

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**MEETING MINUTES**  
**February 20, 2025**

**In Attendance:** Mayor Grant Creasey, NRDRWSC Chair, City of Lacombe  
Mayor Jamie Hoover, NRDRWSC Vice-Chair, Town of Blackfalds  
Councillor Clayton Nelson, NRDRWSC Director, Town of Ponoka  
Councillor Ken Weenink, Alternate NRDRWSC Director, Lacombe County

**Others Present:** Jordan Thompson, NRDRWSC Manager, City of Lacombe  
Peter Hall, CAO, Ponoka County  
Matthew Goudy, CAO, City of Lacombe  
Tim Timmons, County Manager, Lacombe County  
Doug Halldorson, Director of Operations, City of Lacombe  
Chris Huston, Manager of Utilities, City of Lacombe  
Tracey McKinnon, Manger of Finance, City of Lacombe (*REMOTE*)  
Michael Levia, Financial Analyst, City of Lacombe  
Iwalani Post, NRDRWSC Executive Assistant, City of Lacombe

**Guests:** Mitchell Kennedy, Senior Manager, BDO Canada LLP  
Rebecca Marcotte, Manager, BDO Canada LLP  
Albert Frootman, MPA, RPP, MCIP, Principal, Localis  
Michelle Tetreault, BA, Localis  
Michael Wuetherick, P.Eng, Local  
Darwin Durnie, RET, Localis

**Regrets:** Councillor John Ireland, NRDRWSC Director, Lacombe County  
Councillor Mark Matejka, NRDRWSC Director, Ponoka County  
Sandra Lund, CAO, Town of Ponoka  
Kim Isaak, CAO, Town of Blackfalds  
Michael Minchin, Director of Corporate Services, Lacombe County  
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds  
Amber Mitchell, Engineering Manager, City of Lacombe  
Angela Smith, Regional Utilities Foreman, City of Lacombe  
Denise Bellabono, Legislative Coordinator, City of Lacombe

**1. Call to Order:**

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

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

*MOVED by Vice-Chair Hoover that the regular meeting agenda for February 20, 2025, be adopted as presented.*

**CARRIED UNANIMOUSLY**

### **3. Adoption of the Minutes:**

#### **3.1. Regular Meeting Minutes of December 16, 2024**

*MOVED by Councillor Nelson that the minutes for December 16, 2024, be adopted as presented.*

*CARRIED UNANIMOUSLY*

### **4. Presentations**

#### **4.1. BDO 2024 Audit Plan**

Mr. Kennedy of BDO Canada LLP presented information on the planning process of the 2024 audit being undertaken by BDO. Mr. Kennedy reviewed the audit timelines, auditing approach and process. Audited financial statements will be presented at the April 22<sup>nd</sup> NRDRWSC meeting.

#### **4.2. Waterline Extension Project Manager Introduction – Localis**

Albert Frootman presented information on the Localis team and the NRDRWSC Waterline Extension Project. Mr. Frootman reviewed the two main parts of the project, rules of engagement (MOU and Commitments Table) and Build (system expansion upgrades). Michelle Tetreault presented information on project engagement with primary stakeholders. Darwin Durnie discussed progress on the MOU. Michael Wuetherick presented information on the extension build. Localis is recommending that NRDRWSC sign the MOU promptly.

### **5. Reports:**

#### **5.1. Administrator Report**

Manager Thompson presented the Administrator Report with an update on the Waterline Extension Project meeting with ECN and other project stakeholders. Another meeting will take place after the ECN Band Council has reviewed the MOU. Manager Thompson and Chair Creasey met with CAO Wuetherick and Chair Albers from the South Red Deer Regional Wastewater Services Commission to discuss items of mutual interest as part of the Joint Steering Committee rate review. The City of Red Deer has scheduled their water rate information session for February 21<sup>st</sup>, 2025. Financials were provided for 2024 year-end. Water volumes are 0.97% higher than 2023, revenue was lower than budgeted by 0.41%, and expenses were higher than budgeted by 4.98%. Administration is projecting a YTD net operating deficit of approximately \$318K due to water expansion costs (recoverable), increased water rate from City of Red Deer and various operational cost variances such as Audit Fees and SCADA costs.

*MOVED by Councillor Weenink to accept the February 20, 2025, Administrator Report as information.*

*CARRIED UNANIMOUSLY*

### **6. New Business / Emergent Items:**

#### **6.1. Water Conservation Policy - Final**

In response to the Board's resolution directing Administration to propose updates to Policy 6: Water Rationing, including steps to mitigate the impact of a possible multi-year drought, Manager Thompson presented the final Water Conservation Policy 6 (2025) that was given to the Board, Commission Member CAOs, and City of Red Deer for review on December 16, 2024.

*MOVED by Councillor Nelson that the Commission approves the Water Conservation Policy 6 (2025).*

*CARRIED UNANIMOUSLY*

*MOVED by Vice-Chair Hoover that the Commission rescind Policy 6 (2009) – Water Rationing Policy.*

*CARRIED UNANIMOUSLY*

**7. Correspondence**

**8. In Camera**

**9. Next Meeting:**

Tuesday, April 22<sup>nd</sup>, 2025, at 9:00 am, City of Lacombe Council Chambers.

**10. Adjournment:**

*MOVED by Councillor Weenink to adjourn the meeting at 10:00 am.*

*CARRIED UNANIMOUSLY*

ORIGINAL SIGNED  
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Chairperson

ORIGINAL SIGNED  
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Manager