



NORTH RED DEER RIVER WATER SERVICES COMMISSION

Regular Meeting

September 9, 2019 @ 9 AM

LACOMBE CITY HALL

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
 - a. June 17, 2019 - Regular Meeting (attached)
 - b. July 15, 2019 - Special Meeting (attached)
4. Presentation
 - a. Asset Management Proposal - Stantec
 - b. GOA - Ermineskin Cree Nation water agreement
5. In Camera
6. Reports
 - a. Operations (*attached*)
 - b. Administrator (*attached*)
 - i) Monthly Report
 - ii) Financial - As of June 30, 2019
 - c. Chair
7. Old Business
 - a. Management Service Agreement
8. New Business
 - a. Asset Management Proposal
 - b. Acting Administrator
 - c. New Signing Authority
9. Next Meeting Date: November 4, 2019 (proposed)
December 9, 2019 (proposed)
10. Adjournment

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
June 17, 2019

In Attendance: Chair Ken Wigmore, Lacombe County Councillor
Councillor Mark Matejka, Ponoka County
Mayor Richard Poole, Town of Blackfalds
Justin de Bresser, NRDRWSC Administrator
Jennifer Peterson, Administrative Assistant

Others Present: Albert Frootman, CAO, Town of Ponoka
Myron Thompson, CAO, Town of Blackfalds
Matthew Goudy, CAO, City of Lacombe
Michael Minchin, Manager of Corporate Services, Lacombe County
Jordan Thompson, Operation & Planning Director, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Amber Mitchell, Engineering Manager, City of Lacombe

Regrets: Mayor Grant Creasey, City of Lacombe
Mayor Rick Bonnett, Town of Ponoka

1. Call to Order:

Chair Wigmore called the meeting to order at 9:01 am.

2. Adoption of the Agenda:

MOVED by Mayor Poole that the agenda for June 17, 2019, be adopted as presented.

CARRIED

3. Adoption of the Minutes:

MOVED by Councillor Matejka that the minutes for April 8, 2019, be adopted as presented.

CARRIED

4. Reports:

4.1. Operation's Report

Ms. Smith discussed the recent operation activities.

In summary:

- Received a higher amount of calls for Alberta One in April than 2018. The calls in May were much lower than the previous year.

- Responded to two call-outs at Lucas due to the reservoir being low and the water flow out was at a high velocity. Confirmed that Town of Ponoka was dealing with a water leak and were trying to locate it.
- Communication was lost at Railway, reset the modem which restored the communication.
- Operations will look for a SCADA upgrade.

MOVED by Mayor Poole to receive the Operation's Report as information.

CARRIED

4.2. Administrator's Report

4.2.1. Mr. de Bresser presented the Administrator's report.

In summary:

- Administration is working on revisions of the waterline sales agreement. Estimated closing date is August 1, 2019 or 15 days after the new vault is built.
- Currently in talks with Alberta Transportation to secure grant funds to complete the feasibility study for the First Nations of Maskwacis.
- Working with Stantec on to develop costs to develop an Asset Management Plan:
 - Option 1 – lateral lines only;
 - Option 2 – all lines owned by the Commission.
- Finalized the 5-year projections adding back in the Capital Reserves.
- Meeting with Alberta Environment & Parks on June 19th. Main topics that will be discussed is the Feasibility Study and the Province's financial commitment to the project. A report to the Commission will be provided at the next meeting.

IN Camera

MOVED by Mayor Poole to move into Camera at 9:13am to discuss additional questions for the meeting with Alberta Environment & Parks..

CARRIED

MOVED by Councillor Matejka to return to open meeting at 9:22am.

CARRIED

4.2.2 Financial Variance Report

The financial variance report ending May 31, 2019 was presented by Mr. de Bresser. Water sales are slightly over budget, this usage is consistent with the same time last year. Expenses remain within budget. The bond portfolio statement was provided to the Commission. Mr. de Bresser requested the Commission change the Financial Variance reporting to quarterly.

MOVED by Councillor Matejka to go quarterly reporting of the Financial Variance Report.

CARRIED

MOVED by Mayor Poole to receive the Administrator's Report and the Variance Report as information.

