



# North Red Deer Regional Wastewater Services Commission

5432-56 Avenue, Lacombe AB T4L1E9 Tel: (403)782-1254 Fax: (403)782-5655 mgoudy@lacombe.ca

**December 10, 2018**  
**Time 10:00 am-11:00 am**

COUNCIL CHAMBERS  
LACOMBE AB

## **Invitees:**

**Members:** Councillor Ken Wigmore, Chairperson, Lacombe County  
Mayor Richard Poole, Vice Chairperson, Town of Blackfalds  
Mayor Grant Creasey, Director, City of Lacombe

**Others:** Matthew Goudy, CAO - NRDRWWSC  
Myron Thompson, CAO, Town of Blackfalds  
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds  
Michael Minchin, Manager of Corporate Services, Lacombe County  
Keith Boras, Manager of Environmental & Protective Services, Lacombe County  
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.  
Justin de Bresser, Senior Manager of Financial Services, City of Lacombe  
Jordan Thompson, Director of Operations & Planning Services, City of Lacombe

**Guests:** Joel Sawatzky, Stantec Consulting Ltd.  
Todd Simenson, Stantec Consulting Ltd.

## **AGENDA**

1. Call to Order by CAO Matthew Goudy
2. Adoption of Agenda
3. Adoption of Previous Minutes  
Regular Meeting Minutes- November 5, 2018
4. 2019 Budget
5. Bylaw No.1 – Reading 1 & 2
6. Operational Report



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7. Engineers Report

8. Next meeting Date – April 8, 2019 at 10:00am (tentative)

9. Adjournment

Attachments:

NRDRWWSC Minute -Draft – November 5, 2018

NRDRWWSC – 2019 Budget

NRDRWWSC Bylaw1 FINAL

NRDRWWSC Bylaw 1.1 Draft

NRDRWWSC- Operational Report- December 10, 2018

Engineer's Report December 4, 2018

**REGIONAL WASTEWATER MEETING MINUTES**

**November 5, 2018**  
COUNCIL CHAMBERS  
LACOMBE AB

**In Attendance:**

**Members:** Councillor Ken Wigmore, Chair, Councillor, Lacombe County  
Mayor Richard Poole, Vice Chair, Mayor, Town of Blackfalds  
Mayor Grant Creasey, Director, Mayor, City of Lacombe

**Others:** Matthew Goudy, CAO, NRDRWWSC  
Myron Thompson, CAO, Town of Blackfalds  
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds  
Michael Minchin, Manager of Corporate Services, Lacombe County  
Justin de Bresser, Acting Chief Financial Officer, City of Lacombe  
Ross Pettibone, Administrative Assistant, NRDRWWSC

**Guests:** Joel Sawatzky, Stantec Consulting Ltd.  
Todd Simenson, Stantec Consulting Ltd.

**Regrets:** John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.  
Keith Boras, Manager of Environmental & Protective Services, Lacombe County

**1. Call to Order:**

Chair Wigmore called the meeting to order at 10:44am.

CARRIED

**2. Adoption of the Agenda:**

*MOVED by Vice Chair Creasey that the agenda for November 5, 2018 be adopted as presented.*

CARRIED

**3. Nomination of Officers**

- 1) Chairman  
Mayor Poole nominated Lacombe County, Councillor Ken Wigmore

*MOVED by Director Poole that the nomination of Chair cease*

CARRIED

- 2) Vice Chairman  
Mayor Creasey nominated Town of Blackfalds, Mayor Richard Poole

*MOVED by Councillor Wigmore that the nomination of Vice-Chair cease*

CARRIED

*MOVED by Mayor Creasey that Councillor Ken Wigmore be elected Chair and Mayor Richard Poole be elected Vice Chair of the North Red Deer Regional Wastewater Services Commission for the term of three years as stated in the NRDRWWSC Bylaw1, effective November 5, 2018 and expiring November 6, 2020.*

CARRIED

#### **4. Adoption of Previous Minutes**

Regular Meeting of September 17, 2018

*MOVED by Director Creasey that the minutes for September 17, 2018 Meeting be adopted as presented.*

CARRIED

#### **5. Financial Report**

Mr. de Bresser presented to the Commission the 3<sup>rd</sup> quarter operating report, which included volumes for all 3 months. Treatment of wastewater billing to members has commenced, with Blackfalds starting in March and Lacombe in April when they came online. The 2018 requisition will go out once the December debt payments have been finalized. Variance reports were provided showing current month and year to date expenditures, which a number of expenses are expected to come under budget, setting off the lower revenue.

*MOVED by Director Creasey that the Commission accept the Financial Update of September 30, 2018 as information.*

CARRIED

#### **6. 2019 Budget**

CAO Goudy informed the Commission that the business rates presented the business plan will be used in the first year of operations. Administration will finalize the 2019 Budget numbers for the next meeting.

*MOVED by Director Creasey that the Commission accept the 2019 Draft Budget as information.*

CARRIED

#### **7. Bylaw No.1 – Proposed Amendment Notification**

CAO Goudy notified the Commission of the conflicting statements in the current Bylaw 1, which states a 3-year term and one that states annual elections for the Commission positions of Chair and Vice-Chair. Under Bylaw 1, a 30-day notification is required for any consideration of an amendment.

Administration is recommending changing to a four-year term for the Board of Directors to align with municipal term of office and remove the term of office section 3.2, leaving the election of positions to be annually.

