



North Red Deer Regional Wastewater Services Commission

Regular Meeting Agenda

Date:	December 16, 2024	Time:	10:00 am
Location:	COUNCIL CHAMBERS, CITY OF 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>Others: Jordan Thompson, NRDRWWSC CAO CAO Kim Isaak, Town of Blackfalds CAO Matthew Goudy, City of Lacombe County Manager, Tim Timmons, Lacombe County Director Preston Weran, Town of Blackfalds Director Michael Minchin, Lacombe County Manager Tracey McKinnon, City of Lacombe Engineering Manager Amber Mitchell, City of Lacombe Manager Chris Huston, City of Lacombe Manager Angela Smith, City of Lacombe Operator Matt Sawitsky, City of Lacombe Legislative Coordinator Denise Bellabono, City of Lacombe</p> <p>Guests:</p>		
Recorded by:	Iwalani Post - Administrative Assistant NRDRWWSC		
	1. Call to Order by Chair		
	2. Adoption of Agenda		
	3. Adoption of Minutes:		
	3.1 Regular Meeting Minutes – November 4, 2024		
	4. Presentations		
	5. Reports:		
	5.1 H ₂ S Landowner Communications – Manager Huston		
	5.2 Chair		
	6. New Business / Emergent Items:		
	6.1 Second/Third Reading 2025 Utility Rate Bylaw		
	6.2 Officer Elections Policy		

7. Correspondence
8. In Camera
9. Next Meeting Date: February 20, 2025 at 10:00 am in Council Chambers, City of Lacombe
10. Adjournment

**REGIONAL WASTEWATER MEETING MINUTES
November 4, 2024**

In Attendance:

Members: Mayor Grant Creasey, NRDRWWSC Chair, City of Lacombe
Mayor Jamie Hoover, NRDRWWSC Vice-Chair, Town of Blackfalds
Councillor John Ireland, NRDRWWSC Director, Lacombe County

Others: Jordan Thompson, NRDRWWSC CAO
Matthew Goudy, CAO, City of Lacombe
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Tracey McKinnon, Manager of Finance, City of Lacombe
Iwalani Post, NRDRWWSC Executive Assistant

Guests:

Regrets: Kim Isaak, CAO, Town of Blackfalds
Tim Timmons, County Manager, Lacombe County
Michael Minchin, Director of Corporate Services, Lacombe County
Phil Bevans, Acting Engineering Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Matt Sawitsky, Operator, City of Lacombe
Denise Bellabono, Legislative Coordinator, City of Lacombe

1. Call to Order (Organizational Meeting):

CAO Thompson called the meeting to order at 10:21 am.

2. Adoption of Organizational Meeting Agenda:

MOVED by Mayor Hoover that the Organizational Meeting Agenda for November 4, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3. Annual Elections:

3.1. Election of Board Chair

Mayor Hoover nominated Grant Creasey for Board Chair.

CAO Thompson declared Mayor Grant Creasey Board Chair for the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 17, 2025.

Following the Election of Board Chair, Chair, Creasey, chaired the remainder of the meeting.

3.2. Election of Board Vice-Chair

Councillor Ireland nominated Jamie Hoover for Board Vice-Chair.

Chair Creasey declared Mayor Jamie Hoover Board Vice-Chair for the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 17, 2025.

4. **New Business:**

4.1. 2024/2025 Scheduling of Meetings

MOVED by Vice-Chair Hoover that the Commission approve the Regular Commission Meeting dates for December 2024 and 2025 as amended.

CARRIED UNANIMOUSLY

4.2. Update NRDRWWSC Signing Authorities

MOVED by Councillor Ireland that the Commission 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
Vice-Chair, Jamie Hoover
CAO, Jordan Thompson
Alternate, Matthew Goudy
Alternate, Tracey McKinnon*

CARRIED UNANIMOUSLY

4.3. 2024 Auditor Appointment

MOVED by Councillor Ireland that the Commission appoint BDO Canada LLP as the external auditor for the 2024 year-end audit.

CARRIED UNANIMOUSLY

5. **Organizational Meeting Adjournment:**

Chair Creasey adjourned Organizational Meeting at 10:28 am.

1. Call to Order (Regular Meeting):

Chair Creasey called the regular meeting to order at 10:28 am.

2. Adoption of Regular Meeting Agenda:

MOVED by Vice-Chair Hoover that the regular meeting agenda for November 4, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes:

MOVED by Councillor Ireland that the minutes for September 16, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentations

5. Reports:

5.1. Administration

CAO Thompson presented the Administrative Report highlighting the draft Terms of Reference document from the Joint Steering Committee, for the Board's review.

The City of Red Deer released the 2025 regional wastewater rates early. The proposed 2025 regional rate is \$1.38/m³.