CARRIED

4.3. Chairperson's Report

Chair Wigmore had nothing to report at this time.

5. **Correspondence/Information**

6. **Old Business:**

6.1. SCADA Upgrade Request

Mr. Thompson presented the SCADA hardware upgrade to the Commission for directions. Eramosa completed an assessment of the existing hardware and identified key components, PLC CPU, that have life remaining but are no longer supported by the manufacturer. Stantec Engineering is recommended that these components are replaced before 2027. Should the components fail before recommended replacement, may require manual operation of the control valve for the reservoir.

The three options presented were:

Option 1 – proceed with the original approved software upgrade and source spare parts to have on hand in the event of early failure. Estimated cost would be \$8,000. This cost is within Eramosa's original bid.

Option 2 – replace all required hardware with modern version. Hardware support is available. Lower annual cost. Resets remaining life of the PLC CPU and input/output

hardware. Estimated cost would be \$73,000. Additional funds of \$4,212 would be funded through capital reserves.

Option 3 – replace the PLC CPU, leaving the PLC input/output hardware for future upgrade. Will require additional communication module to allow for the current input/output to communicate with the new CPU. Estimated cost would be \$36,000 plus additional communication hardware. This cost is within Eramosa’s original bid.

Discussion occurred on which of three options benefited the Commission. Administration is recommending Option 2.

MOVED by Councillor Matejka that the Board endorse the upgrade of the PLC CPU and the PLC input/output hardware as presented in Option 2 at a cost of \$73,000.

CARRIED

6.2. 2019-2023 Financial Projections

Mr. de Bresser presented the amended projected 2019-2023 Operational Budget to the Commission as information. Amendments include the rate range from \$1.67 to \$2.29 over 5 years, annual operational surplus per year decreased to @21,000 to \$74,000 and the depreciation maintained at \$465,610 throughout the 5 years.

MOVED by Mayor Poole to receive the 2019-2023 budget projections as information.

CARRIED

7. **New Business:**

7.1. Policy 1_05 Fee for Line Crossing proposed update

Mr. Thompson proposed recommend update to the current Fee for Line Crossing Policy which includes the increases to the crossing fees from \$250 to \$500, the type of crossings permitted, as well to allow for an encroachment of a 3rd party structure within the NRDRWSC easement for 10 years with the possibility of renewal for another 10 years. A discussion occurred on the need for the amendment of the existing policy.

MOVED by Mayor Poole that Administration amend the Fee for Line Crossing Policy to include a 3rd party structure within the easement as long as the structure does not compromise the NRDRWSC line at one time cost of \$5,000 for 10-years, with the option to renew for additional 10-years and to develop an Encroachment Agreement to bring back to the Commission for endorsement.

CARRIED

MOVED by Councillor Matejka that the Application Fee be increased from \$250 to \$500.

CARRIED

MOVED by Councillor Matejka that Administration revised the Fee for Line Crossing Policy to allow for other 3rd party roadway, pipeline, conduit and overhead utilities to cross the NRDRWSC transmission and laterals lines.

CARRIED

7.2. Operational and Administrative Service Contract

Deferred to the September 9, 2019 meeting.

8. IN Camera

9. Next Meeting:

Monday, September 9, 2019 at 9:00 am, City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Mayor Poole to adjourn this Meeting at 10:05 am.

CARRIED

Chairperson

Administrator

NORTH RED DEER RIVER WATER SERVICES COMMISSION
SPECIAL MEETING MINUTES
July 15, 2019

In Attendance: Chair Ken Wigmore, Lacombe County Councillor
Councillor Mark Matejka, Ponoka County
Mayor Richard Poole, Town of Blackfalds
Mayor Grant Creasey, City of Lacombe
Justin de Bresser, NRDRWSC Administrator
Jennifer Peterson, Administrative Assistant

Others Present: Albert Frootman, CAO, Town of Ponoka
Keith Boras, Manager of Community Services, Lacombe County
Jordan Thompson, Operation & Planning Director, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe
Amber Mitchell, Engineering Manager, City of Lacombe

Regrets: Mayor Rick Bonnett, Town of Ponoka

1. Call to Order:

Chair Wigmore called the meeting to order at 9:03 am.

