

# North Red Deer River Water Services Commission



## Regular Meeting Agenda

|  |   |       |         |
|--|---|-------|---------|
| Date:  | September 21, 2020  | Time: | 9:00 am |
| Location:                                      | COUNCIL CHAMBERS LACOMBE AB   |       |         |
| Invitees:                                      | <p>Members: Councillor Ken Wigmore, Lacombe County – Chairperson<br/>Mayor Grant Creasey, City of Lacombe - Vice Chairperson<br/>Mayor Richard Poole, Town of Blackfalds – Director<br/>Councillor Mark Matejka, Ponoka County – Director<br/>Mayor Rick Bonnett, Town of Ponoka– Director</p> <p>Others: Jordan Thompson, Acting NRDRWSC Administrator<br/>Albert Frootman, CAO, Town of Ponoka<br/>Myron Thompson, CAO, Town of Blackfalds<br/>Matthew Goudy, CAO, City of Lacombe<br/>County Manager Tim Timmons, Lacombe County<br/>Director Preston Weran, Town of Blackfalds<br/>Senior Manager Mauricio Reyes, City of Lacombe<br/>Manager Amber Mitchell, City of Lacombe<br/>Manager Chris Huston, City of Lacombe</p> <p>Guests: Joel Sawatzky, Stantec Consulting Ltd.<br/>Todd Simenson, Stantec Consulting Ltd</p> |       |         |
| Recorded by:                                   | Denise Bellabono - Administrative Assistant NRDRWSC   |       |         |
| 1. Call to Order by Chair                      |   |       |         |
| 2. Adoption of Agenda                          |   |       |         |
| 3. Adoption of Minutes                         |   |       |         |
| 3.1. Regular Meeting Minutes – June 22, 2020   |   |       |         |
| 4. Presentations                               |   |       |         |
| 5. Reports                                     |   |       |         |
| 5.1. Administration                            |   |       |         |
| 5.2. Chair                                     |   |       |         |
| 6. Old Business:                               |   |       |         |
| 6.1. Administrative Templates                  |   |       |         |
| 7. New Business / Emergent Items:              |   |       |         |
| 7.1. MGA Changes: Regional Service Commissions |   |       |         |

|   |
|---|
| <p>7.2. City of Red Deer Regionalization</p> <p>7.2.a CRD Regionalization Memo</p> <p>7.2.b CRD Regionalization Graph</p> |
| <p>8. Correspondence</p> <p>8.1. Extension of NRDRWSC Water Line to Ermineskin Cree Nation</p>                            |
| <p>9. Next Meeting Date: November 9, 2020 at 9:00am</p>   |
| <p>10. Adjournment</p>  |

**NORTH RED DEER RIVER WATER SERVICES COMMISSION**  
**MEETING MINUTES**  
**June 22, 2020**

**In Attendance:** Chair 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  
Jordan Thompson, Acting NRDRWSC Administrator  
Denise Bellabono, Administrative Assistant

**Others Present:** Albert Frootman, CAO, Town of Ponoka  
Tim Timmons, County Manager, Lacombe County  
Matthew Goudy, CAO, City of Lacombe  
Preston Weran, Director of Infrastructure, Town of Blackfalds  
Mauricio Reyes, Sr. Manager of Financial Services, City of Lacombe  
Amber Mitchell, Engineering Services Manager, City of Lacombe  
Chris Huston, Utilities Manager, City of Lacombe  
Angela Smith, Regional Utilities Foreman, City of Lacombe

**Guests:** Todd Simenson, VP, Stantec  
Joel Sawatzky, Managing Leader, Water, Stantec  
Dorian Wandzura, P.Eng. , Independent Contractor, Stantec

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

**1. Call to Order:**

*Chair Wigmore called the meeting to order at 8:58 am.*

**2. Adoption of the Agenda:**

Mayor Creasey requested that "Announcement of First Nations Water Tie-In Program Funding" be added to the agenda as 7.5.

*MOVED by Mayor Bonnett that the agenda for June 22, 2020, be adopted as amended.*

*CARRIED UNANIMOUSLY*

**3. Adoption of the Minutes:**

*MOVED by Mayor Creasey that the minutes for April 6, 2020, be adopted as presented.*

*CARRIED UNANIMOUSLY*

## 4. Presentation

### 4.1. Stantec Asset Management Plan: Progress Report

Mr. Wandzura presented to the Commission the progress on the Asset Management Plan, which included updates on laterals, the mainline and governance. Investigation of laterals took place, two in Blackfalds, three in Lacombe, three in Ponoka, and one in Ponoka County. Inventory and Conditions were assessed and four of the nine laterals require further investigation. The risk tolerance will change now due to the COVID-19 pandemic and worked through to provide a risk profile and engage the Commission into the risk management. Key governance responsibilities will be for the Commissions input and consideration of the tolerance level that is comfortable. Service and cost are linked as service levels increase, cost plateaus and are exponential. The risk assessment will show where the Commissions scale of risk and service levels fit on the financial model along with the service cost, capital and reserves, cost and affordability , and long versus short term. An example of a 20 year plan was illustrated showing if you have a significant capital expense, then more money needs to be put in the bank, which is all dependent on which end of the spectrum for debt the Commission would like to be, noting debt is not always a bad thing. Out of the investigations, Stantec will provide a cost estimate for any lines that may require replacement or investigate alternate routes if needed.

*Matthew Goudy, CAO, City of Lacombe, entered the meeting at 9:12am*

*MOVED by Mayor Creasey that the Commission accept the Asset Management Plan presentation as information.*

*CARRIED UNANIMOUSLY*

## 5. Reports

### 5.1. Finance Quarterly Report

Senior Manager Reyes presented the January to May 2020 variance report with the water sales per cubic meter within each municipality. Purchase of water is on budget, operations and telephone expenditures are currently trending under budget with the anticipated surplus to offset the overage for SCADA maintenance. Based on utilities trending over budget for 2020, the 2021 budget will have a request for an increase for utilities. Provided was an update of the commission's investments portfolio, a value of \$5,330,984 as of May 29, 2020.

*MOVED by Mayor Poole that the Commission accept the May 2020 Financial Report as information.*

*CARRIED UNANIMOUSLY*

## 5.2. NRDRWSC Operation's Report

Manager Huston presented the June 22, 2020 Operation's Report. Comparatives of Alberta One-Call Locates show a significant decrease from 2019 to 2020, a difference of 635 requests. Administration and operations are working with Stantec on the Asset Management Plan. Regional operators continue to maintain social distancing and COVID-19 protocols as recommended by Alberta Health

*MOVED by Mayor Bonnett that the Commission receive the June 22, 2020 Operation's Report as information.*

*CARRIED UNANIMOUSLY*

## 5.3. Administrator's Report

Acting-CAO Thompson presented the Administrator's report with updates on the Blindman River vault tender, the drawings reviewed and waiting on milestone construction schedule including a completion date. Coordination directly with local operators will be required for shut down during the installation with risk and impact to the community as a priority and reservoirs topped up. A letter was sent June 18, 2020 to the Ermineskin Cree Nation with copies sent to Samson Cree Nation, Louis Bull Tribe, Montana First Nation and Minister Wilson regarding the Commissions decision to cease pursuit for the north expansion and all activities related to the extension with the First Nations. Administration will be facilitating an in-person or virtual workshop this fall to review, and receive feedback on the Commission's growth rate and per capita water consumption assumptions.

