



# North Red Deer Regional Wastewater Services Commission

## Organizational & Regular Meeting Agenda

Date:	November 6, 2023	Time:	10:00 am – 11:00 am
Location:	COUNCIL CHAMBERS LACOMBE AB		
Invitees:	<p>Members: Mayor Grant Creasey, City of Lacombe – Director            Mayor Jamie Hoover, Town of Blackfalds – Director            Councillor John Ireland, Lacombe County – Director</p> <p>NRDRWWSC CAO: Director Jordan Thompson, City of Lacombe</p> <p>Others: CAO Kim Isaak, Town of Blackfalds            CAO Matt 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            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:	Iwa Post - Administrative Assistant NRDRWWSC		
1. Call to Order by Chair			
2. Adoption of Organizational Agenda			
3. Organizational Agenda			
3.1 Annual Elections			
3.1.a Call for nominations of Chair			
3.1.b Election of Chair			
New Chair of Commission assumes Chairing of Meeting			
3.1.c Call for nominations of Vice-Chair			

3.1.d Election of Vice-Chair
3.2 2023/2024 Scheduling of Meetings
4. Adoption of Regular Meeting Agenda
5. Adoption of Minutes
5.1 Regular Meeting Minutes – September 18, 2023
6. Reports
6.1 Administration
6.2 Chair
7. Old Business:
8. New Business / Emergent Items:
8.1 City of Lacombe Management Services Contract Renewal (2024-2027)
8.2 2024 Operating and Capital Budget
8.3 2024 Water Rate Bylaw 1 <sup>st</sup> Reading
9. Correspondence
10. In Camera – Legal (FOIP Section 24) – Document
11. Next Meeting Date: December 4, 2023 at 10:00 am in Council Chambers, City of Lacombe (Tentative)
12. Adjournment



# REQUEST FOR DECISION

## 2024 Scheduling of Meetings

Date: November 6, 2023

Prepared by: Iwalani Post, Administrative Assistant

Presented by: Jordan Thompson, CAO

---

### PURPOSE:

To propose regular Commission meeting dates for 2023/2024.

### ACTION/RECOMMENDATION:

THAT the Commission approves the Regular Commission Meeting dates for 2023/2024 as presented.

### ISSUE ANALYSIS:

Per the Commission's [Bylaw 8](#), section 7.1, the Board, by resolution, shall establish the dates and number of Meetings to be held during a year. There shall be not less than three (3) Regular Meetings per year.

The administration recommends that the Board approves the 2023/2024 Commission meeting dates below and that any additional meetings be scheduled as required. The dates correspond with the proposed NRDRWSC regular meeting dates.

December 4, 2023 at 10 AM

April 1, 2024, at 10 AM

June 17, 2024, at 10 AM

September 16, 2024 at 10 AM

November 4, 2024, at 10 AM (Organizational meeting and 2025 Budget)

Meetings are open to the public and will be posted on the [NRDRWSC website](#). All meetings will be held at 10:00 AM in Council Chambers at City Hall, 5432 56 Avenue, Lacombe, AB, unless otherwise notified.

### ALTERNATIVES:

The Commission may choose to:

- A. Approve the Regular Commission Meeting dates for 2023/2024 as presented.
- B. Approve the Regular Commission Meeting dates for 2023/2024 with the following amendments: *[mover to specify amendments]*.
- C. Direct Administration how it wishes to proceed.

**ATTACHMENTS:** N/A

**MEETING MINUTES  
September 18, 2023  
COUNCIL CHAMBERS  
LACOMBE AB**

**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  
Kim Isaak, CAO, Town of Blackfalds  
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds  
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe  
Chris Huston, Utilities Manager, City of Lacombe  
Iwalani Post, Administrative Assistant, City of Lacombe
- Regrets:** Amber Mitchell, Engineering Manager, City of Lacombe  
Angela Smith, Regional Utilities Foreman, City of Lacombe  
Tim Timmons, County Manager, Lacombe County  
Michael Minchin, Director of Corporate Services, Lacombe County

**1. Call to Order:**

*Chair Creasey called the meeting to order at 10:30 am.*

**2. Adoption of the Agenda:**

*MOVED by Councillor Ireland that the Regular Meeting Agenda for September 18, 2023, be adopted as presented.*

*CARRIED UNANIMOUSLY*

**3. Adoption of Minutes**

**3.1. Regular Meeting Minutes of June 19, 2023**

*MOVED by Councillor Ireland that the minutes for June 19, 2023 meeting be adopted as amended.*

*CARRIED UNANIMOUSLY*

#### 4. Presentations

#### 5. Reports

##### 5.1. Administration

CAO Thompson reported the Administration is beginning the internal budget preparation process. The budget is typically reviewed at the November regular meeting. YTD revenue and expenses are lower than budgeted, and the Commission's net deficit is approximately \$68K due to budget timing of expenses, but is expected to disappear by the end of the year.