2. Adoption of the Agenda:

MOVED by Councillor Matejka that the agenda for the Special Meeting on July 15, 2019, be adopted as presented.

CARRIED

3. New Business:

3.1. Alberta Transportation Grant – First Nations Feasibility Study

Mr. de Bresser shared with the Board the timeline leading up to the request to apply for a grant from Alberta Transportation to complete an updated feasibility study. He shared with the Board that Administration and the Chair met with Environment and Park in June to share a portion of an agreement that the Province signed with Erminshin First Nations. Environment and Parks have been invited to attend the NRDRWSC regular meeting on June 9, 2019.

Administration developed a scope of work for the study and sent it out to engineering firms. They received two (2) bids, with Alberta Transportation accepting Stantec's proposal at \$47,000. Administration requested an additional \$3,000 to cover the cost of project management which would make the total grant \$50,000. Alberta

Transportation provided verbal confirmation of approval. Mr. de Bresser followed up with an email to confirm the grant application was accepted. He has received the confirmation email of approval. The release of the grant funds could take upwards of 4-5 weeks, which will push the timeline to start the feasibility into late August. Mr. de Bresser requested that the Board approve to frontend the study until the grant funding is received.

MOVED by Mayor Creasey that the Commission approves the \$50,000 interim funding to start the feasibility study, until such time the grant funding is received from Alberta Transportation.

CARRIED

4. IN Camera

5. Next Meeting:

Monday, September 9, 2019 at 9:00 am, City of Lacombe Council Chambers.

6. Adjournment:

MOVED by Mayor Poole to adjourn this Meeting at 9:15 am.

CARRIED

Chairperson

Administrator

M E M O R A N D U M



North Red Deer River
Water Services
Commission

5432 56th Avenue
Lacombe, Alberta T4L 1E9

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chuston@lacombe.ca

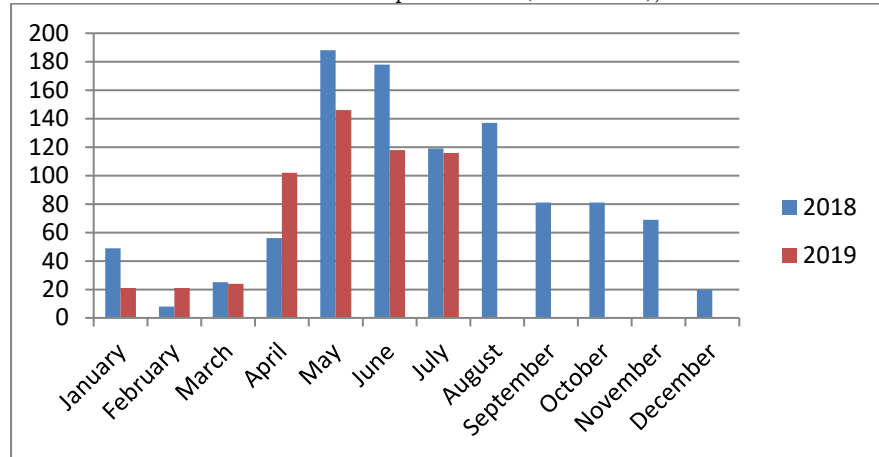
September 9th, 2018
Attn: NRDRWSC
Re: Operational Report since June 4th, 2019.

Since the last update provided to members of the Commission, the City of Lacombe has:

GENERAL INFORMATION

- Alberta One-Call Locate Requests:
 - June - 118 locates
 - July - 116 locates

Alberta One-Call Locate Requests 2018 (total 1011); 2019 to date 548



Repair response charges:

- None to report

Call-Out:

- July.14 - Operator called by RDWTP - Railway Loss of power at PLC - replaced UPS onsite and restored power.
- July.27 - Operator called by Alberta one call - Train derailment by Evraz.

General Information:

- SCADA - Red Deer WTP and Operations went to Calagry (Aug. 22) to perform a 'fat-test' on the new scada system. Hardware is purchased for the project, waiting on Telus for the cloud contract. Ignition scada screens needed a few changes, but everything is looking good for launch. Eramosa has a tentative schedule for completion on September 30th, but this will depend on Telus' cloud service.

