

# North Red Deer River Water Services Commission



## Regular Meeting Agenda

Date:	December 16, 2024	Time:	9:00am
Location:	COUNCIL CHAMBERS LACOMBE AB		
Invitees:	<p><b>Members:</b> Mayor Grant Creasey, City of Lacombe – Chair            Mayor Jamie Hoover, Town of Blackfalds – Vice-Chair            Councillor John Ireland, Lacombe County – Director            Councillor Clayton Nelson, Town of Ponoka – Director            Councillor Mark Matejka, Ponoka County – Director</p> <p><b>Others:</b> Jordan Thompson, NRDRWSC CAO            Sandra Lund, CAO, Town of Ponoka            Peter Hall, CAO, Ponoka County            Kim Isaak, CAO, Town of Blackfalds            Matthew Goudy, CAO, City of Lacombe            Tim Timmons, County Manager, Lacombe County            Michael Minchin, Director of Corporate Services, Lacombe County            Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds            Manager Tracey McKinnon, City of Lacombe            Manager Amber Mitchell, City of Lacombe            Manager Chris Huston, City of Lacombe            Manager Angela Smith, City of Lacombe            Operator Matt Sawitsky, City of Lacombe            Legislative Coordinator, Denise Bellabono, City of Lacombe</p> <p><b>Guests:</b></p>		
Recorded by:	Iwa Post – NRDRWSC Executive Assistant		
1. Call to Order by Chair			
2. Adoption of Agenda			
3. Adoption of Minutes			
3.1 Regular Meeting Minutes – November 4, 2024			
4. Presentations			
5. Reports			
5.1 Regional Commission Forum			
5.2 Chair			

6. New Business / Emergent Items

6.1 Second/Third Reading 2025 Utility Rate Bylaw

6.2 Officer Elections Policy

6.3 Water Conservation Policy - Draft

7. Correspondence

7.1 Water Availability Engagement

8. In Camera

9. Next Meeting Date

February 20, 2025, in Council Chambers, City of Lacombe, at 9:00am

10. Adjournment

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**MEETING MINUTES**  
**November 4, 2024**

**In Attendance:** Mayor Grant Creasey, NRDRWSC Chair, City of Lacombe  
Mayor Jamie Hoover, NRDRWSC Vice-Chair, Town of Blackfalds  
Councillor John Ireland, NRDRWSC Director, Lacombe County  
Councillor Clayton Nelson, NRDRWSC Director, Town of Ponoka  
Councillor Mark Matejka, NRDRWSC Director, Ponoka County

**Others Present:** Jordan Thompson, NRDRWSC Manager  
Sandra Lund, CAO, Town of Ponoka  
Matthew Goudy, CAO, City of Lacombe  
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds  
Tracey McKinnon, Manager of Finance, City of Lacombe  
Iwalani Post, NRDRWSC Executive Assistant

**Guests:** Todd Simenson, P.Eng, FEC, FSS (Hon), ENV SP, Project Manager, Stantec Consulting Ltd.

**Regrets:** Kim Isaak, CAO, Town of Blackfalds  
Peter Hall, CAO, Ponoka County  
Tim Timmons, County Manager, Lacombe County  
Michael Minchin, Director of Corporate Services, Lacombe County  
Phil Bevans, Acting Engineering Manager, City of Lacombe  
Chris Huston, NRDRWSC Operations Manager  
Angela Smith, Regional Utilities Foreman, City of Lacombe  
Matt Sawitsky, Operator, City of Lacombe  
Denise Bellabono, Legislative Coordinator, City of Lacombe

**1. Call to Order (Organizational Meeting):**

*Manager Thompson called the meeting to order at 9:01 am.*

**2. Adoption of the Organizational Meeting Agenda:**

*MOVED by Councillor Ireland that the organizational meeting agenda for November 4, 2024, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**3. Annual Elections:**

**3.1. Election of Board Chair**

Councillor Nelson nominated Grant Creasey for Board Chair.

*Manager Thompson declared Mayor Grant Creasey Board Chair of the North Red Deer River Water Services Commission by acclamation for the term expiring November 17, 2025.*

Following the Election of Board Chair, Chair Grant Creasey chaired the remainder of the meeting.

### 3.2. Election of Board Vice-Chair

Councillor Ireland nominated Jamie Hoover for Board Vice-Chair.

