

REGIONAL WASTEWATER MEETING MINUTES

November 06, 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, Director, Lacombe County
- Others:** Jordan Thompson, NRDRWWSC CAO
Iwa Post, Administrative Assistant, NRDRWWSC
Matt Goudy, CAO, City of Lacombe
Tim Timmons, County Manager, Lacombe County
Preston Weran, Director of Infrastructure and Property Services, Town of Blackfalds
Amber Mitchell, Engineering Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe
Denise Bellabono, Legislative Coordinator, City of Lacombe
- Guests:** Todd Simenson, Stantec Consulting Ltd.
- Regrets:** Kim Isaak, CAO, Town of Blackfalds
Michael Minchin, Director of Corporate Services, Lacombe County
Tracey McKinnon, Sr. Manager of Finance, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Matt Sawitsky, Operator, City of Lacombe

1. Call to Order

CAO Thompson called the meeting to order at 10:15 am.

2. Adoption of the Organizational Agenda

MOVED by Councillor Ireland that the Organizational Agenda for November 6, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

3. Organizational Agenda

3.1. Annual Elections

3.1.a Call for Nominations of Chair:

Mayor Hoover nominated Mayor Grant Creasey

MOVED by Councillor Ireland that the nomination of Chair cease.

CARRIED UNANIMOUSLY

3.1.b Election of Chair:

CAO Thompson declared Mayor Grant Creasey Chair of the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 4, 2024.

Following the Election of Chair, the newly elected Chair, Mayor Grant Creasey, chaired the remainder of the meeting.

3.1.c Call for Nominations of Vice-Chair:

Councillor Ireland nominated Mayor Jamie Hoover

MOVED by Councillor Ireland that the nomination of Vice-Chair cease.

CARRIED UNANIMOUSLY

3.1.d Election of Vice-Chair:

Chair Creasey declared Mayor Jamie Hoover Vice-Chair of the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 4, 2024.

3.2. 2024 Scheduling of Meetings

MOVED by Vice-Chair Hoover that the Commission approves the Regular Commission Meeting dates for 2023/2024 as presented.

CARRIED UNANIMOUSLY

4. Adoption of Regular Meeting Agenda

MOVED by Councillor Ireland that the Regular Meeting Agenda for November 6, 2023, be adopted as amended.

CARRIED UNANIMOUSLY

5. Adoption of Minutes

5.1. Regular Meeting Minutes of September 18, 2023

MOVED by Mayor Hoover that the minutes from September 18, 2023, be adopted as presented.

CARRIED UNANIMOUSLY

6. Reports

6.1. Administration

CAO Thompson presented the Administration's report to the Commission highlighting the 2024 Capital and Operating Budget. As of September 2023, actual revenue is lower than YTD budget by 5% due to lower treatment volume, expenses are lower than budgeted by 2% due to lower treatment fees. Operations noted current and upcoming maintenance activities.

MOVED by Councillor Ireland that the Commission accept the November 6, 2023, Administration Report as presented.

CARRIED UNANIMOUSLY

7. Old Business

8. New Business / Emergent Items

8.1. City of Lacombe Management Services Contract Renewal (2024-2027)

CAO Thompson confirmed with the Commission the City of Lacombe's proposal to renew the Management and Operations Services Contract includes a 3% rate increase.

8.2. 2024 Operating and Capital Budget

CAO Thompson presented the 2024 Operating Budget based on the 2024-2040 Financial Plan. Projections for 2024 were made for overall wastewater sales with a projected 3.5% increase in volumes; annual expenses projected increases, treatment services, debt payments, and transfers to reserves were highlighted; and the estimated revenues for 2024 including total wastewater sales projected to be approximately \$4M for 2024. The 2024 Budget does not include any capital expenditures for 2024.

MOVED by Vice-Chair Hoover that the Commission adopts the 2024 Operating Budget as presented.

CARRIED UNANIMOUSLY

8.3. 2024 Wastewater Rate Bylaw 1st Reading

CAO Thompson presented for first reading of Bylaw 4.2, an amendment to Bylaw 4, for the 2024 Wastewater rate adjustment to be set to 1.90/m³, consistent with the 2024 Operating Budget. Administration will bring forward an amendment to Bylaw 4.2 to address septage receiving for second reading.

MOVED by Councillor Ireland that the Commission gives first reading to Bylaw 4.2 as presented.

CARRIED UNANIMOUSLY

9. Correspondence

10. In Camera

MOVED by Vice-Chair Hoover that the Commission move In Camera at 10:41 am to discuss the following items:

10.1. Legal – FOIP Section 24

10.2. FOIP Section 24

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland that the Commission return to Open Meeting at 11:11 am.

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland that, the Commission accepts the City's proposal and directs Administration to finalize a 2024-2027 Management and Operations Contract with the City of Lacombe.

CARRIED UNANIMOUSLY

11. Next Meeting:

Monday, December 4, 2023, at 10:00 am, City of Lacombe Council Chambers.

12. Adjournment:

MOVED by Vice-Chair Hoover that the North Red Deer Regional Wastewater Services Commission meeting of November 6, 2023, be adjourned at 11:13 am.

CARRIED UNANIMOUSLY

ORIGINAL SIGNED

Chair

ORIGINAL SIGNED

Administrator