

REGIONAL WASTEWATER MEETING MINUTES

September 13, 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
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
Michael Minchin, Manager of Corporate Services, Lacombe County
Tracey McKinnon, Sr. Manager of Financial Services, City of Lacombe (remote)
Denise Bellabono, Administrative Assistant, NRDRWWSC

Guests: Robert Jenkins, R. Jenkins Consulting Ltd.
Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.

Regrets: Myron Thompson, CAO, Town of Blackfalds
Tim Timmons, County Commissioner, Lacombe County
Amber Mitchell, Engineering Services Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe

1. Call to Order:

Chair Creasey called the meeting to order at 11:23 am.

CARRIED UNANIMOUSLY

2. Adoption of the Agenda:

MOVED by Vice Chair Poole that the agenda for September 13, 2021, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Previous Minutes

3.1. Regular Meeting of June 21, 2020

MOVED by Director Wigmore that the minutes for June 21, 2021, meeting be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentation

4.1. Director Wigmore Retirement

Chair Creasey presented to Director Wigmore for his retirement from the Commission and the North Red Deer River Water Services Commission, a painting from a local artist to commemorate him as a long-time member of both Commissions.

5. Reports

5.1. Administration

CAO Thompson presented the Administration report with highlights on the revenues and expenses, as of August 2021, being lower than the budgeted year to date by 11% and 9%. Operational updates include Lacombe pump installation, troubleshooting HMI issues the regional and emergency lift stations, and bio filter media testing have been completed.

MOVED by Director Wigmore that the Commission accept the Administration Report of September 13, 2021, as information.

CARRIED UNANIMOUSLY

5.2. Chair

Nothing to report currently.

6. Old Business

6.1. Bylaw 1.1 – First Reading

CAO Thompson presented Bylaw 1.1 for first reading, which addresses the Regional Services Commissions legislation amendments and incorporates modernization and housekeeping updates. The proposed amendments were outlined in detail with supporting rationale.

MOVED by Vice Chair Poole that the Commission gives first reading to Bylaw 1.1 as presented.

CARRIED UNANIMOUSLY

MOVED by Director Wigmore that the Commission directs Administration amend the proposed Bylaw 1.1 for the second reading to reflect the provisions of Article 4 of the membership agreements regarding minimum Lacombe County capacity.

CARRIED UNANIMOUSLY

MOVED by Director Wigmore that the Commission directs Administration amend the proposed Bylaw 1.1 for second reading to define quorum.

CARRIED UNANIMOUSLY

7. New Business / Emergent Items

7.1. Signing Authority

CAO Thompson presented to the Commission the revision for the alternate appointed office signing authority for approval.

MOVED by Director Wigmore that the Commission appoint Tracey McKinnon, Senior Manager of Financial Services, as the alternate signing authority for the Commission in the event that the CAO is absent or not available for signing of cheques, documents, or investments.

CARRIED UNANIMOUSLY

8. Correspondence

8.1. Lacombe County Letter RE: Bylaw 1

A correspondence letter from Lacombe County was received endorsing the provisions of draft Bylaw 1 of the North Red Deer Regional Wastewater Services Commission.

MOVED by Vice Chair Poole that the Commission accept the correspondence as information.

CARRIED UNANIMOUSLY

9. In Camera

10. Next Meeting:

MOVED by Councillor Wigmore that the Commission reschedule the Monday, November 8, 2021, Regular Commission meeting to Monday, November 29, 2021, for 10:00 am at City of Lacombe Council Chambers

CARRIED UNANIMOUSLY

11. Adjournment:

MOVED by Vice Chair Poole that the North Red Deer Regional Wastewater Services Commission meeting of September 13, 2021, be adjourned at 11:42 am.

CARRIED UNANIMOUSLY

Original Signed
Chair

Original Signed
Administrator