-2-47-11140	Board Wages-Lacombe C				1,400	1,400	1,400	0	0.00
06-2-47-11150	Board Wages-Ponoka Co				600	600	600	0	0.00
06-2-47-21110	Board Travel-City of Laco				0	250	250	0	0.00
06-2-47-21120	Board Travel -Town of Poi				59	250	250	0	0.00
06-2-47-21130	Board Travel-Town of Blac				59	250	250	0	0.00
06-2-47-21140	Board Travel-Lacombe Cc				32	250	250	0	0.00
06-2-47-21150	Board Travel-Ponoka Cou				119	250	250	0	0.00
06-2-47-21170	Travel-Administration				0	100	100	0	0.00
06-2-47-21400	Membership Fees				114	300	300	0	0.00
06-2-47-21500	Postage & Freight				39	50	50	0	0.00
06-2-47-21600	Staff & Volunteer Appreci				0	300	300	0	0.00
06-2-47-21700	Telephone - Office				258	900	900	0	0.00
06-2-47-21701	Telephone - Operations				6,072	8,072	16,772	8,700	51.87
06-2-47-23000	Management Fees				48,320	82,984	60,876	(22,108)	-36.32
06-2-47-23100	Accounting and Auditor Fe				0	8,300	8,300	0	0.00
06-2-47-23200	Legal Fees				749	500	500	0	0.00
06-2-47-23900	Other Professional Servic				7,467	16,800	11,800	(5,000)	-42.37
06-2-47-25300	Equipment Repair & Main				1,892	9,500	9,500	0	0.00
06-2-47-25301	SCADA Maintenance				5,776	9,025	6,500	(2,525)	-38.85
06-2-47-27400	Insurance & Bond Premiu				4,218	3,889	3,889	0	0.00
06-2-47-34200	Administration				9,010	10,812	11,352	540	4.76
06-2-47-35100	Purchase of Water				3,312,765	4,488,645	4,476,563	(12,082)	-0.27
06-2-47-35200	Operations				74,437	123,637	129,819	6,182	4.76
06-2-47-51000	Miscellaneous Expenses				23	250	250	0	0.00
06-2-47-51100	Meeting Supplies				88	50	50	0	0.00
06-2-47-51400	Office Supplies				0	150	150	0	0.00
06-2-47-52400	General Materials & Supp				655	750	750	0	0.00
06-2-47-54400	Utilities-Electricity				3,162	3,500	3,500	0	0.00
06-2-47-56400	Valves				0	5,000	5,000	0	0.00
06-2-47-81400	Bank Charges & Interest				46	25	25	0	0.00
06-2-47-83100	Debenture Interest				315,780	539,889	504,636	(35,253)	-6.99
06-2-47-83200	Debenture Principal				388,433	736,668	770,263	33,595	4.36
06-2-47-99000	Amortization				0	465,610	465,610	0	0.00

Budget Department by Category

From Category: 47		To Category: 47		Budget Detail: PROVISIONAL BUDGET					
Account Code: 06-1-??-?????		To : 06-2-??-?????		Year: 2020					
Account Code	Account Description	CC1	CC2	CC3	2019 ACTUAL VALUES	2019 FINAL BUDGET	2020 PROVISIONA L BUDGET	Variance	Var %
Total EXPENSES					4,182,923	6,520,756	6,492,805	(27,951)	
Regional Water Revenues (Surplus)/Deficit					342,246	(74,669)	(21,825)	(52,844)	
Report Total -->					342,246	(74,669)	(21,825)	(52,844)	

