

EXECUTIVE COMMITTEE



December 3, 2015
Badlands Community Facility

10:00 – 11:45 - Lunch will be arranged

1. Call to Order:

2. Agenda

- 2.1. Additions
- 2.2. Approval

3. Minutes:

- 3.1. Review minutes from September 17, 2015
- 3.2. Business arising from minutes of September 17, 2015

4. Financial:

- 4.1. Financials to October 31, 2015 (Attached)
- 4.2. 2016 Operating Budget (Attached)

5. Action Plan:

- 5.1. Review/Update from Rene Michalak, Project Lead Coordinator
[Click Here](#) for current updates and information

6. New Business:

- 6.1. Review Letter from Hart Water Management:
 - 6.1.1. Questions to be asked in support of crown reservation (Copy of Letter Included)
 - 6.1.2. Next steps
- 6.2. Executive Committee Meeting with RDRWA Board of Directors
To review common issues and discuss future approaches to RDRMUG's Crown Reservation application process.
- 6.3. Beaver Issue(s)
 - 6.3.1. Town of Drumheller is continuing to have issues with beavers at their water treatment plant. Letter of support to appropriate Provincial Ministry for assistance is requested.
- 6.4. Ground Water
 - 6.4.1. Information Factsheets from Alberta Environment and Parks
- 6.5. Current Allocation Information
- 6.6. Grant for Wastewater/Water Projects
[Click Here](#) for Information
- 6.7. Review of Executive Director's contract
(The Executive Director's contract is reviewed on an annual basis and if agreed a recommendation is made to the RDRMUG membership for renewal – contract details and information will be provided).

7. Additions

8. Next Executive Committee Meeting: Call of the Co-Chairs

9. Adjournment

RDRMUG EXECUTIVE COMMITTEE

Meeting Minutes September 17, 2015

1. Call to Order: 10:30 by Co-Chair J. Bota

Attendance: P. Churchill, J. Bota, R. Reckseidler, D. Wyntjes, B. Shaw, A. Campbell, G. Campion, T. Yemen, R. Michalak (RDRMUG Water Quality Action Plan), K. Ryder.

Regrets: J. Slep, A.M. Phillipsen

2. Agenda: Approved

Motion to approve agenda as presented: A. Campbell **Carried**

3. Minutes: From August 25, 2015

Business Arising from the Minutes of August 25, 2015

Motion to accept as presented: D. Wyntjes **Carried**

4. Financial to July 3, 2015: Reviewed for information.

Motion to accept for information: P. Churchill **Carried**

5. RDRMUG Water Quality Action Plan:

5.1. Update presented by R. Michalak, RDRMUG Action Plan Contractor

[Click here](#) for full RDRMUG Water Quality Action Plan Documents and Information.

5.1.1. Review/Discuss time line and deliverables

6. Review of Meeting with Hart Water Management (Minutes of meeting attached)

6.1. Hart Water Management is requested to prepare written questions that can be used in proceeding with the necessary updates to the Crown Reservation request.

7. Review Power Point: as prepared by Exec. Director for presentation at regular meeting to MLAs and representatives. Executive provided input and changes to power point.

8. Next Meeting Date: The November meeting date would normally be November 19; however, this date conflicts with the AAMD & C fall convention. Recommend to RDRMUG membership that the next RDRMUG regular and executive meeting be scheduled for December 3, 2015.

Motion to recommend to membership: D. Wyntjes **Carried**

9. Additions:

None

10. Next Exec. Committee Meeting: Thursday, December 3, 2015 prior to regular meeting. (details to follow)

11. Adjournment: 11:50

Motion: R. Reckseidler

Carried

DRAFT October 16, 2015

Toward a More Secure Water Supply for Communities in the Red Deer River Basin

Part E: Questions for Discussion with Alberta Environment and Parks

The Red Deer River Municipal Users Group (RDRMUG) and the Red Deer River Watershed Alliance (RDRWA) have a number of water administration questions and information requirements which are needed to facilitate further watershed planning and municipal water supply security in the watershed. These questions are directed toward Red Deer Regional Approvals Section of Alberta Environment and Parks (AEP).

1. The RDRMUG desires to update their 2010 request for a Crown Reservation under the Water Act for a quantity of unallocated water to be held specifically for municipal purposes.

Questions and Requests:

- a) Please provide a summary of licence allocations and registrations for the Red Deer Basin, and the most recent 2015 xls electronic listing of individual licences and registrations with the following breakdown:
 - Approval ID
 - Priority
 - Licence Issuing Date
 - Licensee
 - Point of Diversion
 - Source
 - Volume
 - Diversion Rate
 - Losses
 - Return Flow
 - Purpose
 - b) A listing of large applications on hand (allocation >5000 m³).
 - c) In the updated application for a Crown Reservation RDRMUG would like to address all issues that have been identified by AEP, or others. It would be most helpful to be aware of all issues related to creating a Crown Reservation.
 - What are the issues?
 - What actions does AEP advise the RDRMG to undertake to sufficiently satisfy the department to support an application for a Crown Reservation?
2. The RDRMUG and RDRWA wish to prepare for participation in decision-making related to the water allocation limits for the watershed that were recommended in the SSRB Approved Plan.