Operations noted that the Commission wastewater meters were tested in August, weed control continues at the Blackfalds site, and new harmonic filters are being monitored. Biofilter media sampling and testing are scheduled for the fall, along with water well, wet well, and heat tape inspections.

*MOVED by Vice-Chair Hoover that the Commission accept the Administration Report as information.*

*CARRIED UNANIMOUSLY*

#### 6. New Business / Emergent Items

##### 6.1. Blackfalds Lease Agreement Request

CAO Thompson presented a request from the Town of Blackfalds to have one of the leased lagoon cells released back to the Town for their own municipal purpose. CAO Thompson noted that the cell in question was not included in the emergency storage volume requirements, and returning the lagoon cell does not impact the Commission.

*MOVED by Councillor Ireland that the Commission directs Administration to enter into the amending lease agreement with the Town of Blackfalds, returning the Town's easternmost lagoon cell to the Town for their municipal use, as presented.*

*CARRIED UNANIMOUSLY*

##### 6.2. City of Lacombe Management Services Contract Renewal (2024-2037)

CAO Thompson advised the Commission of the City of Lacombe's intent to seek renewal of the Management Services Contract, which ends in March 2024. The City of Lacombe will submit a proposal at the November 6<sup>th</sup>, 2023 meeting showing a 3-4% rate increase.

*MOVED by Vice-Chair Hoover that the Commission accept this report as information.*

*CARRIED UNANIMOUSLY*

#### 7. In Camera

#### 8. Next Meeting:

Monday, November 6, 2023, at 10:00 am, City of Lacombe Council Chambers.

**9. Adjournment:**

*MOVED by Councillor Ireland that the North Red Deer Regional Wastewater Services Commission meeting of September 18, 2023, be adjourned at 10:50 am.*

*CARRIED UNANIMOUSLY*

---

Chair

---

Administrator



# ADMINISTRATION REPORTS

Administrative, Financial & Operational

Date: November 6, 2023

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

## ADMINISTRATIVE

Developed the 2024 Capital and Operating Budget for the Board's consideration.

## FINANCIAL

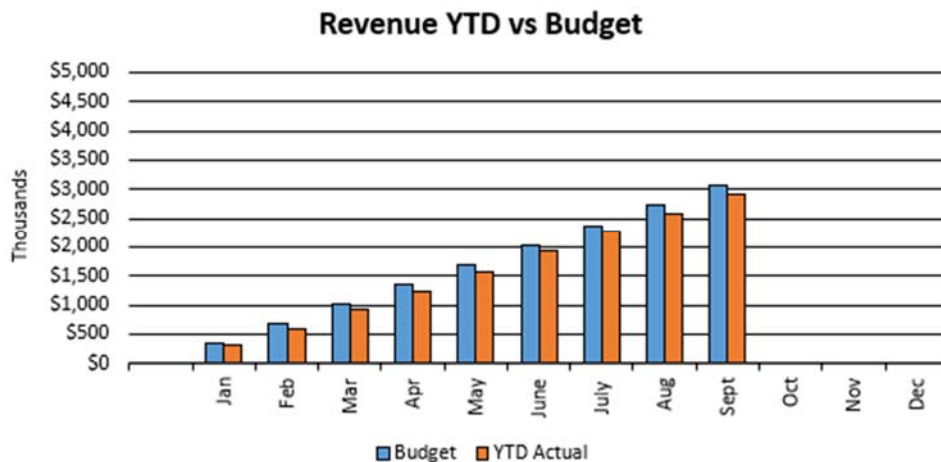
Table 1 - Wastewater volumes (in cubic meters) - January to September

Member	2022	2023
City of Lacombe	1,040,849	971,805
Town of Blackfalds	497,259	498,299
Lacombe County	18,591	41,493
Septic Receiving Station	0	1.302
<b>Total</b>	<b>1,556,699</b>	<b>1,512,899</b>

Wastewater volumes have decreased over the prior year by 43,800 cubic meters or 2.8%.

