

Minutes of the Red Deer River Municipal Water User Group, January 17th, 2008, 1:30 p.m., Civic Centre, Drumheller, Alberta

1.0 Call to Order

The meeting was called to order at 1:00 PM by Co-Chair Reeve Earl Marshall, County of Stettler (Co-Chair Patt Churchill absent).

Present: Redford Peeples – Town of Stettler, Rob Stoutenberg – Town of Stettler, Bryce Nimmo – Town of Drumheller, Tim Ainscough – Town of Innisfail, Tracey Walker – Town of Innisfail, Cathy Perry – Village of Alix, Murray Marshall – County of Starland, Lynda Fiedler – Town of Sylvan Lake, Warren Smith – Town of Olds, Ron Wilson – Town of Three Hills, Ryan Andrews – County of Newell, Jim Loughheed – Red Deer County, Al Kemmere – County of Mountain View, Lorna Watkinson-Zimmer, City of Red Deer, Annon Hovde – Village of Linden/Kneehill Regional Water Services Commission, Dennis Kuiken – Village of Acme, Walter Stefanik – Village of Big Valley, Dug Major – Special Areas Board, Cliff Soper – Lacombe County, Chris Reeds – Town of Trochu, Doug Lehman – Town of Oyen, Keith Ryder – RDRMUG, Linda Handy – Recording Secretary/Town of Drumheller

2.0 Introductions

3.0 Adoption of Agenda

Guest speaker: Todd Aasen of Alberta Environment was not able to attend the meeting due to the poor road conditions.

Peeples that the agenda for the January 17th, 2008 Red Deer River Municipal User Group Meeting be adopted as amended. Carried

4.0 Adoption of Minutes

R. Peeples stated that he wished to clarify his comments under Item 9.0 Review of Municipal Projects as follows: “Need to define where the ~~reservoir~~ water transfer station needs to be located.”

Fiedler that the Red Deer River Municipal User Group Organizational Meeting minutes of November 15th, 2007 be adopted as presented and the Regular Meeting minutes of the November 15th, 2007 be adopted as amended. Carried

5.0 Review Current Financial Status

5.1

K. Ryder, Executive Director provided an overview of the financial status to December 31, 2007 as follows:

Balance Sheet - Cash on hand: \$47,541.61; Investments include \$90,000.00 term deposit at 3.2%; Total Current Assets \$143,820.96 of which \$70,000 has been committed for the Water Use / Needs Study.

Statement of Revenue and Expense: Revenue to date \$113,321.81; Actual Expenses to date are \$65,675.66 which includes payments made for the Water Needs Study, the website contract at \$90/month, and K. Ryder's contract including 2007 conference attendance. Surplus to date is \$47,646.15.

Clarification required on Note 301: Accounts Payable Total \$23,648.37 of which \$20,865.90 has been paid out to the Water Needs Study.

Discussion held on audit requirements. K. Ryder stated that no audit has been carried out to date however under the Society status, an annual audit is required as decided upon by the membership.

Smith moved the adoption of the financial statement report as presented. Carried.

5.2 Membership Update

K. Ryder reviewed the 2007 membership list and noted that there are 36 paid participating communities for a total revenue of \$109,907.50 (\$0.50 per capita with a total population figure of 219,815).

5.3 Review 2008 Budget

5.4 2008 Membership Fees

Membership was presented with four budget scenarios with the membership fee set at \$0.50; \$0.25; \$0.20 and \$0.00 and with the following considerations:

- \$70,000 has been committed for the Water Needs Study;
- Estimated 2007 surplus to be \$79,727.80; and
- Budget scenarios were based on last years population totals; and
- Any lengthy or complex lobby action could use up considerable resources.

Discussion held on the disadvantages of building too much of a nest egg. K. Ryder recommended that the membership consider at a minimum a per capita fee of \$0.25 so that the group has sufficient funds should a viable project become available. The \$0.25 per capita fee would yield \$54,953.00 of revenue (based on the former population figures). It was agreed that the 2006 Federal Census figures be used for the 2008 calculations as these figures have increased for most communities.

Perry moved that the 2008 membership fee be set at a \$0.25 per capita based on the 2006 Federal Census for the Province of Alberta. Carried.

Membership reminded K. Ryder that the budget be set at the November meeting rather than the January meeting.

5.5 Renewal of Executive Director's Contract

K. Ryder excused himself from the meeting at 1:20 PM.

Walker moved that Keith Ryder's contract be renewed for a further one year term to December 31, 2008 with a 5% wage increase from the 2006 negotiated rate. Carried.

K. Ryder returned to the meeting at 1:30 PM. K. Ryder accepted the contract for a further one year term.

6.0 Executive Director's Report

6.1 Update on Steering Committee Water Needs Study

- K. Ryder stated that questionnaires were sent to each municipality in the Red Deer River Basin (including non RDRMUG members) with only 13-14 questionnaires being returned primarily from the smaller communities.
- Study is in the wrap-up stage and once completed will give the group specific tools to define each municipality to secure their water needs for up to 40 years.
- As well tools from the Study will include information and rationale to secure future water needs based on population projections; water use and return flow; flow projections for the next 25 year; and off-stream storage.
- The Study is based on gross use numbers as this is acceptable to the Province.
- In response to a question on whether there is overlapping on the Watershed's Study, "State of the Watershed Report", D. Major stated that the Watershed Report will not include any recommendations as this is the RDRMUG's responsibility and the report will service as a reference document for future years as it will include municipal supply and demand. Another study being undertaken is the SSRB Report which is a broader scale report but will again serve as a reference document.
- Draft study will be presented to the Steering Committee in February, 2008 with the final report presented at RDRMUG March 20th, 2008 meeting.