*Chair Creasey declared Mayor Jamie Hoover Board Vice-Chair of the North Red Deer River Water Services Commission by acclamation for the term expiring November 17, 2025.*

## 4. **New Business:**

### 4.1. 2024-2025 Schedule of Meetings

*MOVED by Vice-Chair Hoover that the Commission approve the Regular Commission Meeting dates for December 2024 and 2025 as amended.*

*CARRIED UNANIMOUSLY*

### 4.2. Update NRDRWSC Signing Authorities

*MOVED by Councillor Ireland that the Commission directs Administration to replace the list of approved officers for the North Red Deer River Water Services Commission authorized to execute cheques, promissory notes, bills of exchange, and other instruments, whether negotiable or not, on behalf of the Commission with the following:*

*Chair, Grant Creasey  
Vice-Chair, Jamie Hoover  
Manager, Jordan Thompson  
Alternate, Matthew Goudy  
Alternate, Tracey McKinnon*

*CARRIED UNANIMOUSLY*

### 4.3. 2024 Auditor Appointment

*MOVED by Councillor Matejka that the Commission appoint BDO Canada LLP as the external auditor for the 2024 year-end audit.*

*CARRIED UNANIMOUSLY*

## 5. **Organizational Meeting Adjournment:**

*Chair Creasey adjourned Organizational Meeting at 9:13 am.*

**1. Call to Order (Regular Meeting):**

*Chair Creasey called the regular meeting to order at 9:14 am.*

**2. Adoption of Regular Meeting Agenda:**

*MOVED by Vice-Chair Hoover that the regular meeting agenda for November 4, 2024, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**3. Adoption of Minutes:**

*Moved by Councillor Ireland that the minutes for September 16, 2024, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**4. Presentations**

**5. Reports:**

**5.1. Administration**

Manager Thompson presented the Administration Report noting that the Red Deer River Basin had been downgraded to Drought Stage 2, from Drought Stage 4.

The Waterline Extension Project Manager RFP closed on September 25<sup>th</sup>. The top 3 ranked proponents, of seven in total, have been interviewed and Administration is recommending the awarding of the contract to Localis.

The Joint Steering Committee has drafted a Terms of Reference document which Administration will not yet finalize with Red Deer until after Red Deer conducts a joint information meeting on regional utility rates in January 2025. Red Deer has shared the 2025 regional rates, normally this comes late November or early December..

Financials were provided for January to September 2024. Water volumes are 0.49% higher than this time in 2023, revenue is higher than the YTD budget by 1.03%, and expenses are 2.42% higher than budgeted amounts. The Commission is currently showing a new deficit of approximately \$55K due to a higher than budgeted rate from the City of Red Deer.

*MOVED by Councillor Nelson to move In Camera with Administrative Staff attending (Assistant Post) at 9:23 am.*

*CARRIED UNANIMOUSLY*

*MOVED by Councillor Matejka to return to Open Meeting at 9:37 am.*

*CARRIED UNANIMOUSLY*

*MOVED by Councillor Nelson that the Commission approves Administration's selection of Localis for the Waterline Extension Project contract.*

CARRIED UNANIMOUSLY

*MOVED by Vice-Chair Hoover to accept the November 4, 2024, Administration Report as information.*

CARRIED UNANIMOUSLY

## **6. New Business:**

### **6.1. 2025 Proposed Operating and Capital Budget**

Manager Thompson presented the 2025 Operating and Capital Budget based on the 2025-2040 Financial Plan that ensures the Commission's capital debt is paid off by 2031, grows the capital reserve without requiring new debt, and assumes a future grant or new debt is required to top off capital reserves to replace the mainline at the end of its life. Projections for 2025 were made for overall sales volumes, annual expenses with increases, debt payments and transfers to reserves noted. Water revenues were budgeted based on a recommended 2025 water sale rate of \$2.45/m<sup>3</sup>. Capital Budget includes a 38.625M expenditure for the waterline extension, that will be fully offset by the NRDRWSC/Alberta Grant Agreement.

*MOVED by Vice-Chair Hoover that the Commission adopt the 2025 Operating Budget as presented.*

CARRIED UNANIMOUSLY

*MOVED by Councillor Nelson that the Commission adopt the 2025 Capital Budget as presented.*

CARRIED UNANIMOUSLY

### **6.2. 2025 Utility Rate Bylaw 1<sup>st</sup> Reading**

Manager Thompson presented for first reading of Bylaw 3.9, an amendment to the Commission's Water Rate Bylaw 3, for the 2025 Water Rate to members be set to \$2.45/m<sup>3</sup>, consistent with the 2025 Operating Budget.

*MOVED by Councillor Ireland that the Commission give first reading to Bylaw 3.9.*

CARRIED UNANIMOUSLY

## **7. Correspondence:**

### **7.1. Thank You Letter – Minister Schulz**

*MOVED by Councillor Ireland that the Commission accepts the letter from Minister Schulz as information.*

CARRIED UNANIMOUSLY

## **8. In Camera**

## **9. Next Meeting:**

Monday, December 16<sup>th</sup>, 2024, at 9:00 am, City of Lacombe Council Chambers.

**Adjournment:**

*MOVED by Councillor Matejka to adjourn the meeting at 10:12 am.*

*CARRIED UNANIMOUSLY*

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Manager

# Request For Decision

## 2025 Water Rate Bylaw Second/Third Reading

Date: December 16, 2024

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO



### **PURPOSE:**

To present, for second and third reading, the Water Rate Bylaw 3.9, an amendment to the Commission's Water Rate [Bylaw 3](#).

