



North Red Deer Regional Wastewater Services Commission

Regular Meeting Agenda

Date:	December 6, 2021	Time:	10:00 am – 11:00 am
Location:	COUNCIL CHAMBERS LACOMBE AB		
Invitees:	<p>Members: Mayor Grant Creasey, City of Lacombe – Chair Mayor Jamie Hoover, Town of Blackfalds – Vice Chair Councillor John Ireland, Lacombe County – Director</p> <p>NRDRWWSC CAO: Director Jordan Thompson, City of Lacombe</p> <p>Others: CAO Myron Thompson, Town of Blackfalds CAO Matthew Goudy, City of Lacombe County Manager Tim Timmons, Lacombe County Director Preston Weran, Town of Blackfalds Manager Michael Minchin, Lacombe County Senior Manager Tracey McKinnon, City of Lacombe Manager Amber Mitchell, City of Lacombe Manager Chris Huston, City of Lacombe</p> <p>Guests: Joel Sawatzky, Stantec Consulting Ltd. Todd Simenson, Stantec Consulting Ltd.</p>		
Recorded by:	Denise Bellabono - Administrative Assistant NRDRWWSC		
1. Call to Order by Chair			
2. Adoption of Agenda:			
3. Adoption of Minutes			
3.1 Regular Meeting Minutes - November 29, 2021			
4. New Business / Emergent Items:			
4.1 Signing Authority			
5. Next Meeting Date:			
April 4, 2021 at 10:00 am in Council Chambers, City of Lacombe			
6. Adjournment			

REGIONAL WASTEWATER MEETING MINUTES

November 29, 2021

COUNCIL CHAMBERS

LACOMBE AB

In Attendance:

- Members:** Mayor Grant Creasey, Mayor, City of Lacombe
Mayor Jamie Hoover, Mayor, Town of Blackfalds
Councillor John Ireland, Councillor, Lacombe County
- Others:** Jordan Thompson, NRDRWWSC CAO
Denise Bellabono, Administrative Assistant, NRDRWWSC
Matthew Goudy, CAO, City of Lacombe
Tim Timmons, County Manager, Lacombe County
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe
Amber Mitchell, Engineering Manager, City of Lacombe (remote)
Chris Huston, Utilities Manager, City of Lacombe (remote)
Danielle Nealon, Administration Assistant, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
- Guests:** Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd. (remote)
- Regrets:** Myron Thompson, CAO, Town of Blackfalds
Michael Minchin, Manager of Corporate Services, Lacombe County

1. Call to Order:

Chair Creasey called the meeting to order at 10:34 am.

Following the Call to Order, the CAO, Jordan Thompson, chaired the organizational section of the meeting.

2. Adoption of the Organizational Agenda:

MOVED by Councillor Ireland that the Organizational agenda for November 29, 2021, be adopted as presented.

CARRIED UNANIMOUSLY

3. Organizational Agenda

3.1. Annual Elections

3.1.a Election of Chair:

Councillor John Ireland nominated Mayor Grant Creasey

MOVED by Councillor Ireland that the nomination of Chair cease.

CARRIED UNANIMOUSLY

Mayor Grant Creasey is declared Chair by acclamation

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

3.1.b Election of Vice-Chair:

Councillor Ireland nominated Mayor Jamie Hoover

MOVED by Councillor Ireland that the nomination of Vice-Chair cease

CARRIED UNANIMOUSLY

Mayor Jamie Hoover is declared Vice-Chair by acclamation

3.2. 2021 Scheduling of Meetings

MOVED by Councillor Ireland that the Commission approves the Regular Commission Meeting dates for 2022 as presented.

CARRIED UNANIMOUSLY

4. Adoption of the Regular Meeting Agenda

MOVED by Vice-Chair Hoover that the Regular Meeting agenda for November 29, 2021, be adopted as presented.

CARRIED UNANIMOUSLY

5. Adoption of Previous Minutes

5.1. Regular Meeting of September 13, 2021

MOVED by Vice-Chair Hoover that the minutes for September 13, 2021 meeting be adopted as presented.