The members agreed that following the presentation to the group on March 20th, a decision will be made on whether additional presentations should be made. K. Ryder to research options and costs for possible additional presentations to communities.

6.2 Conservation Update

K. Ryder advised that he is working jointly with the Red Deer River Watershed Alliance on conservation models and a report will be presented to the group at their May meeting. He requested that any community successes on conservation projects to be forwarded to himself for posting on the website. The www.rdrmug.ca has a full "conservation" page and includes many tips and ideas that members can use in their own communities. The web pages also highlights and shares the many successes and efforts of RDRMUG members.

Lougheed moved to accept the Director's Report as presented. Carried.

7.0 Society Incorporation

Keith Ryder stated that based on the direction from the membership at the November meeting he has proceeded with the process to become a formal Society status. He presented the draft formation of a Society for the Red Deer River Municipal User Group for the memberships' consideration and approval. He stated that the existing objects and framework for the RDRMUG will be incorporated with the necessary generic society regulations into a bylaw structure for the "Association". The bylaws can be amended, deleted or added to by the membership.

He asked the group to confirm that the wording under the "Membership" and "Co-Chairs" section was correctly stated. The membership agreed to the wording for the "Membership" as stated: *"Membership in the Red Deer River Municipal User Group Association is limited to municipal jurisdictions that are within the Red Deer River Basin or rely on the Red Deer River for their water supply through Regional water supply systems. Each member municipality may appoint one individual to represent the municipality and to take part in any activities of the RDRMUG, including any committees to which the individual may be appointed. Each member municipality may also appoint one alternate"*.

The membership discussed whether the Co-Chairs should be appointed annually or alternately for two year terms. The membership agreed to the wording for the "Co-Chairs" as stated: *"There will be a joint chairmanship. One Co-Chair representing Urban Municipalities and one Co-Chair representing Rural Municipalities will be elected annually. The Co-Chairs shall be ex-officio and members of all Committees. They shall, when present, preside at all meetings of the Association"*.

K. Ryder asked for members to consider the number required for the Board of Directors and the length of their term. The membership agreed that the Board of Directors shall be five members plus two Co-Chairs and worded as stated, *"The Board of Directors shall be five members plus two Co-Chairs who are elected annually"*. It was agreed that the individual not the municipality would be appointed to the Board of Directors.

Kemmere that the Board of Directs be appointed as follows: Lorna Watkinson-Zimmer – City of Red Deer, Cliff Soper – Lacombe County; Bryce Nimmo – Town of Drumheller; Dug Major – Special Areas Board; Jim Lougheed – Red Deer County. Carried.

K. Ryder advised that he will circulate the necessary documents to the Officers for signatures and then the Society Application will be submitted for approval.

8.0 Review of Municipal Projects

a) Updates from members on water projects in their respective communities

- Village of Alix – new water meters being installed in the entire valley (421 homes) regional water supply from Hwy 21 line ongoing;
- City of Red Deer – water conservation strategy to improve sustainability of water use; information campaign; hiring of water conservation specialist. Experienced a difficulty in getting fluoride this past month.
- Special Areas – water supply project received scope adjustment approval – diversion rate reduced – water use for domestic and stock only; 120 km of pipeline.
- Town of Three Hills – new sewage lagoon working well.
- Town of Drumheller – awaiting approval from CAMRIF on the Wastewater Treatment Plant upgrade; if no approval working on Plan B which is borrowing.
- Kneehill Regional Water Services Commission – operating at a deficit.
- County of Newell – Phase 1 regional water from City of Brooks via pipeline to surrounding hamlets is underway; wastewater / ground water studies being undertaken / uncertain how small hamlets will pay for upgrades.
- Village of Acme – installing water meters / low flow shower heads and toilets.
- Town of Stettler – \$2 m engineering costs for their plant expansion (total project costs \$20m). Numbers have grown since inclusion of area to the west; water will move north of Alix in 2008; efforts in place to reduce water consumption by 15%.
- Town of Olds - conservation measures in place and they are now seeing some reductions to consumption by 10%; replacing their old style meters.
- Lacombe County – meeting with three communities to develop an area structure plan – water and utilities will be a large issue.
- Starland County – waterline from Craigmyle to Indiang getting pressured up. Henry Greuger supporting the water line.
- Village of Oyen – thankful for their water line / replaced pumps recently.
- Mountain View Water Commission – major concerns with erosion problems near Sundre – report from Environment to arrive soon.
- County of Red Deer – working on Glenifer Lake area structure plan (should be called a reservoir not a lake).
- Town of Innisfail – working on regional sewage system; third water reservoir to be commissioned in April, 2008.
- Stettler County – government recognizing one price water for rurals / east line to Halkirk bids to be opened next week.

Discussion held with moving the RDRMUG to different communities.

Watkinson-Zimmer that K. Ryder and the Executive Committee research the viability that the RDRMUG meeting be held at different communities. Carried.

Adjournment:

The next meeting is scheduled for **March 20th, 2008 at 1:00 PM at the Civic Centre, Drumheller, Alberta.**

The meeting adjourned at 2:30 PM.