*MOVED by Councillor Matejka that the Commission receive the June 22, 2020 Administrator's Report as information*

*CARRIED UNANIMOUSLY*

## 5.4. Chairperson's Report

Chair Wigmore verbal report deferred to agenda 7.5- "Announcement of First Nations Water Tie-In Program Funding".

# 6. Old Business

# 7. New Business/ Emergent Items

## 7.1. Commission Administrative Templates

Acting-CAO Thompson presented administration templates for the Commission's input and feedback. A request for funds to update the Commissions website to a

new platform with a light refresh and a savings of \$475 per year in direct webhosting fees.

*MOVED by Mayor Poole that the Commission approve the allocation of \$3,100 +GST for a modest modernization of the NRDRWSC website.*

*CARRIED UNANIMOUSLY*

## 7.2. 2020 Utility Rate Bylaw Amendment

Senior Manager Reyes presented Bylaw 3.5 Water Rate with two options to consider. Option one results in a rate reduction from \$2.12 to \$2.09 per cubic meter with total water sales and reserves balances decreased by \$44,565. Option two results in reducing the rate to \$1.94 per cubic meter with a total water sales and reserve balances decreased by \$259,565.

*MOVED by Mayor Poole that the Commission give all three readings to Bylaw 3.5 Water Rate as per Option 1 (\$2.09/m3)*

### IN FAVOR

Mayor Grant Creasy  
Chair Ken Wigmore  
Mayor Richard Poole  
Councillor Mark Matejka

### OPPOSED

Mayor Rick Bonnett

*CARRIED*

*MOVED by Mayor Creasey that the Commission give first reading to Bylaw 3.5 Water Rate as per Option 1 (\$2.09/m3)*

*CARRIED UNANIMOUSLY*

*MOVED by Councillor Matejka that the Commission give second to Bylaw 3.5 Water Rate as per Option 1 (\$2.09/m3)*

*CARRIED UNANIMOUSLY*

*MOVED by Mayor Bonnett that the Commission give third reading to Bylaw 3.5 Water Rate as per Option 1 (\$2.09/m3)*

*CARRIED UNANIMOUSLY*

## 7.3. 2021-2025 Budget Projections

Senior Manager Reyes presented the 2021-2025 Operational Budget projections and is the basis for the 2021 operating budget. Forecasting for an estimate of future increase on the purchase of water of 1.7 cents per year. Provided were the cost escalators and projected City of Red Deer water rates, the forecasted water volumes for the Commission, and the projected budget for the next 5 years. Administration seeks input from the Board on any possible changes.

*MOVED by Councillor Matejka that the Commission accept the North Red Deer River Water Services Commission 2021-2025 Projected Operations Budget as information.*

*CARRIED UNANIMOUSLY*

**7.4. Alternative Appointed Official**

Acting-CAO Thompson requested that the Commission appoint an alternative appointed official in the event that the Acting CAO is unavailable in order to allow for efficiency on administrations processing of cheques, documents and to act in his absence for the Commission.

*MOVED by Mayor Bonnett that the Commission appoint Mauricio Reyes as the alternative appointed official with signing authority for Commission cheques and documents in the absence of the CAO.*

*CARRIED UNANIMOUSLY*

**7.5. Announcement of First Nations Water Tie-In Program Funding**

The Province announced on June 19, 2020 the additional \$13 million from stimulus funding to support the water tie-in program to Ermineskin Cree Nation, bringing the provinces commitment to an estimated \$39 Million. To date the only questions answered have been the financial side on the capital and no correspondence from the First Nations. With letters sent off to the Four First Nation and the Minister of Indigenous Relations, until the Commission receives answers to the questions sent to the Ministry in February 2020, the Commission has no actions to take on the extension project and continues to cease pursuit of the project.

**8. Correspondence/Information**

**9. Next Meeting:**

Monday, September 21, 2020 at 9:00 am, City of Lacombe Council Chambers.

**10. Adjournment:**

*MOVED by Councillor Matejka to adjourn the meeting at 10:08 am.*

*CARRIED UNANIMOUSLY*

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Chairperson

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Administrator

# Administration Reports

## Administrative, Financial & Operational

Date: September 21, 2020

Presented by: CAO, Sr. Finance Manager, Operations Supervisor



### ADMINISTRATIVE

#### Waterline Extension

- As directed by the Board, Administration sent a letter to the Ermineskin Cree Nation (ECN) thanking them for the March 12<sup>th</sup> meeting and making it clear that the Commission requires a response to its questions from the Province. A copy of the letter also went to Minister Wilson and the First Nation representatives in attendance at that meeting.
- Following the Province's funding announcement on June 19<sup>th</sup>, 2020, Chair Wigmore was contacted by Ermineskin Cree nation to meet and discuss the next steps.
- The meeting with ECN took place on July 10<sup>th</sup>, and meeting notes were distributed to members by e-mail.
- A follow-up meeting with ECN occurred on August 7<sup>th</sup>, 2020.
  - ECN shared their on-site water/wastewater studies confirming their anticipated water demands. This information will be incorporated when the extension proceeds to detailed design. A chloramine boot will likely be required to ensure water potability, and improvements to the on-site reservoir may be concurrently needed to the supply line extension.
  - Administration shared a copy of the current membership agreement with ECN.
  - Administration shared a copy of its questions to the Minister with ECN at their request.
  - ECN committed to advocating the Province to answer the Commission's questions.
  - ECN provided a letter of support and commitment toward the extension project, which is in the Commission mailbox.
- The Province has not contacted Administration regarding the grant agreement, so details of it remain unknown at this time.
- Administration has not received a response from the Province regarding its questions.
- The Board's current direction is to await a response from the Province to its questions before considering the waterline extension any further. As such, Administration's participation in any discussion with ECN is to listen and share factual information but make no commitments on the next steps.

#### Other Business

- Administration met with representatives from Lacombe County, Town of Blackfalds, and Town of Ponoka Representatives to review forecasted water consumption



volumes which will be incorporated into the 5-year (2022-2026) operating budget projection (June 2021).