Budget Department Report

2020 PROVISIONAL BUDGET

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
06-1-47-35110	Water Sales - City of Lacombe					
1173	January Purchases	A	110000.00	-2.11	0.0000	-232,100
1173	February Purchases	A	95000.00	-2.11	0.0000	-200,450
1173	March to December Purchases	A	1113262.00	-2.11	0.0000	-2,348,983
	Total		Water Sales - City of Lacombe			-2,781,533
06-1-47-35120	Water Sales - Town of Ponoka					
1174	January Purchases	A	58000.00	-2.11	0.0000	-122,380
1174	February Purchases	A	51000.00	-2.11	0.0000	-107,610
1174	March to December Purchases	A	580069.00	-2.11	0.0000	-1,223,946
	Total		Water Sales - Town of Ponoka			-1,453,936
06-1-47-35130	Water Sales - Town of Blackfalds					
1175	January Purchases	A	66000.00	-2.11	0.0000	-139,260
1175	February Purchases	A	59000.00	-2.11	0.0000	-124,490
1175	March to December Purchases	A	735878.00	-2.11	0.0000	-1,552,703
	Total		Water Sales - Town of Blackfalds			-1,816,453
06-1-47-35140	Water Sales - Ponoka County					
2413	January Purchases	A	500.00	-2.11	0.0000	-1,055
2413	February Purchases	A	700.00	-2.11	0.0000	-1,477
2413	March to December Purchases	A	8800.00	-2.11	0.0000	-18,568
	Total		Water Sales - Ponoka County			-21,100
06-1-47-35150	Water Sales - City of Red Deer					
4121	2019 Delivery Charges - Jan - Feb	A	579.00	-0.49	0.0000	-284
4121	2019 Delivery Charges - Mar - Dec	A	3409.00	-0.49	0.0000	-1,670
	Total		Water Sales - City of Red Deer			-1,954
06-1-47-42200	Line Crossing Agreement Fee					
3753	Based on \$250 per applicant	A	1.00	-1500.00	0.0000	-1,500
	Total		Line Crossing Agreement Fee			-1,500
06-1-47-55100	Interest Revenue					
2566	Interest @2% on Bank Account	A	1.00	-75000.00	0.0000	-75,000
	Total		Interest Revenue			-75,000
06-1-47-55500	Rebates & Dividends					
2567	AADM&C	A	1.00	-30.00	0.0000	-30
	Total		Rebates & Dividends			-30
06-1-47-85140	Lacombe County Contribution					
1176	2020 Contribution	A	1.00	-74062.00	0.0000	-74,062
	Total		Lacombe County Contribution			-74,062

Budget Department Report

2020 PROVISIONAL BUDGET

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
06-1-47-85150	Ponoka County Contribution					
1177	2019 Contribution	A	1.00	-74062.00	0.0000	-74,062
	Total	Ponoka County Contribution				-74,062
06-1-47-92100	Transfer from Reserves					
4122	Rate Rate Stabilization	A	1.00	-215000.00	0.0000	-215,000
	Total	Transfer from Reserves				-215,000
06-2-47-11110	Board Wages-City of Lacombe					
1080	4 Meetings per Year	A	1.00	600.00	0.0000	600
	Total	Board Wages-City of Lacombe				600
06-2-47-11120	Board Wages-Town of Ponoka					
1081	4 Meetings	A	1.00	600.00	0.0000	600
	Total	Board Wages-Town of Ponoka				600
06-2-47-11130	Board Wages-Town of Blackfalds					
1082	4 Meetings Per Year	A	1.00	600.00	0.0000	600
	Total	Board Wages-Town of Blackfalds				600
06-2-47-11140	Board Wages-Lacombe County					
1083	4 Meetings	A	1.00	1400.00	0.0000	1,400
	Total	Board Wages-Lacombe County				1,400
06-2-47-11150	Board Wages-Ponoka County					
1084	4 Meetings	A	1.00	600.00	0.0000	600
	Total	Board Wages-Ponoka County				600
06-2-47-21110	Board Travel-City of Lacombe					
1085	2018 Budget	A	1.00	250.00	0.0000	250
	Total	Board Travel-City of Lacombe				250
06-2-47-21120	Board Travel -Town of Ponoka					
1086	2018 Budget	A	1.00	250.00	0.0000	250
	Total	Board Travel -Town of Ponoka				250
06-2-47-21130	Board Travel-Town of Blackfalds					
1087	2018 Budget	A	1.00	250.00	0.0000	250
	Total	Board Travel-Town of Blackfalds				250
06-2-47-21140	Board Travel-Lacombe County					
1088	2018 Budget	A	1.00	250.00	0.0000	250
	Total	Board Travel-Lacombe County				250