*MOVED by Vice Chair Poole that the Commission accept the thirty day written notice of the proposed amendment to Bylaw No. 1 as a notice of motion.*

CARRIED

## **8. County of Lacombe – Request for allocation**

The County of Lacombe request for allocation was deferred at the September 17, 2018 meeting, which was a consideration for a guaranteed allocation that expressed concern that the fast growing urban members would take all capacity and whether there is an obligation in the business plan. The request is that Lacombe County be guaranteed the dry peak flow ratio included in the business plan representing 16.5% of transmission capacity, which is approximately 40,000/month. In the first phase of the Business Plan, the Town of Blackfalds and City of Lacombe are substantially drawing services. The debt repayment requisitions are made to each member, based on ratio of peak dry weather flow. The second phase, all members will be substantially drawing services and debt repayment will occur through the cubic meter rate structure. Lacombe County is request would have no changes in the first phase, but would continue to receive a direct requisition with a minimum of 16.5% throughout the debenture for the second phase, which will eliminate a double charge for the debenture.

*MOVED by Director Creasey that the Commission endorse the proposed debenture model, and allocate capacity to Lacombe County accordingly.*

CARRIED

## **9. Joint Funding Application - ICP**

CAO Goudy proposed the Commission support a joint funding application for Investment in Canada Infrastructure (ICIP) with the City of Red Deer and the Sylvan Lake Regional Wastewater Commission for treatment upgrades, primarily driven by regionalization for treatment in central Alberta. Technical memorandums have been provided describing flow allocations and involves an upgrade to meet the increasing volumes of both Commissions with a projected cost of \$110 million, with \$90 million being attributed to regional volume.

The Commission discussed supporting the joint application based on the flow rates in the technical memorandum.

*MOVED by Director Creasey that the Commission support the City of Red Deer with the joint funding application to Investment Canada Infrastructure Program for Phase 5 of the wastewater treatment upgrades as discussed. (Regarding prior flow allocation technical memorandum)*

CARRIED

## **10. Operational Report**

The operational monthly report for September 17, 2018 was presented by Jordan Thompson with updates on the equalization storage system being underway. Regional Operators, Contractors and

Stantec are working on odour levels at the facilities to ensure H2S levels reported are accurate and at the downstream.

*Preston Weran Left the meeting at 11:26am*

*MOVED by Vice-Chair Poole to accept the Operational Monthly Report of November 5, 2018 as information.*

*CARRIED*

## **11. Engineers Report**

Mr. Sawatzky updated the Commission of the land acquisitions final release payments and signoffs completed, but reminded the members of the contractors two-year warranty period. The construction progress has a few items that should be completed before the end of December. Construction Completion Certificates are still needed for the Odour Management Facility and Blackfalds Equalization Storage work, which should be by December.

*MOVED by Director Creasey to accept the Engineer's Report of October 30, 2018 as information.*

*CARRIED*

## **12. Next Meeting**

The next meeting scheduled is for Monday December 10, 2018 from 10:00am in the City of Lacombe Council Chambers.

## **13. Adjournment:**

*MOVED by Vice Chair Poole that the North Red Deer Regional Wastewater Services Commission meeting of November 5, 2018 be adjourned at 11:30am.*

*CARRIED*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Administrator

# 2019 Operational Budget

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*Date: December 10, 2018*

*Prepared by: Justin de Bresser, CPA, CMA*

*Presented by: Matthew Goudy, CAO*

## **PURPOSE:**

To present the 2019 operating budget for the boards consideration and approval.

## **ACTION/RECOMMENDATION:**

THAT the Commission accepts the 2019 budget as presented.

## **BACKGROUND:**

The Regional Wastewater Line has been fully operational for the last 6 months. The budget is prepared based on actual usage in addition to the business plan.

## **ISSUE ANALYSIS:**

### **Revenues**

Over the past 6 months of full operations, usage of the Regional System has been predominantly from the City of Lacombe at 68% and Blackfalds at 32%. The 2019 budgeted Wastewater volume has been estimated as follows;

City of Lacombe	1,306,476 cm
Town of Blackfalds	650,000 cm
Lacombe County	0

The Regional Wastewater rate is at 1.87 per cubic meter. This is consistent with the current business plan and is a .02 cent per cube increase over 2018 rates.

### **Requisitions**

The business plan indicates that until all members are substantially drawing services on the Regional Line a requisition for both estimated debt and administration will be charged to member communities. The percentage of requisition is as follows;

City of Lacombe	41.8%
Town of Blackfalds	41.7%
Lacombe County	16.5%

The current budget indicates that the total requisition for all members total \$641,909

## Expenses

Major changes in expenses

### Telephone – Operations

Increase of \$10,000

*To reflect 2018 actuals*

### Testing (Sewage Strength)

Increase of \$8,000

*Increase to reflect estimated cost*

### Contracted Management

Reduction of \$19,911

*Reduction based on New Commission contract with the City of Lacombe*

### Accounting & Audit Fees

Reduction of \$7,202

*Reduction as Accounting and Admin fees are now accounted for under the operations contract*