Financials were provided for January to September 2024. Actual revenues are lower than budgeted by 5% due to lower than budgeted treatment revenue, expenses are lower than projected by 3%. The Commission is currently showing a YTD net deficit of \$66K due to a higher than budgeted City of Red Deer rate.

MOVED by Vice-Chair Hoover to accept the November 4, 2024, Administration Report as information.

CARRIED UNANIMOUSLY

6. New Business:

6.1. 2025 Proposed Operating and Capital Budget

CAO Thompson presented the 2025 Operating and Capital Budget based on the 2025-2040 Financial Plan that ensures the Commission's capital debt is paid off by 2048 and assumes a future grant or new debt will be required to top off capital reserves to replace the system at the end of its life.

Projections for 2025 include an overall rise in wastewater volumes, increases in annual expenses which include the 2025 City of Red Deer rate increase, and increases in revenue. The 2025 Operating Budget projects a total surplus balance of \$2.6M. The 2025 Capital Budget proposes a new capital expenditure of \$184K

towards four proactive pump rebuilds. The Capital Plan now includes a proactive pump rebuild schedule for 2026-2035.

MOVED by Vice-Chair Hoover that the Commission adopt the 2025 Operating Budget as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland that the Commission adopt the 2025 Capital Budget as presented.

CARRIED UNANIMOUSLY

6.2. 2025 Wastewater Rate Bylaw 1st Reading

CAO Thompson presented for first reading of Bylaw 4.3, an amendment to the Commission's Wastewater Rate Bylaw 4, for the 2025 Wastewater Rate to members be set to \$2.02/m³ and Septage Receiving Station customers be set to \$16.86/m³, consistent with the 2025 Operating Budget.

MOVED by Vice-Chair Hoover that the Commission give first reading to Bylaw 4.3.

CARRIED UNANIMOUSLY

7. Correspondence

8. In Camera

9. Next Meeting Date:

Monday, December 16th, 2024, at 10:00am, City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Councillor Ireland that the meeting be adjourned at 10:58 am.

CARRIED UNANIMOUSLY

Chair

Chief Administrative Officer



REQUEST FOR DECISION

2025 Wastewater Rate Bylaw Second and Third Reading

Date: December 16, 2024

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO

PURPOSE:

To present, for second and third reading, the Wastewater Rate Bylaw 4.3, an amendment to the Commission's Wastewater Rate [Bylaw 4](#).

ACTION/RECOMMENDATION:

1. THAT the Commission gives second reading to Bylaw 4.3.

AND

2. THAT the Commission gives third reading to Bylaw 4.3.

ISSUE ANALYSIS:

Bylaw 4.3 proposes to amend the Commission's member wastewater rate to \$2.02/m³, and septage receiving station usage rate to \$16.86/m³ consistent with the 2025 Operating Budget.

FINANCIAL IMPLICATIONS:

The rate amendment is required to balance the approved 2025 Operating Budget.

ALTERNATIVES:

1. **[Recommended]** THAT the Commission gives second reading to Bylaw 4.3.

AND

2. **[Recommended]** THAT the Commission gives third reading to Bylaw 4.3.

OR

3. **[Alternative]** THAT the Commission directs Administration to return the bylaw to a future meeting with the following amendments:
 - *[mover to specify amendments].*

ATTACHMENTS:

- 2025 Wastewater Rate Bylaw 4.3

NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION

BYLAW 4.3

BEING A BY-LAW OF THE BOARD OF DIRECTORS OF THE NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION TO AMEND COMMISSION BYLAW 4, THE RATES AND FEES BYLAW

WHEREAS the North Red Deer Regional Wastewater Services Commission has been established by its members pursuant to Part 15.1 of the Municipal Government Act, RSA 2000, c. M-26; and

WHEREAS the Board of Directors of the North Red Deer Regional Wastewater Services Commission now wishes to make a Bylaw establishing the per unit rate to be charged for the sale of wastewater disposal to its member municipalities;

WHEREAS the Board of Directors of the North Red Deer Regional Wastewater Services Commission approved Commission Bylaw 4 in 2017, as amended from time to time, to establish the rates and fees and the Board wishes to amend this Bylaw.

NOW THEREFORE the Board enacts the following:

1. Commission Bylaw 4 is hereby amended in the following manner:
 - a. Section 3 is deleted in its entirety and replaced with the following:

“3. The rate charged to Members for wastewater services as of January 1, 2025 shall be \$2.02 per cubic meter on measured wastewater volume disposed into the NRDRWWSC System.”
 - b. Section 4 is deleted in its entirety and replaced with the following:

“4. The rate charged to Septage Receiving Station Customers as of January 1, 2025 shall be \$16.86 per cubic meter on measured wastewater volume disposed into the NRDRWWSC System.”
2. This bylaw comes into force upon final adoption.

