

REGIONAL WASTEWATER MEETING MINUTES

November 17, 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
Kim Isaak, CAO, Town of Blackfalds
Matthew Goudy, CAO, City of Lacombe
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Doug Halldorson, Director of Operations, City of Lacombe
Chris Huston, Manager of Utilities, City of Lacombe
TJ Brown, Acting Manager of Engineering, City of Lacombe
Iwalani Post, NRDRWWSC Executive Assistant

Guests:

Regrets: Tim Timmons, County Manager, Lacombe County
Michael Minchin, Director of Corporate Services, Lacombe County
Michael Levia, Acting Manager of Finance, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe

1. Call to Order (Organizational Meeting):

CAO Thompson called the meeting to order at 11:12 am.

2. Adoption of Organizational Meeting Agenda:

MOVED by Director Ireland that the Organizational Meeting Agenda for November 17, 2025, be adopted as presented.

CARRIED UNANIMOUSLY

3. Annual Elections:

3.1. Election of Board Chair

Director Sands nominated John Ireland for Board Chair.

CAO Thompson declared John Ireland Board Chair for the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 9th, 2026.

Following the Election of Board Chair, Chair Ireland, chaired the remainder of the meeting.

3.2. Election of Board Vice-Chair

Director Proud nominated Jim Sands for Board Vice-Chair.

Chair Ireland declared Jim Sands Board Vice-Chair for the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 9th, 2026.

4. **New Business:**

4.1. Board Orientation

MOVED by Director Proud to accept the Board Orientation package as information.

CARRIED UNANIMOUSLY

4.2. 2026 Schedule of Meetings

MOVED by Vice-Chair Sands that the Commission approve the Regular Commission Meeting dates for 2026 as presented.

CARRIED UNANIMOUSLY

4.3. NRDRWWSC Signing Authorities

MOVED by Director Proud that the Commission directs Administration to replace the list of approved officers for the North Red Deer Regional Wastewater Services Commission authorized to execute cheques, promissory notes, bills of exchange, and other instruments, whether negotiable or not, on behalf of the Commission with the following:

*Chair, John Ireland
Vice-Chair, Jim Sands
CAO, Jordan Thompson
Alternate, Matthew Goudy
Alternate, Michael Levia*

CARRIED UNANIMOUSLY

5. **Organizational Meeting Adjournment:**

MOVED by Vice-Chair Sands to adjourn Organizational Meeting at 11:30 am.

1. **Call to Order (Regular Meeting):**

Chair Ireland called the Regular Meeting to order at 11:36 am.

2. Adoption of Regular Meeting Agenda:

MOVED by Vice-Chair Sands that the Regular Meeting agenda for November 17, 2025, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes:

MOVED by Chair Ireland that the minutes for September 15, 2025, be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentations

5. Reports:

5.1. Administration

CAO Thompson presented the financials for January to September 2025. Actual revenues are lower than budgeted by 5% due to lower than budgeted treatment revenue, expenses are lower than projected by 4%. The Commission is currently showing a YTD net deficit of \$6K. The annual budget is seasonally adjusted to reflect more accurate usage comparisons for a given period.

MOVED by Director Proud to accept the November 17, 2024, Administration Report as information.

CARRIED UNANIMOUSLY

6. New Business:

6.1. 2026 Proposed Operating and Capital Budget

CAO Thompson presented the 2025 Operating and Capital Budget based on the 2026-2040 Financial Plan that 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.

Projections for 2026 include an overall decrease in wastewater volumes, increases in annual expenses, and a decrease in revenue compared to the 2025 budget. The 2026 Operating Budget projects a year-end surplus balance of \$2.4M. The 2026 Capital Budget proposes new capital expenditures of \$138K towards two proactive pump rebuilds. The Capital Plan now includes a proactive pump rebuild schedule for 2026-2040.

MOVED by Vice-Chair Sands that the Commission authorizes Administration to distribute the proposed 2026 Operating Budget, Capital Budgets, and Financial Plan to Members for comments or questions.

CARRIED UNANIMOUSLY

6.2. 2026 Wastewater Rate Bylaw 4.4 - 1st Reading

CAO Thompson presented for first 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 first reading to Bylaw 4.4.

CARRIED UNANIMOUSLY

7. Correspondence

8. In Camera

9. Next Meeting Date:

Monday, December 15th, 2025, at 10:00am, City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Director Proud that the meeting be adjourned at 11:56 am.

CARRIED UNANIMOUSLY

ORIGINAL SIGNED

Chair

ORIGINAL SIGNED

Chief Administrative Officer