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

Regards,

Chris Huston
Operations Supervisor



**North Red Deer
Regional Water Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L
1E9

Memorandum

TO: Commission Board Members
FROM: Justin de Bresser, Administrator
DATE: September 9, 2019

RE: Administrator's Report – September 9, 2019 **REF:** 47/117
(2019)

The following is a summary of items Administration has been working on since the Board's last meeting:

1. Administration has finalized the sales agreement from the City of Red Deer for the sale of the water line. Estimated Closing date is 15 days after the new vault is completed or a mutually agreed upon date.
2. Administration hosted the kick off meeting of the First Nations feasibility study. Additional Meetings are scheduled:

September 17, 2019
October 15, 2019
3. Administration worked with Stantec to develop a scope of work and subsequently a quote for the Asset Management Plan. Presentation from Stantec is included in this meeting.
4. Administration and Chair met with Alberta Environment & Parks on the 19th of June. This meeting discussed the Water Agreement that was signed between the Province and Ermineskin First Nation.
5. Administration is working on the 2020 Operating budget. This will be presented at the November meeting.



**North Red Deer
Regional Water
Services Commission**

5432 56th Avenue
Lacombe, Alberta
T4L 1E9

Memorandum

TO: Commission Board Members
FROM: Justin de Bresser, Administrator
DATE: September 9, 2019

RE: June 2019 Variance Report

REF: 13/860
2019

Attached is the 2019 variance report as of June 30th 2019 for the Regional Water Commission.

At the midpoint in the year water sales are on budget with 1.426 million cubes sold or 50% of total budget. This usage is consistent with the same period as last year although Ponoka County is exceeding yearly estimates.

Expenses remain in line with expectations with the exception of the electricity. Electricity is expected to come in slightly over budget. Other minor amounts are slightly over/under budget and are deemed immaterial. As expected the largest purchase to date is the purchase of water from the City of Red Deer

The Commissions bond portfolio is showing a value of \$5,190,046 or 3.8% return since inception.