### **ACTION/RECOMMENDATION:**

1. THAT the Commission gives second reading to Bylaw 3.9.

**AND**

2. THAT the Commission gives third reading to Bylaw 3.9.

### **ISSUE ANALYSIS:**

Bylaw 3.9 proposes to amend the Commission's water rate to \$2.45/m<sup>3</sup>, consistent with the 2025 Operating Budget.

### **FINANCIAL IMPLICATIONS:**

The rate amendment is required to balance the approved 2025 Operating Budget.

### **ALTERNATIVES:**

1. ***[Recommended]*** THAT the Commission gives second reading to Bylaw 3.9.

**AND**

2. ***[Recommended]*** THAT the Commission gives third reading to Bylaw 3.9.

**OR**

3. ***[Alternative]*** THAT the Commission directs Administration to return the bylaw to a future meeting with the following amendments:
  - ***[mover to specify amendments].***

### **ATTACHMENTS:**

- 2025 Water Rate Bylaw 3.9



**NORTH RED DEER RIVER WATER SERVICES COMMISSION**

**BYLAW 3.9**

**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 its members 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 now wishes to make a Bylaw 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, as amended from time to time, to establish an annual utility rate, and the Board wishes to amend this Bylaw.

**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, 2025 to members by the Commission is hereby set at \$2.45 per cubic meter of measured water.”***

2. This bylaw comes into force upon final adoption.

Read a first time this **4<sup>th</sup>** day of **November, 2024**

Read a second time this \_\_\_ day of \_\_\_\_\_, **2024**

Read a third time and adopted this \_\_\_ day of \_\_\_\_\_, **2024**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
MANAGER

# Request For Decision

## Officer Elections Policy

Date: December 16, 2024

Prepared by: Iwalani Post, Executive Assistant

Presented by: Jordan Thompson, CAO

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### **PURPOSE:**

To recommend the adoption of the Officer Elections Policy

### **ACTION/RECOMMENDATION:**

1. THAT the Commission adopts the Officer Elections Policy 12 (2024).

### **ISSUE ANALYSIS:**

The Officer Elections Policy establishes a clear, consistent, and transparent framework for the annual election of the NRDRWSC Officers, the Board Chair and Vice-Chair. The Officer Elections Policy ensures the Commission's compliance with relevant legislative requirements, aligns with established codes of practice, and provides a guide to the administration of officer elections.

### **ALTERNATIVES:**

The Commission may choose to:

1. **[Recommended]** THAT the Commission adopts the Officer Elections Policy 12 (2024).

**OR**

2. **[Alternative]** THAT the Commission directs Administration to return the Officer Elections Policy 12 (2024) to a future meeting with the following amendments:
  - **[mover to specify]**

### **ATTACHMENTS:**

- Officer Elections Policy 12 (2024)



# POLICY

## OFFICER ELECTIONS POLICY

<b>Policy Number:</b>	12 (2024)
<b>Policy Review:</b>	Every 5 Years or upon Bylaw or Legislative Change
<b>Reference(s):</b>	Robert’s Rules of Order Bylaw 1 and its amendments Municipal Government Act, Sec 602.06, Sec 602.09(c)

### 1. PURPOSE OF POLICY

- 1.1. To outline the process for the election of the North Red Deer River Water Services Commission (NRDRWSC or the Commission) Officers from the Board of Directors (the Board).

### 2. POLICY STATEMENT

- 2.1. The Commission bylaws outline the composition of the NRDRWSC Board of Directors, appointment requirements, position terms, and alternate Director designations. The Board is required to elect the Officer positions of Chair and Vice-Chair annually. The Commission follows the process outlined in Robert’s Rules of Order for Officer elections. This Policy formalizes the election process to support fair and transparent election procedures for NRDRWSC Officer positions to align with Commission bylaws.

### 3. DEFINITIONS AND ABBREVIATIONS

Definitions outlined in Bylaw 1 apply to this Policy. Policy-specific definitions are listed below.

- 3.1. **CAO** - means Chief Administrative Officer appointed by the Board to act as the administrative head of the Commission, also Manager.
- 3.2. **Commission** - means the North Red Deer River Water Services Commission, also NRDRWSC.
- 3.3. **Officer(s)** - means the Board position of Chair and Vice-Chair of the North Red Deer River Water Services Commission Board of Directors.
- 3.4. **Recording Secretary** - means the person responsible for documenting the proceedings of meetings, including preparing accurate minutes, noting decisions, actions, and discussions, and maintaining a clear and organized record.

### 4. ROLES AND RESPONSIBILITIES

- 4.1. Board of Directors
  - 4.1.1. Approve this Policy.
  - 4.1.2. Comply with this Policy.



# POLICY

## 4.2. Chair

- 4.2.1. Assume the role of Chairperson once elected by the Board.
- 4.2.2. Oversee the election of the Vice-Chair position to the Board.
- 4.2.3. Comply with this Policy.

## 4.3. Directors

- 4.3.1. Put forth only one nomination for each of the Chair and Vice-Chair positions, not including themselves.
- 4.3.2. Comply with this Policy.

