

**REGIONAL WASTEWATER MEETING MINUTES
November 4, 2024**

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
Preston Weran, Director of Infrastructure and Planning Services, Town of Blackfalds
Tracey McKinnon, Manager of Finance, City of Lacombe
Iwalani Post, NRDRWWSC Executive Assistant

Guests:

Regrets: Kim Isaak, CAO, Town of Blackfalds
Tim Timmons, County Manager, Lacombe County
Michael Minchin, Director of Corporate Services, Lacombe County
Phil Bevans, Acting Engineering Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Matt Sawitsky, Operator, City of Lacombe
Denise Bellabono, Legislative Coordinator, City of Lacombe

1. Call to Order (Organizational Meeting):

CAO Thompson called the meeting to order at 10:21 am.

2. Adoption of Organizational Meeting Agenda:

MOVED by Mayor Hoover that the Organizational Meeting Agenda for November 4, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3. Annual Elections:

3.1. Election of Board Chair

Mayor Hoover nominated Grant Creasey for Board Chair.

CAO Thompson declared Mayor Grant Creasey Board Chair for the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 17, 2025.

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

3.2. Election of Board Vice-Chair

Councillor Ireland nominated Jamie Hoover for Board Vice-Chair.

Chair Creasey declared Mayor Jamie Hoover Board Vice-Chair for the North Red Deer Regional Wastewater Services Commission by acclamation for the term expiring November 17, 2025.

4. **New Business:**

4.1. 2024/2025 Scheduling of Meetings

MOVED by Vice-Chair Hoover that the Commission approve the Regular Commission Meeting dates for December 2024 and 2025 as amended.

CARRIED UNANIMOUSLY

4.2. Update NRDRWWSC Signing Authorities

MOVED by Councillor Ireland 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, Grant Creasey
Vice-Chair, Jamie Hoover
CAO, Jordan Thompson
Alternate, Matthew Goudy
Alternate, Tracey McKinnon*

CARRIED UNANIMOUSLY

4.3. 2024 Auditor Appointment

MOVED by Councillor Ireland that the Commission appoint BDO Canada LLP as the external auditor for the 2024 year-end audit.

CARRIED UNANIMOUSLY

5. **Organizational Meeting Adjournment:**

Chair Creasey adjourned Organizational Meeting at 10:28 am.

1. Call to Order (Regular Meeting):

Chair Creasey called the regular meeting to order at 10:28 am.

2. Adoption of Regular Meeting Agenda:

MOVED by Vice-Chair Hoover that the regular meeting agenda for November 4, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes:

MOVED by Councillor Ireland that the minutes for September 16, 2024, be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentations

5. Reports:

5.1. Administration

CAO Thompson presented the Administrative Report highlighting the draft Terms of Reference document from the Joint Steering Committee, for the Board's review.

The City of Red Deer released the 2025 regional wastewater rates early. The proposed 2025 regional rate is \$1.38/m³.

Financials were provided for January to September 2024. Actual revenues are lower than budgeted by 5% due to lower than budgeted treatment revenue, expenses are lower than projected by 3%. The Commission is currently showing a YTD net deficit of \$66K due to a higher than budgeted City of Red Deer rate.

MOVED by Vice-Chair Hoover to accept the November 4, 2024, Administration Report as information.

CARRIED UNANIMOUSLY

6. New Business:

6.1. 2025 Proposed Operating and Capital Budget

CAO Thompson presented the 2025 Operating and Capital Budget based on the 2025-2040 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 2025 include an overall rise in wastewater volumes, increases in annual expenses which include the 2025 City of Red Deer rate increase, and increases in revenue. The 2025 Operating Budget projects a total surplus balance of \$2.6M. The 2025 Capital Budget proposes a new capital expenditure of \$184K

towards four proactive pump rebuilds. The Capital Plan now includes a proactive pump rebuild schedule for 2026-2035.

MOVED by Vice-Chair Hoover that the Commission adopt the 2025 Operating Budget as presented.

CARRIED UNANIMOUSLY

MOVED by Councillor Ireland that the Commission adopt the 2025 Capital Budget as presented.

CARRIED UNANIMOUSLY

6.2. 2025 Wastewater Rate Bylaw 1st Reading

CAO Thompson presented for first reading of Bylaw 4.3, an amendment to the Commission's Wastewater Rate Bylaw 4, for the 2025 Wastewater Rate to members be set to \$2.02/m³ and Septage Receiving Station customers be set to \$16.86/m³, consistent with the 2025 Operating Budget.

MOVED by Vice-Chair Hoover that the Commission give first reading to Bylaw 4.3.

CARRIED UNANIMOUSLY

7. Correspondence

8. In Camera

9. Next Meeting Date:

Monday, December 16th, 2024, at 10:00am, City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Councillor Ireland that the meeting be adjourned at 10:58 am.

CARRIED UNANIMOUSLY

ORIGINAL SIGNED

Chair

ORIGINAL SIGNED

Chief Administrative Officer