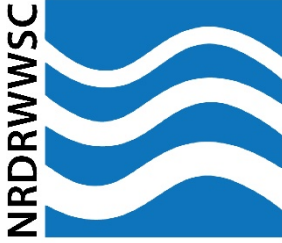
Read a first time **4th** day of **November, 2024**

Read a second time this ___ day of _____, ____

Read a third time and adopted this ___ day of _____, ____

CHAIR

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Officer Elections Policy

Date: December 16, 2024

Prepared by: Iwalani Post, Executive Assistant

Presented by: Jordan Thompson, CAO

PURPOSE:

To recommend the adoption of the Officer Elections Policy.

ACTION/RECOMMENDATION:

1. THAT the Commission adopts the Officer Elections Policy 3 (2024).

ISSUE ANALYSIS:

The Officer Elections Policy establishes a clear, consistent, and transparent framework for the annual election of the NRDRWWSC Officers, the Board Chair and Vice-Chair. The Officer Elections Policy ensures the Commission's compliance with relevant legislative requirements, aligns with established codes of practice, and provides a guide to the administration of officer elections.

ALTERNATIVES:

The Commission may choose to:

1. **[Recommended]** THAT the Commission adopts the Officer Elections Policy 3 (2024).

OR

2. [Alternative] THAT the Commission directs Administration to return the Officer Elections Policy 3 (2024) to a future meeting with the following amendments:
 - **[mover to specify]**

ATTACHMENTS:

- Officer Elections Policy 3 (2024)



OFFICER ELECTIONS POLICY

Policy Number:	3 (2024)
Policy Review:	Every 5 Years or upon Bylaw or Legislative Change
Reference(s):	Roberts Rules of Order Bylaw 8 and its amendments Municipal Government Act, Sec 602.06, Sec 602.09(c)

1. PURPOSE OF POLICY

- 1.1. To outline the process for the election of the North Red Deer Regional Wastewater Services Commission (NRDRWWSC or the Commission) Officers from the Board of Directors (the Board).

2. POLICY STATEMENT

- 2.1. The Commission bylaws outline the composition of the NRDRWWSC Board of Directors, appointment requirements, position terms, and alternate Director designations. The Board is required to elect the Officer positions of Chair and Vice-Chair annually. The Commission follows the process outlined in Robert's Rules of Order for Officer elections. This Policy formalizes the election process to support fair and transparent election procedures for NRDRWWSC Officer positions to align with Commission bylaws.

3. DEFINITIONS AND ABBREVIATIONS

Definitions outlined in Bylaw 8 apply to this Policy. Policy-specific definitions are listed below.

- 3.1. **CAO** – means Chief Executive Officer. The person appointed by the Board to act as the administrative head of the Commission.
- 3.2. **Commission** – means the North Red Deer Regional Wastewater Services Commission, also NRDRWWSC.
- 3.3. **Director** – means a representative of a Commission Member on the Board.
- 3.4. **Officer(s)** – means the Board position of Chair and Vice-Chair of the North Red Deer Regional Wastewater Services Commission Board of Directors.
- 3.5. **Recording Secretary** – means the person responsible for documenting the proceedings of meetings, including preparing accurate minutes, noting decisions, actions, and discussions, and maintaining a clear and organized record.

4. ROLES AND RESPONSIBILITIES

4.1. Board of Directors

- 4.1.1. Approve Board Policy.
- 4.1.2. Comply with this Policy.

4.2. Chair

- 4.2.1. Assume the role of Chairperson once elected by the Board.
- 4.2.2. Oversee the election of the Vice-Chair position to the Board.
- 4.2.3. Comply with this Policy.

4.3. Directors

- 4.3.1. Put forth only one nomination for each of the Chair and Vice-Chair positions, not including themselves.
- 4.3.2. Comply with this Policy.

4.4. CAO

- 4.4.1. Ensure Commission Administration compliance with this Policy.
- 4.4.2. Fulfill the role of Acting Chair for the Organizational Meeting until the election of a new Chair has been concluded.
- 4.4.3. Comply with this Policy.

5. POLICY DETAILS

5.1. **Timing of Election**

- 5.1.1. The election of the NRDRWWSC Board Chair and Vice-Chair shall take place at the Commission's Organizational Meeting held annually in November.

5.2. **Term of Office**

- 5.2.1. The NRDRWWSC Board Chair and Vice-Chair shall serve in this office for a term of one year per Bylaw 8 Section 6.