## 4.4. CAO

- 4.4.1. Ensure Commission Administration compliance with this Policy.
- 4.4.2. Fulfill the role of Acting Chair for the Organizational Meeting until the election of a Chair has been concluded.
- 4.4.3. Comply with this Policy.

## 5. POLICY DETAILS

### 5.1. Timing of Election

- 5.1.1. The election of the NRDRWSC Board Chair and Vice-Chair shall take place at the Commission's Organizational Meeting held annually in November.

### 5.2. Term of Office

- 5.2.1. The NRDRWSC Board Chair and Vice-Chair shall serve in this office for a term of one year per Bylaw 1 Section 6.

### 5.3. Method of Nominations

- 5.3.1. The method of nomination for electing an NRDRWSC Officer shall be 'from the floor' (sometimes called "open nominations").
- 5.3.2. Board Directors shall not nominate themselves for an Officer position.

### 5.4. Officer Elections Process

- 5.4.1. The Commission CAO shall act as the Acting Chair of the Organizational Meeting until the position of Chair has been duly elected.
  - 1. NRDRWSC Organizational Meeting is called to order by Acting Chair.
  - 2. Acting Chair calls for the adoption of the Organizational Meeting Agenda.
  - 3. Upon approval of the meeting agenda, the Acting Chair advances to the next agenda item which shall be the call for nominations for Chair.



4. Acting Chair calls for nominations from the floor for the position of NRDRWSC Board Chair by stating "I call for nominations for the office of Board Chair."
  5. A Director may make a nomination for the Chair position as follows: "I nominate [Title/Full Name] for the position of Board Chair."
  6. Unless the nomination is declined, the Acting Chair will confirm the nomination and call for further nominations. For example, "[Title/Full Name] is nominated. Are there any further nominations?" If the nomination is declined, the Acting Chair will state "[Title/Full Name] has declined the nomination for Chair. Are there any further nominations?".
  7. Steps 4, 5, and 6 will be repeated until all nominations for Chair have been made.
  8. Once all nominations have been received from the floor, the Acting Chair will ask one final time for any further nominations. If there are no further nominations, the Acting Chair declares that nominations for Board Chair are closed by stating "Without objection, nominations for Board Chair are closed."
  9. If more than one nomination is received, the Acting Chair will call for a vote by secret ballot.
    - 9.1. The NRDRWSC Recording Secretary shall distribute a ballot to each Director.
    - 9.2. The ballots shall be collected, and the votes counted, by the Recording Secretary. A neutral party shall be selected from the gallery or Administration staff to monitor the ballot collection and counting.
    - 9.3. The results of the voting shall be provided to the Acting Chair who will announce the nominee with the most votes for the record and ask if there is any objection to the result. If there is an objection, the Acting Chair will announce the ballot count for the record. The Acting Chair will declare "I declare [Title/Full Name] the Chair of the North Red Deer River Water Services Commission."
  10. If only one nomination is received, the Acting Chair will declare "[Title/Full Name] is declared Chair of the North Red Deer River Water Services Commission by acclamation."
- 5.4.2. Upon election of the Chair, the Acting Chair shall defer the chairing of the meeting to the newly elected Chair.
  - 5.4.3. The Chair will assume chairing of the meeting and advance to the next agenda item which shall be the call for nominations of Vice-Chair.
    1. The Chair calls for nominations from the floor for the position of NRDRWSC Board Vice-Chair by stating "I call for nominations for the office of Board Vice-Chair."
    2. A Director may make a nomination for the Vice-Chair position as follows: "I nominate [Title/Full Name] for the position of Vice-Chair."



# POLICY

3. Unless the nomination is declined, the Chair will confirm the nomination and call for further nominations. For example, “[Title/Full Name] is nominated. Are there any further nominations?” If the nomination is declined, the Chair will state “[Title/Full Name] has declined the nomination for Vice-Chair. Are there any further nominations?”.
  4. Steps 1, 2, and 3 will be repeated until all nominations for Vice-Chair have been made.
  5. Once all nominations have been received from the floor, the Chair will ask one final time for any further nominations. If there are no further nominations, the Chair declares that nominations for Vice-Chair are closed by stating “Without objection, nominations for Vice-Chair are closed.”
  6. If more than one nomination is received, the Chair will call for a vote by secret ballot.
    - 6.1. The NRDRWSC Recording Secretary shall distribute a ballot to each Director.
    - 6.2. The ballots shall be collected, and the votes counted, by the Recording Secretary. A neutral party shall be selected from the gallery or Administration staff to monitor the ballot collection and counting.
    - 6.3. The results of the voting shall be provided to the Chair who will announce the nominee with the most votes for the record and ask if there is any objection to the result. If there is an objection, the Chair will announce the ballot count for the record. The Chair will declare “I declare [Title/Full Name] the Vice-Chair of the North Red Deer River Water Services Commission.”
  7. If only one nomination is received, the Chair will declare “[Title/Full Name] is declared Vice-Chair of the North Red Deer River Water Services Commission by acclamation.”
- 5.4.4. Upon completion of all Officer Elections, the Chair will move on to the next agenda item.

