

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
December 15, 2025

In Attendance: John Ireland, NRDRWSC Chair, Lacombe County Reeve
Clayton Nelson, NRDRWSC Vice-Chair, Town of Ponoka Councillor
Jim Sands, NRDRWSC Director, Town of Blackfalds Councillor
Kim Proud, NRDRWSC Director, City of Lacombe Councillor
Mark Matejka, NRDRWSC Director, Ponoka County Councillor

Others Present: Jordan Thompson, NRDRWSC Manager
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Jeff Edgington, Manager of Operations, Town of Ponoka
TJ Brown, Acting Manager of Engineering, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe (*REMOTE*)
Iwalani Post, NRDRWSC Executive Assistant

Guests: Alberta Frootman, MPA, RPP, Principal, Localis
Asif Muhammad, Administrative Support, Localis

Regrets: Cheryl Littlechild, Councillor, Ermineskin Cree Nation
Craig Mackinaw, Councillor, Ermineskin Cree Nation
Matthew Goudy, CAO, City of Lacombe
Kim Isaak, CAO, Town of Blackfalds
Sandra Lund, CAO, Town of Ponoka
Tim Timmons, County Manager, Lacombe County
Peter Hall, CAO, Ponoka County
Michael Minchin, Director of Corporate Services, Lacombe County
Doug Halldorson, Director of Operations, City of Lacombe
Michael Levia, Acting Manager of Finance, City of Lacombe
Chris Huston, Manager of Utilities, City of Lacombe

1. Call to Order:

Chair Ireland called the meeting to order at 9:00 am.

2. Adoption of the Regular Meeting Agenda:

MOVED by Vice-Chair Nelson that the regular meeting agenda for December 15, 2025, be adopted as amended.

CARRIED UNANIMOUSLY

3. Adoption of Minutes:

MOVED by Director Matejka that the minutes for November 17, 2025, Organizational Meeting be adopted as amended.

CARRIED UNANIMOUSLY

MOVED by Director Proud that the minutes for November 17, 2025, Regular Meeting 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 remains at Drought Stage 0 of 5. The Glennifer Reservoir / Dickson Dam is currently 88% full, which is below normal for this time of year.

Financials were provided for January to October 2025. Water volumes are 0.42% higher than this time in 2024, revenue is higher than the YTD budget by 5.15%, and expenses are 4.59% higher than budgeted amounts. The Commission is currently showing a net surplus of approximately \$92K.

Operations noted that they are coordinating with Town of Blackfalds regarding the Broadway reservoir expansion, the water meter testing was completed with all meters passing, and a new vault heater for Ponoka Riverside will be installed in December.

5.2. Chair

Chair Ireland reported on the Waterline Extension Onboarding Committee meeting with ECN attending.

MOVED by Director Sands to accept the December 15, 2025, Administrative Report and Chair Report as information.

CARRIED UNANIMOUSLY

5.3. Waterline Extension Project Management Team Report

Albert Frootman and Asif Muhammad of Localis presented the Waterline Extension Project report. The project continues to advance on schedule. Financial reporting and cash flow planning has been provided to Alberta Transportation and Economic Corridors in preparation for year-end. The PMT met with Ministry of Environment and Protected Areas and it appears that an amendment to the registration will be sufficient for the extension. Focus areas for the next month include contract finalization, committee meetings, and preparation of new member agreement and bylaws.

MOVED by Vice-Chair Nelson to accept the December 15, 2025, Waterline Extension Project Management Team Report as information.

CARRIED UNANIMOUSLY

6. New Business:

6.1. 2026 Proposed Operating and Capital Budgets

Manager Thompson presented comments and responses to the 2026 Operating and Capital Budget following its distribution to Member CAOs after the November 17, 2025 Regular Meeting. Administration prepared the 2026 Operating and Capital Budgets based on the 2026-2040 Financial Plan which ensures the Commission's capital debt is paid off by 2031; maintains the Capital Reserve to support the Commission's asset management plan without requiring new debt before at least 2040; 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.

MOVED by Director Sands that the Commission approves the 2026 Operating Budget.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Nelson that the Commission approves the 2026 Capital Budget.

CARRIED UNANIMOUSLY

6.2. 2026 Utility Rate Bylaw 3.10 – 2nd and 3rd Reading

Manager Thompson presented for second and third reading of Bylaw 3.10, an amendment to the Commission's Water Rate Bylaw 3, for the 2026 Water Rate to members be set to \$2.52/m³, consistent with the 2026 Operating Budget.

MOVED by Director Proud that the Commission give second reading to Bylaw 3.10, an amendment to the Commission's Water Rate Bylaw 3.

CARRIED UNANIMOUSLY

MOVED by Director Matejka that the Commission give third reading to Bylaw 3.10, an amendment to the Commission's Water Rate Bylaw 3.

CARRIED UNANIMOUSLY

7. In Camera

MOVED by Director Sands to move In Camera at 9:26 am, with Commission Administration (Manager Thompson, Executive Assistant Post), Project Management Consultant (Albert Frootman), and Member Administration (Director Weran, Manager Edgington) present.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Nelson to return to Open Meeting at 10:30 am.

CARRIED UNANIMOUSLY

MOVED by Director Proud that the Commission direct Administration to implement the recommended actions outlined in this report, including issuing written notice to the City of Red Deer to initiate mediation.

CARRIED UNANIMOUSLY

8. Next Meeting:

Tuesday, February 17th, 2026, at 9:00 am, City of Lacombe Council Chambers.

Adjournment:

MOVED by Director Matejka to adjourn the regular meeting at 10:36 am.

CARRIED UNANIMOUSLY

Chairperson

Manager