GL Department Report

GL5330

Page : 1

Date : Aug 16, 2019

Time : 9:36 am

Year : 2019

Budget : FINAL BUDGET

Period : 6

Group by: Default

Account No.	Description	CC1	CC2	CC3	Current	Year to Date	Budget	Variance	% Used
REGIONAL WATER REPORTING									
REVENUES									
06-1-47-35110	Water Sales - City of La				-186,359	-1,166,553	-2,345,522	-1,178,969	50
06-1-47-35120	Water Sales - Town of P				-92,979	-615,748	-1,243,725	-627,977	50
06-1-47-35130	Water Sales - Town of B				-122,458	-755,586	-1,483,454	-727,868	51
06-1-47-35140	Water Sales - Ponoka C				-6,730	-16,496	-16,658	-162	99
06-1-47-35150	Water Sales - City of Re				-173	-934	-1,954	-1,020	48
06-1-47-42200	Line Crossing Agreemer				0	0	-1,500	-1,500	
06-1-47-55100	Interest Revenue				-4,440	-25,995	-75,000	-49,005	35
06-1-47-55500	Rebates & Dividends				0	0	-30	-30	
06-1-47-85140	Lacombe County Contri				0	0	-73,385	-73,385	
06-1-47-85150	Ponoka County Contribu				0	0	-73,385	-73,385	
06-1-47-92100	Transfer from Reserves				0	0	-1,280,811	-1,280,811	
	REVENUES				-413,139	-2,581,312	-6,595,425	-4,014,113	39
EXPENSES									
06-2-47-11110	Board Wages-City of Lac				0	150	600	450	25
06-2-47-11120	Board Wages-Town of P				0	150	600	450	25
06-2-47-11130	Board Wages-Town of B				150	300	600	300	50
06-2-47-11140	Board Wages-Lacombe				350	700	1,400	700	50
06-2-47-11150	Board Wages-Ponoka C				150	300	600	300	50
06-2-47-21110	Board Travel-City of Lac				0	0	250	250	
06-2-47-21120	Board Travel -Town of P				0	30	250	220	12
06-2-47-21130	Board Travel-Town of Bl				15	30	250	220	12
06-2-47-21140	Board Travel-Lacombe C				8	16	250	234	6
06-2-47-21150	Board Travel-Ponoka Cc				30	59	250	191	24
06-2-47-21170	Travel-Administration				0	0	100	100	
06-2-47-21400	Membership Fees				0	114	300	186	38
06-2-47-21500	Postage & Freight				0	0	50	50	
06-2-47-21600	Staff & Volunteer Appre				0	0	300	300	
06-2-47-21700	Telephone - Office				0	147	900	753	16
06-2-47-21701	Telephone - Operations				0	3,384	8,072	4,688	42
06-2-47-23000	Management Fees				4,832	28,992	82,984	53,992	35
06-2-47-23100	Accounting and Auditor				-4,493	-0	8,300	8,300	
06-2-47-23200	Legal Fees				0	0	500	500	
06-2-47-23900	Other Professional Serv				0	2,088	16,800	14,712	12
06-2-47-25300	Equipment Repair & Ma				0	0	9,500	9,500	
06-2-47-25301	SCADA Maintenance				722	3,610	9,025	5,415	40
06-2-47-27400	Insurance & Bond Prem				0	4,218	3,889	-329	108
06-2-47-34200	Administration				901	5,406	10,812	5,406	50
06-2-47-35100	Purchase of Water				371,097	2,149,695	4,488,644	2,338,950	48
06-2-47-35200	Operations				8,208	48,041	123,637	75,596	39
06-2-47-51000	Miscellaneous Expense:				0	23	250	227	9
06-2-47-51100	Meeting Supplies				0	88	50	-38	175
06-2-47-51400	Office Supplies				0	0	150	150	
06-2-47-52400	General Materials & Sup				37	54	750	696	7
06-2-47-54400	Utilities-Electricity				212	2,436	3,500	1,064	70
06-2-47-56400	Valves				0	0	5,000	5,000	
06-2-47-81400	Bank Charges & Interes				0	20	25	5	80
06-2-47-83100	Debenture Interest				258,347	287,483	539,889	252,406	53
06-2-47-83200	Debenture Principal				312,341	349,968	736,668	386,700	48
06-2-47-99000	Amortization				0	0	465,610	465,610	

GL Department Report

GL5330

Page : 2

Date : Aug 16, 2019

Time : 9:36 am

Year : 2019

Budget : FINAL BUDGET

Period : 6

Account No.	Description	CC1	CC2	CC3	Current	Year To Date	Budget	Variance	% Used
REGIONAL WATER REPORTING									
				EXPENSES	952,906	2,887,498	6,520,755	3,633,257	44
	REGIONAL WATER REPORTING Total				539,767	306,186	-74,669	-380,856	410



**North Red Deer
Regional Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta
T4L 1E9

Memorandum

TO: Commission Board Members

FROM: Justin de Bresser, Administrator

DATE: ~~June 17, 2019~~ September 9, 2019

RE: Agreement with City of Lacombe – REF: 47/117
Operational and Administrative Services (2019)

PURPOSE:

To provide the Commission with options for the delivery of administrative and operational services.

BACKGROUND:

The current agreement between the Commission and City of Lacombe will expire on December 31 of this year. The agreement was a 3 ½ year agreement which covered all administration and operational services provided to the Commission by the City. The City has been providing services to the Commission since 2010. The 2016 agreement was the third contract signed between the parties.

ISSUE ANALYSIS:

On behalf of the City I have provided an updated rate schedule. Over the last contract, the City maintained a high level of service to the Commission while delivering operational, administrative, financial and engineering services. The City of Lacombe has proposed another 3 year term from 2020 – 2022. The City feels a new 3 year term would be advantageous to continue the discussion and work on the extension of the water line to the First Nations of Maskwacis and the sale of the water line to the City of Red Deer.

FINANCIAL IMPLICATIONS:

Attached is the proposed rate schedule. The City is proposing a 5% increase in 2020 and then 2% per year over the remaining term of the contract to keep in line with inflation.

