

North Red Deer River Water Services Commission



Regular Meeting Agenda

Date:	December 6, 2021	Time:	9:00 am
Location:	COUNCIL CHAMBERS LACOMBE AB		
Invitees:	<p>Members: Mayor Grant Creasey, City of Lacombe – Chair Councillor Clayton Nelson, Town of Ponoka– Vice Chair Mayor Jamie Hoover, Town of Blackfalds – Director Councillor John Ireland, Lacombe County – Director Councillor Mark Matejka, Ponoka County – Director</p> <p>Others: Jordan Thompson, NRDRWSC Administrator Matthew Goudy, CAO, City of Lacombe Sandra Lund, CAO, Town of Ponoka Charlie Cutforth, CAO, Ponoka County Myron Thompson, CAO, Town of Blackfalds Preston Weran, Director, Town of Blackfalds Tim Timmons, County Manager Lacombe County Michael Minchin, Director, Lacombe County Tracey McKinnon, Senior Manager, City of Lacombe Amber Mitchell, Manager, City of Lacombe Chris Huston, Manager, City of Lacombe</p> <p>Guests: Joel Sawatzky, Stantec Consulting Ltd. Todd Simenson, Stantec Consulting Ltd</p>		
Recorded by:	Denise Bellabono - Administrative Assistant NRDRWSC		
	1. Call to Order by Chair		
	2. Adoption of Agenda		
	3. Adoption of Minutes		
	3.1 Regular Meeting Minutes – November 29, 2021		
	4. Presentations		
	5. Reports		
	6. Old Business:		
	6.1 2022 Water Rate Bylaw 3.7 (Bylaw 3 Amendment)		
	7. New Business / Emergent Items:		
	7.1 Signing Authority		

8. Correspondence

9. Next Meeting Date:

April 4, 2021 in Council Chambers, City of Lacombe, at 9:00am

10. Adjournment

**NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
November 29, 2021**

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

Others Present: Jordan Thompson, NRDRWSC CAO
Denise Bellabono, NRDRWSC Administrative Assistant
Sandra Lund, CAO, Town of Ponoka
Matthew Goudy, CAO, City of Lacombe
Tim Timmons, County Manager, Lacombe County
Preston Weran, Director of Infrastructure and Property Services,
Town of Blackfalds
Tracey McKinnon, Senior Manager of Finance, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe (remote)
Amber Mitchell, Engineering Manager, City of Lacombe (remote)
Danielle Nealon, Administration Assistant, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe

Guest: Mayor Kevin Ferguson, Town of Ponoka
Richard Poole, Former Mayor, Town of Blackfalds
Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd. (remote)

Regrets: Myron Thompson, CAO, Town of Blackfalds
Charlie Cutforth, CAO, Ponoka County
Michael Minchin, Director of Corporate Services, Lacombe County

1. Call to Order:

CAO Thompson called the meeting to order at 9:02 am.

2. Adoption of the Organizational Agenda:

*MOVED by Councillor Matejka that the organizational agenda for November 29, 2021,
be adopted as presented.*

CARRIED UNANIMOUSLY

3. Organizational Agenda

3.1. Annual Elections

3.1.a Election of Chair

Councillor Nelson nominated Mayor Grant Creasey

MOVED by Councillor Ireland that the nomination of Chair cease.

CARRIED UNANIMOUSLY

Mayor Grant Creasey is declared Chair by acclamation.

Following the Election of Chair, the newly elected Chair, Grant Creasey, chaired the remainder of the meeting

3.1.b Election of Vice-Chair

Councillor Matejka nominated Councillor Clayton Nelson

MOVED by Councillor Ireland that the nomination of Vice Chair cease.

CARRIED UNANIMOUSLY

Councillor Clayton Nelson is declared Vice Chair by acclamation.

3.2. 2022 Scheduling of Meetings

Administrator Thompson presented to the Commission the proposed 2022 Schedule of Meetings, which include quarterly meetings per Bylaw 1.

MOVED by Mayor Hoover that the 2022 Schedule of Meetings be adopted as amended.

CARRIED UNANIMOUSLY

4. Adoption of the Regular Meeting Agenda

MOVED by Councillor Ireland that the regular meeting agenda for November 29, 2021, be adopted as presented.

CARRIED UNANIMOUSLY

5. Adoption of the Minutes:

MOVED by Councillor Matejka that the minutes for September 13, 2021, be adopted as amended.

6. Reports

6.1. Administrator

CAO Thompson presented Administration's report to the Commission. Highlights of the report were the proposed financial plan, 2022 budget, 2022 Water Rate Bylaw, and a training opportunity for the Board of Directors. Revenue and expenses are lower than budget, but due to a leak at the Blindman River at the end of October, Administration will meet with the City of Red Deer to discuss the recovery of costs charged to the Commission for the City's leak. Operational updates included water meter verification testing completed and relocating communication dataloggers.

7. Old Business

8. New Business / Emergent Items:

8.1. 2022-2025 Financial and 2022-2031 Capital Plan

CAO Thompson presented two options for the Commission the 2022-2025 Financial Plan for consideration. Both options include the capital debt paid off by 2031, growth of the capital reserve, future grant or new debt needed to top off capital reserves for replacement of the mainline at its end of life, and assuming capital costs for the waterline extension is funded by the Province.

MOVED by Vice-Chair Nelson that the Commission endorses option 2 of the 2022-2025 Financial Plan and 2022-2031 Capital Plan.