## 6. END OF POLICY

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Signature of Chair

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Signature of CAO

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Date

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Date



# POLICY

## **POLICY RECORD**

### **Approval and Amendment History**

Date of Board Meeting	Description

### **Review History**

Date of Policy Review	Description/Action Taken or Required

DRAFT

# Request For Decision

## DRAFT Water Conservation Policy

Date: December 16, 2024

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO



### PURPOSE:

To introduce the *DRAFT Water Conservation Policy* to the Board before it considers its adoption at the next regular meeting (February 20, 2025).

### ACTION/RECOMMENDATION:

1. THAT the Commission directs Administration to seek feedback on the Draft Water Conservation Policy from Member CAO's and the City of Red Deer.

### ISSUE ANALYSIS:

At its meeting in April this year, the North Red Deer River Water Services Commission Board adopted the following resolution:

*THAT the Commission directs Administration to propose updates to Policy 6: Water Rationing including the steps NRDRWSC will take to mitigate the impact of a possible multi-year drought.*

In June 2024, the Board gave further direction to survey the Chief Administrative Officers of its member municipalities in developing a revised policy for consideration as well as:

1. Definitions of drought states
2. Commission responses at each stage
3. The role of the Commission and its members during a drought.

### Water Conservation Policy - Draft

The *DRAFT Water Conservation Policy*:

- Reinforces the overarching principle of ensuring access to water for essential purposes for all Members during times of shortage
- Establishes a Water Conservation Framework that categorizes escalating responses into levels 0-3 based on three water emergency types, and now includes measurable triggers.
- Defines the three Emergency Water Conditions types as:
  - **Type 1** is a situation involving the City of Red Deer diversion/treatment and distribution systems.
  - **Type 2** is a situation involving the Commission's infrastructure, and
  - **Type 3** is a water shortage or conservation need arising from a Stage 3, 4 or 5 drought condition as [advised by the Government of Alberta](#).
- Defines the general roles and responsibilities of the NRDRWSC and Members respecting the Member's autonomy and authority to determine specific water conservation tactics within their jurisdiction.
- States the Commission will collaborate with Members and Red Deer to develop a water shortage regional standard operating procedure (SOP).



## What We Heard – CAO Interviews

The Chief Administrative Officers (CAOs) of member municipalities were interviewed to gather input on water conservation and emergency response measures. They were asked to provide feedback on several key topics, including:

1. NRDRWSC vs Municipal water conservation measures.
2. Appropriate Commission responses during water shortages
3. Suggested Commission responses at each provincially defined drought stage (Stages 0 through 5).
4. Measures municipalities can implement under existing bylaws or policies during water shortages.
5. Whether the Commission and its members should align water conservation measures with those implemented by the City of Red Deer or act independently.

Key themes from CAO feedback:

- Members value partnership and are committed to ensuring essential water needs are met across the region. A unified approach fosters cooperation but recognizes the unique circumstances of each community.
- Responses should rely on measurable criteria, such as river flow relative to water license allocations, rather than perceptions. Decision frameworks must be predefined and transparent.
- Maintain water conservation provisions in the policy while respecting municipal autonomy. Measures should remain non-binding to allow flexibility.
- Many municipalities have utility bylaws that explicitly allow water use restrictions. Local measures should complement Commission advisories/orders.
- Water supply for industrial use should only be restricted to protect essential human needs.
- A clear, pre-written communication framework is essential, including public messaging tailored for residential, industrial, and high-risk users. Alberta Emergency Alerts and municipal apps should be leveraged for outreach.
- Drought Response:
  - At Stage 3, members should receive formal notices.
  - Stage 4 should trigger local water conservation measures.
  - Stage 5 should prompt mandatory water restrictions.
- Advisories and orders must be straightforward and easy to understand.
- Emergency provisions in Water Supply Agreements address force majeure situations, ensuring clarity in extreme shortages.

## The Commission's Role During Extreme Shortages

In developing the *DRAFT Water Conservation Policy* it became apparent that there is uncertainty on the role of the Commission in securing alternate supplies of water in a time of extreme shortage.

The Commission's general role as outlined in Bylaw 1 is to provide wholesale water services to its Members<sup>1</sup>. During times of water shortage the current Policy describes the Commission's role as providing general assistance to members but primarily as a communicator of information and guidance through Water Rationing Notices.

The *DRAFT Water Conservation Policy* clarifies the NRDRWSCs role but maintains its communicator focus through Advisories and Orders.

1. Water Conservation **Advisories** to Members may include:
  - Recommendations to implement local water conservation tactics
  - A water conservation target
  - Suggested key public messaging
2. Water Conservation **Orders** to Members may include:
  - The imposition of reasonable restrictions on the delivery of Water
  - Recommendations to escalate and enforce local water conservation tactics
  - A water conservation target
  - Recommendations for the Members to work directly with major water customers to reduce consumption
  - Suggested key public messaging
    - i. Residential customers
    - ii. Industrial and commercial, customers
    - iii. High-risk facilities such as hospitals, long-term care facilities and childcare centres.

This means, the Commission is not securing an alternate water source in an extreme water shortage and that Members have the responsibility to prepare for this possibility in their local water emergency plans.

1. Should the Commission expand its role in the region to prepare for and act in times of extreme water shortage (i.e. mutual aid, testing, delegation of authority, Emergency Coordination Center)? Doing so would require amending Bylaw 1 and the Draft Policy as well as developing a **regional** water shortage **emergency response plan**.
2. What revision(s) to the Policy would enable stronger alignment with your local water conservation and/or emergency response plans?

In reviewing the *DRAFT Water Conservation Policy*, Members are encouraged to consider and provide feedback to these questions. To introduce the *DRAFT Water Conservation Policy* and solicit feedback on it, Administration recommends that it be shared with member CAOs and the City of Red Deer requesting their input by the end of January 2025.

In the interim Administration is confirming the trigger values and developing templates for Advisories, Orders, and key public messages.

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<sup>1</sup> [Bylaw 1 s2.1\(a\)](#)

**ALTERNATIVES:**

- A. ***[Recommendation]*** THAT the Commission directs Administration to seek feedback on the Draft Water Conservation Policy from Member CAO's and the City of Red Deer.

**OR**

- B. ***[Alternative]*** THAT the Commission directs Administration how it wishes to proceed.

**ATTACHMENTS:**

- *DRAFT Water Conservation Policy*



# POLICY

## WATER CONSERVATION POLICY

<b>Policy Number:</b>	6 (2024)
<b>Policy Review:</b>	Every 5 Years or upon Legislative Change
<b>Reference(s):</b>	Water Supply Agreement Provincial Drought Response Plan Water Sharing Memorandum of Understanding

### 1. PURPOSE OF POLICY

- 1.1. To minimize the impact of water shortages on Members.
- 1.2. To define roles and responsibilities and ensure consistent decision-making during times of emergency, disasters, and drought.

### 2. POLICY STATEMENT

- 2.1. The North Red Deer River Water Services Commission recognizes:
  - 2.1.1. The importance of the Province maintaining adequate raw water reserves in the Glennifer Reservoir (Dickson Dam);
  - 2.1.2. The importance of members maintaining adequate treated water reserves in their community reservoirs;
  - 2.1.3. The importance of the NRDRWSC and Members being prepared to respond to operational emergencies that may lead to a shortage of treated water;
  - 2.1.4. The importance of the NRDRWSC and Members responding to drought conditions so that as many water users as possible will continue to have water for essential purposes;
  - 2.1.5. The importance of communicating water shortages and emergencies to its members.
  - 2.1.6. The importance of treating each Member, fairly, equitably, and without preference
- 2.2. The Commission will collaborate with its Members to develop a water shortage regional Standard Operating Procedure (SOP).
- 2.3. Notwithstanding anything in this Policy, the NRDRWSC will comply with Provincial Orders.

### 3. APPLICABILITY

- 3.1. This Policy applies to the Commission, and the Member communities of the Commission.
- 3.2. This Policy comes into effect upon approval of Board of Directors.

### 4. DEFINITIONS AND ABBREVIATIONS

Definitions outlined in Bylaw 1 apply to this Policy. Policy-specific definitions are listed below.



# POLICY

- 4.1. **Advisory** – means a precautionary notice when a potential problem exists, or only applies to a small section of the transmission/distribution system.
- 4.2. **AHS** – means Alberta Health Services.
- 4.3. **CRD** – means City of Red Deer
- 4.4. **Drought Condition** – means, for purpose of this Policy, Drought Stages 3, 4, or 5 as determined by the Government of Alberta.
- 4.5. **Drought Stages** – means the degrees of drought severity determined by the Government of Alberta and described in the Alberta Drought Response Plan 2024.
- 4.6. **Emergency Water Condition Type 1** – means situations where the City of Red Deer is unable to fully meet the Commission’s treated water demand due to factors such as planned or unplanned mechanical downtime, water quality issues, mechanical failure, insufficient treated water reserves to meet fire flow requirements, or other emergencies or disasters that disrupt the operation of the City’s treatment and distribution/conveyance systems.
- 4.7. **Emergency Water Condition Type 2** – means situations where the Commission is unable to fully meet the Member’s treated water demand due to factors such as a transmission line break, lateral line break, planned or unplanned mechanical downtime or other emergencies or disasters that disrupt the operation of the Commission’s transmission system.
- 4.8. **Emergency Water Condition Type 3** – means a Stage 3, 4, or 5 drought declared by the Government of Alberta for the Red Deer River Basin. This condition may involve activating a Water Sharing Memorandum of Understanding or the Province issuing a provincial order regarding water diversion.
- 4.9. **EPA** – means Alberta Environment and Protected Area.
- 4.10. **Notice** – means any type of water advisory, order, or information.
- 4.11. **NRDRWSC** – means North Red Deer River Water Services Commission.
- 4.12. **Order** – means a mandatory order when water reserve supplies are threatened, and conservation measures must be undertaken.
- 4.13. **Water Conservation Levels** – means the Commission’s progressive response framework based on the Emergency Water Condition Type and associated triggers, defining the roles and responsibilities of the Commission and its Members during water shortages.