5.3. **Method of Nominations**

- 5.3.1. The method of nomination for electing an NRDRWWSC Officer shall be 'from the floor' (sometimes called "open nominations").
- 5.3.2. Board Directors shall not nominate themselves for an Officer position.

5.4. Officer Elections Process

- 5.4.1. The Commission Manager shall act as the Acting Chair of the Organizational Meeting until the position of Chair has been duly elected.
1. NRDRWWSC Organizational Meeting is called to order by Acting Chair.
 2. Acting Chair calls for the adoption of the Organizational Meeting Agenda.
 3. Upon approval of the meeting agenda, the Acting Chair advances to the next agenda item which shall be the call for nominations for Chair.
 4. Acting Chair calls for nominations from the floor for the position of NRDRWWSC Board Chair by stating "I call for nominations for the office of Board Chair."
 5. A Director may make a nomination for the Chair position as follows: "I nominate [Title/Full Name] for the position of Board Chair."
 6. Unless the nomination is declined, the Acting Chair will confirm the nomination and call for further nominations. For example, "[Title/Full Name] is nominated. Are there any further nominations?" If the nomination is declined, the Acting Chair will state "[Title/Full Name] has declined the nomination for Chair. Are there any further nominations?".
 7. Steps 4, 5, and 6 will be repeated until all nominations for Chair have been made.
 8. Once all nominations have been received from the floor, the Acting Chair will ask one final time for any further nominations. If there are no further nominations, the Acting Chair declares that nominations for Board Chair are closed by stating "Without objection, nominations for Board Chair are closed."
 9. If more than one nomination is received, the Acting Chair will call for a vote by secret ballot.
 - 9.1. The NRDRWWSC Recording Secretary shall distribute a ballot to each Director.
 - 9.2. The ballots shall be collected, and the votes counted, by the Recording Secretary. A neutral party shall be selected from the gallery or Administration staff to monitor the ballot collection and counting.
 - 9.3. The results of the voting shall be provided to the Acting Chair who will announce the nominee with the most votes for the record and ask if there is any objection to the result. If there is an objection, the Acting Chair will announce the ballot count for the record. The Acting Chair



North Red Deer Regional Wastewater Services Commission

POLICY

will declare "I declare [Title/Full Name] the Chair of the North Red Deer Regional Wastewater Services Commission."

10. If only one nomination is received, the Acting Chair will declare "[Title/Full Name] is declared Chair of the North Red Deer Regional Wastewater Services Commission by acclamation."

5.4.2. Upon election of the Chair, the Acting Chair shall defer the chairing of the meeting to the newly elected Chair.

5.4.3. The Chair will assume chairing of the meeting and advance to the next agenda item which shall be the call for nominations of Vice-Chair.

1. The Chair calls for nominations from the floor for the position of NRDRWWSC Board Vice-Chair by stating "I call for nominations for the office of Board Vice-Chair."

2. A Director may make a nomination for the Vice-Chair position as follows: "I nominate [Title/Full Name] for the position of Vice-Chair."

3. Unless the nomination is declined, the Chair will confirm the nomination and call for further nominations. For example, "[Title/Full Name] is nominated. Are there any further nominations?" If the nomination is declined, the Chair will state "[Title/Full Name] has declined the nomination for Vice-Chair. Are there any further nominations?".

4. Steps 1, 2, and 3 will be repeated until all nominations for Vice-Chair have been made.

5. Once all nominations have been received from the floor, the Chair will ask one final time for any further nominations. If there are no further nominations, the Chair declares that nominations for Vice-Chair are closed by stating "Without objection, nominations for Vice-Chair are closed."

6. If more than one nomination is received, the Chair will call for a vote by secret ballot.

6.1. The NRDRWWSC Recording Secretary shall distribute a ballot to each Director.

6.2. The ballots shall be collected, and the votes counted, by the Recording Secretary. A neutral party shall be selected from the gallery or Administration staff to monitor the ballot collection and counting.

6.3. The results of the voting shall be provided to the Chair who will announce the nominee with the most votes for the record and ask if



North Red Deer Regional Wastewater Services Commission

POLICY

there is any objection to the result. If there is an objection, the Chair will announce the ballot count for the record. The Chair will declare "I declare [Title/Full Name] the Vice-Chair of the North Red Deer Regional Wastewater Services Commission."

7. If only one nomination is received, the Chair will declare "[Title/Full Name] is declared Vice-Chair of the North Red Deer Regional Wastewater Services Commission by acclamation."

5.4.4. Upon completion of all Officer Elections, the Chair will move on to the next agenda item.

6. END OF POLICY

Signature of Chair

Signature of Chief Executive
Officer

Date

Date

POLICY RECORD

Approval and Amendment History

Date of Board Meeting	Description

Review History

Date of Policy Review	Description/Action Taken or Required