

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**MEETING MINUTES**  
**September 13, 2021**

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

**Others Present:** Jordan Thompson, NRDRWSC Administrator  
Sandra Lund, CAO, Town of Ponoka  
Michael Minchin, Director of Corporate Services, Lacombe County  
Matthew Goudy, CAO, City of Lacombe (Remote)  
Preston Weran, Director of Infrastructure, Town of Blackfalds  
Tracey McKinnon, Senior Manager, City of Lacombe (Remote)

**Guest:** Joel Sawatzky, Stantec Consulting Ltd.  
Todd Simenson, Stantec Consulting Ltd.  
Robert Jenkins, R. Jenkins Consulting Ltd.

**Regrets:** Myron Thompson, CAO, Town of Blackfalds  
Charlie Cutforth, CAO, Ponoka County  
Tim Timmons, County Manager, Lacombe County

**1. Call to Order:**

*Chair Creasey called the meeting to order at 9:00 am.*

**2. Adoption of the Agenda:**

*MOVED by Mayor Poole that the agenda for September 13, 2021, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**3. Adoption of the Minutes:**

*MOVED by Councillor Wigmore that the minutes for June 21, 2021, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**4. Presentation**

## 5. Reports

### 5.1. Administrator

CAO Thompson presented the Administration's report to the Commission. Highlights of the report were the preparation of governance options, the revenues/expenses up to August 2021. Operational updates included the completion of the Blindman River valve replacement and Alberta One-Calls.

*MOVED by Councillor Matejka that the Commission accept the September 13, 2021, administration reports as information.*

*CARRIED UNANIMOUSLY*

## 6. Old Business

### 6.1. Bylaw 1.1

CAO Thompson presented for second and third reading, Bylaw 1.1 that addressed the requested changes from the Commission at the June 21, 2021, regular meeting. The proposed amendments were outlined in detail with supporting rationale in an attached report prepared by Mr. Jenkins.

*MOVED by Councillor Wigmore that the Commission give second reading to Bylaw 1.1 as presented.*

*CARRIED UNANIMOUSLY*

*MOVED by Mayor Poole that the Commission give third reading to Bylaw 1.1 as presented.*

*CARRIED UNANIMOUSLY*

### 6.2. True Up Agreement

CAO Thompson presented the application and implication of the true-up methodology within the existing supply agreement, including highlights on the financial implications on the current true up threshold, including the average rate charged to the Commission over the last ten years, true up alternatives, and the City of Red Deer utility rate model.

*MOVED by Councillor Wigmore that the Commission endorses eliminating the 10% true-up threshold in the City of Red Deer water supply agreement.*

*CARRIED UNANIMOUSLY*

*MOVED by Councillor Wigmore that the Commission endorses a review and audit of the City of Red Deer utility model.*

CARRIED UNANIMOUSLY

## 7. New Business / Emergent Items:

### 7.1. New Member Governance Review

CAO Thompson presented to the Commission governance options for the extension of the North Red Deer River Water Services Commission system, outlining the three scenarios of full membership, customer, and third-party ownership, including the financial impact of each option.

*MOVED by Councillor Wigmore that the Board endorses the full membership of Ermineskin Cree Nation governance option for the system expansion upon completion of the waterline extension.*

AGAINST:

Councillor Nelson

FOR:

Mayor Creasey

Mayor Poole

Councillor Wigmore

Councillor Matejka

CARRIED

*MOVED by Mayor Poole that the Board proceeds to Phase 2 of the Project Plan and directs Administration work with Ermineskin Cree Nation to draft a membership agreement for the Board's consideration.*

CARRIED UNANIMOUSLY

### 7.2. Signing Authority

CAO Thompson presented to the Commission the revision for the alternate appointed office signing authority for approval.

*MOVED by Councillor Wigmore that the Commission appoints Tracey McKinnon as the alternative official with signing authority for Commission cheques, documents, or investments in the absence of the CAO.*

CARRIED UNANIMOUSLY

## 8. Correspondence

### 8.1. Lacombe County Letter RE: Bylaw 1.1

A correspondence letter from Lacombe County was received endorsing the provisions of draft Bylaw 1 of the North Red Deer River Water Services Commission.

*MOVED by Councillor Wigmore that the Commission accept the correspondence as information.*

CARRIED UNANIMOUSLY

**9. In Camera**

*MOVED by Mayor Poole to move In Camera at 9:48 am.*

CARRIED UNANIMOUSLY

*MOVED by Councillor Matejka that the Commission return to Open Meeting at 10:57 am.*

CARRIED UNANIMOUSLY

**10. Next Meeting:**

*MOVED by Councillor Wigmore that the Commission reschedule the Monday, November 8, 2021, Regular Commission meeting to Monday, November 29, 2021, for 9:00 am at City of Lacombe Council Chambers*

CARRIED UNANIMOUSLY

**4. Adjournment:**

*MOVED by Councillor Wigmore to adjourn the meeting at 11:05 am.*

CARRIED UNANIMOUSLY

Original Signed

\_\_\_\_\_  
Chairperson

Original Signed

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Administrator