- NRDRWSC Operators are coordinating with the City of Red Deer and its contractor (Alpha), on the new vault installation. E-mail notice to member operators distributed on September 10<sup>th</sup> outlines the details of a planned supply interruption between September 23-24<sup>th</sup> lasting 26 hours. Should the supply interruption last longer than 48 hours, or water levels become low in a member reservoir, top-up water will be hauled to member reservoirs by the City of Red Deer forces.

## FINANCIAL

As seen in table 1, overall, 2020 water volume levels are consistent with 2019 levels.

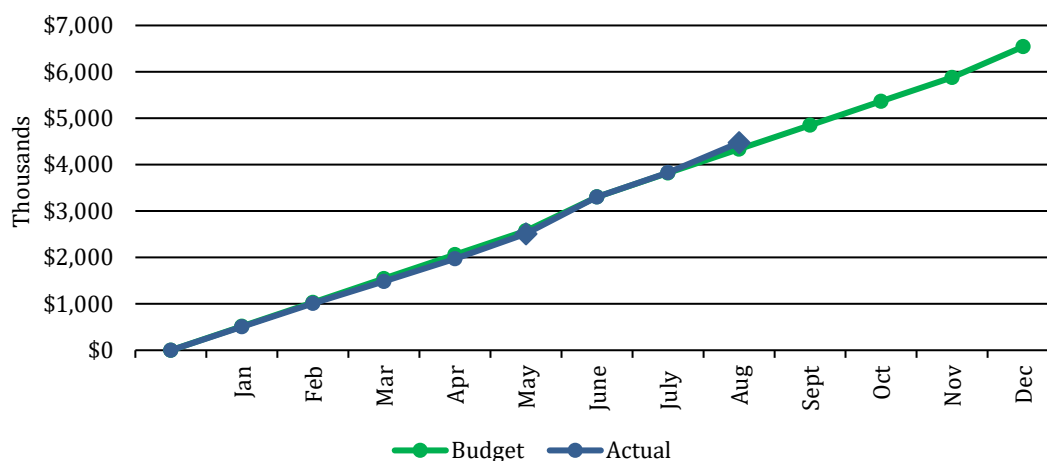
Table 1 - Water volumes (in cubic meters) - January to August

| Member          | 2020             | 2019             |
|-----------------|------------------|------------------|
| City of Lacombe | 865,275          | 875,210          |
| Blackfalds      | 585,264          | 553,968          |
| Lacombe County  | 23,168           | 24,164           |
| Ponoka          | 444,718          | 462,247          |
| Ponoka County   | 6,781            | 13,150           |
| <b>Total</b>    | <b>1,925,206</b> | <b>1,928,739</b> |

### Revenue

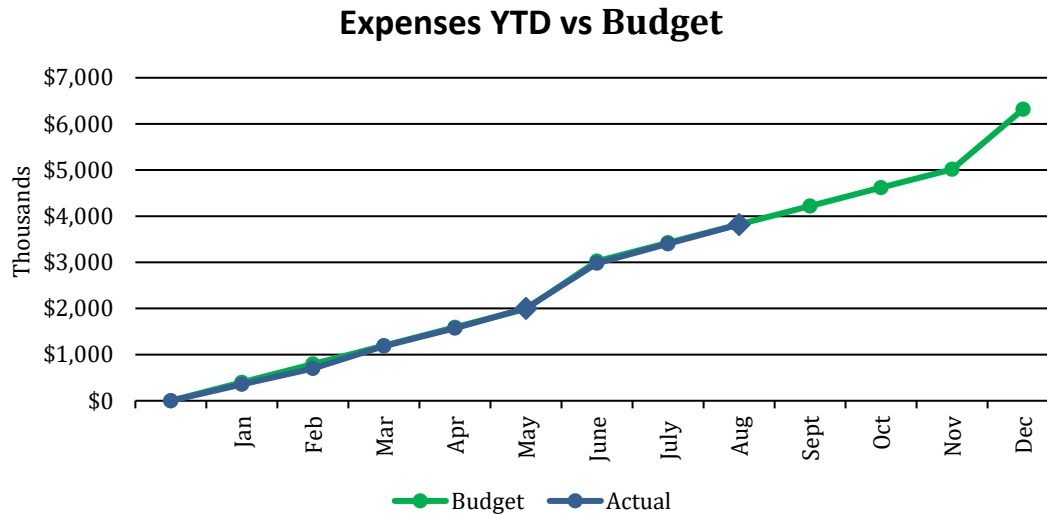
As at the end of August 2020, YTD actual revenues exceed YTD budgeted revenues by approximately \$139,000. This favourable variance is mainly due to increase investment as well as additional transfer from operating reserves to offset the rate reduction to members from July to December 2020. The additional transfer from reserves will offset lower revenues in the second half of the year due to rate reduction.

### Revenue YTD vs Budget



## Expenses

As of the end of August 2020, the YTD actual expenses are trailing on budget and are expected to remain on budget for the remainder of the year.



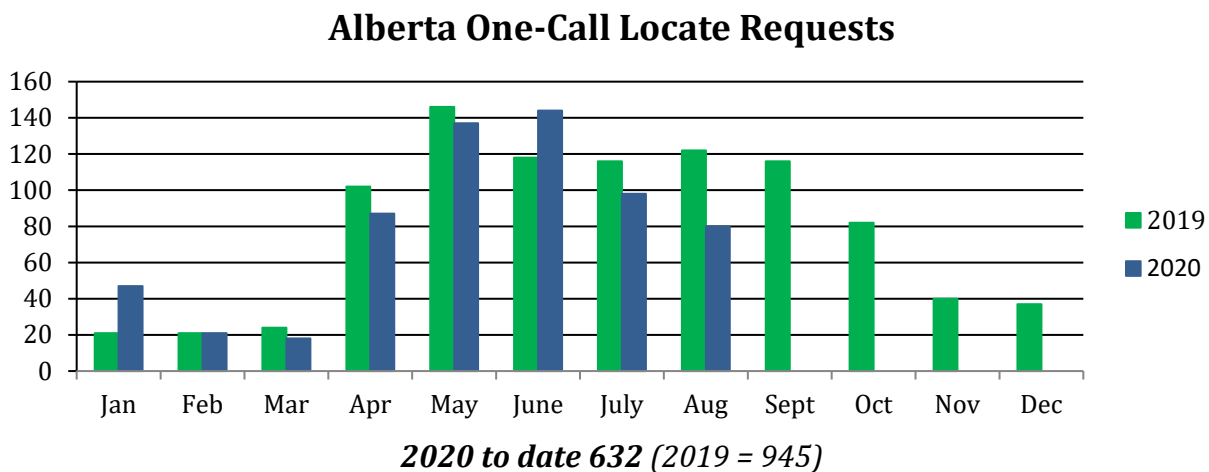
## Projected Surplus/Deficit

Overall, Administration is projecting an operating surplus in 2020 that will fall between \$100,000 and \$150,000 due to higher investment revenue.