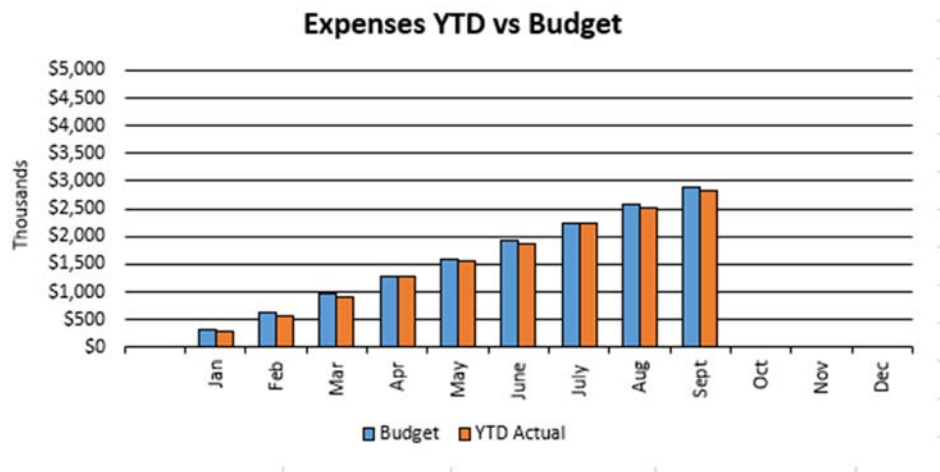
## Revenue

As of September 2023, actual revenues are lower than YTD (Year to Date) budgeted revenues by \$139,644 or 5%. The YTD revenue variances can be attributed to lower treatment volume than budgeted.



## Expenses

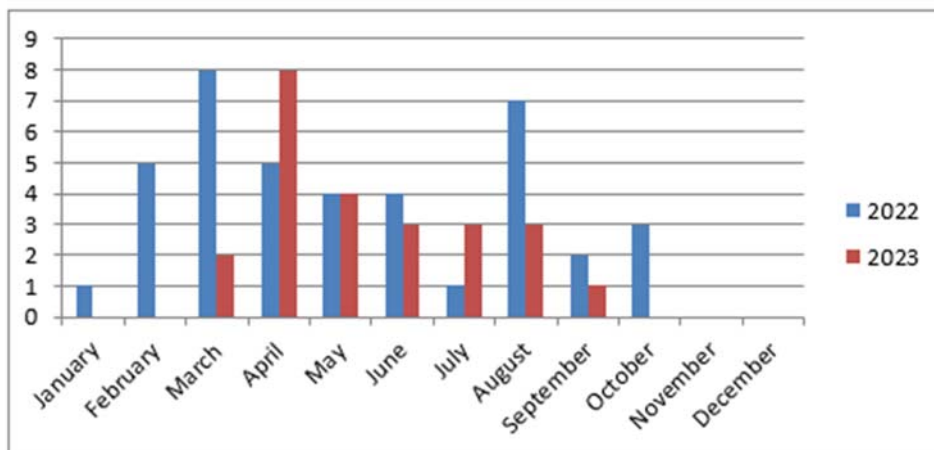
As of September 2023, actual expenses are lower than YTD budget by \$51,269 or 2%. The YTD wastewater treatment fees are under budget by \$129K which correlates to the YTD revenue variance. Bulk chemical purchases and parts and repairs are over the year-to-date budget by \$91K due to budget timing differences expected to diminish by the end of the year.



## YTD Surplus/Deficit

As of September 2023, the YTD net deficit is approximately \$88,374 due to budget timing of expenditures (i.e., repairs and bulk chemical purchases).

## OPERATIONAL



*September – 1 locate*

2022 = 40 locates completed (2021 = 59)

**2023 to date = 24 requests**



## **Notable activities since the last report**

### Lacombe:

Replaced the faulty SRS meter. The meter's internal bladder was unattached from the body.

### Blackfalds:

Biofilter media was sampled.

Stantec, T&T power, and Vector Electric continue to optimize the harmonic filters within design parameters.

### OMF:

Drained and inspected the wet well.

Biofilter media was sampled.

## **Planned Fall/Winter maintenance activities:**

Inspect and ensure all heat tape is operational, and generally get the sites ready for Winter.

**ATTACHMENTS:** N/A



# **North Red Deer Regional Wastewater Services Commission**

Management and Operations Services Proposal  
2024 – 2027

**NRDRWWSC**



[www.lacombe.ca](http://www.lacombe.ca)

