

NORTH RED DEER RIVER WATER SERVICES COMMISSION
MEETING MINUTES
November 9, 2020

In Attendance: Councillor Ken Wigmore, Lacombe County Councillor
Councillor Mark Matejka, Ponoka County
Mayor Richard Poole, Town of Blackfalds
Mayor Grant Creasey, City of Lacombe
Mayor Rick Bonnett, Town of Ponoka
Councillor Clayton Nelson, Town of Ponoka
Denise Bellabono, Administrative Assistant

Others Present: Jordan Thompson, Acting NRDRWSC Administrator
Sandra Lund, Acting CAO, Town of Ponoka
Tim Timmons, County Manager, Lacombe County
Matthew Goudy, CAO, City of Lacombe
Preston Weran, Director of Infrastructure, Town of Blackfalds
Michael Minchin, Director of Corporate Services, Lacombe County
Mauricio Reyes, Sr. Manager of Financial Services, City of Lacombe

Guests: Todd Simenson, VP, Stantec
Joel Sawatzky, Managing Leader, Water, Stantec
Dorian Wandzura, Stantec
John Ireland, Red Deer River Municipal Users Group

Regrets: Myron Thompson, CAO, Town of Blackfalds
Chris Huston, Utilities Manager, City of Lacombe
Amber Mitchell, Engineering Services Manager, City of Lacombe

1. Call to Order:

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

2. Adoption of the Agenda:

MOVED by Mayor Creasey that the agenda for November 9, 2020, be adopted as amended.

CARRIED UNANIMOUSLY

3. Governance

3.1. Annual Elections

3.1.a Election of Chair

Mayor Poole nominated Councillor Ken Wigmore

Councillor Matejka nominated Mayor Grant Creasey

MOVED by Councillor Matejka that the nomination of Chair cease.

CARRIED UNANIMOUSLY

Ballots were distributed for a private vote with an outcome of Mayor Grant Creasey being the successful nominee.

MOVED by Councillor Wigmore that Grant Creasey be elected Chair of the North Red Deer River Water Services Commission for the term expiring November 8, 2021 on accordance with Bylaw 1.

CARRIED

3.1.b Election of Vice Chair

Councillor Wigmore nominated Mayor Richard Poole
Mayor Creasey nominated Councillor Ken Wigmore

MOVED by Councillor Wigmore that the nomination of Vice Chair cease

CARRIED UNANIMOUSLY

Mayor Richard Poole withdrew his name from the nomination

Councillor Ken Wigmore is declared Vice-Chair by acclamation.

3.2. 2021 Scheduling of Meetings

Administrative Assistant Bellabono presented to the Commission the proposed 2021 Schedule of Meetings, which include quarterly meetings and an additional meeting in December to allow any new elected officials appointed to the Commission some transition time into the role.

MOVED by Councillor Matejka that the 2021 Schedule of Meetings be adopted as presented.

CARRIED UNANIMOUSLY

Following the Governance items, the newly elected Chair, Grant Creasey, chaired the remainder of the meeting

4. Adoption of the Minutes:

MOVED by Councillor Matejka that the minutes for September 21, 2020, be adopted as presented.

CARRIED UNANIMOUSLY

5. Presentation

5.1 Red Deer River Municipal Users Group (RDRMUG)

John Ireland, Co-Chair of RDRMUG, presented to the Commission information on the organization that deals with the watershed of the Red Deer River. RDRMUG is an advocacy group that brings aware and watershed issues, supports conservation and promotes water health planning, members come together to advocate comment issues for mutual benefits. There are currently 34 members, with 300,000 people that depend on the Red Deer River Watershed. The annual flow, maximum allocation, allowable use, allocation status, licensed status and number of dams for the Bow River, Oldman River and Red Deer River were provided. The disadvantages to the Red Deer Watershed is the geography of it has the largest sub-basin and smallest mountainous headwaters areas/least amount of water, the history for water irrigation, and the allocation of it. Crown reservation and secure annual water supply are highly dependent on provincial action. Through municipalities' actions, it is seeming that water is a crucial asset, the availability is vital to sustainability, all land uses impact water quality and/or quantity and that municipalities' need to be leaders in sources water protection and watershed conservation. The existing allocations of the Red Deer River basin licensed surface water allocations including preliminary certificates total is 296,504.7 cubic An invitation was extended to non-RDRMUG members of the Commission to join RDRMUG.

MOVED by Mayor Poole that the Commission direct administration to investigate options for the Commission to join Red Deer River Municipal Users Group.

CARRIED UNANIMOUSLY

5.2 Stantec Asset Management Update

Dorian Wandzura, Professional Engineer, presented to the Commission an update of the asset management plan, highlighting the following:

- 100 year expenditure Forecast (trajectory)estimate
- Consider how to handle the inner generational life cycle and what the future generations should contribute today
- No concerns with the laterals in the short or long term, monitor for performance and consider reinvestment in 2035.
- No large capital investments required until 2035 and 2058.

- Risk were ranked on a severity scale and have been categorized High, Medium, and Low:
 - only one High risk at this time; Failure to meet demand as a result of insufficient valves to isolate area affected by break (break has happened)
 - Steps are in place to address the High risk identified.
- Levels of Service (LOS) were put into four dimensions, with three types of LOS indicators, and 25 distinct LOS statements:
 - Flushing is currently the lowest LOS with medium risk level.
 - Steps are in place for the Commission Staff to evaluate the current LOS and assessing against outstanding medium risks.
- An annual LOS review will be created that will link Risk, LOS and budget for the Commissions.
- Governance tools will allow to explore policy options, provide information that support sound recommendations for the Commission to make effective decisions.

6. Reports

6.1. Administration Report

Acting CAO Thompson presented the November 9, 2020 Administration Report that includes the administrative, financial, and operational updates. Alberta Transportation provided the funding agreement for the First nations Water Tie In Program and Stimulus Funding, a total of \$38,900,000, with a completion date of Dec 31, 2022. A small surplus by the end of the year is projected, as 2019 had a spike in volume, there were no drastic changes in volume in 2020. The tie-in to the new meter vault was completed. Consideration to develop a contingency plan for shutdown longer than 36 hours was conveyed to the Commission as the current allowable shutdown time of the line is not accurate with the current water demands.

6.2. Chairperson's Report

Nothing to report at this time.

MOVED by Councillor Wigmore to accept the Reports as information.

CARRIED UNANIMOUSLY

7. Old Business

8. New Business/ Emergent Items

8.1. 2021 Operating Budget

Senior Manager Reyes presented the 2021 Operating Budget for consideration and approval. Highlighted was the 2020 actual volumes are trending lower than 2019, except in the Town of Blackfalds, with water revenue estimated to be at \$6.2 million by the year end. Water rates will remain at \$2.12 for 2021 and member contributions will decrease by \$1,152 and requested from the City of Red Deer for multi year projected rates. Treatment charge are projected to increase by \$0.03 per cubic meter and a water purchase increase of \$215,550 due to higher volumes and water purchase fees.

MOVED by Mayor Poole that the Commission direct administration to provide options as to the ability to move forward with a multi year budget.

CARRIED UNANIMOUSLY

MOVED by Vice Chair Wigmore that the Commission adopt the 2021 Operating Budget as presented.

CARRIED UNANIMOUSLY

8.2. 2021 Utility Rate Bylaw

Senior Manager Reyes presented for all three readings of Bylaw 3.6, an amendment to Bylaw 3, for the 2021 Water Rate adjustment to members be set to \$2.12 per cubic meter.

MOVED by Councillor Matejka to give first reading to Bylaw #3.6 as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Wigmore to give second reading to Bylaw #3.6 as presented.

CARRIED UNANIMOUSLY

MOVED by Mayor Poole to give third reading to Bylaw #3.6 as presented.

CARRIED UNANIMOUSLY

9. In Camera

MOVED by Mayor Poole that the Commission move to In Camera at 10:50 am

CARRIED UNANIMOUSLY

MOVED by Councillor Wigmore that the Commission return to Open Meeting at 11:46 am

CARRIED UNANIMOUSLY

9.1. Update on Water Line Extension

MOVED by Councillor Wigmore that the Commission direct administration to distribute the first letter provided In Camera.

CARRIED UNANIMOUSLY

MOVED by Mayor Poole that the Commission direct administration to engage Robert Jenkins for the development of a financial model for the water line extension.

CARRIED UNANIMOUSLY

10.Next Meeting:

Monday, March 29, 2021 at 9:00 am, City of Lacombe Council Chambers.

MOVED by Mayor Poole that the Commission cancel the December 7, 2020 Commission meeting.

CARRIED UNANIMOUSLY

11.Adjournment:

MOVED by Councillor Matejka to adjourn the meeting at 11:50 am.

CARRIED UNANIMOUSLY

Original Signed
Chairperson

Original Signed
Administrator