## **OPERATIONAL**

Alberta One-Call Locate Requests:

- July – 98 locates
- August – 80 locates



**Notable activities since last report:**

- September 3rd – Endress Hauser visited sites from Blackfalds to Ponoka to perform water meter verification testing. Testing verifies if the water meters are accurate. During testing the technician verbally verified all meters to be functioning properly and were accurate, waiting for official report from Endress Hauser.
- August 12<sup>th</sup> & 13<sup>th</sup> Operator responded to two emergency locate requests in Ponoka and Lacombe.

**Upcoming planned activities:**

- September 30th/October 1<sup>st</sup> - CRD Main Vault relocation project
  - CRD and Alpha Construction have begun excavating at the Blindman River, they have both provided a schedule of work and tentative water shutdown dates to the Commission. Initial plan was to shutdown Sept. 23/24, Alpha is looking at pushing this to Sept. 30/Oct.1
- Covid-19 – Regional operators are maintaining social distancing and following all precautionary measures recommended by Alberta Health.
- Working with Stantec on the Asset Management Plan.

**ATTACHMENTS:** N/A

# Request For Decision

## Administrative Templates and Website Update

Date: July 31, 2020

Prepared by: Denise Bellabono, Administrative Assistant

Presented by: Denise Bellabono, Administrative Assistant

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### **PURPOSE:**

To seek Board approval on changes to the administrative templates used for letters, reports and meeting agendas and a preview of the new website.

### **ACTION/RECOMMENDATION:**

THAT the Commission approve the changes to the administrative templates.

### **ISSUE ANALYSIS:**

At the June 22, 2020 Regular Commission meeting, changes to the administration templates were presented to seek feedback from Board. Administration has finalized the document templates to improve the brand consistency of Commission correspondence, which include:

- NRDRWSC Letterhead for Chair for formal correspondence
- NRDRWSC Letterhead for administration day to day correspondence
- NRDRWSC Meeting Agenda with a list of invitees and numbered agenda items and sub-items,
- NRDRWSC Request for Decision (formerly referred to as a memorandum).

Administration provided prior to the meeting a preview link of the new website for feedback and is anticipating a launch date of September 23, 2020. [Click Here to Preview NRDRWSC New Website](#)

### **ALTERNATIVES:**

The Commission may choose to:

- A. Approve the changes to the administrative templates.
- B. Recommend changes to the administrative templates.
- C. Direct Administration not to proceed with the request at this time

### **ATTACHMENTS:**

NRDRWSC Member Letterhead Template  
NRDRWSC Administration Letterhead Template  
NRDRWSC Meeting Agenda Template  
NRDRWSC Request for Decision Template



Chair Ken Wigmore  
Vice-Chair Grant  
Creasey

North Red Deer River  
Water Services  
Commission  
5432 56<sup>th</sup> Avenue  
Lacombe, Alberta  
T4L 1E9

Phone: (403) 782-6666  
Fax: (403) 782-5655  
[kwigmore@lacombecounty.com](mailto:kwigmore@lacombecounty.com)  
[gcreasey@lacombe.ca](mailto:gcreasey@lacombe.ca)

Date

Street or Mailing Address  
City, Province  
Postal Code

RE: Subject Matter

Recipient Full Name,

Body of letter here

If you have any questions, feel free contact me.  
If you have any questions or concerns, please contact Denise Bellabono at  
403.782.6666 or at [dbellabono@lacombe.ca](mailto:dbellabono@lacombe.ca).

Sincerely,

Chair Ken Wigmore  
NRDRWSC  
Vice-Chair Grant Creasey  
NRDRWSC



DATE

Street or Mailing Address

City, Province

Postal Code



Attention:

RE: Subject Matter

Recipient Full Name,

Body of letter here

If you have any questions, feel free contact me. **OR**

If you have any questions or concerns, please contact Denise Bellabono at 403.782.6666 or at [dbellabono@lacombe.ca](mailto:dbellabono@lacombe.ca).

Sincerely,

Jordan Thompson, CET, PMP

Acting CAO NRDRWSC

Ph: 403-782-1254

[jthompson@lacombe.ca](mailto:jthompson@lacombe.ca)

**OR**

Denise Bellabono

Administrative Assistant NRDRWSC

Ph: 403-782-6666 ext.211

[dbellabono@lacombe.ca](mailto:dbellabono@lacombe.ca)

Encl.

North Red Deer River Water Services Commission

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# North Red Deer River Water Services Commission



## Regular Meeting Agenda

|                                 |   |       |  |
|---------------------------------|---|-------|--|
| Date:                           |   | Time: |  |
| Location:                       | COUNCIL CHAMBERS LACOMBE AB   |       |  |
| Invitees:                       | <p>Members: Councillor Ken Wigmore, Lacombe County – Chairperson<br/>Mayor Grant Creasey, City of Lacombe - Vice Chairperson<br/>Mayor Richard Poole, Town of Blackfalds – Director<br/>Councillor Mark Matejka, Ponoka County – Director<br/>Mayor Rick Bonnett, Town of Ponoka– Director</p> <p>Others: Jordan Thompson, Acting NRDRWSC Administrator<br/>Albert Frootman, CAO, Town of Ponoka<br/>Myron Thompson, CAO, Town of Blackfalds<br/>Matthew Goudy, CAO, City of Lacombe<br/>County Manager Tim Timmons, Lacombe County<br/>Director Preston Weran, Town of Blackfalds<br/>Senior Manager Mauricio Reyes, City of Lacombe<br/>Manager Amber Mitchell, City of Lacombe<br/>Manager Chris Huston, City of Lacombe</p> <p>Guests: Joel Sawatzky, Stantec Consulting Ltd.<br/>Todd Simenson, Stantec Consulting Ltd</p> |       |  |
| Recorded by:                    | Denise Bellabono - Administrative Assistant NRDRWSC   |       |  |
| 1. Call to Order by Chair       |   |       |  |
| 2. Adoption of Agenda           |   |       |  |
| 3. Adoption of Minutes          |   |       |  |
| 3.1.                            |   |       |  |
| 4. Presentations                |   |       |  |
| 4.1.                            |   |       |  |
| 5. Reports                      |   |       |  |
| 5.1. Finance Quarterly Report   |   |       |  |
| 5.2. NRDRWWSC Operations Report |   |       |  |
| 5.3. Administrator              |   |       |  |
| 5.4. Chair                      |   |       |  |



|   |
|---|
| 6. Old Business:<br>6.1.                  |
| 7. New Business / Emergent Items:<br>7.1. |
| 8. Correspondence<br>8.1.                 |
| 9. Next Meeting Date:                     |
| 10. Adjournment                           |

# Request For Decision



**Title**

**Date:**

**Prepared by:**

**Presented by:**

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## **PURPOSE:**

This section will state the reason the request for decision has come before the Commission.