Current Budget	
Administration, Engineering and Finance	\$68,796
Operational	\$123,637
Total for 2019	\$192,433

LEGISLATIVE AUTHORITY:

- Clause 6.12 of the Commission’s Bylaw 1 – Duties of Manager

SERVICE LEVEL IMPACT:

- There are no proposed changes to service levels based on the proposed agreement.

ALTERNATIVES:

1. Accept agreement as presented.
2. Propose changes for the City of Lacombe’s consideration.
3. Issue Request for Proposal for Admin and Operation Services that would be open to all service providers.

ATTACHMENTS:

- Rate schedule and cost impacts.

ACTION/RECOMMENDATION:

THAT the Board accept the City of Lacombe’s recommendation.

City of Lacombe			
Regional Water Services Proposed Admin & Operations Rates			
		Proposed	
		1-Jan-20	1-Jan-21
		to	to
		<u>31-Dec-20</u>	<u>31-Dec-21</u>
			1-Jan-22
			to
			<u>31-Dec-22</u>
Monthly Charges*			
Section 3.1 General Administration Duties			
(a) Management of Line Crossings			
(b) Communications			
(c) Water Rate Calculations			
(h) Water Conservation			
Subtotal		\$5,073	\$5,174
			\$5,277
Section 3.1 (b) - Budget and Financial Supervision Subtotal		\$946	\$965
			\$984
*All charges are billed monthly at the above flat rate.			
Operation Hourly Charges			
Section 3.1(i) Operational & Maintenance			
Operations Manager		\$74.28/hr	\$75.76/hr
			\$77.28/hr
Operations Supervisor		\$74.28/hr	\$75.76/hr
			\$77.28/hr
Utility Operator		\$39.02/hr	\$39.80/hr
			\$40.59/hr
On-Call Charges		\$4/hr	\$4/hr
			\$4/hr
4X4 ½ Ton Truck		\$17.19/hr	\$17.53/hr
			\$17.88/hr
Ancillary Charges			
On Call & Emergency – Cell Phones- Billed directly to Commission by Cell Phone Company			
Section 3.1 (f) - Emergency Services (Administration Staff only) After Hour Rate			
		\$91.76/hr	\$93.59/hr
			\$95.46/hr
Annual Cost Comparisons			
Monthly Charges (Admin & Finance)		\$72,228	\$73,667
		\$3,432	\$1,439
		5%	2%
			2%
Operation Charges		\$129,819	\$132,415
		\$6,182	\$2,596
		5%	2%
			2%
Total		\$202,047	\$206,082
		\$9,614	\$4,035
		5%	2%
			2%



**North Red Deer
Regional Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members
FROM: Justin de Bresser, Administrator
DATE: September 9, 2019
RE: Asset Management Proposal

PURPOSE:

To present for discussion: the Asset Management plan from Stantec.

ACTION/RECOMMENDATION:

THAT the Board directs Administration to include the Asset Management Proposal for consideration in the 2020 Capital budget.

BACKGROUND:

The North Red Deer River Water Commission commenced in 2006. High quality materials were used during construction of the main line, in order to maximize the lines life span. The Asset Management Plan addresses the lateral lines coming off the main, which connect the members.

ISSUE ANALYSIS:

Administration received direction to investigate an Asset Management Plan for the Commission at the Regular Board meeting on April 8th 2019, the motion reads as follows;

MOVED by Mayor Bonnett to direct Administration to use funds from Capital Reserves to develop an Assets Management plan on the lateral lines within each municipality.

CARRIED

Administration approached Stantec to develop a scope of work and then a subsequent quote. Administration believes Stantec to be the trusted advisors of the Commission

due to Stantec successfully implementing various projects for the Commission as well as many local Regional Commission projects.

The main distribution line is currently 13 years old with a significant portion life of its span left. However, the lateral lines connecting the local municipal distribution systems are the concern. These concerns include: construction material, age of infrastructure, location of lines for instances. The asset management plan is expected to cover the above concerns and deliver a robust long term financial plan that will serve the Commission for the foreseeable future.