## TABLE OF CONTENTS

<b>1. EXECUTIVE SUMMARY .....</b>	<b>3</b>
<b>2. THE CITY OF LACOMBE TEAM .....</b>	<b>5</b>
2.1. JORDAN THOMPSON, CET, PMP – NRDRWWSC CAO .....	5
2.2. IWALANI POST – ADMINISTRATIVE ASSISTANT .....	5
2.3. AMBER MITCHELL P.ENG.– ENGINEERING SERVICES MANAGER.....	6
2.4. CHRIS HUSTON – MANAGER OF UTILITIES .....	6
2.5. ANGELA SMITH – REGIONAL UTILITIES FOREMAN.....	6
2.6. MATTHEW SAWITSKY – REGIONAL UTILITIES OPERATOR .....	7
2.7. TRACEY MCKINNON – SR. MANAGER OF FINANCE .....	7
<b>3. BASE SERVICES .....</b>	<b>7</b>
3.1. GENERAL ADMINISTRATION DUTIES.....	8
<i>Commission Administration</i> .....	8
<i>Insurance &amp; Risk Management</i> .....	9
<i>Safety Certificate</i> .....	10
<i>Coordination of Service Agreements</i> .....	10
<i>Office and Information Systems Support</i> .....	10
3.2. BUDGET AND FINANCIAL SUPERVISION .....	10
<i>Preparation of Budgets</i> .....	10
<i>Bookkeeping Functions</i> .....	11
<i>Financial Statements and Financial Information Return</i> .....	11
3.3. MANAGEMENT OF LINE CROSSINGS.....	11
3.4. WASTEWATER RATE CALCULATIONS .....	12
3.5. COMMUNICATION WITH MEMBERS AND THE CITY OF RED DEER .....	12
3.6. OPERATION AND MAINTENANCE OF THE REGIONAL LINE .....	12
<i>Daily Operational Requirements</i> .....	13
<i>Weekly Operational Requirements</i> .....	13
<i>Monthly Operational Requirement</i> .....	13
<i>Yearly Operational Requirements</i> .....	13
<i>Vehicles and Equipment</i> .....	13
3.7. ON-CALL DUTIES .....	14
<b>4. VALUE ADDED SERVICES.....</b>	<b>14</b>
<i>Social Media Strategy and Outreach</i> .....	14
<b>5. FEES SCHEDULE .....</b>	<b>15</b>

# 1. Executive Summary


Enclosed is the City of Lacombe's (the City) management services proposal for the North Red Deer Regional Wastewater Services Commission (the Commission). For six years the City has provided general administration, financial management, maintenance, and operational services to the Commission. It has served in the same capacity for the North Red Deer River Water Services Commission for the past 16 years. Renewing the maintenance services contract with the City of Lacombe means the Water and Wastewater Commissions will continue to have a common administrator and operator and would ensure seamless continuity between the water and wastewater Commissions. The Commissions would continue to be effectively managed as one common water/wastewater regional system under two governance structures, and will continue to have a partner that:

- has a vested interest in the Commission's long-term success,
- works collaboratively with local administrations and their operators, and
- provides a consistent administration, operational, and financial management approach.

The City currently employs utility staff who have many years of experience servicing and operating complex water and wastewater distribution systems. It is through our experience in maintaining our complex, and aging utility systems that the City has developed a robust system of safe work practices, policies, and preventative maintenance guidelines that has allowed it to operate the Commission's system safely and responsibly for the last six years.

Chris Huston will continue to oversee Angela Smith, Regional Foreman and Matt Sawitsky, Regional Operator who will be the primary operators for the Commission. However, the City has an additional five local utility operators capable of providing on-call and testing services. This is especially important in the event of illness, unexpected staff turnover and to maintain operational capacity.

Your CAO, Jordan Thompson will continue to provide managerial, administrative, and financial services oversite to the Commission as part of the management services agreement. Mr. Thompson will be supported by the Senior Manager of Finance, Tracey McKinnon; Engineering Manager, Amber Mitchell; and Administrative Assistant, Iwa Post. Matthew Goudy will continue to act as the City's backup to Jordan Thompson.



The City is proud to say it has the resources and the expertise to advise and support the Commission through its evolving needs. You will note that this proposal includes several value-added services that are available from the City that expand the Commission's offerings to its members. The City invites the Commission to inquire about these services or direct its CAO to work with the City to explore these opportunities in the future.

Thank you for the opportunity to serve the Commission - we hope to continue to do so well into the future. Any questions or inquiries can be directed to the following main contact for the City for this proposal:

Matthew Goudy, P.Eng  
Chief Administrative Officer  
City of Lacombe  
5432 56 Avenue  
Lacombe, AB T4L 1E9  
Ph. (403) 782-6666  
Email: MGoudy@lacombe.ca

*This Proposal contains confidential information, which is proprietary to the City of Lacombe. This information is provided for the sole purpose of permitting the North Red Deer River Water Services Commission to evaluate the City of Lacombe as a provider for Management and Operations Services. In consideration of the receipt of this document, the recipient agrees to maintain the information contained in this Proposal in confidence and not reproduce or otherwise disclose this information to any person outside the group directly responsible for the evaluation of its contents. The City of Lacombe is bound by the Freedom of Information and Protection of Privacy Act (Alberta) and all documents submitted to the City will be subject to provisions of this legislation.*

*The City reserves the right to have the recipient return all copies of this Proposal at the conclusion of the evaluation process and in any event, the recipient shall immediately return all materials to the City of Lacombe should the recipient not select the City of Lacombe.*

## 2. The City of Lacombe Team

The following are the experienced and capable individuals committed to the Commission's success. These are the primary staff who will be involved in the delivery of services outlined in this proposal.