### Other Professional Services

Reduction of \$19,832

*Reduction due to lower actual cost in 2018*

### Parts & Repairs

Reduction of \$30,010

*Reduction due to lower actual cost in 2018*

### SCADA Monitoring

Increase of \$5,661

*Increase to reflect estimate cost*

### Insurance

Increase of \$23,101

*Increase based on actual cost*

### Treatment Charges

Increase of \$380,920

*Increase based on new rate also increase usage. Rate estimated at 1.10 per cm*

### Operations Contract

Increase of \$132,722

*As per contract*

### Miscellaneous

Decrease of \$15,951

*To reflect estimated cost*

### Utilities (Water, Electric, Power)

Increase of \$268,880

*Estimated base on current usage*

### Chemicals

Increase of \$112,041

*Estimated base on current usage*



**Transfer to Capital***As per business plan*

Increase of \$250,000

**Debt***Estimated borrowing to finish off the project.*

Increase of \$355,453

**FINANCIAL IMPLICATIONS:**

The current rate for Member Communities is \$1.87 (\$1.85 – 2018) per cubic meter of treatment. The 2019 budget is showing a small surplus of \$113,332. As this will be the first year full year of operations and administration will be monitoring revenues and expenses on a quarterly bases.

At this time, the City of Red Deer has not confirmed rates for 2019. Administration has requested these rates and highlighted the agreement that states that the City of Red Deer will provide estimates no later then October 31.

As a result, Administration is looking for the board to pass the budget with the estimated increase from the City of Red Deer which is consistent with Commissions business plan.

**ALTERNATIVES:**

- A. Accepts the budget as presented
- B. Directs administration accordingly

**ATTACHMENTS:**

1. 2019 Draft Budget

## Budget Department by Category

From Category: 48 To Category: 48

Budget Detail: PROVISIONAL BUDGET

Account Code: 05-1-??-????? To : 05-2-??-?????

Year: 2019

Account Code	Account Description	2018 ACTUAL VALUES	2018 FINAL BUDGET	2019 PROVISIONA L BUDGET	Variance	Var %
<b>REGIONAL WASTEWATER COMMISSION</b>						
<b>REVENUES</b>						
<b>Regional Wastewater Revenues</b>						
05-1-48-35110	Wastewater Volume - City of Lacombe	-1,257,743	-1,702,886	-2,443,110	-740,224	30.30
05-1-48-35130	Wastewater Volume - Town of Blackfalds	-596,083	-1,219,157	-1,215,500	3,657	-0.30
05-1-48-35150	Wastewater Volume - Lacombe County	0	-16,739	0	16,739	0.00
05-1-48-42100	Wastewater Volume - Septic Rec. Station	0	-26,742	-26,742	0	0.00
05-1-48-42200	Line Crossing Agreement Fee	-100	0	0	0	0.00
05-1-48-55100	Interest Revenue	-2	0	0	0	0.00
05-1-48-85110	Contributions - City of Lacombe	-72,145	-144,290	-261,968	-117,678	44.92
05-1-48-85130	Contributions - Town of Blackfalds	-50,999	-101,998	-261,401	-159,403	60.98
05-1-48-85150	Contributions - Lacombe County	-1,244	-2,488	-118,540	-116,052	97.90
	Total REVENUES	-1,978,316	-3,214,300	-4,327,261	1,112,961	
05-2-48-11110	Board Honorariums - City of Lacombe	0	920	0	-920	0.00
05-2-48-11130	Board Honorariums - Town of Blackfalds	0	920	0	-920	0.00
05-2-48-11150	Board Honorariums - Lacombe County	0	920	0	-920	0.00
05-2-48-13600	WCB	-462	0	500	500	100.00
05-2-48-21100	Travel & Subsistence	4,881	1,100	500	-600	-120.00
05-2-48-21400	Membership Fees	0	216	500	284	56.80
05-2-48-21500	Postage & Freight	48	156	156	0	0.00
05-2-48-21700	Telephone/Communications-Administratic	2,321	1,540	1,540	0	0.00
05-2-48-21701	Telephone/Communications-Operations	12,336	19,916	29,916	10,000	33.43
05-2-48-21900	Testing (Sewage Strength Testing)	0	7,966	8,000	34	0.43
05-2-48-22100	Advertising & Promotions	275	0	0	0	0.00
05-2-48-23000	Contracted Management Fees	21,386	43,911	24,000	-19,911	-82.96
05-2-48-23100	Accounting & Audit Fees	29,672	19,202	12,000	-7,202	-60.02
05-2-48-23200	Legal Fees	4,157	520	1,000	480	48.00
05-2-48-23900	Other Professional Services	0	39,832	20,000	-19,832	-99.16
05-2-48-25300	Parts & Repairs	1,855	31,865	10,000	-21,865	-218.65
05-2-48-25301	SCADA/Monitoring	0	14,339	20,000	5,661	28.31
05-2-48-26300	Equipment	0	520	1,200	680	56.67
05-2-48-27100	Licenses & Permits	518	5,722	1,000	-4,722	-472.20
05-2-48-27400	Insurance & Bond Premiums	-7,815	23,899	47,000	23,101	49.15
05-2-48-34200	Administrative Costs	1,962	19,119	0	-19,119	0.00
05-2-48-35100	Treatment Charges City WWTP	1,135,792	1,771,203	2,152,123	380,920	17.70
05-2-48-35200	Operations Contract	201,339	227,040	359,784	132,744	36.90
05-2-48-35300	Septic Receiving Station-Op & Main	0	23,899	15,000	-8,899	-59.33
05-2-48-51000	Miscellaneous Expenses	79	20,951	5,000	-15,951	-319.02
05-2-48-51400	Office Supplies	146	520	0	-520	0.00
05-2-48-52400	General Materials & Supplies	6,752	4,780	5,000	220	4.40
05-2-48-54100	Utilities - Water	4,799	0	5,400	5,400	100.00
05-2-48-54200	Utilities - Wastewater/Sewer	1,561	0	5,400	5,400	100.00
05-2-48-54300	Utilities - Natural Gas	2,186	6,373	30,000	23,627	78.76
05-2-48-54400	Utilities - Electric Power	131,652	194,852	228,000	33,148	14.54
05-2-48-56200	Chemicals	83,171	151,959	264,000	112,041	42.44
05-2-48-76100	Transfer to Operating Reserve	0	100,000	100,000	0	0.00
05-2-48-76200	Transfer to Capital Reserve	0	50,000	300,000	250,000	83.33
05-2-48-81400	Bank Charges & Other Penalties	53	0	0	0	0.00
05-2-48-83100	Debenture Debt Interest	0	0	301,955	301,955	100.00
05-2-48-83200	Debenture Debt Principal	0	211,537	264,955	53,418	20.16
	Total EXPENSES	1,638,664	2,995,697	4,213,929	1,218,232	