FINANCIAL IMPLICATIONS:

The Commission is projected to have a balance of around \$4 Million in the Capital Reserve at year end. If the Board wishes to move forward with this project, funding would be drawn from this reserve.

The value of the project is over the \$75,000 where normally the Commission would have to tender an RFP. However, the General Exceptions, Part V, Section 1. (b) of the New West Trade Agreement (NWTa) allows Water, and services and investment pertaining to water to be sole sourced.

ALTERNATIVES:

1. THAT the Board directs Administration to include the Asset Management proposal for consideration in the 2020 Capital budget.
2. THAT the Board directs Administration to develop an Request for Proposal to solicit more quotes.
3. The Board may provide alternative direction to Administration.

ATTACHMENTS:

- Asset Management Proposal



**North Red Deer
River Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members

FROM: Justin de Bresser, Administrator

DATE: September 9, 2019

RE: Acting Administrator

REF: 47/112
2019

PURPOSE:

To recommend the appointment of an acting administrator.

BACKGROUND:

The operations of the Commission is managed via a contract with the City of Lacombe. The contract with the City is in accordance with section 6.13 of the Commission Bylaw #1.

As part of the contract, the City provides a person to act as an administrator to carry out the duties of the manager outlined in section 6.12 of the Commission Bylaw #1.

With the departure of the current administrator on September 27, 2019 who is assuming a new position with the Town of Blackfalds, the City has put forth Jordan Thompson as the acting administrator of the Commission until the position can be filled on a permanent basis.

ISSUE ANALYSIS:

The City is currently recruiting to fill the vacant position. This City is responsible for providing management services to the Commission. Jordan Thompson, the City's Director of Operations and Planning, has been identified as the person responsible for delivering management services to the Commission.

The Commission Board has authority under section 6.16 of Bylaw #1 to appoint an acting administrator.

FINANCIAL IMPLICATIONS:

None. Position is part of the overall contract with the City of Lacombe.

LEGISLATIVE AUTHORITY:

- Section 6.12, section 6.13 and 6.16 of Commission Bylaw #1

SERVICE LEVEL IMPACT:

- No impact on day to day delivery of services provided to member municipalities.

ALTERNATIVES:

N/A

ATTACHMENTS:

- none

ACTION/RECOMMENDATION:

THAT the Board appoint Jordan Thompson as acting Administrator effective September 27th 2019



**North Red Deer
River Water
Services
Commission**

5432 56th Avenue
Lacombe, Alberta T4L 1E9

Memorandum

TO: Commission Board Members

FROM: Justin de Bresser, Administrator

DATE: September 9, 2019

RE: Commission Signing Officers

REF: 47/810
2019

PURPOSE:

To seek Board approval for new signing officers for the Commission.

BACKGROUND:

Section 6.15 of the Commission's Bylaw #1 outlines who is responsible for signing documents, including bank related information, on behalf of the Commission. Either the Chair or in his/her absence, the vice chair, together with the administrator are authorized to execute cheques, promissory notes and other legal documents.

ISSUE ANALYSIS:

With the departure of the current Administrator, a new resolution is required identifying the new acting administrator as a signing officers by name. That resolution will be used by the Commission's bank to process the change to the Bank's records. Signing officers will have to appear in person at Servus Credit Union to add their signatures to the signature cards for the Commission.

With the addition of the Acting Administrator, the following will be the current signing authorities of the Commission:

Chair – Ken Wigmore
Vice Chair – Richard Poole
Acting Administrator – Jordan Thompson
Alternative Administrator – Matthew Goudy

To comply with federal legislation, signing officers will have to bring their driver's license to confirm identity.

FINANCIAL IMPLICATIONS:

No impact.

LEGISLATIVE AUTHORITY:

- Section 6.15 of the Commission's Bylaw #1

SERVICE LEVEL IMPACT:

- N/A

ALTERNATIVES:

1. No other alternatives.

ATTACHMENTS:

- None

ACTION/RECOMMENDATION:

THAT the Board of Directors for the North Red Deer River Water Services Commission hereby appoint Jordan Thompson for the purpose of executing cheques, promissory notes, bills of exchange and other instruments, whether negotiable or not, on behalf of the Commission: