

**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 1<sup>st</sup> 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/m<sup>3</sup>, 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*

**ORIGINAL SIGNED**

\_\_\_\_\_  
Chairperson

**ORIGINAL SIGNED**

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Administrator