# Budget Department by Category

**From Category:** 48      **To Category:** 48  
**Account Code:** 05-1-??-?????      **To :** 05-2-??-?????

**Budget Detail:** PROVISIONAL BUDGET  
**Year:** 2019

Account Code	Account Description	2018 ACTUAL VALUES	2018 FINAL BUDGET	2019 PROVISIONA L BUDGET	Variance	Var %
	Regional Wastewater Revenues (Surplus)/Deficit	-339,652	-218,603	-113,332	-105,271	
	<b>Report Total --&gt;</b>	<b>-339,652</b>	<b>-218,603</b>	<b>-113,332</b>	<b>-105,271</b>	

2019 PROVISIONAL BUDGET

<b>Account Code ID</b>	<b>Account Name Description</b>	<b>Status</b>	<b>Quantity</b>	<b>Rate</b>	<b>Burden %</b>	<b>Amount</b>
05-1-48-35110	Wastewater Volume - City of Lacombe					
4226	Volume-1,306,476 (Average 108,873 m3 per month) @ \$1.87/m3	A	1306476.00	-1.87	0.0000	-2,443,110
	<b>Total</b>					<b>-2,443,110</b>
05-1-48-35130	Wastewater Volume - Town of Blackfalds					
4227	Volume= (54,166 per month) m3 650,000 @ \$1.87	A	650000.00	-1.87	0.0000	-1,215,500
	<b>Total</b>					<b>-1,215,500</b>
05-1-48-42100	Wastewater Volume - Septic Rec. Station					
4229		A	1.00	-26742.00	0.0000	-26,742
	<b>Total</b>					<b>-26,742</b>
05-1-48-85110	Contributions - City of Lacombe					
3755	2019 Debt Contributions @41.8%	A	1.00	-236968.00	0.0000	-236,968
3755	2019 Admin Contributions	A	1.00	-25000.00	0.0000	-25,000
	<b>Total</b>					<b>-261,968</b>
05-1-48-85130	Contributions - Town of Blackfalds					
3756	2019 Debt Contributions @41.7%	A	1.00	-236401.00	0.0000	-236,401
3756	2019 Admin Contributions	A	1.00	-25000.00	0.0000	-25,000
	<b>Total</b>					<b>-261,401</b>
05-1-48-85150	Contributions - Lacombe County					
3757	2019 Debt Contributions @16.5%	A	1.00	-93540.00	0.0000	-93,540
3757	2019 Admin Contributions	A	1.00	-25000.00	0.0000	-25,000
	<b>Total</b>					<b>-118,540</b>
05-2-48-13600	WCB					
4113		A	1.00	500.00	0.0000	500
	<b>Total</b>					<b>500</b>
05-2-48-21100	Travel & Subsistence					
4027	Board Expenses	A	1.00	500.00	0.0000	500
	<b>Total</b>					<b>500</b>
05-2-48-21400	Membership Fees					
4090	Memberships	A	1.00	500.00	0.0000	500
	<b>Total</b>					<b>500</b>
05-2-48-21500	Postage & Freight					
4091		A	1.00	156.00	0.0000	156
	<b>Total</b>					<b>156</b>
05-2-48-21700	Telephone/Communications-Administration					
4092		A	1.00	1540.00	0.0000	1,540
	<b>Total</b>					<b>1,540</b>
05-2-48-21701	Telephone/Communications-Operations					