## 5. ROLES AND RESPONSIBILITIES

- 5.1. Board of Directors
  - 5.1.1. Approve this Policy.
  - 5.1.2. Comply with this Policy.
- 5.2. Manager/CAO



# POLICY

- 5.2.1. Ensure Commission Administration compliance with this Policy.
- 5.2.2. Comply with this Policy.

## 6. POLICY DETAILS

### 6.1. Responding to Emergency Water Conditions

- 6.1.1. **Schedule A** outlines the Water Conservation Framework for our progressive response to the Emergency Water Conditions.
- 6.1.2. **Schedule B** is an interim Emergency Water Condition Action Plan to be replaced with a water shortage regional Standard Operating Procedure (SOP) in the future.
- 6.1.3. **Schedule C** outlines the scope of the NRDRWSC Advisories and Orders within the context of this Policy.

## 7. END OF POLICY

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## POLICY RECORD

### Approval and Amendment History

Date of Board Meeting	Description

### Review History

Date of Policy Owner's Review	Description/Action Taken or Required

## Schedule A: Water Conservation Framework

Water Conservation Levels								
	Level 0		Level 1		Level 2		Level 3	
<b>Triggers</b>								
<b>Pressure at CRD Meter Chamber</b>	Greater than ###		### - ###		### - ###		Less than ###	
<b>Fill rate at member reservoir</b>	Greater than ###		### - ###		### - ###		Less than ###	
<b>Chlorine Residual</b>	Greater than 1.5 mg/L		1.0 mg/L - 1.5 mg/L		0.5 mg/L - 1.0 mg/L		Less than 0.5 mg/L	
<b>RD River Basin Drought Stage</b>	0 to 2		3		4		5	
<b>Bacteriological Test Positive</b>	None		1 Reservoir		More than 1 Reservoir			
<b>Demand % of Supply Capacity</b>	Less than 80%		80%		90%		100%	
<b>Dickson Dam Diversion Rate</b>							Less than 16 cubic metres/second	
<b>Role</b>	NRDRWSC	Members	NRDRWSC	Members	NRDRWSC	Members	NRDRWSC	Members
<b>Emergency Type 1: CRD</b>	Monitor	Monitor	Communicate	Prepare Local Water Conservation Tactics	Issue Advisory to Members	Implement Local Water Conservation Tactics	Issue Order to Members	Local Emergency Response
<b>Emergency Type 2: NRDRWSC</b>	Monitor	Monitor	Communicate Investigate & Mitigate	Prepare Local Water Conservation Tactics	Issue Advisory to Members Supplement with Contract Resources.	Implement Local Water Conservation Tactics	Issue Order to Members	Local Emergency Response Comply with Provincial Orders
<b>Emergency Type 3: Drought</b>	Monitor	Monitor	Communicate	Prepare Local Water Conservation Tactics	Issue Advisory to Members Activate Water Sharing MOU	Implement Local Water Conservation Tactics	Issue Order to Members. Comply with Provincial Orders	Comply with Provincial Orders

## Schedule B: Interim Emergency Water Condition Action Plan

### **1. Emergency Water Condition Type 1**

In the event of an Emergency Water Condition Type 1, the following actions will be taken:

- 1.1 The CRD identifies a problem with the water supply affecting the NRDRWSC system.
- 1.2 CRD contacts NRDRWSC by all emergency numbers provided.
- 1.3 NRDRWSC notifies member CAOs of the water emergency and initial response,
- 1.4 NRDRWSC determines response in accordance with the Water Conservation Framework
- 1.5 CRD acts in its discretion to mitigate the issue causing the water shortage.
- 1.6 Members determine community level response in accordance with their Emergency Water Shortage Plans.
- 1.6 NRDRWSC proactively seeks regular updates from CRD.
- 1.7 NRDRWSC provides regular updates to members.
- 1.8 NRDRWSC Issues Water Conservation Advisory to members if warranted.
- 1.9 NRDRWSC Issues Water Conservation Order to members if warranted.

### **2. Emergency Water Condition Type 2**

In the event of an Emergency Water Condition Type 2, the following actions will be taken:

- 2.1 Commission staff identify a problem with Commission infrastructure based on SCADA system data or field inspection.
- 2.2 Commission Chief Administrative Officer (CAO) to be advised immediately.
- 2.4 NRDRWSC notifies member CAOs of the water emergency and initial response,
- 2.5 NRDRWSC determines response in accordance with Table 1: Evaluation Framework & Operating Protocols.
- 2.6 Members determine community level response in accordance with their Emergency Water Shortage Plans.
- 2.7 NRDRWSC Issues Water Conservation Advisory to members if warranted.
- 2.8 NRDRWSC Issues Water Conservation Order to members if warranted.

### **3. Emergency Water Condition Type 3**

Commission Administration will monitor communications from the Government of Alberta, and take action based on the Drought Stages identified in the Alberta Drought Response Plan and actual flow rates in the Red Deer River. The following actions will be taken:

- 3.1. Drought Stage 0  
Business as usual. Water usage as per member bylaw requirements.
- 3.2. Drought Stage 1  
Business as usual. Water usage as per member bylaw requirements.
- 3.3. Drought Stage 2



Business as usual. Water usage as per member bylaw requirements.

3.4. Drought Stage 3

Administration to Communicate to members the details of the identified concerns and will participate in Water Sharing MOU meetings as required. NRDRWSC recommends members **prepare for** potential water conservation measures. See

3.5. Drought Stage 4

Administration to issue an Advisory to members with details of the identified concerns and will recommend the Water Sharing MOU signatories activate their non-binding water use reduction commitments. NRDRWSC recommends members **implement** water conservation tactics.

3.6. Drought Stage 5

Administration to issue Order with details of the escalating situation. and will participate in Water Sharing Agreement meetings as required. NRDRWSC recommends members **escalate and enforce** local water conservation tactics.

## Schedule C: NRDRWSC Advisories and Orders

The Water Conservation Advisory and Water Conservation Orders are critical tools to guide our collective response during times of water shortage. These measures aim to encourage Members to reduce water consumption during times of water shortage.

1. Water Conservation **Advisories** to Members may include:
  - Recommendations to implement local water conservation tactics
  - A water conservation target
  - Suggested key public messaging
2. Water Conservation **Orders** to Members may include:
  - The imposition of reasonable restrictions on the delivery of Water
  - Recommendations to escalate and enforce local water conservation tactics
  - A water conservation target
  - Recommendations for the Members to work directly with major water customers to reduce consumption
  - Suggested key public messaging
    - i. Residential customers
    - ii. Industrial and commercial, customers
    - iii. High-risk facilities such as hospitals, long-term care facilities and childcare centres.

[REDACTED]

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**From:** EPA Water <EPA.Water@gov.ab.ca>  
**Sent:** November 25, 2024 9:16 AM  
**Cc:** [REDACTED]  
**Subject:** Water availability engagement - seeking input from WSA participants

To: Participants in the Water Sharing Agreements

The Government of Alberta is engaging on water availability. This engagement provides an opportunity for Albertans to share their input on the opportunities they see to increase water availability and enhance the water management system in Alberta.

We have communicated the engagement through water using sector associations, in an effort to reach as many water users as possible.

We appreciate your participation in the 2023-24 Water Sharing Agreements and the lessons learned that have been shared so far, and would appreciate your continued support in sharing this engagement opportunity broadly and bringing forward your ideas on opportunities and barriers to increase water availability and improving the water management system in Alberta.

If you haven't already, please take a moment to visit the [online engagement site](#) to learn more about the intent of the engagement, some of the opportunities and issues we are aware of, and how to participate. This phase of engagement is to identify opportunities and understand barriers that could improve water management and make more water available for use. We are not presupposing the outcome, potential solutions, or next steps coming of this initial phase of engagement.

We are open to hearing any and all opportunities to increase water availability for Albertans and optimize the water management system to better address these issues while continuing to protect the aquatic environment. If new policy tools are required, we expect more detailed engagement will be needed on such changes.

The water priority and licence seniority system in Alberta – reflecting the principles of first in time, first in right – is not proposed to change. The goal is to engage on how Alberta can best:

- increase water conservation, efficiency, and productivity;
- free up and optimize use of available water;
- better capture and improve access to existing water sources; and
- improve water management and make faster approval decisions.

The engagement site outlines various ways to provide input including:

- Two online surveys (detailed and brief) – to share thoughts on ideas, opportunities, barriers for increasing water availability
- Virtual ideas boards
- Public engagement sessions - regional open houses intended to discuss local opportunities and barriers, including conservation, efficiency and productivity, alternative water sources and water allocations and transfers:
  - November 26 at 6:30 pm – Southern Alberta virtual public open house

- December 3 at 5:30 pm – In-person open house – Red Deer
- Request a meeting with government staff to share your perspectives and ask questions; contact [epa.water@gov.ab.ca](mailto:epa.water@gov.ab.ca)

To support your discussions and consideration of input, several resources are available [on the site](#):

- A recorded webinar - provides a high-level overview of the water management system in Alberta, the intent of the engagement, some of the opportunities and issues we are aware of, and how to participate.
- Enhancing Water Availability engagement guide - starting place for understanding intent and scope of this engagement
- Water management issue sheets (7) - opportunities and barriers that the department has heard over time
- Water management background resources: Water Management in Alberta – system overview; as well as fact sheets on: Alberta’s Water Act, water priority system, licences, management thresholds, etc.

We look forward to your input through the online survey and participation in the upcoming engagement sessions.

We would kindly ask that you amplify awareness of these engagement opportunities to learn more and provide input through all of your channels, including social media.

Should you have any questions or input related to the engagement, or if you would like to express interest in meeting with department officials, please email [epa.water@gov.ab.ca](mailto:epa.water@gov.ab.ca).

Water and Circular Economy Division

Environment and Protected Areas