Budget Department Report

2020 PROVISIONAL BUDGET

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
06-2-47-21150	Board Travel-Ponoka County					
1089	2018 Budget	A	1.00	250.00	0.0000	250
	Total	Board Travel-Ponoka County				250
06-2-47-21170	Travel-Administration					
1090	Travel & Expenses	A	1.00	100.00	0.0000	100
	Total	Travel-Administration				100
06-2-47-21400	Membership Fees					
6	AADM&C	A	1.00	300.00	0.0000	300
	Total	Membership Fees				300
06-2-47-21500	Postage & Freight					
7	Postage & Handling	A	1.00	50.00	0.0000	50
	Total	Postage & Freight				50
06-2-47-21600	Staff & Volunteer Appreciation					
4120	Former Board Recognition	A	1.00	300.00	0.0000	300
	Total	Staff & Volunteer Appreciation				300
06-2-47-21700	Telephone - Office					
8	Administrative Cell - New contract	A	1.00	900.00	0.0000	900
	Total	Telephone - Office				900
06-2-47-21701	Telephone - Operations					
1167	Monitoring Cell Phones (\$672 per month)	A	1.00	8072.00	0.0000	8,072
1167	Cloud Hosting SCADA (\$725 per Month)	A	1.00	8700.00	0.0000	8,700
	Total	Telephone - Operations				16,772
06-2-47-23000	Management Fees					
9	Mgt - Jan to Dec \$5073 per month	A	1.00	60876.00	0.0000	60,876
	Total	Management Fees				60,876
06-2-47-23100	Accounting and Auditor Fees					
1104	Auditor - Based on Contract - Last Year	A	1.00	8300.00	0.0000	8,300
	Total	Accounting and Auditor Fees				8,300
06-2-47-23200	Legal Fees					
1091	Legal Fees	A	1.00	500.00	0.0000	500
	Total	Legal Fees				500
06-2-47-23900	Other Professional Services					
1092	Alberta First Call	A	1.00	6500.00	0.0000	6,500

2020 PROVISIONAL BUDGET

Account Code ID	Description	Account Name	Status	Quantity	Rate	Burden %	Amount
1092	Other		A	1.00	1000.00	0.0000	1,000
1092	Water Testing		A	1.00	2800.00	0.0000	2,800
1092	General Engineering		A	1.00	1500.00	0.0000	1,500
		Total	Other Professional Services				11,800
06-2-47-25300		Equipment Repair & Maintenance					
1170	Repair & Maintenance		A	1.00	9500.00	0.0000	9,500
		Total	Equipment Repair & Maintenance				9,500
06-2-47-25301		SCADA Maintenance					
1169	SCADA Maintenance		A	1.00	6500.00	0.0000	6,500
		Total	SCADA Maintenance				6,500
06-2-47-26200		Building Rent					
14	Rent		A	1.00	0.00	0.0000	0
		Total	Building Rent				0
06-2-47-27400		Insurance & Bond Premiums					
10	Insurance		A	1.00	3889.00	0.0000	3,889
		Total	Insurance & Bond Premiums				3,889
06-2-47-34200		Administration					
19	Acct - Jan to Dec \$946 Per Month		A	1.00	11352.00	0.0000	11,352
		Total	Administration				11,352
06-2-47-35100		Purchase of Water					
1171	January to February Purchases		A	449600.00	1.50	0.0000	674,400
1171	March to December Purchases		A	2485074.00	1.53	0.0000	3,802,163
1171	City of Red Deer -Jan to Feb		A	1.00	0.00	0.0000	0
1171	City of Red Deer - Mar to Dec		A	1.00	0.00	0.0000	0
		Total	Purchase of Water				4,476,563
06-2-47-35200		Operations					
1168	Operation Expenses		A	1.00	129819.00	0.0000	129,819
		Total	Operations				129,819
06-2-47-51000		Miscellaneous Expenses					
11	Miscellaneous		A	1.00	250.00	0.0000	250
		Total	Miscellaneous Expenses				250
06-2-47-51100		Meeting Supplies					
3089	Commission Meetings		A	1.00	50.00	0.0000	50
		Total	Meeting Supplies				50
06-2-47-51400		Office Supplies					

Budget Department Report

2020 PROVISIONAL BUDGET

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
12	Paper/Forms etc.	A	1.00	150.00	0.0000	150
Total		Office Supplies				150
06-2-47-52400	General Materials & Supplies					
1761		A	1.00	750.00	0.0000	750
Total		General Materials & Supplies				750
06-2-47-54400	Utilities-Electricity					
1166	Meter Stations	A	1.00	3500.00	0.0000	3,500
Total		Utilities-Electricity				3,500
06-2-47-56400	Valves					
2568	Repairs	A	1.00	5000.00	0.0000	5,000
Total		Valves				5,000
06-2-47-81400	Bank Charges & Interest					
15		A	1.00	25.00	0.0000	25
Total		Bank Charges & Interest				25
06-2-47-83100	Debenture Interest					
1763	Laon No. 4000001 (\$2,000,000 loan)	A	1.00	54000.00	0.0000	54,000
1763	Loan No. 4000002 (\$17,000,000)	A	1.00	450636.00	0.0000	450,636
Total		Debenture Interest				504,636
06-2-47-83200	Debenture Principal					
1172	Loan No. 4000001 (\$2,000,000)	A	1.00	79523.00	0.0000	79,523
1172	Loan No. 4000002 (17,000,000)	A	1.00	690740.00	0.0000	690,740
Total		Debenture Principal				770,263
06-2-47-99000	Amortization					
3090		A	1.00	465610.00	0.0000	465,610
Total		Amortization				465,610

North Red Deer River Water Services Commission



2020 Capital Budget
Draft

Prepared by Justin de Bresser
November 4th, 2019

2020 Capital Budget

The North Red Deer River Water Services Commission transports potable water from the City of Red Deer to its member municipalities. Currently, the Commission delivers water to all its members. The 2020 capital budget includes one initiative at a cost of \$119,840 funded from the capital reserve.

Asset Management Plan Development - \$119,840

The Commission's main distribution lines were first put into operation in 2006 using contemporary materials with a significantly long-life cycle. The laterals connecting to the local municipal distribution were often existing infrastructure that had been repurposed or reused. For example, waterlines supplying raw water from wells to the local reservoirs were reused and repurposed to transport potable water from the Commission main line to the local reservoir, abandoning the connection to the well. These repurposed assets have successfully reduced the capital cost for the Regional Water System and have maximized life of existing built assets.

However, the Commission also has access to very little corporate information and has limited knowledge of this portion of their inventory. Key information such as location, material, condition, performance history, and expected useful life is limited or non-existent. This information gap presents a material risk to the Commission's goal of providing potable water in a highly reliable and secure fashion.

An unplanned or premature failure of a lateral can create a situation where a member community may be without a direct supply of potable water until a repair can be completed. Additionally, a class of assets that are near or at the end of their life can experience increased failure rates. The costs of unplanned repair and maintenance can create a significant draw on Commission resources.

The mainline from Red Deer to Ponoka was constructed in 2005-2006 has several years remaining until major replacements or upgrades are needed. However, a proactive asset management plan for this portion of the line will also benefit the Commission's long term financial plan. As the inventory of the mainline assets are known, this portion will focus less on the inventory and condition and more on the Level of Service (LOS) Risk and future financial planning.

Lastly, as effective governors and stewards of the member's collective assets, the Commission has an obligation to be actively and appropriately assessing risk—ensuring management is proactively viewing Commission's operations and making decisions to the appropriate levels of service and resultant costs. The development of an Asset Management Plan will aid the Commission in exercising these fiduciary duties.



**North Red Deer
Regional Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members

FROM: Jordan Thompson, Acting Administrator

DATE: October 23, 2019

RE: Commission Bylaw #3.4 – Water Rate

REF: 47/201
(20)

PURPOSE:

To present for the Board's consideration Bylaw #3.4, a bylaw to amend the Commission's Water Rate Bylaw #3.

BACKGROUND:

Each year Administration prepares the rate bylaw to be consistent to the budget presented to Commission members.

Section of 602.07(1)(b) of the Act states that a Commission shall pass 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 established the rate for members beginning in 2016 and has been since been amended annually to align with the approved annual budget. Unlike a municipal council, the Board may pass a bylaw in one meeting by simple majority vote. However, the Board has traditionally held 3 readings for the passage of its bylaws.

ISSUE ANALYSIS:

Based on the amended budget presented at this meeting for information, Administration has prepared this rate bylaw to align with the proposed rate to members of \$2.11/m³ effective January 1, 2020. This rate includes returning the remaining unexpended balance of the rate stabilization reserve to members in 2020.

FINANCIAL IMPLICATIONS:

The proposed rate to members is \$2.11/m³ effective January 1, 2020.

ATTACHMENT:

1. Bylaw 3.3 – A Bylaw to Amend Commission Bylaw 3

RECOMMENDATION:

Administration is recommending that the Commission give first reading to Bylaw 3.4.

NORTH RED DEER RIVER WATER SERVICES COMMISSION

BYLAW 3.4

BEING A BY-LAW OF THE BOARD OF DIRECTORS OF THE NORTH RED DEER RIVER WATER SERVICES COMMISSION TO AMEND COMMISSION BYLAW 3, THE 2016 WATER RATE BYLAW

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;

WHEREAS the Board of Directors of the North Red Deer Water Services Commission approved Commission Bylaw 3 in 2016 to establish an annual utility rate and the Board wishes to amend this Bylaw to incorporate a separate annual utility rate for non-member customers:

NOW THEREFORE the Board enacts the following:

1. Commission Bylaw 3 is hereby amended in the following manner:

a. Section 3 is deleted in its entirety and replaced with the following:

“3. The rate to be charged for the sale of potable water as of January 1, 2020 to members by the Commission is hereby set at \$2.11 per cubic meter of measured water.”

b. Section 3.1 is deleted in its entirety and replaced with the following

“3.1. The rate to be charged for the sale of potable water as of January 1, 2020 to customers by the Commission is hereby set at \$2.02 (\$1.525 for potable water and \$0.497 for delivery) per cubic meter of measured water.”

2. This bylaw comes into force upon final adoption.

Read a first time 4 day **November** of **2019**

Read a second time this **X** day **XXX** of **2019**

Read a third time and adopted this **X** day **XXX** of **2019**

CHAIR

MANAGER



**North Red Deer
River Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members

FROM: Jordan Thompson, Acting Administrator

DATE: November 4, 2019

RE: Annual Election of Chair and Vice Chair

REF: 47/112
2019

PURPOSE:

To outline the process for the election of the Chair and Vice Chair positions of the North Red Deer River Water Services Commission

BACKGROUND:

Section 4.4 of the Commission's Bylaw #1 requires the election of the position of Chair and Vice Chair.

The Chair is responsible for the management of the quarterly Board meetings and to call special meetings if required. The Vice Chair's role is to fill in in the absence of the Chair. Both positions are signing officers for the Commission.

ISSUE ANALYSIS:

At the Nov 5, 2018 meeting the board elected Ken Wigmore as Chair and Grant Creasey as Vice Chair.

There are no specific election rules outlined in the bylaws of the Commission, therefore, Administration is recommending that the election process outlined in the Robert's Rules of Order be followed. The election would go as follows:

1. Acting Chair calls for nominations from the floor for the position of the Chair.
2. Once all the nominations have been received from the floor, the Acting Chair closes nominations. Board member should not nominate themselves.
3. If more than one name is put forth for the position of the Chair, then the Acting Chair will call for a vote by show of hands for each candidate.
4. The candidate with the most votes will be declared the elected Chair for the year.
5. If only one name is received that person will be acclaimed as Chair for the year.

The same process would be followed for the election of the Vice Chair position.

FINANCIAL IMPLICATIONS:

None

LEGISLATIVE AUTHORITY:

- Section 4.4 of Commission Bylaw #1

ALTERNATIVES:

1. The Board could propose changes to the election process

ATTACHMENTS:

- N/a

ACTION/RECOMMENDATION:

THAT the Board accept this report as information.