2019 PROVISIONAL BUDGET

<b>Account Code ID</b>	<b>Account Name Description</b>	<b>Status</b>	<b>Quantity</b>	<b>Rate</b>	<b>Burden %</b>	<b>Amount</b>
4257	Operations Telephone	A	1.00	29916.00	0.0000	29,916
<b>Total</b>		<b>Telephone/Communications-Operations</b>				<b>29,916</b>
05-2-48-21900	Testing (Sewage Strength Testing)					
4254		A	1.00	8000.00	0.0000	8,000
<b>Total</b>		<b>Testing (Sewage Strength Testing)</b>				<b>8,000</b>
05-2-48-23000	Contracted Management Fees					
4097	Administration Contracted Management	A	1.00	24000.00	0.0000	24,000
<b>Total</b>		<b>Contracted Management Fees</b>				<b>24,000</b>
05-2-48-23100	Accounting & Audit Fees					
3692		A	1.00	12000.00	0.0000	12,000
<b>Total</b>		<b>Accounting &amp; Audit Fees</b>				<b>12,000</b>
05-2-48-23200	Legal Fees					
4093		A	1.00	1000.00	0.0000	1,000
<b>Total</b>		<b>Legal Fees</b>				<b>1,000</b>
05-2-48-23900	Other Professional Services					
4232		A	1.00	20000.00	0.0000	20,000
<b>Total</b>		<b>Other Professional Services</b>				<b>20,000</b>
05-2-48-25300	Parts & Repairs					
4255		A	1.00	10000.00	0.0000	10,000
<b>Total</b>		<b>Parts &amp; Repairs</b>				<b>10,000</b>
05-2-48-25301	SCADA/Monitoring					
4259		A	1.00	20000.00	0.0000	20,000
<b>Total</b>		<b>SCADA/Monitoring</b>				<b>20,000</b>
05-2-48-26300	Equipment					
4098		A	1.00	1200.00	0.0000	1,200
<b>Total</b>		<b>Equipment</b>				<b>1,200</b>
05-2-48-27100	Licenses & Permits					
4094	Licenses, Permits, Insurance	A	1.00	1000.00	0.0000	1,000
<b>Total</b>		<b>Licenses &amp; Permits</b>				<b>1,000</b>
05-2-48-27400	Insurance & Bond Premiums					
4245	Insurance	A	1.00	47000.00	0.0000	47,000
<b>Total</b>		<b>Insurance &amp; Bond Premiums</b>				<b>47,000</b>
05-2-48-34200	Administrative Costs					
4258		A	1.00	0.00	0.0000	0
<b>Total</b>		<b>Administrative Costs</b>				<b>0</b>
05-2-48-35100	Treatment Charges City WWTP					
4224	City of Red Deer Treatment (1,956,476m3 @ \$1.10)	A	1.00	2152123.00	0.0000	2,152,123

2019 PROVISIONAL BUDGET

<b>Account Code ID</b>	<b>Account Name Description</b>	<b>Status</b>	<b>Quantity</b>	<b>Rate</b>	<b>Burden %</b>	<b>Amount</b>
<b>Total</b>						<b>2,152,123</b>
<b>Treatment Charges City WWTP</b>						
05-2-48-35200	Operations Contract					
4253		A	1.00	359784.00	0.0000	359,784
<b>Total</b>						<b>359,784</b>
<b>Operations Contract</b>						
05-2-48-35300	Septic Receiving Station-Op & Main					
4260		A	1.00	15000.00	0.0000	15,000
<b>Total</b>						<b>15,000</b>
<b>Septic Receiving Station-Op &amp; Main</b>						
05-2-48-51000	Miscellaneous Expenses					
4262	Contingency	A	1.00	5000.00	0.0000	5,000
<b>Total</b>						<b>5,000</b>
<b>Miscellaneous Expenses</b>						
05-2-48-52400	General Materials & Supplies					
4256	Supplies & Freight	A	1.00	5000.00	0.0000	5,000
<b>Total</b>						<b>5,000</b>
<b>General Materials &amp; Supplies</b>						
05-2-48-54100	Utilities - Water					
4504		A	1.00	5400.00	0.0000	5,400
<b>Total</b>						<b>5,400</b>
<b>Utilities - Water</b>						
05-2-48-54200	Utilities - Wastewater/Sewer					
4505		A	1.00	5400.00	0.0000	5,400
<b>Total</b>						<b>5,400</b>
<b>Utilities - Wastewater/Sewer</b>						
05-2-48-54300	Utilities - Natural Gas					
4261		A	1.00	30000.00	0.0000	30,000
<b>Total</b>						<b>30,000</b>
<b>Utilities - Natural Gas</b>						
05-2-48-54400	Utilities - Electric Power					
4252	Blackfalds Lift Station, Odor Management Facility, Lacombe Lift Station, Average \$19k a month	A	1.00	228000.00	0.0000	228,000
<b>Total</b>						<b>228,000</b>
<b>Utilities - Electric Power</b>						
05-2-48-56200	Chemicals					
4251	Average \$22K a month	A	1.00	264000.00	0.0000	264,000
<b>Total</b>						<b>264,000</b>
<b>Chemicals</b>						
05-2-48-76100	Transfer to Operating Reserve					
4231		A	1.00	100000.00	0.0000	100,000
<b>Total</b>						<b>100,000</b>
<b>Transfer to Operating Reserve</b>						
05-2-48-76200	Transfer to Capital Reserve					
4230		A	1.00	300000.00	0.0000	300,000
<b>Total</b>						<b>300,000</b>
<b>Transfer to Capital Reserve</b>						
05-2-48-83100	Debenture Debt Interest					
4506	Debenture #4002386 - Payment #1	A	1.00	81524.00	0.0000	81,524

