

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**MEETING MINUTES**  
**November 7, 2022**

**In Attendance:** Mayor Grant Creasey, NRDRWSC Chair, City of Lacombe,  
Councillor Clayton Nelson, NRDRWSC Vice-Chair, Town of Ponoka,  
*(remote)*  
Councillor John Ireland, Lacombe County  
Councillor Mark Matejka, Ponoka County  
Mayor Jamie Hoover, Town of Blackfalds

**Others Present:** Jordan Thompson, NRDRWSC CAO  
Denise Bellabono, NRDRWSC Administrative Assistant  
Matthew Goudy, CAO, City of Lacombe  
Sandra Lund, CAO, Town of Ponoka *(remote)*  
Preston Weran, Director of Infrastructure and Property Services,  
Town of Blackfalds  
Tim Timmons, County Manager, Lacombe County *(remote)*  
Tracey McKinnon, Senior Manager of Finance, City of Lacombe  
Chris Huston, Utilities Manager, City of Lacombe  
Amber Mitchell, Engineering Manager, City of Lacombe  
Angela Smith, Regional Utilities Foreman, City of Lacombe  
Iwalani Post, Administrative Assistant, City of Lacombe

**Guests:** Todd Simenson, Stantec Consulting Ltd

**Regrets:** Myron Thompson, CAO, Town of Blackfalds  
Charlie Cutforth, CAO, Ponoka County  
Michael Minchin, Director of Corporate Services, Lacombe County

**1. Call to Order:**

*CAO Thompson called the meeting to order at 9:01 am.*

**2. Adoption of the Organizational Meeting Agenda**

*MOVED by Councillor Ireland that the organizational meeting agenda for November 7, 2022, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**3. Organizational Agenda**

**3.1. Annual Elections**

**3.1.a Call for nominations of Chair**

Mayor Hoover nominated Mayor Grant Creasey

*MOVED by Councillor Ireland that the nominations of Chair cease.*

*CARRIED UNANIMOUSLY*

3.1.b Election of Chair

Mayor Grant Creasey is declared Chair by acclamation.

*MOVED by Mayor Hoover that Mayor Grant Creasey be declared Chair of the North Red Deer River Water Services Commission for the term expiring November 6, 2023.*

*CARRIED UNANIMOUSLY*

3.1.c Call for nominations of Vice-Chair

Councillor Ireland nominated Councillor Clayton Nelson

*MOVED by Mayor Hoover that the nominations of Vice-Chair cease.*

*CARRIED UNANIMOUSLY*

3.1.d Election of Vice-Chair

Councillor Clayton Nelson is declared Vice-Chair by acclamation.

*MOVED by Councillor Ireland that Councillor Clayton Nelson be declared Vice-Chair of the North Red Deer River Water Services Commission for the term expiring November 6, 2023.*

*CARRIED UNANIMOUSLY*

Following the Annual Elections, the newly elected Chair, Grant Creasey, chaired the remainder of the meeting.

3.2. 2023 Scheduling of Meeting

*Moved by Councillor Matejka that the Commission approves the Regular Commission Meeting dates for 2023 as presented.*

*CARRIED UNANIMOUSLY*

#### **4. Adoption of Regular Meeting Agenda**

*MOVED by Councillor Matejka that the regular meeting agenda for November 7, 2022, be adopted as presented.*

*CARRIED UNANIMOUSLY*

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

*MOVED by Councillor Ireland that the minutes for October 3, 2022, be adopted as presented.*

*CARRIED UNANIMOUSLY*

## **6. Reports**

### **6.1. Administrator**

CAO Thompson presented the Administration Report highlighting the option for a second orientation session, a legal update from Brownlee, the overall increase in water volumes for 2022, an update on revenues, expenses, and operations.

*MOVED by Councillor Matejka to accept the November 7, 2022, Administration Report as information.*

*CARRIED UNANIMOUSLY*

## **7. Old Business**

### **7.1. City of Lacombe Management and Operations Services Proposal**

CAO Thompson presented for renewal, the Management and Operations Services Contract amended proposal from the City of Lacombe with updates on the proposed fee schedule and confirmed the City will be seeking to recover from the Province the administrative expenses for the waterline extension.

*MOVED by Councillor Ireland to move In Camera at 9:15 am.*

*CARRIED UNANIMOUSLY*

*MOVED by Councillor Matejka that the Commission return to Open Meeting at 9:58 am.*

*CARRIED UNANIMOUSLY*

*MOVED by Councillor Matejka that the Commission accepts the City of Lacombe amended proposal and directs Administration to finalize the management and operations services contract with the City of Lacombe.*

*CARRIED UNANIMOUSLY*

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

### 8.1. Administration Oversight of System Expansion 2019-2022

CAO Thompson presented the administration oversight of system expansion from 2019-2022 and the request to authorize for the unbudgeted expense.

*MOVED by Councillor Ireland that the Commission authorizes the payment of \$57,375 for the administrative oversight of the system expansion from 2019-2022 funded from the operating reserve.*

*CARRIED UNANIMOUSLY*

### 8.2. 2023 Operating and Capital Budget

CAO Thompson presented the 2023 Operating and Capital Budget based on the 2022-2040 Financial Plan that assumes the waterline extension project will advance to phase 4 of the 5 phase project. Projections for 2023 were made for overall water sales, annual expenses with increases and decreases highlighted and estimated revenues for 2023.

*MOVED by Councillor Ireland that the Commission adopts the 2023 Operating Budget as presented..*

*CARRIED UNANIMOUSLY*

*MOVED by Mayor Hoover that the Commission adopts the 2023 Capital Budget as presented.*

*CARRIED UNANIMOUSLY*

## 9. In Camera

*MOVED by Councillor Matejka to move In Camera at 10:19 am.*

*CARRIED UNANIMOUSLY*

*Tim Timmons left the meeting at 11:14 am.*

*MOVED by Councillor Matejka that the Commission return to Open Meeting at 11:18 am.*

*CARRIED UNANIMOUSLY*

## 10. Next Meeting:

Monday, April 3, 2023, at 9:00 am, City of Lacombe Council Chambers

## 11. Adjournment:

*MOVED by Councillor Ireland to adjourn the meeting at 11:19 am.*

*CARRIED UNANIMOUSLY*

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Chairperson

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Administrator