## **ACTION/RECOMMENDATION:**

This section will present administrations recommended motion(s)

THAT the Commission.....

## **ISSUE ANALYSIS:**

This section will present the issue and pertinent facts. Subheadings will include:  
Background (chronology or history).

## **FINANCIAL IMPLICATIONS:**

(Delete if not applicable)

## **LEGISLATIVE AUTHORITY:**

(Delete if not applicable)

This section will present Legislation including acts, regulation, and bylaws, policies or procedures

**ALTERNATIVES:**

The Commission may choose to:

A. Accept/endorse ..... OR

B. Direct Administration modify .....OR

C. Direct Administration not to proceed with the request at this time.

**ATTACHMENTS:**

This section will list the documents the Commission may wish to review as detail or background to the RFD.

# Request For Decision

## MGA Changes-Regional Service Commission

Date: September 14, 2020

Prepared by: Jordan Thompson, Acting Administrator

Presented by: Jordan Thompson, Acting Administrator



### PURPOSE:

To advise the Commission of the results of recent changes to the MGA, which affect Regional Services Commissions across the Province.

### ACTION/RECOMMENDATION:

THAT the Commission accepts Administration's work plan as proposed.

### ISSUE ANALYSIS:

Amendments to Part 15.1 of the Municipal Government Act (MGA) related to regional services commissions (RSCs) are in force as of September 1, 2020. RSCs have until September 1, 2021, to make changes to their bylaws to comply with the Provincial amendments. Administration has reviewed the changes and proposes the following work plan to ensure compliance with the amended legislation. Most of the changes are regulatory "clean-up" of redundant language. However, the Province no longer requires ministerial approval to establish new RSCs, only a notice of resolution from two or more municipalities. One change that does affect this Commission is that it is now mandatory for a Commission to pass bylaws that include all the following:

- respecting the provision of the Commission's services;
- respecting the Administration of the Commission;
- respecting the process for adding or removing members;
- respecting the disposal of assets by the Commission;
- respecting the process for disestablishment of the Commission, including the treatment of assets and liabilities on disestablishment.

Administration has reviewed the Commission's bylaws and has determined that amendments will be required to include all the newly required provisions listed above. Bylaw amendments will be brought forward to the Commission in Q1 2021.

Detailed review of the amendments and proposed work plan are below:

| Current Legislation      | Legislative Change   | Proposed Work Plan |
|--------------------------|--|--------------------|
| Establishing Commissions | The Minister may create a commission by ministerial order with the joint agreement | None.              |

|  |   |  |
|--|---|--|
|  | of two or more municipal authorities by resolution. The resolution must include the names of the first board of Directors. A new regulation from the Province is no longer required.  |  |
| <b>Compliance with ALSA regional plans</b> | Minor.  | None.  |
| <b>Corporation</b>                         | None.   | None.  |
| <b>Board of directors</b>                  | Clarification for members to appoint a director as per the Commission's bylaws. Directors do not need to be elected officials.  | None.  |
| <b>Directors representing Province</b>     | The Minister is no longer limited to appointing two Directors to a Commission in certain circumstances.   | None.  |
| <b>Delegation</b>                          | None.   | None.  |
| <b>Bylaws</b>                              | <p>It is now mandatory for a Commission to pass bylaws.</p> <ul style="list-style-type: none"> <li>• (a) respecting the provision of the Commission's services;</li> <li>• (b) respecting the Administration of the Commission;</li> <li>• (d) respecting the process for adding or removing members;</li> <li>• (f) respecting the disposal of assets by the Commission;</li> <li>• (g) respecting the process for disestablishment of the Commission, including the treatment of assets and liabilities on disestablishment.</li> </ul> | Bylaw amendments are required. Proposed revisions that comply with the amended legislation will be brought to the Commission in Q1 2021. |

|   |   |   |
|---|---|---|
| <b>Meetings</b>   | None.   | None.   |
| <b>Control of profit corporations</b>                         | None. A Commission cannot control a profit corporation.   | None.   |
| <b>Natural person powers</b>                                  | None.   | None.   |
| <b>Service area</b>   | None.   | None.   |
| <b>Traffic Safety Act</b>                                     | None.   | None.   |
| <b>Acquisition of land in adjoining Province or territory</b> | Minor.  | None.   |
| <b>Expropriation</b>  | None.   | None.   |
| <b>Public utility disputes</b>                                | Minor.  | None.   |
| <b>Other disputes</b>   | None.   | None.   |
| <b>Order</b>  | Clarification that Municipal Government Board is now limited to making orders only after hearing a dispute involving a Commission.  | None.   |
| <b>Profits and Surpluses</b>                                  | Clarifying language prohibiting a Commission from making a profit or distributing a surplus to its members.   | None.   |
| <b>Payments to board</b>                                      | References to the Province paying for a Commission's operating and capital expenses are removed.  | None. Agreements between the Commission and the Province already outline the terms of grants and borrowing. |
| <b>Financial year</b>   | None.   | None.   |
| <b>Operating budget</b>                                       | None.   | None.   |
| <b>Contents of operating budget</b>                           | None.   | None.   |
| <b>Deficiency/Financial Shortfall</b>                         | Commissions must now pass a balanced budget every year in the same way must a municipality. Previously Commissions could utilize a 3-year period to balance their budget. | None. Passing a balanced budget every year is the Commission's current practice.                            |

|   |       |       |
|---|-------|-------|
| <b>Capital budget</b>                         | None. | None. |
| <b>Contents of capital budget</b>             | None. | None. |
| <b>Expenditure of money</b>                   | None. | None. |
| <b>Civil liability of directors</b>           | None. | None. |
| <b>Authorized investments</b>                 | None. | None. |
| <b>Use of borrowed money</b>                  | None. | None. |
| <b>Borrowing</b>                              | None. | None. |
| <b>Debt limit regulations</b>                 | None. | None. |
| <b>Civil liability of directors</b>           | None. | None. |
| <b>Loans and guarantees</b>                   | None. | None. |
| <b>Financial information return</b>           | None. | None. |
| <b>Audited financial statements</b>           | None. | None. |
| <b>Distribution of returns and statements</b> | None. | None. |

#### **ALTERNATIVES:**

The Commission may choose to:

- A. Accepts Administration's work plan as proposed.
- B. Direct Administration modify the proposed work plan.
- C. Direct Administration not to proceed with the request at this time.

#### **ATTACHMENTS:**

Letter from Office of the Minister, Municipal Affairs – RSC Amendments to MGA  
RSC Amendments Fact Sheet



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

AR101183

Mr. Ken Wigmore, Chairperson  
North Red Deer River Water Services Commission  
5432 - 56 Avenue  
Lacombe, AB T4L 1E9

Dear Chairperson Wigmore and Board of Directors,

Regional service commissions (RSCs) have been a highly effective tool that have strengthened municipal collaboration and regional service delivery across the province for over 30 years. Alberta's 75 RSCs provide vitally important services to their member municipal authorities and many non-member municipal customers.

