

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
March 23, 2026

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
Craig Mackinaw, Councillor, Ermineskin Cree Nation
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Doug Halldorson, Director of Operations, City of Lacombe
Jeff Edgington, Manager of Operations, Town of Ponoka (*REMOTE*)
Iwalani Post, NRDRWSC Executive Assistant

Regrets: Cheryl Littlechild, Councillor, Ermineskin Cree Nation

Guests: Alberta Frootman, MPA, RPP, Principal, Localis
Michelle Tetreault, BA, Administrative Support, Localis
Michael Wuetheric, P.Eng, SRDRWSC
Dylan Sigurdson, Brownlee LLP (*REMOTE*)

1. Call to Order:

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

2. Adoption of the Regular Meeting Agenda:

MOVED by Vice-Chair Nelson that the regular meeting agenda for March 23rd, 2026, be adopted as amended.

CARRIED UNANIMOUSLY

3. Reports:

3.1. Waterline Extension Project Management Team Report

Albert Frootman presented an update on the Waterline Extension Project report. The project remains on track, with procurement and governance activities progressing. Focus areas for next month include background study startup, contract finalization, member agreement and bylaw drafting, and stakeholder consultation.

MOVED by Director Proud that the Waterline Extension Project Management Report be accepted as information.

CARRIED UNANIMOUSLY

4. New Business:

4.1. Remuneration and Mileage Allowance Policy (Postponed from Feb. 17, 2026)

Manager Thompson summarized information presented at the February 17th, 2026 Commission meeting regarding the rescinding, or updating of, the Remuneration and Mileage Allowance Policy No.4.

MOVED by Director Sands that the Commission rescinds the Remuneration and Mileage Allowance Policy effective January 1, 2027.

CARRIED UNANIMOUSLY

4.2. Waterline Extension Project – General Engineering Services, Grant Compliance, Audit Services

Manager Thompson presented information on the Commissions procurement process and types of contracts that will be brought to the Board for approval including general engineering services, grant compliance audit services, metering station construction, and waterline extension construction. Procurement evaluation methodology was reviewed for proposals received for general engineering services and grant compliance auditor services.

MOVED by Vice-Chair Nelson that the Commission authorizes Administration to enter into a General Engineering Services Contract with Stantec Consulting Ltd. for the Waterline Extension Project.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Nelson that the Commission authorizes Administration to enter into a Grant Compliance Audit Services Contract with Metrix Group LLP for the Waterline Extension Project.

CARRIED UNANIMOUSLY

4.3. Bylaw 1 Restructure and First Readings: Governance, Operations, and Terms of Service

Dylan Sigurdson presented information on the purpose, key elements, and overall roles of the draft Governance Bylaw, Operations Bylaw, and Terms of Service Bylaw for first reading. This follows the restructuring approach previously reviewed by the Board on February 17th, 2026.

MOVED by Director Proud that the Board gives first reading to Bylaw 101: Governance.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Nelson that the Board gives first reading to Bylaw 102: Operations.

CARRIED UNANIMOUSLY

MOVED by Director Sands that the Board gives first reading to Bylaw 103: Terms of Service.

CARRIED UNANIMOUSLY

MOVED by Director Matejka that the Board directs Administration to circulate the proposed Bylaw 101, 102, and 103 to Member CAOs for review and comment.

CARRIED UNANIMOUSLY

4.4. Membership Agreement 2.0 – Draft

Dylan Sigurdson presented the draft Membership Agreement 2.0 which is intended to replace ECN’s initial membership agreement and also to replace existing membership agreements currently in place with all Members. The new membership agreement is designed to align with the restructuring of Bylaw 1 into three separate bylaws (Governance, Operations, Terms of Service), and improve clarity, transparency, and public accessibility.

MOVED by Director Proud that the Board directs Administration to circulate the draft Membership Agreement 2.0 to Member CAOs for review and comment.

CARRIED UNANIMOUSLY

5. In Camera:

MOVED by Director Matejka to move in Camera at 10:46 a.m., with Commission Administration (Manager Thompson, Executive Assistant Post) and Michael Wuetheric present.

CARRIED UNANIMOUSLY

MOVED by Director Sands to return to Open Meeting at 11:19 a.m.

CARRIED UNANIMOUSLY

6. Next Meeting:

Monday, April 27th, 2026, at 9:00 am, City of Lacombe Council Chambers.

7. Adjournment:

MOVED by Vice-Chair Nelson to adjourn the regular meeting at 11:19 am.

CARRIED UNANIMOUSLY

Chairperson

Manager