IN FAVOR

Vice-Chair Nelson
Councillor Matejka

OPPOSED

Chair Creasy
Councillor Ireland
Mayor Hoover

DEFEATED

MOVED by Councillor Ireland that the Commission endorses option 1 of the 2022-2025 Financial Plan and 2022-2031 Capital Plan.

IN FAVOR

Chair Creasy
Councillor Ireland
Mayor Hoover

OPPOSED

Vice-Chair Nelson
Councillor Matejka

CARRIED

8.2. 2022 Operating Budget

CAO Thompson presented the 2022 Operating Budget to the Commission based on option 1 of the 2022-2025 Financial Plan. Projections for 2022 were made for overall water sales, annual expenses with increases and decreases highlighted and estimated revenues for 2022.

MOVED by Councillor Ireland that the Commission adopts the Option 1 2022 Operating Budget as presented.

CARRIED UNANIMOUSLY

8.3. 2022 Water Rate Bylaw 3.7 (Bylaw 3 Amendment)

CAO Thompson presented for first and second readings of Bylaw 3.7, an amendment to Bylaw 3, for the 2022 Water Rate adjustment to members be set to \$2.14 per cubic meter and remove the customer rate.

MOVED by Vice-Chair Nelson that the Commission gives first reading to Bylaw 3.7 as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Matejka that the Commission gives second reading to Bylaw 3.7 as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland that the Commission consents to proceed to third reading.

IN FAVOR

Councillor Ireland
Mayor Hoover
Councillor Matejka

OPPOSED

Chair Creasy
Vice-Chair Nelson

DEFEATED

8.4. 2022-20225 NRDRWSC Work Plan

CAO Thompson presented a 2022-2025 work plan and future work activities outside the current term. Highlighted were the municipal agreements per the asset management plan, current service levels and risks, the waterline extension plan, management services contract, auditor request for proposal, water allocations, and the renewal of the commission supply agreement with the City of Red Deer.

8.5. Board of Directors Training

CAO Thompson presented to the Commission a training opportunity for the members, including cost-sharing of the training with the North Red Deer Regional Wastewater Services Commission members.

MOVED by Vice-Chair Nelson that the Commission directs Administration to solicit quotes from vendors for Board of Directors training and to extend an invitation to other Commissions to reduce costs.

CARRIED UNANIMOUSLY

9. In Camera

10. Next Meeting:

Monday, December 6, 2021 at 9:00 am, City of Lacombe Council Chambers

4. Adjournment:

MOVED by Councillor Matejka to adjourn the meeting at 11:06 am.

CARRIED UNANIMOUSLY

Chairperson

Administrator

Request For Decision

2022 Water Rate Bylaw Third Reading

Date: December 6, 2021

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO



PURPOSE:

To present the Water Rate Bylaw 3.7 for the third reading, an amendment to the Commissions' Water Rate [Bylaw 3](#).

ACTION/RECOMMENDATION:

1. THAT the Commission gives third reading to Bylaw 3.7

ISSUE ANALYSIS:

Bylaw 3.7 proposes to amend the Commission's water rate to \$2.14/m³, consistent with the phase-in rate (Option 1) of the 2022-2025 Financial Plan and 2022 Operating budget.

Bylaw 3.7 also proposes to remove the "customer" rate because the Commission does not have any direct customers. Should the need arise to set a customer rate in the future, it will be calculated and brought forward to the Board for consideration.

FINANCIAL IMPLICATIONS:

The proposed and alternative rates align with their corresponding option in the 2022-2025 Financial Plan.

ALTERNATIVES:

1. ***[Recommended]*** THAT the Commission gives third reading to Bylaw 3.7
2. ***[Alternative]*** THAT the Commission directs Administration to return the bylaw to a future meeting with the following amendments:
 - ***[mover to specify amendments]***.

ATTACHMENTS:

2022 Water Rate Bylaw 3.7

NORTH RED DEER RIVER WATER SERVICES COMMISSION

BYLAW 3.7

**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 the utility rate.

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, 2022 to members by the Commission is hereby set at \$2.14 per cubic meter of measured water.”

b. Section 3.1 is deleted in its entirety.

2. This bylaw comes into force upon final adoption.

Read a first time this **29** day of **November, 2021**

Read a second time this **29** day of **November, 2021**

Read a third time and adopted this **6** day of **December, 2021**

CHAIR

MANAGER

Request For Decision

Commission Signing Officers

Date: December 6, 2021

Prepared by: Denise Bellabono, Administrative Assistant

Presented by: Jordan Thompson, CAO



PURPOSE:

To seek Board approval for new signing officers for the Commission.

ACTION/RECOMMENDATION:

THAT the Board 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

CAO, Jordan Thompson

Vice-Chair, Clayton Nelson

Alternate, Matthew Goudy

Alternate, Tracey McKinnon

ISSUE ANALYSIS:

Section 6.15 of the Commission's [Bylaw 1](#) outlines who is responsible for signing documents, including bank-related information, on behalf of the Commission. Either the Chair or in his/her absence, the vice-chair, together with the CAO or alternate, are authorized to execute cheques, promissory notes, and other legal documents.

With the departure of two existing signing officers, a new resolution is required identifying the signing officers by name. The Commission's bank will use that resolution to process the change to their records. Servus Credit Union will contact signing officers to add their signatures to the signature cards for the Commission.

To comply with federal legislation, signing officers will have to bring their driver's license to confirm identity.

LEGISLATIVE AUTHORITY:

Section 6.15 of the Commission's [Bylaw 1](#)

ALTERNATIVES:N/A

ATTACHMENTS:N/A