2019 PROVISIONAL BUDGET

<b>Account Code ID</b>	<b>Account Name Description</b>	<b>Status</b>	<b>Quantity</b>	<b>Rate</b>	<b>Burden %</b>	<b>Amount</b>
4506	Debenture #4002386 - Payment #2	A	1.00	80431.00	0.0000	80,431
4506	Servus Loan \$4 Mil @ 3.5%	A	1.00	140000.00	0.0000	140,000
<b>Total</b>		<b>Debenture Debt Interest</b>				<b>301,955</b>
05-2-48-83200	Debenture Debt Principal					
4225	Debenture #4002386 Payment 1	A	1.00	81524.00	0.0000	81,524
4225	Debenture #4002386 Payment 2	A	1.00	80431.00	0.0000	80,431
4225	\$4Mill @ 3.5% for 25 Years	A	1.00	103000.00	0.0000	103,000
<b>Total</b>		<b>Debenture Debt Principal</b>				<b>264,955</b>

# NRDRWWSC Bylaw No.1 –Proposed Amendment#1

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*Date: December 3, 2018*

*Prepared by: Denise Bellabono, Executive Assistant*

*Presented by: Matthew Goudy, CAO*

## **PURPOSE:**

To propose amendments to the NRDRWWSC Bylaw No.1, to align the Board of Directors term of office with the municipal elected officials term of office of four years and remove the three year term of office for the Chair and Vice-Chair.

## **ACTION/RECOMMENDATION:**

THAT the Commission give first and second reading to amendments presented for Bylaw No. 1.1

## **BACKGROUND:**

The Commission received thirty day notification for proposed amendments to Bylaw No. 1 at the regular meeting held November 5, 2018. These amendments are presented in Bylaw 1.1.

At the time the NRDRWWSC Bylaw No.1 was created and adopted, the municipal members of an elected authority elected at a general election held office for a term of 3 years and a general election was held every 3<sup>rd</sup> year. In the development of the bylaw, the appointment for the NRDRWWSC Board of Directors was aligned with the municipal election and carried the same term of office of 3 years.

## **ISSUE ANALYSIS:**

The Local Authorities Election Act had a provision implemented in 2013 to the general term of office section 10 (1) which changed the term of office to 4 years for the municipal members of an elected authority elected at a general election, with an election to be held every 4<sup>th</sup> year.

Currently at the end of the three-year term, the elected officials appointed to the Board must be re-appointed or appoint new members to the board, to which they may only be able to hold for one year due to the municipal elections. Aligning the term of office for the Board with that of the elected authorities 4-year term will eliminate the need for a call of appointments to the Board at the end of the three-year term and again the following year. Appointment of the Board for the NRDRWWSC will be consequently after municipal general elections held every 4<sup>th</sup> year.



- The current wording of Part 2.2 is *"The term of office of Director is three years"*
- The proposed wording of Part 2.2 is *"The term of office of Director is four years."*

In section 3.1 of the current NRDRWWSC Bylaw No.1, the chair and vice-chair are to be elected each year at the first meeting in November, however section 3.2 states the term of office is three years. The mandate to elect or re-elect the chair and vice-chair each year enables the members to change their roles throughout their term as members, leaving the requirement of section 3.2 redundant.

- The current wording of Part 3.2 is *"The term of office of the Chair and Vice-Chair is three years."*
- Proposing to delete Part 3.2.

**ALTERNATIVES:**

The Commission give first and second reading to amendments presented for Bylaw No. 1. 1

OR

The Commission refuse the first reading.

OR

The Commission approve first reading and direct Administration on any changes to the amendment of Bylaw No.1.1

**ATTACHMENTS:**

NRDRWWSC Bylaw No.1

NRDRWWSC Bylaw No.1.1

# North Red Deer Regional Wastewater Services Commission

## BYLAW NO. 1

### Being a By-Law of the North Red Deer Regional Wastewater Services Commission (Commission) in the Province of Alberta respecting the appointment of a Board of Directors, Chair and Vice Chair

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26; the Board of the Commission must pass a Bylaw respecting the appointment of its Directors and the designation of its Chair, and

**WHEREAS** such Bylaw does not come into effect until receiving approved from the Minister of Municipal Affairs.

**NOW THEREFORE** the Board of North Red Deer Regional Wastewater Services Commission, duly assembled, enacts the following:

#### 1. DEFINITIONS

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- 1.2 "Board" means the Board of Directors of the Commission;
- 1.3 "Chair" means the Chairperson of the Board;
- 1.4 "Commission" means the North Red Deer Regional Wastewater Services Commission;
- 1.5 "Director(s)" means the representative of a Member to the Board (the representatives of the Members to the Board) appointed in accordance with this Bylaw;
- 1.6 "Member(s)" means that Member (or those Members) of the Commission set out in the Regulation;
- 1.7 "Regulation" means Alberta Regulation AR 166/2008;

#### 2. BOARD OF DIRECTORS

- 2.1 The Board shall consist of three (3) Directors that shall be appointed as follows:
  - (a) one (1) Director from the Town of Blackfalds;
  - (b) one (1) Director from the City of Lacombe;
  - (c) one (1) Director from Lacombe County;Each Director must be an elected official of the Member appointing such Director.
- 2.2 The term of office of Director is three years.
- 2.3 A Member may revoke its appointment of a Director and may appoint a replacement Director in writing.

- 2.4 An alternate Director, as appointed by a Member, is entitled to act in the place of the Director in respect of who he is named as alternate when the original Director is absent or not able to attend a meeting of the Board.
- 2.5 When an alternate Director acts in place for a Director, the alternate Director is a member of the Board for all purposes.

**3. CHAIR AND VICE CHAIR**

- 3.1 The Directors shall elect, from amongst their number, the Chair and the Vice-Chair at the first Regular Meeting of the Board in November of each year.
- 3.2 The term of office of the Chair and Vice Chair is three years.

**4. AMENDMENT**

- 4.1 In accordance to section 602.07(2) of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is passed by a three quarters majority of the Directors and approved by the Minister of Municipal Affairs.
- 4.2 Written notice of a proposed amendment to this Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

**5. BYLAW IN FORCE**

- 5.1 In accordance to section 602.07(2) of the Act, this Bylaw shall come into force and effect upon approval by the Minister of Municipal Affairs.

**READ A FIRST TIME this 19<sup>th</sup> day of June, 2012. Carried**

**READ A SECOND TIME this 19<sup>th</sup> day of June, 2012. Carried**

**READ A THIRD TIME this 8<sup>th</sup> day of April, 2013 Carried**

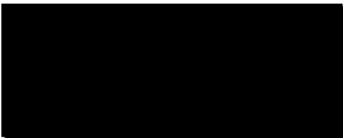


CHAIRPERSON



MANAGER

Approved by the Minister of Municipal Affairs this 6 day of MAY 2013



Minister of Municipal Affairs

**BYLAW 1.1**

**OF THE NORTH RED DEER REGIONAL  
WASTEWATER SERVICES COMMISSION  
hereinafter referred to as the "Commission"  
IN THE PROVINCE OF ALBERTA**

**A BYLAW TO AMEND BYLAW 1, OF THE NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION, IN THE PROVINCE OF ALBERTA, FOR THE COMMISSION.**

**WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000, c. M-26; the Board of the Commission must pass a Bylaw respecting the appointment of its Directors and the designation of its Chair, and**

**WHEREAS, Notice of Intention to pass a bylaw has been presented to the Commission on November 5, 2018.**

**WHEREAS such Bylaw does not come into effect until receiving approved from the Minister of Municipal Affairs.**

**NOW THEREFORE the Board of North Red Deer Regional Wastewater Services Commission, duly assembled, enacts the following:**

1. Part 2.2 is amended to read "The term of office of Director is four years."
2. Part 3.2 is deleted.

**Certificate**

**WE HEREBY CERTIFY** that the foregoing resolution was duly passed by the Board of the North Red Deer Regional Wastewater Services Commission therein mentioned at a duly and regularly constituted meeting thereof held on the \_\_\_\_ of \_\_\_\_\_ at which a quorum was present, as entered in the minutes of the said Commission, and that the Bylaw has come into force and is still in full force and effect.

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**WITNESS** our hands and seal of the Commission this

**READ A FIRST TIME THIS** \_\_\_\_\_.

READ A SECOND TIME THIS

\_\_\_\_\_.

PRESENTED FOR THIRD AND FINAL READING THIS

\_\_\_\_\_.

RECEIVED THIRD AND FINAL READING THIS

\_\_\_\_\_.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Administrative Officer



# North Red Deer Regional Wastewater Services Commission

5432-56 Avenue, Lacombe AB T4L1E9 Tel: (403)782-1254 Fax: (403)782-5655 mgoudy@lacombe.ca

## CITY OF LACOMBE MANAGEMENT SERVICES OPERATIONAL MONTHLY REPORT DECEMBER 10<sup>TH</sup>, 2018

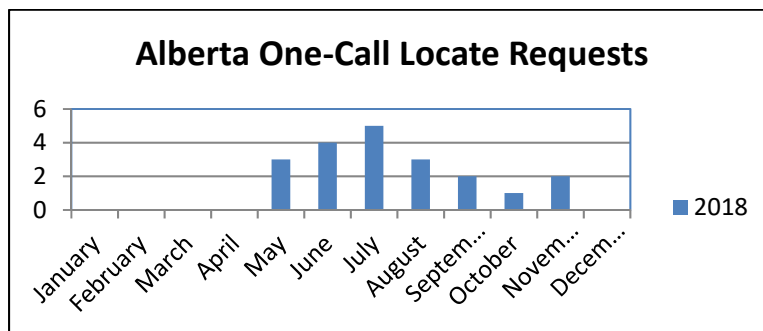
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Since the last update provided to Commission members on November 5<sup>th</sup>, the City of Lacombe Management Services has:

### GENERAL INFORMATION

Alberta One-Call Locate Requests:

- Alberta One Call has all wastewater data for the line, Operations is waiting on activation with One Call. Operations has located the wastewater line a few times from regional water notifications.



*Alberta One-Call Locate Requests 2018 to date 20*

### EQUALIZATION STORAGE

Both Lacombe and Blackfalds have begun construction of the equalization storage cells within their respective lagoon systems. See Stantec report for details.

### SITE RESPONSE

#### Blackfalds:

General:

- Alpha/Lambouw/Clear Tech working at the lagoon site.
- Generator showing a 'not in auto' alarm, Stantec looking into programming.

#### Lacombe:

General:

- Rebuilt Pump 103 is installed and operating in 'automatic'. Troubleshooting took place between Postma/Scona Electric/Stantec/3-Phase regarding the



# North Red Deer Regional Wastewater Services Commission

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- pump not running in 'automatic'. 3-Phase was able to find the issue and fixed the wiring issue.
- Pump 101 is at Sulzer being rebuilt, the pump experienced the same issue as P103. Dropped impeller, causing the impeller to grind away and eventually loose suction. Operations toured the Sulzer facility to see the pump rebuild.
  - Below are pictures of the old and new impeller:



## **Odour Management Facility:**

November 16<sup>th</sup> – Sump Pump quit and flooded the station, Schendel responded to get the pump running.