As part of our government's efforts to reduce red tape, I am pleased to inform you of recent amendments to the *Municipal Government Act* that will streamline the legislative framework for RSCs. The amendments are intended to reduce many administrative burdens while maintaining most of the substance of the legislation that has enabled RSCs to be so successful.

The changes will also ensure greater accountability to the member municipalities by reducing the role of the province in approving many business decisions. The legislative and regulatory changes will take effect September 1, 2020, and will include the repeal of 80 regulations, including the establishing regulations for each of the 75 RSCs. Instead, RSCs will be approved by way of a single ministerial order listing all approved RSCs.

The amendments have been drafted to ensure a smooth transition for all RSCs. For instance, RSCs will continue to be incorporated entities, maintain all of the powers and duties they currently have, and existing boards of directors will continue.

Changes have been made to the list of required bylaws to address matters previously established in the regulations. RSCs will have one year from the effective date to ensure their bylaws address the requirements; my ministry remains available to provide advice through the transition.

Recently, all municipal chief administrative officers and RSC managers received a fact sheet from my ministry outlining the changes when they were proposed. I encourage you to review this information with your managers.

.../2



Should you have any questions regarding the RSC legislative framework, you can speak with a Municipal Affairs advisor toll-free at 310-0000, then 780-427-2225.

I trust this enabling legislation will be a positive change for RSCs and support their continued success.

Thank you for your leadership. I wish you much success in your future endeavours.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Kaycee Madu', written in a cursive style.

Kaycee Madu, QC  
Minister

# Regional Services Commissions Streamlining Approvals

---

Amendments to Part 15.1 of the *Municipal Government Act* (MGA) related to regional services commissions (RSCs) will come into force on September 1, 2020.

## Why are changes being made to RSCs?

As part of the government's efforts to reduce red tape, the changes will reduce the required amount of provincial approvals for RSCs. The changes will ensure RSCs are accountable to their member municipal authorities and will operate in a more streamlined manner.

The operations of Alberta's existing 75 RSCs will continue with minimal impact and, going forward, will govern the services they provide without the need for additional provincial approvals.

## What are the key changes?

Provincial approval will no longer be required for:



- changes to RSC services;
- changes to board of director bylaws;
- addition and removal of members or non-member municipal authority customers;
- disposal of assets; and
- RSC disestablishment.

For the establishment of a new RSC, Provincial Cabinet approval, through an Order in Council, is also no longer required. However, the Minister must be notified within 60 days of municipal authorities passing resolutions to establish an RSC. The RSC is established once a Ministerial Order is issued listing the Commission.

To supplement the governance of RSCs, the MGA will provide a list of required bylaws RSCs must have.

## What is the legislative impact?

The changes will result in amendments to Part 15.1 of the MGA; however, much will remain the same in substance.

Eighty individual regulations, including the 75 existing establishing regulations, will be repealed as of September 1, 2020.

All existing RSCs will continue as though they were established under the new framework. This will be accomplished through a ministerial order that will be maintained by Municipal Affairs.

## How will the powers and duties of RSCs be affected?

The powers and duties of RSCs will **not** significantly change.

- RSCs will continue to have the legal status of a corporation.
- RSCs will continue to have natural person powers, except as limited by the MGA or an RSC's bylaws.
- RSCs will continue to be eligible for capital borrowing through the Alberta Capital Finance Authority.
- RSCs will continue to have the ability to acquire or expropriate land.
- Changes will have no resulting impact to existing RSC service areas, membership, or non-member customers.

## What are the governance implications for RSCs?

The members, board of directors, and chair of all existing commissions will continue according to the RSC's bylaws (or ministerial order in the cases of recently established regional services commissions still in transition).



RSCs will be subject to Sections 197 and 199 of the MGA, which govern meetings held by municipal councils (including electronic meetings). This change will provide greater clarity and consistency for meeting standards.

Existing RSC bylaws and resolutions will continue unless repealed, amended, or replaced by the board of directors. RSCs must ensure adopted bylaws address:

- the services provided;
- administration;
- the process for changing directors of the board and the chair, as well as determining the terms of office;
- the process for adding and removing members;
- the fees to be charged for services provided to its customers or to any class of its customers;
- the disposal of assets; and
- the terms for disestablishment, including the treatment of assets and liabilities.

RSCs should also ensure they obtain a copy of their establishing regulation (or other legislative documents of importance) prior to their repeal on September 1, 2020, to consider transferring important elements to their bylaws. All existing regulations can be found on the [Alberta Queen's Printer website](#) by browsing the catalogue through alphabetical search.

## What are the financial implications for RSCs?

There are minimal changes to the financial requirements of RSCs; those made intend to align the financial management of RSCs more closely with municipal financial processes.

Areas of alignment include:

- addressing financial shortfalls;
- requirements for capital budgets; and
- use of borrowed money.

Otherwise, financial provisions will remain generally the same, including, but not limited to, debt limit regulations, audited financial statements, and financial information returns.

RSCs will continue to be expected to operate on a non-profit, full cost-recovery basis. This means RSCs will continue to be prohibited from operating with the intention of making a profit or be able to distribute surplus funds to its members. If such factors exist within a regional service delivery model, other corporate structures, such as municipally controlled corporations, may be more appropriate.

## What will RSCs need to do to transition?

RSCs should review and update their bylaws to comply with the requirements within one year of the amendments coming into effect. It is the responsibility of RSCs to ensure compliance with new legislation. The required compliance date is **September 1, 2021**.

RSCs and municipal authorities are encouraged contact Municipal Affairs for advice and support. Training opportunities will be available beginning in fall 2020 (details to be announced).



### Additional Information

For questions about regional services commissions, please contact Municipal Services Division at [msa.inquiry@nov.ab.ca](mailto:msa.inquiry@nov.ab.ca) or 780-427-2225 or toll-free by first dialing 310-0000.



## *Benefits of Wastewater Regionalization for the Red Deer River*

The Central Alberta Regional Wastewater System (CARWW) was established to accommodate increasing sewage treatment needs for growing municipalities in Central Alberta. All three legs (North, South and West) of the CARWW have now been commissioned.

### *What is Regionalization?*

- Seven wastewater treatment lagoons systems in the region were decommissioned
- These flows are now sent to the City of Red Deer's WWTP for advanced treatment

Wastewater from four municipalities and two Counties to the south of Red Deer (South Leg-2015), two municipalities and one County to the north (North Leg-2018) and the Town of Sylvan Lake, five Summer Villages and two Counties (West Leg-2019) were previously treated by lagoons and discharged to the Red Deer River or Battle River.

