

## REGIONAL WASTEWATER MEETING MINUTES

March 29, 2021

COUNCIL CHAMBERS

LACOMBE AB

### In Attendance:

- Members:** Mayor Grant Creasey, Mayor, City of Lacombe  
Mayor Richard Poole, Mayor, Town of Blackfalds  
Councillor Ken Wigmore, Councillor, Lacombe County
- Others:** Jordan Thompson, NRDRWWSC CAO  
Matthew Goudy, CAO, City of Lacombe  
Tim Timmons, County Commissioner, Lacombe County  
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds  
Denise Bellabono, Administrative Assistant, NRDRWWSC
- Guests:** Alan Lister, BDO Canada LLP  
Ryan Wachter, BDO Canada LLP  
Mauricio Reyes, Contracted Finance Manager, City of Lacombe  
Joel Sawatzky, Stantec Consulting Ltd.  
Todd Simenson, Stantec Consulting Ltd.
- Regrets:** Myron Thompson, CAO, Town of Blackfalds  
Michael Minchin, Manager of Corporate Services, Lacombe County  
Chris Huston, Utilities Manager, City of Lacombe  
Amber Mitchell, Engineering Services Manager, City of Lacombe

### 1. Call to Order:

Chair Creasey called the meeting to order at 10:50 am.

CARRIED UNANIMOUSLY

### 2. Adoption of the Agenda:

*MOVED by Councillor Wigmore that the agenda for March 29, 2021 be adopted as presented.*

CARRIED UNANIMOUSLY

### **3. Adoption of Previous Minutes**

#### **3.1. Regular Meeting of November 9, 2020**

*MOVED by Councillor Wigmore that the minutes for November 9, 2020 meeting be adopted as presented.*

*CARRIED UNANIMOUSLY*

### **4. Presentation**

#### **4.1. 2020 Audit Statement – BDO Canada LLP**

Mr. Litster and Mr. Wachter of BDO Canada LLP, reviewed the Auditor's Report and the 2020 Audited Financial Statements, comprising of the financial position as of December 31, 2020.

In Summary:

- Long-term debt payments for 2020 was \$142,485 at 3.304% debenture.
- Net debt at end of 2020 decreased to \$3.9 million.
- Debt limit is less than the limited amount by \$4 million.
- Accumulated surplus shows operating reserves at \$400,000 and capital reserves at \$650,000.

*Mr. Litster and Mr. Wachter of BDO Canada LLP left the meeting at 11:02am*

### **5. Reports**

#### **5.1. Administration**

CAO Thompson presented the Administration report with the financial update that included a comparison to the previous year for wastewater volumes for each municipal member. Revenue is 16 percent lower than budgeted as of February 2021, and expenses lower by 12.7 percent. The Lacombe site will have the grinder re-installed, Blackfalds site will have the grinder removed for servicing. Mr. Reyes will be attending his last Commission meeting March 29, 2021 due to his departure from his position at the City of Lacombe.

*MOVED by Vice Chair Poole that the Commission accept the Administration Report of March 29, 2021 as information.*

*CARRIED UNANIMOUSLY*

#### **5.2. Chair**

Nothing to report currently.

## 6. New Business / Emergent Items

### 6.1. 2020 Financial Audit

Mr. Reyes provided a follow up of the 2020 Financial Audit presentation, highlighting the main reason between the budgeted and actual amounts for 2020 were due to a higher number of supplies than budgeted and in turn increased expenses. The unrestricted operating deficit, under note 6 of the report, is mainly due to capital expenses that occurred in past years.

*MOVED by Director Wigmore that the Commission approve the North Red Deer Regional Wastewater Services Commission 2020 Audited Financial Statement as amended to update and add the following statements:*

*(Note 3)*

*Replace the third line in the table labelled 'Total debt limit' with 'Total standing debt limit' and replace 'Total debt servicing limit' with 'Total standing debt servicing limit.'*

*(Note 7)*

*During the year the Town of Blackfalds purchased 14,054 m<sup>3</sup> (2019 - 18,302m<sup>3</sup>) of wastewater from the Commission and resold the wastewater to Lacombe County to service the Aspelund Business Park. The cost of wastewater attributed to the Town of Blackfalds, above, includes the wastewater it resold to Lacombe County.*

CARRIED UNANIMOUSLY

*Mr. Reyes left the meeting at 11:15am*

### 6.2. Commission Meeting Reschedule

CAO Thompson proposed the rescheduling of the Commissions' regular meeting on September 20, 2021 was requested due to conflicts with the Municipal Elections Nomination Day, explicitly the unavailability of facilities to hold the meeting.

*MOVED by Director Wigmore that the Commission approve the rescheduling of the September 20, 2021 Commission meeting to September 13, 2021 at 10:00 a.m.*

CARRIED UNANIMOUSLY

## 7. In Camera

*MOVED by Vice Chair Poole that the Commission with Administration and Stantec Consultants attending to support the Commission move In Camera at 11:19am to discuss the following items:*

**7.1. Land – FOIP Section 24**

**7.2. Land – FOIP Section 24**

*MOVED by Director Wigmore that the Commission return to Open Meeting at 12:10pm*

*MOVED by Vice Chair Poole that, regarding In Camera item 7.1. Land, the Commission direct Administration to open an insurance claim to determine the validity the claim and to bring back recommendations to the board.*

*CARRIED UNANIMOUSLY*

*MOVED by Director Wigmore that, regarding In Camera item 7.2. Land, the Commission authorizes Administration to proceed as per option one as described in Camera and if the landowner declines option one, Administration is directed to open an insurance claim to determine the validity of the claim and to bring back recommendations to the board.*

*CARRIED UNANIMOUSLY*

**8. Next Meeting:**

Monday, June 21, 2021 at 10:00 am, Lacombe County Council Chambers.

**9. Adjournment:**

*MOVED by Director Wigmore that the North Red Deer Regional Wastewater Services Commission meeting of March 29, 2021 be adjourned at 12:12 pm.*

*CARRIED UNANIMOUSLY*

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Original Signed  
Chair

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Original Signed  
Administrator