

**MEETING MINUTES**

**April 3, 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 Ken Weenink, Lacombe County
- Others:** Jordan Thompson, NRDRWWSC CAO  
Denise Bellabono, NRDRWWSC Administrative Assistant  
Matthew Goudy, CAO, City of Lacombe  
Justin DeBresser, Acting CAO, Town of Blackfalds  
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds  
Tim Timmons, County Manager, Lacombe County  
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe  
Amber Mitchell, Engineering Manager, City of Lacombe  
Chris Huston, Utilities Manager, City of Lacombe  
Angela Smith, Regional Utilities Foreman, City of Lacombe (*Remote*)  
Iwalani Post, Administrative Assistant, City of Lacombe
- Guests:** Joel Sawatzky, Stantec Consulting Ltd.  
Todd Simenson, Stantec Consulting Ltd. (*Remote*)  
Michael Levia, CPA, CA, BDO Canada LLP  
Ryan Wachter, CPA, CA, BDO Canada LLP
- Regrets:** Councillor John Ireland, Lacombe County  
Michael Minchin, Director of Corporate Services, Lacombe County

**1. Call to Order:**

*Chair Creasey called the meeting to order at 10:06 am.*

**2. Adoption of the Agenda:**

*MOVED by Mayor Hoover that the Regular Meeting Agenda for April 3, 2023, be adopted as presented.*

CARRIED UNANIMOUSLY

### **3. Adoption of Minutes:**

#### 3.1. Regular Meeting Minutes of November 7, 2022

*MOVED by Councillor Weenink that the minutes for November 7, 2022 meeting be adopted as circulated.*

CARRIED UNANIMOUSLY

### **4. Presentations:**

#### 4.1. 2022 Financial Statement – BDO Canada LLP

Mr. Levia and Mr. Wachter of BDO Canada LLP, reviewed the Auditor's Report and the 2022 Audited Financial Statements, comprising of the financial position as of December 31, 2022. The non-financial assets book value is \$67 million cost less amortization, surplus of \$63.4 million. Long-term debt payments for 2023 will be \$175,669. Debt limit has \$2.6 million remaining debt capacity. Accumulated surplus shows operating reserves at \$550,000 and capital reserves at \$1,353,631.

### **5. Reports:**

#### 5.1. Administration

CAO Thompson presented the Administration Report confirming second Board of Directors Training for June 19, 2023. City of Red Deer wastewater treatment rate is \$1.24 per cubic meter. Due to higher than predicted rates, NRDRWWSC will require a modest rate increase to members starting in 2024. Financials were provided for January/February. Wastewater volumes have increased over the prior year by 2%. Both revenue and expenses are lower than YTD budgeted amounts. Operations is still participating in the University of Calgary wastewater monitoring and a link to the website will be emailed to interested members.

*MOVED by Mayor Hoover that the Commission accept the Administration Report as presented.*

CARRIED UNANIMOUSLY

### **6. New Business / Emergent Items:**

#### 6.1. 2022 Financial Statement

Sr. Manager McKinnon provided a follow up to the 2022 Financial Statement presentation by BDO. The audited financial statements are to be submitted to Alberta Municipal Affairs by May 1, 2023.

*MOVED by Mayor Hoover that the Commission approve the North Red Deer Regional Wastewater Services Commission 2022 Audited Financial Statement as amended.*

CARRIED UNANIMOUSLY

*MOVED by Councillor Weenink that the Commission approve the transfer from the operating reserve in the amount of \$156,202.*

*CARRIED UNANIMOUSLY*

**7. Next Meeting:**

Monday, June 19, 2023, at 10:00 am, City of Lacombe Council Chambers.

**8. Adjournment:**

*MOVED by Mayor Hoover that the North Red Deer Regional Wastewater Services Commission meeting of April 3, 2023, be adjourned at 10:35 am.*

*CARRIED UNANIMOUSLY*

ORIGINAL SIGNED

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Chair

ORIGINAL SIGNED

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Administrator