### **Population of Major Served Municipalities**

| Leg   | Community   | Population 2006 | Population 2030 |
|-------|-------------|-----------------|-----------------|
| South | Olds        | 7,384           | 11,890          |
|       | Bowden      | 1,955           | 2,977           |
|       | Innisfail   | 7,438           | 12,203          |
|       | Penhold     | 1,961           | 3,217           |
| North | Blackfalds  | 4,741           | 25,886          |
|       | Lacombe     | 11,562          | 23,221          |
| West  | Sylvan Lake | 14,943          | 51,773          |

*Note: Population projection data are from Stantec (2008).*

The sewage is now treated centrally at the Red Deer Wastewater Treatment Plant (WWTP) using more advanced technology and discharged to the Red Deer River downstream of the City.

### *How does wastewater impact river health?*

Biochemical oxygen demand (**BOD**) reduces oxygen for aquatic life

Total suspended solids (**TSS**) are particles that can affect fish habitat

Ammonia (**NH<sub>4</sub>-N**) is toxic to aquatic life at high concentrations, especially in summer

Total Phosphorus (**TP**) is a nutrient that promotes plant and algae growth

Concentrations of biochemical oxygen demand, total phosphorus, total suspended solids and ammonia are higher in lagoon effluent than in WWTP effluent and so enhanced treatment at Red Deer provides lower pollutant concentrations in effluent..

|                     | Effluent Concentration (mg/L) |     |                           |                           |         |
|---------------------|-------------------------------|-----|---------------------------|---------------------------|---------|
|                     | BOD                           | TSS | NH <sub>4</sub> -N Winter | NH <sub>4</sub> -N Summer | TP      |
| Lagoon <sup>1</sup> | 25                            | 25  | 13-20                     | 10-13                     | 2.5-3.7 |
| WWTP <sup>2</sup>   | 20                            | 20  | 5                         | 1                         | 1       |

Diverting wastewater from municipalities using lagoon treatment therefore reduces total pollutant load to the Red Deer and Battle Rivers while increasing effluent volumes for treatment at the Red Deer WWTP<sup>3</sup>.

<sup>1</sup> Prince, D.S., D.W. Smith, and S.J. Stanley 1994. Evaluation of Lagoon Treatment in Alberta. Department of Civil Engineering at the University of Alberta. Environmental Engineering Technical Report 94-1.

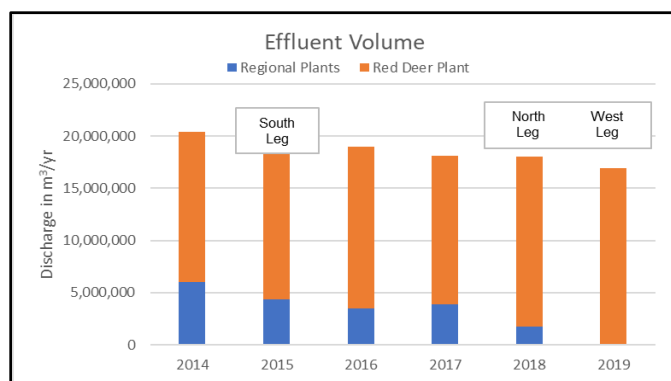
<sup>2</sup> City of Red Deer WWTP Approval to Operate No. 1091-02-00.

<sup>3</sup> Stantec Consulting Ltd. 2008. Central Alberta Regional Wastewater System – Overall Concept Summary/Master Plan.

Overall, regionalization will improve the quality and reduce the pollutant loadings from wastewater discharged to the Red Deer River and will eliminate the current discharges to the Battle River from Lacombe. Short term impacts from individual lagoon discharges will be reduced as the improved effluent is discharged year round at one location instead of from seven locations during shorter periods at higher concentrations.

## Current Status

The South, North and West Legs of the CARWS were brought on line in 2015, 2018 and 2019 respectively. As a result, there has been a substantial decrease in measured loadings of oxygen demand, solids, ammonia and phosphorus to the Red Deer River from upstream lagoons and slight increases in discharge from the City of Red Deer WWTP as effluent is piped to Red Deer for enhanced treatment<sup>4</sup>.



Results from The City's water quality and biological monitoring indicate that current discharges from the City of Red Deer WWTP have had limited effects on a short reach of the river downstream of the City and aquatic life has not been affected significantly. Continued monitoring is underway to show that the increased discharge from the Red Deer WWTP after regionalization will not change this.

## Reduced Pollutant Loads After Regionalization

By 2019, annual loads to the Red Deer River from the connected municipalities were reduced by three quarters for total phosphorus, more than half for ammonia and just under a quarter for biological oxygen demand and total suspended solids – based on elimination of the lagoon discharges and measured loadings at Red Deer. Loads to the Battle River from Lacombe were eliminated. Monitoring programs will confirm these improvements as population in the seven connected municipalities grows to ~130,000 by 2030.



## Benefits of Regionalization

Decommissioning of upstream lagoon discharges and diverting waste water to Red Deer for improved treatment has reduced loadings of:

- oxygen demand and solids by 34%
- ammonia by 53%
- phosphorus by 72%

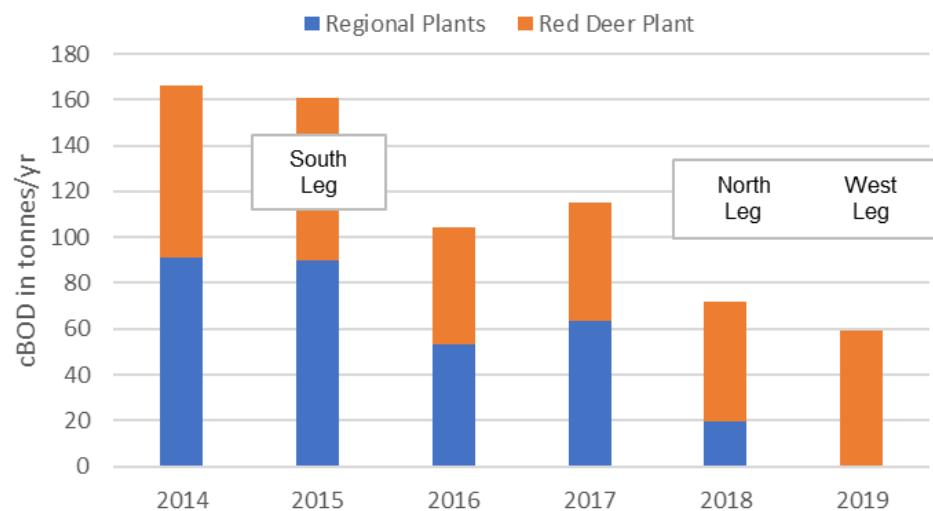
This will result in improved water quality both upstream and downstream of the City of Red Deer.

Future improvements in wastewater treatment can now be applied at the Red Deer WWTP, instead of at seven smaller facilities, with resulting cost efficiencies.

