



North Red Deer Regional Wastewater Services Commission

Regular Meeting Agenda

Date:	February 17, 2025	Time:	10:00 am
Location:	COUNCIL CHAMBERS, CITY OF LACOMBE, AB		
Invitees:	<p>Members: John Ireland, Lacombe County – Chair Jim Sands, Town of Blackfalds – Vice Chair Kim Proud, City of Lacombe – 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 Director Doug Halldorson, City of Lacombe Acting Manager Phil Bevans, City of Lacombe Manager Chris Huston, City of Lacombe Manager Angela Smith, City of Lacombe</p> <p>Guests:</p>		
Recorded by:	Iwalani Post - Executive Assistant NRDRWWSC		
1. Call to Order by Chair			
2. Adoption of Agenda			
3. Adoption of Minutes:			
3.1 Regular Meeting Minutes – December 15, 2025			
4. Presentations			
5. Reports:			
5.1 Administration			
5.2 Chair			
6. New Business / Emergent Items:			
6.1 2026 Revised Schedule of Meetings			
7. Correspondence			
8. In Camera			

9. Next Meeting Date:

March 23, 2026 (Tentative) at 10:00 am in Council Chambers, City of Lacombe

10. Adjournment

MEETING MINUTES

December 15, 2025

In Attendance:

Members: John Ireland, NRDRWWSC Chair, Lacombe County
Jim Sands, NRDRWWSC Vice-Chair, Town of Blackfalds
Kim Proud, NRDRWWSC Director, City of Lacombe

Others: Jordan Thompson, NRDRWWSC CAO
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
TJ Brown, Acting Manager of Engineering, City of Lacombe
Iwalani Post, NRDRWWSC Executive Assistant

Guests:

Regrets: Matthew Goudy, CAO, City of Lacombe
Kim Isaak, CAO, Town of Blackfalds
Tim Timmons, County Manager, Lacombe County
Michael Minchin, Director of Corporate Services, Lacombe County
Doug Halldorson, Director of Operations, City of Lacombe
Michael Levia, Acting Manager of Finance, City of Lacombe
Chris Huston, Manager of Utilities, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe

1. Call to Order:

Chair Ireland called the meeting to order at 10:42 am.

2. Adoption of Regular Meeting Agenda:

MOVED by Director Sands that the Regular Meeting Agenda for December 15, 2025, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes:

MOVED by Director Proud that the minutes for November 17, 2025 Organizational and Regular meetings, be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentations

5. Reports:

5.1. Administration

CAO Thompson presented the financials for January to October 2025. Actual revenues are lower than budgeted by 4% due to lower usage than budgeted, expenses are lower than projected by 4%. The Commission is currently showing a YTD net deficit of \$3K.

Operations noted that generators have been inspected and tested, gas sensors have been calibrated, P102 was reinstalled after rebuilding as per the maintenance schedule, and a leak found in CAV2 was remedied after discovering a stuck air vent. Wastewater meter testing will be done in December, and operators will be coordinating with Xylem/Evoqua for installation of additional ORCA chemical parts.

MOVED by Director Sands to accept the December 15, 2025, Administration Report as information.

CARRIED UNANIMOUSLY

6. New Business:

6.1. 2026 Proposed Operating and Capital Budget

CAO Thompson presented comments and responses to the 2026 Operating and Capital Budgets following their distribution to Member CAOs after the November 17, 2025 Regular Meeting. Administration prepared the 2026 Operating and Capital Budgets based on the 2026-2040 Financial Plan which 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.

MOVED by Director Proud that the Commission approves the 2026 Operating Budget.

CARRIED UNANIMOUSLY

MOVED by Director Sands that the Commission approves the 2026 Capital Budget.

CARRIED UNANIMOUSLY

6.2. 2026 Wastewater Utility Rate Bylaw 4.4 – 2nd and 3rd Reading

CAO Thompson presented for second and third reading of Bylaw 4.4, an amendment to the Commission's Wastewater Rate Bylaw 4, for the 2026 Wastewater Rate to members be set to \$2.10/m³ and Septage Receiving Station customers be set to \$18.95/m³, consistent with the 2026 Operating Budget.

MOVED by Director Proud that the Commission give second reading to Bylaw 4.4.

CARRIED UNANIMOUSLY

MOVED by Director Sands that the Commission give third reading to Bylaw 4.4.

CARRIED UNANIMOUSLY

7. Correspondence

8. In Camera:

MOVED by Director Sands to move In Camera with Commission Administration attending (CAO Thompson, Acting Manager Brown, Executive Assistant Post) at 10:47 am.

CARRIED UNANIMOUSLY

MOVED by Director Proud to return to Open Meeting at 10:56 am.

CARRIED UNANIMOUSLY

MOVED by Director Sands that the Commission direct Administration to implement the recommended actions outlined in this report, including issuing written notice to the City of Red Deer to initiate mediation.

CARRIED UNANIMOUSLY

9. Next Meeting Date:

Tuesday, February 17th, 2026, at 10:00am, City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Director Proud that the meeting be adjourned at 10:57 am.

CARRIED UNANIMOUSLY

Chair

Chief Administrative Officer



REQUEST FOR DECISION

2026 Revised Scheduling of Meetings

Date: February 17, 2026

Prepared by: Jordan Thompson, CAO

Presented by: Jordan Thompson, CAO

PURPOSE:

To propose amendments to the regular Commission meeting dates for March to December, 2026 and gauge Board interest in a tour of the City of Red Deer Wastewater Treatment Plant.

ACTION/RECOMMENDATION:

THAT the Commission approves the Revised Regular Commission Meeting dates for 2026 as presented.

ISSUE ANALYSIS:

Due to conflicts, Administration seeks to amend the 2026 schedule of meetings.

- April 27th, 2026, at 10 AM (Annual Meeting)
- ~~June 15th, 2026~~, **June 8th, 2026** at 10 AM
- September 21st, 2026, at 10 AM
- November 9th, 2026, at 10 AM (Organizational meeting and 2026 Budget)
- December 14th, 2026, at 10 AM

We are exploring the idea of having one meeting in 2026 at another site in the region. If you are interested in hosting a meeting, please send your expression of interest to CAO Thompson.

City of Red Deer Wastewater Treatment Plant Tour: The City of Red Deer Wastewater Treatment Plant Supervisor has agreed to host the Board on a tour of the Plant. If there is sufficient Board interest, Administration suggests scheduling it for the morning of May 11, or 25.

ALTERNATIVES:

The Commission may choose to:

1. **[Recommended]** THAT the Commission approves the Revised Regular Commission Meeting dates for 2026 as presented.

OR

2. **[Alternate]** THAT the Commission approves the Revised Regular Commission Meeting dates for 2026 with the following amendments: *[mover to specify amendments]*.

OR

3. *[Alternate]* THAT the Commission directs Administration on how it wishes to proceed.

ATTACHMENTS: None.