November 18<sup>th</sup> - Sump Pump quit again, Operations was able to respond before the station flooded. Schendel responded to get the pump running again.



# North Red Deer Regional Wastewater Services Commission

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November 23 - Sump Pump quit again and flooded the station, Schendel responded to get the pump running again. Schendel is talking with Stantec regarding possible reasons that the pump keeps stopping.

## General:

- Red Deer has been monitoring sewage leaving OMF and at the treatment plant, the H<sub>2</sub>S is fluctuating and overall has been less than 10ppm at OMF, and averaging zero at the stop-block chamber
- Stantec and Biorem have been working on solutions to the enclosed VFD drive and fan operation to get both units operating at the same percentage.
- Alpha/Stantec/Operations are reviewing the stairs access being designed to access the top of the biofilter.
- Operations and Stantec are also looking into options to keep the outside features from freezing.

If you have any questions or comments regarding the operations described above, please do not hesitate to contact me.

Regards,

Chris Huston  
Operations Supervisor



**Engineer's Report  
December 4, 2018  
North Red Deer Regional Wastewater Services Commission  
(NRDRWWSC)**

**Submitted to: North Red Deer Regional Wastewater Services Commission  
Matt Goudy, P.Eng. – CAO  
John Van Doesburg – Project Manager**

**Submitted by: Stantec Consulting Ltd. - Red Deer  
Per: Todd Simenson, P.Eng.  
Joel Sawatzky, P.Eng.**

**FILE 113929319**

**1. Land Acquisition**

- a. Final damage release payments and landowner signoffs are complete.

**2. Construction Progress**

- a. The construction of the regional system is complete. Remaining work pertains to small clean-up of seasonal deficiencies and a few remaining items at the Odour Management Facility including construction of the stairs to access the top of the biofilter and carbon tanks.
- b. The Construction Completion Certificates (CCC's) have been approved for Contracts 1, 3, 5, and 6. O&M manuals are completed for Contracts 1, 3, 4, 5, and 6. O&M for Contract 2 is currently being assembled. Plan of Record drawings are complete for contracts 1, 3, and 5. Received electrical redlines for Contracts 4 and 6 this week and still awaiting Contract 2 electrical redlines. The outstanding O&M manuals and Plan of Record Drawings will be completed prior to the end of December.
- c. The Equalization Storage work at Lacombe and Blackfalds is ongoing and the majority of the work is scheduled to be completed by the end of December. Due to the early snowfall and cold weather in September, harvest was delayed and therefore sufficient available land for sludge spreading was not available. The final sludge removal and seeding will be completed in 2019. The underground pipe is complete at the Blackfalds lagoons except for the additional scope to connect Cell 3 and 4 which will be completed this week along with topsoiling the berms. Alpha will be back to Lacombe lagoons next week to install the pipes from Cells 1 to 2, and 2 to 4.

**3. Summary of Project Balance – Engineering, Construction, and Land**

Task Name	Contract	Contract Budget	Value of Work to Nov 8, 2018	Remaining Budget	Current Estimate to Complete
General Supplies*	-	-	\$70,367	-	\$50,000
Engineering, Specialty Services and Sub-Consultants	-	\$7,915,566	\$7,665,289	\$250,277	\$150,780
Engineering / Construction	Contract 1	\$8,650,892	\$8,439,337	\$211,555	\$0.00
Engineering / Construction	Contract 2	\$4,420,952	\$4,030,451	\$390,501	\$170,000
Engineering / Construction	Contract 3	\$12,008,183	\$11,488,881	\$519,302	\$0.00
Engineering / Construction	Contract 4	\$11,776,190	\$10,021,035	\$1,755,155	\$1,600,000
Engineering / Construction	Contract 5	\$17,306,676	\$16,587,924	\$718,752	\$0.00
Engineering / Construction	Contract 6	\$6,989,337	\$6,907,769	\$81,568	\$0.00
Project Management*	-	-	\$58,823	-	\$20,000
Interest Expense*	-	-	\$137,113	-	-
Land	-	\$2,750,000	\$2,552,986	-	\$75,000
<b>TOTALS</b>		<b>\$71,817,796</b>	<b>\$67,959,975</b>	<b>\$3,927,110</b>	<b>\$2,065,780</b>
<b>Projected Under Budget Amount</b>				<b>\$1,792,041</b>	

\* Items (General Supplies, Project Management and Interest Expense) are to be updated by NRD Administration

**Overall Project Funding Sum (AT, CRD, NRDRWWSC) October 12, 2016: \$71,840,000.**

**4. Reference Photos:**

Contract 2:



Figure 1: The Odour Management Facility

Contract 6:



Figure 2: Lacombe Regional Lift Station Pump Removal



Engineer's Report - Stantec  
December 4, 2018  
North Red Deer Regional Wastewater Services Commission – Engineer's Report  
Contract 4:



Figure 3: Blackfalds Equalization Lagoon Pipe Install

Contract 4:



Figure 4: Lacombe Equalization Lagoon Berm Construction