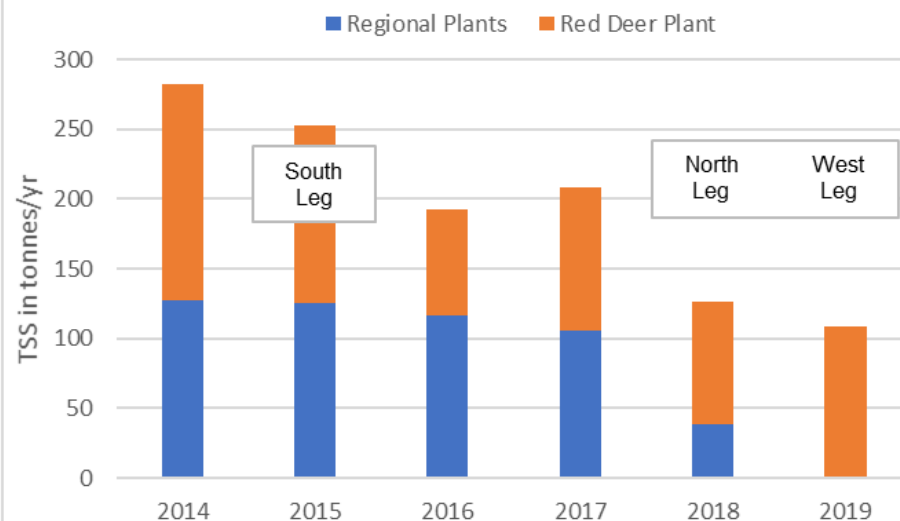
Prepared by: Hutchinson Environmental Sciences Ltd  
 For: City of Red Deer, April 2020

<sup>4</sup> All loadings data are compiled from effluent volumes and concentrations measured at the lagoons and the Red Deer WWTP from 2014 – 2019.

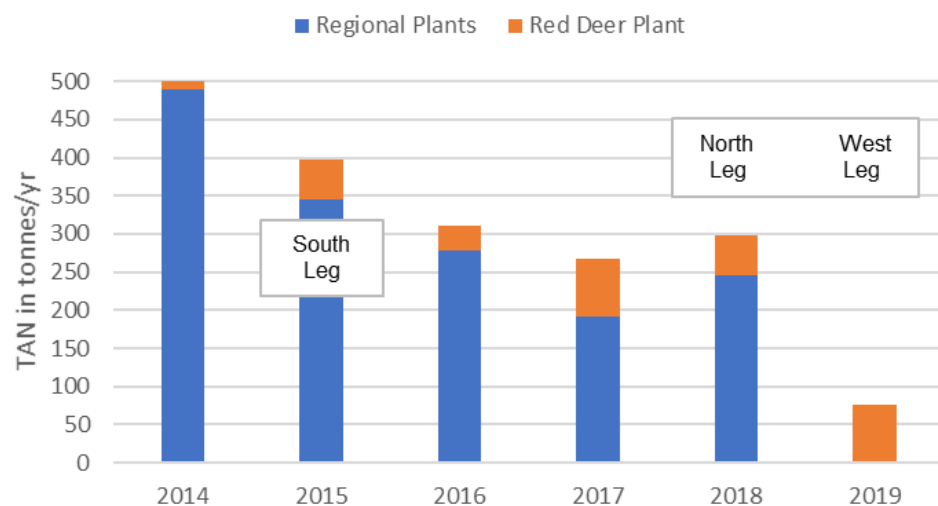
### Oxygen Demand



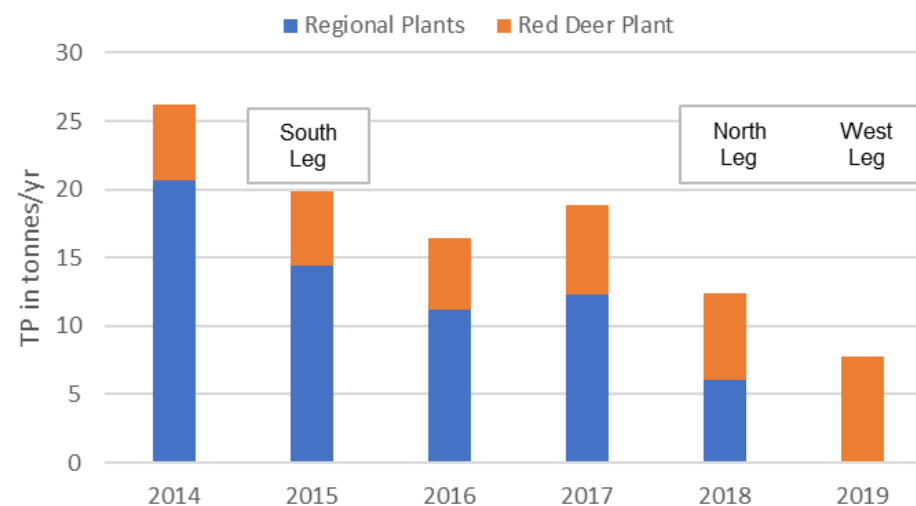
### Total Suspended Solids



### Total Ammonia Nitrogen



### Total Phosphorus





# ERMINESKIN TRIBAL ENTERPRISES

BOX 219 HOBBEWA, ALBERTA T0C 1N0

PHONE 780-585-3741

EDM. LINE 780-420-0008

FAX 780-585-2550

July 22, 2020

**Attention:** Ken Wigmore, Commission Chair  
North Red Deer River Water Services Commission  
5432 56 Ave., Lacombe, AB T4L 1E9  
Via Email: [ken@epgservices.ca](mailto:ken@epgservices.ca)

**Re: Extension of NRDRWSC Water Line to Ermineskin Cree Nation**

Dear Mr. Wigmore

I am writing to follow up on two items raised at the first meeting of the implementation working group for the water line extension project on July 10, 2020. ECN's agreement with Alberta on the water line was unanimously supported by ECN's Council. Accordingly, I wish to confirm, without reservation, that the Ermineskin Cree Nation ("ECN") is committed to this project and to establishing a positive and productive relationship with the commission as a foundation to ECN becoming a Commission member. To further our relationship I am requesting a meeting with you in the early fall of this year, following the ECN election in August.

On a related note, I can also confirm ECN supports the Commission moving forward with retaining a consultant to update the projected cost of ECN's equity buy-in as new Commission member. It is our understanding that ECN will be consulted by the Commission as this work proceeds. Please direct all related communications and inquiries about this particular matter to Carol Wildcat and ECN's water consultant, Bill Berzins.

The water line is of fundamental importance to the health and well being of ECN citizens. Our leadership and Carol Wildcat worked very hard over the past decade to make this possible. We look forward to celebrating with the Commission the day that this safe reliable water supply reaches Ermineskin.

Warm Regards,

Chief Craig Makinaw  
Ermineskin Cree Nation