### 2.1. Jordan Thompson, CET, PMP – NRDRWWSC CAO



Jordan is a Certified Engineering Technologist with extensive experience in municipal and regional infrastructure. Jordan is a Project Management Professional and has worked on multi-million dollar projects ranging from municipal buildings to regional water and wastewater transmission lines. Jordan works closely with the City's CAO and Corporate Leadership Team to advance Council's strategic plan. Jordan is responsible for the management of all aspects of the City's Operations & Planning Services Division which includes: long-range land use planning, development permitting, engineering, project management, road construction and maintenance, bridge construction and maintenance, fleet, operations and maintenance of sanitary sewer including collection and treatment, waterworks including storage, distribution, and operation of both City infrastructure and the North Red Deer River Water Services Commission, maintenance of the Wolf Creek, bridge construction and maintenance, snow removal, solid waste management including garbage collection, and recycling. Since 2019, Jordan has also been the Chief Administrative Officer for the NRDRWWSC striving for continuous improvement for the benefit of the Commission and its regional members. During his tenure the Board endorsed:

- revisions to the Commission's bylaws to align with new legislation,
- a multi-year work plan and financial plan,
- Cost of service utility rate model,
- The Regional Services Commission Board Training and Tour which took place October 2022 and another NRDRWWSC/NRDWSC Board Orientation Sessin in June 2023.

### 2.2. Iwalani Post – NRDRWWSC Administrative Assistant

Iwalani is the Administrative Assistant for the City of Lacombe Operations & Planning Division and fulfills the role of Administrative Assistant for the Commission as well as the North Red Deer River Water Commission. Iwa has worked in a leadership role in the private sector for over twenty years and joined the City in July of 2022. She is currently enrolled in the National Advanced Certificate on Local Authority Administration program at the University of Alberta. Under this proposal, Iwa would continue to manage and maintain all documents and communications relating to Commission meetings, assist with planning commission events, manage Commission right of way agreements,





handle incoming and outgoing communications, maintain the Commission’s website, and oversee all clerical requirements of the Commission.

### 2.3. Amber Mitchell P.Eng.– Engineering Services Manager

Amber is a Professional Engineer registered with APEGA and has 11 years of experience working on municipal and regional infrastructure projects. She has been with the City of Lacombe since 2018, and, before that, she worked as an engineering consultant on a wide variety of municipal projects across Alberta. Her current position consists of developing and managing the City of Lacombe’s annual capital works projects and other larger capital projects. She works closely with the City’s Roads Manager and Manager of Utilities to provide engineering support for daily operations of the City’s infrastructure, and reviews plans/coordinates with third parties on construction activities occurring within Lacombe’s municipal boundaries. Amber also oversees the engineering for the regional water and wastewater commissions and is responsible for reviewing crossing applications and coordinating construction activities with other utility companies.



### 2.4. Chris Huston – Manager of Utilities



Chris is the Manager of Utilities for the City of Lacombe and has been with the City for over 20 years. He is a certified Water & Wastewater Operator and is on track to achieve his Level 3 certification for Water Distribution & Wastewater Collection in the near future – a certification level less than 10% of all current certified operators in Alberta hold. In his role, he manages the daily operation of the City’s various utilities, including water, sewer, and garbage. In addition to managing operations of the City of Lacombe’s utility services, Chris is also responsible for overseeing the day-to-day operations of the water and wastewater commissions and is the primary point of contact with Alberta Environment and Parks on regulatory matters. Chris directs two certified operators dedicated to regional operations and five certified operators from the City operations who act as backup.

### 2.5. Angela Smith – Regional Utilities Foreman

Angela is the City of Lacombe Regional Utilities Foreman. She graduated from Lakeland College and N.A.I.T., obtaining her Water & Wastewater Technician Certificate. Over the years, Angela attained Level 4 certification in Wastewater Treatment and Level 2 in both Collection and Distribution. Angela has worked for 6 different municipalities, including the City of Lacombe, culminating in over 18 years of water and wastewater related experience.



## 2.6. Matthew Sawitsky – Regional Utilities Operator

Matt is currently the Regional Utilities Operator for the City of Lacombe, starting in this role January 2023. Previously, Matt was a Utilities Operator II and has been with the City since 2020. Matt has achieved Level II Certification for Water Distribution and Wastewater Collection. He has worked in three municipalities, spanning nearly a decade in various roles, and brings this knowledge and experience to his Operator role for the Commission.



## 2.7. Tracey McKinnon – Sr. Manager of Finance



Tracey is a Certified Professional Accountant (CPA, CMA) with 17 years of experience in local government. Tracey first started her municipal career with The City of Red Deer in the Finance and Utilities departments. Tracey has been with the City of Lacombe since 2021 as its Senior Manager of Finance. In addition to maintaining the books and preparing financial statements for the City of Lacombe, Tracey currently performs these functions for Mary C. Moore Public Library, North Red Deer River Water Commission, and the Wastewater Commission itself. Under this proposal, Tracey would continue to serve in this role for the Wastewater Commission.