CARRIED UNANIMOUSLY

6. Reports

6.1. Administration

CAO Thompson presented Administration's report to the Commission. Highlights of the report were the proposed financial plan and the 2022 budget. Revenue and expenses are lower than budget, and operational updates included meter verification testing completed, pump repairs and causes, and annual generator maintenance. CAO Thompson highlighted two major pump failures in November at the Lacombe lift station that are under repair and investigation. Pump 101 will be back in service on November 30, 2021, but Pump 103 suffered catastrophic damage and will be out of service for an estimated 16 weeks. Preliminary estimates indicate the repairs will cost \$150,000.

6.2. Chair

Nothing to report currently.

7. Old Business

7.1. Bylaw 8 (Formerly Bylaw 1.1)

CAO Thompson presented for second and third reading, Bylaw 8, formerly Bylaw 1.1, that addresses the Regional Services Commissions legislation amendments and incorporates modernization and housekeeping updates, and the requested changes from the Commission at the September 13, 2021, regular meeting.

MOVED by Councillor Ireland the Commission gives second reading to Bylaw 8 as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland the Commission gives third reading to Bylaw 8 as presented.

CARRIED UNANIMOUSLY

8. New Business / Emergent Items

8.1. 2022-2025 Financial and 2022-2031 Capital Plan

CAO Thompson presented two options for the Commission the 2022-2025 Financial Plan for consideration. Both options include the capital debt paid off by 2048, future grant or new debt needed to top off capital reserves for replacement of the mainline at its end of life, and assuming capital costs to replace the mainline at the end of its life.

MOVED by Vice-Chair Hoover that the Commission endorses option 1 of the 2022-2025 Financial Plan and 2022-2031 Capital Plan.

CARRIED UNANIMOUSLY

8.2. 2022 Operating and Capital Budget

CAO Thompson presented the 2022 Operating Budget to the Commission based on option 1 of the 2022-2025 Financial Plan. Projections for 2022 were made for overall wastewater sales, annual expenses with increases highlighted and estimated revenues for 2022

MOVED by Vice-Chair Hoover that the Commission adopts the Option 1 2022 Operating Budget as presented.

CARRIED UNANIMOUSLY

8.3. 2022-2025 NRDRWWSC Work Plan

CAO Thompson presented a 2022-2025 work plan and future work activities outside the current term. Highlighted were the management services contract, auditor request for proposal, update of the utility model, and development of an asset management plan.

MOVED by Vice-Chair Hoover that the Commission approves the 2022-2025 Work Plan.

CARRIED UNANIMOUSLY

MOVED by Vice-Chair Hoover that the Commission direct Administration to explore energy recovery options and bring it to the board in June 2022.

CARRIED UNANIMOUSLY

9. Correspondence

10. In Camera

11. Next Meeting:

Monday, December 6, 2021 at 10:00 am, City of Lacombe Council Chambers.

12. Adjournment:

MOVED by Councillor Ireland that the North Red Deer Regional Wastewater Services Commission meeting of November 29, 2021 be adjourned at 11:19 am.

CARRIED UNANIMOUSLY

Chair

Administrator



REQUEST FOR DECISION

Commission Signing Authorization

Date: December 6, 2021

Prepared by: Denise Bellabono, Administrative Assistant

Presented by: Jordan Thompson, CAO

PURPOSE:

To seek Board approval for new signing authorizations for the Commission.

ACTION/RECOMMENDATION:

THAT the Board directs Administration to replace the list of approved officers for the North Red Deer Regional Wastewater Services Commission authorized to execute cheques, promissory notes, bills of exchange, and other instruments, whether negotiable or not, on behalf of the Commission with the following:

Chair, Grant Creasey

CAO, Jordan Thompson

Vice-Chair, Jamie Hoover

Alternate, Matthew Goudy

Alternative, Tracey McKinnon

ISSUE ANALYSIS:

Section 9.4 of the Commission's [Bylaw 8](#) outlines who is responsible for signing documents, including bank-related information, on behalf of the Commission. Either the Chair or in his/her absence, the vice-chair, together with the CAO or alternate, are authorized to execute cheques, promissory notes, and other legal documents.

With the departure of the two designated signing officers, a new resolution identifying signing officers by name is needed. The Commission's bank needs that resolution to process the change to their records. Servus Credit Union will contact signing officers to add their signatures to the signature cards for the Commission.

To comply with federal legislation, signing officers will have to bring their driver's license to confirm identity.

ALTERNATIVES:

N/A

ATTACHMENTS:

N/A