

North Red Deer River Water Services Commission



Regular Meeting Agenda

Date:	December 4, 2023	Time:	9:00am
Location:	COUNCIL CHAMBERS LACOMBE AB		
Invitees:	<p>Members: Mayor Grant Creasey, City of Lacombe – Chair Councillor John Ireland, Lacombe County – Vice Chair Councillor Clayton Nelson, Lacombe County – Director Mayor Jamie Hoover, Town of Blackfalds – Director Councillor Mark Matejka, Ponoka County – Director</p> <p>Others: Jordan Thompson, NRDRWSC Manager Sandra Lund, CAO, Town of Ponoka Kim Isaak, CAO, Town of Blackfalds Matthew Goudy, CAO, City of Lacombe Peter Hall, CAO, Ponoka County Tim Timmons, County Manager, Lacombe County Preston Weran, Director of Infrastructure and Property Services, Town of Blackfalds Senior 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>		
Recorded by:	Iwalani Post - Administrative Assistant NRDRWSC		
1. Call to Order by Chair			
2. Adoption of Agenda			
3. Adoption of Minutes			
3.1 Organizational & Regular Meeting Minutes – November 6, 2023			
4. New Business / Emergent items			
4.1 2024 Water Rate Bylaw 2 nd /3 rd Reading			
5. Next Meeting Date:			
April 1, 2024, in Council Chambers, City of Lacombe, at 9:00am			
6. Adjournment			

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
November 6, 2023

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

Others Present: Jordan Thompson, NRDRWSC Manager
Iwa Post, NRDRWSC Administrative Assistant
Matthew Goudy, CAO, City of Lacombe
Sandra Lund, CAO, Town of Ponoka (*remote*)
Tim Timmons, County Manager, Lacombe County
Preston Weran, Director of Infrastructure and Property Services,
Town of Blackfalds
Chris Huston, Utilities Manager, City of Lacombe
Amber Mitchell, Engineering Manager, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Matt Sawitsky, Operator, City of Lacombe
Marc Perreault, Financial & Tax Coordinator, City of Lacombe
Denise Bellabono, Legislative Coordinator, City of Lacombe

Guests: Chief Desmond Bull, Louis Bull Tribe
John Mahon, Engineer, WSP
Trevor Larocque, Infrastructure Director, Louis Bull Tribe
Adam Kuehnbaum, Water/Wastewater Engineer, Indigenous Services
Canada
Neil Kucharski, Senior Project Manager/Engineer, WSP (*Remote*)
Todd Simenson, Stantec Consulting Ltd

Regrets: Kim Isaak, CAO, Town of Blackfalds
Peter Hall, CAO, Ponoka County
Michael Minchin, Director of Corporate Services, Lacombe County
Tracey McKinnon, Senior Manager of Finance, City of Lacombe
Jaclyn Bull, Councillor, Louis Bull Tribe

1. Call to Order:

Manager Thompson called the meeting to order at 8:57 am.

2. Adoption of the Organizational Meeting Agenda

MOVED by Councillor Nelson that the organizational meeting agenda for November 6, 2023, be adopted as amended.

CARRIED UNANIMOUSLY

3. Organizational Agenda

3.1. Annual Elections

3.1.a Call for nominations of Chair

Councillor Nelson nominated Mayor Grant Creasey

MOVED by Councillor Ireland that the nominations of Chair cease.

CARRIED UNANIMOUSLY

3.1.b Election of Chair

Manager Thompson declared Mayor Grant Creasey Chair of the North Red Deer River Water Services Commission by acclamation for the term expiring November 4, 2024.

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

3.1.c Call for nominations of Vice-Chair

Mayor Hoover nominated Councillor John Ireland

MOVED by Councillor Matejka that the nominations of Vice-Chair cease.

CARRIED UNANIMOUSLY

3.1.d Election of Vice-Chair

Chair Creasey declared Councillor John Ireland Vice-Chair of the North Red Deer River Water Services Commission by acclamation for the term expiring November 4, 2024.

3.2. 2023 Scheduling of Meeting

Moved by Vice-Chair Ireland that the Commission approves the Regular Commission Meeting dates for 2023/2024 as presented.

CARRIED UNANIMOUSLY

4. Adoption of Regular Meeting Agenda

MOVED by Mayor Hoover that the regular meeting agenda for November 6, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

5. Adoption of the Minutes:

MOVED by Vice-Chair Ireland that the minutes for September 18, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

6. Presentations

6.1. Louis Bull Tribe Introduction to NRDRWSC

Chief Desmond Bull of the Louis Bull Tribe discussed the importance of water in all communities and the need for clean systems to provide reliable, safe water. The new Casino development and subsequent commercial development was mentioned and will have to be considered when exploring a safe and reliable water supply for Louis Bull.

John Mahon of WSP gave a presentation on Louis Bull Water sources. In summary, Louis Bull Tribe is considering three water source options and presented conceptual regional line alignments for those three options. WSP confirmed that NRDRWSC performed a feasibility study to supply water to the four First Nation communities around Maskwacis and it aligns with the WSP study done in 2019 for Louis Bull with some adjustments needed to MDD or an oversized reservoir option. More details will be shared with NRDRWSC as WSP continues to explore these water options as well as potential wastewater management options.

7. Reports

7.1. Administrator

Manager Thompson presented the Administration Report highlighting the 2024 Capital and Operating budget, and the Administration's review of the revised grant agreement with the Alberta Government. As of September 2023, overall water volumes are higher than 2022 levels, revenues are higher than YTD budgeted amounts, expenses are higher than budgeted due to legal fees, higher water volumes, SCADA maintenance and a late meter read.

MOVED by Councillor Nelson to accept the November 6, 2023, Administration Report as information.

CARRIED UNANIMOUSLY

8. New Business / Emergent Items:

8.1. 2024 Proposed Operating and Capital Budget

Manager Thompson presented the 2024 Operating and Capital Budget based on the 2022-2040 Financial Plan that assumes the waterline extension project will advance to phase 4 of the project plan. Projections for 2024 were made for overall water sales, annual expenses with increases and decreases highlighted, fixed debt payments, minimal transfers to reserves, and estimated revenues for 2024. Capital Budget includes \$125K expenditure that is expected to be fully offset by project grants.

MOVED by Councillor Nelson that the Commission adopts the 2024 Operating Budget as presented.

CARRIED UNANIMOUSLY

MOVED by Mayor Hoover that the Commission adopts the 2024 Capital Budget as presented.

IN FAVOR

Chair Grant Creasey
Vice-Chair John Ireland
Mayor Jamie Hoover
Councillor Clayton Nelson

OPPOSED

Councillor Mark Matejka

CARRIED

8.2. 2024 Water Rate Bylaw 1st Reading

Manager Thompson presented for first reading of Bylaw 3.8, an amendment to Bylaw 3, for the 2024 Water Rate adjustment to members be set to \$2.18/m³, consistent with the 2024 Operating Budget.

MOVED by Vice-Chair Ireland that the Commission gives first reading to Bylaw 3.8 as presented.

CARRIED UNANIMOUSLY

9. Next Meeting:

Monday, December 4, 2023, at 9:00 am, City of Lacombe Council Chambers

10. Adjournment:

MOVED by Vice-Chair Ireland to adjourn the meeting at 9:56 am.

CARRIED UNANIMOUSLY

Chairperson

Administrator

Request For Decision

2024 Water Rate Bylaw Second and Third Reading

Date: December 4, 2023

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO



PURPOSE:

To present the Water Rate Bylaw 3.8 for second and third reading, an amendment to the Commissions' Water Rate [Bylaw 3](#).

ACTION/RECOMMENDATION:

1. THAT the Commission gives second reading to Bylaw 3.8

AND

2. THAT the Commission gives third reading to Bylaw 3.8

ISSUE ANALYSIS:

Bylaw 3.8 proposes to amend the Commission's water rate to \$2.18/m³, consistent with the 2024 Operating Budget.

FINANCIAL IMPLICATIONS:

The rate amendment is required to balance the proposed 2024 Operating Budget as proposed.

ALTERNATIVES:

1. ***[Recommended]*** THAT the Commission gives second reading to Bylaw 3.8

AND

2. ***[Recommended]*** THAT the Commission gives third reading to Bylaw 3.8

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:

- 2024 Water Rate Bylaw 3.8

NORTH RED DEER RIVER WATER SERVICES COMMISSION

BYLAW 3.8

**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; and

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, 2024 to members by the Commission is hereby set at \$2.18 per cubic meter of measured water.”

2. This bylaw comes into force upon final adoption.

Read a first time this **6** day of **November, 2023**.

Read a second time this ___ day of _____, **2023**.

Read a third time and adopted this ___ day of _____, **2023**.

CHAIR

MANAGER