## 3. Base Services

The City of Lacombe has a wealth of experience at our disposal to provide the required base services to the Commission. We have separated the Commission base services into several key categories that will be required to provide Management, Utility Operation, Administration & Finance services to the Commission. The City currently operates a water distribution system, a stormwater collection & management system, a sanitary sewer collection system, a solid waste collection system, a recycling depot, and an extensive road network in addition to the regional water and wastewater systems water system. All of these systems have one or more things in common with the Commission's infrastructure.

The following section outlines the specific list of base services provided by the City. This list captures the full scope of work the Commission receives today from the City.



## 3.1. General Administration Duties

### Commission Administration

#### 1. Chief Administrative Officer

Subject to approval from the Commission, Jordan Thompson, will be the CAO, responsible for all duties and obligations identified in Part 15.1 of the Municipal Government Act and the Commission's Bylaws.

#### 2. Create Meeting Agendas and Minutes for Commission Meetings

NRDRSWWC Bylaw 8 Clauses 7.1 and 8.1 requires the Board to hold no less than three (3) Regular Meetings per year and one (1) Annual Meeting prior to April 30<sup>th</sup> of each year. City staff will continue to prepare agendas, compile pertinent documentation, coordinate attendance, and ensure members receive agenda packages in advance of the meetings. City staff will also ensure concise minutes are compiled and presented to the Board for approval. During the 2021-2024 contract term, the City prepared agendas and minutes for three (3) Annual Meetings and ten (10) regular Commission meetings. In total the City facilitated thirteen (13) Commission meetings. The City also developed and facilitated two (2) board training events during this contract period. The Regional Services Commission Board Training and Tour took place in October 2022 and another NRDRWWSC/NRDRWSC Board Orientation Session was held in June 2023.

#### 3. Oversee Preparation of Commission Bylaws

In 2020, changes were made to the Municipal Government Act which affected the governance of Regional Services Commissions. The City, in its role as Commission Administrator, reviewed the changes and proposed a work plan to ensure compliance with the amended legislation. At the Board's direction, the CAO will continue to review the Commission bylaws and prepare amendments, if required, for consideration. Bylaws 8 (previously 1 and 1.1) and 9 were reviewed, amended, and/or passed during the 2021-2024 contract term.

#### 4. Policy Administration

Currently, the City is working to align the Wastewater Commission and the Water Commission bylaws and policies. The Wastewater Commission does not have policies in place at this time. Subject to such approvals from the Commission as may be required, the City will continue to engage in consultancy and legal services as may be necessary to develop new Commission policies in the areas of financial reserves, long-term capital replacement, debt balances, and rate calculations/structures to support long term financial plans and models. The City is also working to develop operational and governance policies and ensure that Commission practices are in alignment with current best practices. In the interim, where the Commission does not hold a specific policy on a matter, the City will apply its own.

#### 5. File Returns and Reports to the Province of Alberta

Under the guidance of the Senior Manager of Finance and in cooperation with the Commission's contracted auditor, City staff will continue to present to the Board and file the annual financial and

operating reports required by Alberta Municipal Affairs in accordance with the guidelines and the provisions of the Municipal Government Act, R.S.A 2000, c.M-26.

#### 6. General Records Management Duties

The City will continue to maintain the Commission's records in a safe and secure facility. All Commission records are managed in accordance with the Freedom of Information and Protection of Privacy Act and Regulations. This includes, for example, all minutes, bylaws, record drawings, financial documentation, member communications, and any other administrative records.

#### 7. Customer Service and Inquiries

As a municipality and member community, the City of Lacombe knows the importance of good communication and customer service within the Commission as well as to the general public. City staff receive, document, and process Commission inquiries made electronically, verbally, and in writing. All inquiries and communications received by City staff are monitored and handled in a professional and timely manner.

#### 8. Website

The City continues to manage the Commission's website ([www.nrdrwwsc.ca](http://www.nrdrwwsc.ca)) in accordance with Commission practices and the Freedom of Information and Protection of Privacy Act and Regulations, including posting bylaws, meeting agendas, meeting minutes, audited financial statements, and approved budgets. In January 2023, the City completed the Septage Receiving Station webpage within the NRDRWWSC website. The SRS webpage now includes key information about the Septage Receiving Station and a downloadable NRDRWWSC SRS Agreement for haulers to access.

### Insurance & Risk Management

All Commission insurance policies are purchased through RMA Insurance Ltd. These policies (Certificate #NOR119) renew on the first of November annually. The City is currently working with RMA Insurance Ltd. on the 2023-2024 policy renewals. The City ensures that the Commission maintains, as a minimum, \$5,000,000 in Comprehensive General Liability. All Insurance Policy documents are available to the Commission members upon request. NRDRWWSC has had 1 claim filed under Equipment Breakdown Insurance for a pump failure during this contract term.

#### 1. Administration of General Liability Insurance Policy

Policy Numbers GENESIS/GAI 2012/23 provide General, Cyber, and Terrorism Liability.

#### 2. Administration of Property & Fire Insurance Policy

Policy Number RSLE2215/6-23 provides Property and Terrorism Coverage for the Red Deer Meter Vault.

Policy Number EBI048490594 provides Boiler and Machinery coverage.

#### 3. Administration of Board Liability Insurance Policy

Policy Number UMB12012/23 provides Umbrella Liability.

Policy Number 82612082 provides Bond and Crime coverage.

### Safety Certificate

The City will continue to maintain a Certificate of Recognition certified through the Alberta Municipal Health and Safety Association demonstrating the City's health and safety management system has been evaluated by a certified auditor and meets provincial OHS standards.

### Coordination of Service Agreements

The City of Lacombe staff will continue to manage all third-party contracts on behalf of the Commission. These include, but are not limited to, Access Gas Services, Alberta Municipal Services Corporation, Atco Energy, Fortis, BDO Canada LLP, City of Red Deer, Stantec Consulting, Telus and Town of Blackfalds. Under the direction of the Commission, the City will undertake any future issuance for request for proposals or invitation for tenders for any service required by the Commission.

### Office and Information Systems Support

The City of Lacombe provides office space and information system resources within the City of Lacombe City Hall. The City provides landlines, internet access, computers, and smartphones to support its services to the Commission. The City manages the Commission's bookkeeping on VADIM accounting software. IT support is provided to the Commission for two (2) Commission-owned SCADA system laptops, as well as website support.

## 3.2. Budget and Financial Supervision

### Preparation of Budgets

All financial duties will be managed by the Senior Manager of Finance who works jointly with the Commission CAO to develop the Commission's budgets and capital plans.

#### 1. Operating & Capital Budget

The City prepares, for the Commission's consideration, annual budgets in accordance with the Municipal Government Act, RSA, c. M-26, and the Commission's long-term financial plan. The City prepared and presented all 2021 – 2023 Operating and Capital budgets.

2023 Operating Budget adopted by Board, November 7, 2022

2022 Operating Budget, 2022-2025 Financial Plan and 2022-2031 Capital Plan adopted by Board, November 29, 2021

2021 Operating Budget adopted by Board, November 9, 2020

#### 2. Multi-Year Capital Plan

The Commission's long-term capital plan includes a 10-year capital cost outlook based on the Commission's Asset Management Plan. The Commission has not yet adopted an Asset Management Plan. The system completed construction in 2018 and remains in very good condition. However, the Commission's asset inventory includes the pipeline, buildings, pumps, equipment, and IT

infrastructure, so asset management and financial planning for long-term replacement is the best practice.

### Bookkeeping Functions

The City of Lacombe Financial Services Division, under the direction of the Senior Manager of Finance, will manage all accounts payables, accounts receivables, GST remittances, and reconciliations for the Commission.

#### 1. Vendor Invoices

In accordance with the City's Procurement Policy and the new prompt payment legislation, the City staff will ensure all vendor invoices are reviewed, approved, and paid in a timely manner.

#### 2. Customer Invoices

The City staff will prepare, issue, and collect payment for all customer invoices to member municipalities and other customers.

#### 3. Goods and Services Tax (GST)

The City will maintain the Commission's GST account in good standing. All reporting and remittances, as required by Canada Revenue Agency, will continue to be compiled and submitted in accordance with Canada Revenue Agency rules.

#### 4. Payroll

The Commission had no payroll requirements within this contract term as management services are contracted to the City.

#### 5. Bank Reconciliation

All Commission bank accounts will continue to be maintained and reconciled monthly.

### Financial Statements and Financial Information Return

Under the direction of the Senior Manager of Finance, all annual financial statements and Financial Information Returns (FIR) are prepared in accordance with generally accepted accounting principles. The City staff will continue to coordinate with the Commission's appointed auditor to conduct the Commission's annual audits and fulfill its reporting requirements in accordance with the guidelines outlined in the Municipal Government Act, c. M-26.

## 3.3. Management of Line Crossings

Management of line crossings by City staff is done with the highest level of diligence to ensure that the Commission's infrastructure is protected when other utilities cross, parallel, or encroach on the Commission's right of way. The City will continue to manage the crossing application process, proximity requests, the administration of agreements, and temporary workspace approvals on the Commission's behalf. The City has processed approximately seven (7) Right of Way agreements in this contract term. All physical and electronic documentation related to Commission Line Crossings,

including but not limited to, alignments, drawings, correspondence, and records, are maintained in accordance with General Records Management.

The City will maintain the Commission's pipeline alignments in its municipal GIS database. The City uses common municipal symbols and layers so that mapping information can be shared with member communities upon request.

### 3.4. Wastewater Rate Calculations

The City reviews the annual wastewater rates for member municipalities, based on expected wastewater volumes, operating costs, and required capital expenditures of the Commission to confirm the Commission's actual financial situation is in line with projections in the approved rate model. At the November 29<sup>th</sup>, 2021 Organizational Meeting, the Commission adopted a rate phasing strategy that holds the variable sales rate at \$1.87/m<sup>3</sup> until 2030. Due to higher than predicted City of Red Deer Wastewater treatment rates for 2023, the City recommends a moderate rate adjustment for members starting in 2024. The City will continue to prepare and present amendments to Commission Bylaw 4 (Rates and Fees) as required.

### 3.5. Communication with Members and the City of Red Deer


The City will continue to coordinate communications with the City of Red Deer and member municipalities, as per the applicant Wastewater supply and membership agreements, to determine future Wastewater volume forecasts, review and set annual rate structures, and address any service issues or Wastewater rate concerns.

### 3.6. Operation and Maintenance of the Regional Line

Under the supervision of the City's Manager of Utilities, the City will provide day-to-day operation and maintenance of all the Commission's Regional Wastewater Systems. Staff will continue to coordinate repairs with contractors as required. Regional operators will fulfill all locate requests, inspections, wastewater sampling and testing services, meter readings and verifications, management of collection license, and reporting compliance during this contract term. The City of Lacombe has substantial experience in the operation and maintenance of the NRDRWWSC's system. Mr. Huston is responsible for overseeing the ongoing operational duties and service requirements of the Commission including:

- Liaising with the utility operations staff of Members and customers of the wastewater system as required in the operation of the wastewater system;
- Liaising with the City of Red Deer operations staff;
- Providing preventative maintenance to ensure continuous and satisfactory service to all members;
- Being responsible to ensure the SCADA system is operational;





Sharing on-call duties as required;  
Directing the response to emergency situations; and  
Attending Commission meetings as necessary.

### Daily Operational Requirements

As part of the daily operational requirements, the City responds to all Alberta One Call locate requests (Utility Safety Partners). The City staff ensures that NRDRWSC facilities are marked (if warranted) within 48 hours of receiving the request. In 2021, the City processed fifty-nine (59) Alberta One Call locate requests. This decreased in 2022 to forty (40). To date, the City staff have processed fourteen (14) Alberta One Call requests in 2023.

### Weekly Operational Requirements

Under the direction and supervision of Mr. Huston, the City staff performs weekly visual inspections of the Commission line, lift station and odour management facility maintenance. Records/logs are maintained in a database which record test results and line locations. These records are available to the Commission whenever requested.

### Monthly Operational Requirement

The City staff perform monthly wastewater testing at the Blackfalds regional lift station, and the odour management facility biofilter, as well as month-end meter readings at Lacombe and Blackfalds. The results of the readings are recorded in the Annual Meter Readings spreadsheets and are forwarded to the Commission and the City's Finance Department in a timely fashion.


### Yearly Operational Requirements

In early fall of each year, the City engages an outside contractor to verify the accuracy of all Commission wastewater meters for accuracy, and biofilter media is sampled and sent for analysis to ensure that the biofilters are operating as designed.

As part of the yearly operational requirements, Mr. Huston ensures that all Alberta Environment Annual Reports are prepared and submitted to ensure the Commission's compliance with applicable legislation from both Alberta Environment and the Canadian Environmental Protection Agency. Regular maintenance performed by the City for wastewater infrastructure includes grinder inspection and maintenance, wet well cleaning and chamber stripping, wastewater bypass testing, HVAC checks, OMF biofilter checks, FOG testing, generator servicing, sensor inspection and servicing, and seasonal weed control (the goats).

### Vehicles and Equipment

The City will provide vehicles, hand tools (wrenches, shovels, lathe, flagging, etc.), and general equipment (radios, GPS locators, PPE, etc.) as may be necessary for use in monitoring, inspection, maintenance, and routine repair. Where specialized tools or equipment are required or anticipated



to be required for performance under the Services Agreement and the City is not prepared to purchase or provide such tools or the equipment, the City, subject to such approvals as may be necessary, will acquire such specialized equipment for use only in the performance of the Services Agreement. The rental of an ATV may be required at certain times a year during normal operations to do a thorough inspection of the transmission line. Acquired tools or equipment will remain the property of the Commission and returned to the Commission upon expiry of the Services Agreement.

### 3.7. On-Call Duties

The City will continue to provide the Commission with after-hours, on-call operations as required. Emergency services that are required and outside the normal course of operations are not included in the City's base rate. Oversight, contract management, and reports to the Board related to emergencies are included in the City's base rate.

---

## 4. Value Added Services

### Social Media Strategy and Outreach

The City has a marketing and communications team who can develop educational and informational content on behalf of the NRDRWWSC for members to share on their own social media channels.