- a) Please provide AEP's current thinking on how the matter (1e: the "limit") will be addressed when the allocation reaches 550,000 dam³. **As the majority of communities in the RDRMUG are also members of the RDRWA, what is the role of the RDRWA in the decision-making process?**
 - b) Will the 550,000 and 600,000 dam³ tipping points be based on the licensed allocation volume or the allocation volume minus return flow?
 - c) There is a considerable amount of non-contributing area within the drainage basin that does not impact flow in the Red Deer River. Would AEP be receptive to excluding allocations in non-contributing areas from the tipping point volumes, since water use in those areas will not impact the Red Deer River?
 - d) Licensed projects outside the effective drainage areas (delineated by PFRA) would only contribute to flows in the Red Deer River in wet years when there are little or no water supply issues. Since drought years are the years of primary interest in this matter, would AEP be receptive to excluding allocations outside the effective drainage areas from the tipping point volumes?
3. Licensed municipal water users that are subject to WCOs are at risk of experiencing water supply deficits. There are 8 urban municipal licences, including regional projects, in the Red Deer River Basin that are subject to WCOs. It is expected that any future licences will also be subject to WCOs.
- a) When AEP is in position to enforce compliance with instream flow conditions, what will be the nature of enforcement procedures?
 - During open water period?
 - During ice conditions?

Recognizing uncertainties in data accuracy in reconstruction of natural flow and monitoring under ice conditions and the major impacts on communities of disruptions in water supply:

- Will AEP require communities to cease diverting when flow drops below WCOs?
 - Or will AEP seek a solution to low flows, such as modifying operation of Dickson Dam?
 - Or will AEP request that communities invoke rationing and undertake remedial measures within a certain time frame?
 - Or will AEP allow communities to continue withdrawals recognising that community withdrawals and return flows have minimal impact on Red Deer River stage, flow, velocity, wetted perimeter, etc. and will have minimal impacts on the aquatic environment.
 - Or will AEP pursue other options? If so, what might these options be?
4. Sharing deficits is touted as one way to distribute the impacts of water supply deficits over a large number of licence or registration holders to minimize the impacts on the junior users. The

assignment provision of the Water Act was effective on a large scale in minimizing the impacts of deficits in 2001 in the Oldman River Basin (Percy et al. 2010. Page 10) (AMEC 2009. Page 28) (Alberta Environment 2002. Page 2 and others) .

- a) Can Section 33 of the Water Act (Assignments) be used to share deficits between junior and senior licencees?
 - b) If the answer to 4(a) is "no", are there other Sections of the Act that can be used for sharing deficits between junior and senior licences?
5. The wording of the Jan 16, 2007 Director's decision on implementation of the WCOs for the Red Deer River Basin lacks clarity.
- a) The decision document reads: *"For future licences..... this WCO apply to any applications received or licences issued after May 1, 2005"* (AEP 2007).

Does the May 1, 2005 date apply to the application date (priority) or the date the licence was issued? Or is the date of application of the WCO at the director's discretion, and can be either of those dates? If it is either of the dates at the Director's discretion, what is the criteria for selecting the date that WCOs become effective?

- b) The Red Deer WCO decision document also specifies WCOs for existing licences with retrofit provisions (AEP 2007) in spite of the fact that Alberta Environment has indicated that:

"Some licences in the SSRB since 1999 have a provision to backfit a WCO condition to them. The Director has the authority and flexibility to backfit a WCO to a licence that will not render the licence unusable" (SSRB Water Conservation Fact Sheet. AEP Undated).

- Has this ever been done by a Director in the SSRB? If so, under what circumstances? What criteria was used to determine "usability" of the project?
- c) Subsequent to the above statement, Alberta Environment indicated that:

"Applying IFN as a condition on existing and future junior licences would render them substantially unusable; therefore retrofit provisions are not recommended" (Background Information for public consultation on the SSRB Water Management Plan. AEP Undated).

There are numerous licences in the Red Deer River Basin with retrofit provisions.

- Will AEP accept the recommendation to not impose the WCO on existing licences in the Red Deer River Basin with a retrofit provision?
- If AEP intends to apply the WCOs to licences with retrofit provisions if those provisions do not render the project unusable, what criteria will be used to define "unusable" and how will this be assessed?

References

Alberta Environment 2007. Establishment of Red Deer River Sub-basin Water Conservation Objectives. Alberta Environment. Edmonton, AB.

<http://esrd.alberta.ca/water/legislation-guidelines/documents/WaterConservationObjectivesRedDeerRiver.pdf>

Alberta Environment 2002. 2001 Water Administration Summary Report. Water Administration Branch. Lethbridge, AB.

AMEC 2009. SSRB in Alberta: Water supply Study -- Summary. Alberta Agriculture and Rural Development. Lethbridge, AB.

[http://www1.agric.gov.ab.ca/\\$Department/deptdocs.nsf/all/irr13053/\\$FILE/ssrb_main_report.pdf](http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/irr13053/$FILE/ssrb_main_report.pdf)

Percy et al. 2010. Alberta's Water Resource Allocation and Management System: A review. Prepared for Alberta Water Research Institute. Edmonton, AB.

http://albertawater.com/docs/water_file_20110611013211.pdf

Red Deer River Municipal User's Group
224 Centre Street
Drumheller, Alberta T0J 0Y4

**Balance Sheet (un-audited)
For The Month Ended October 2015**

Assets			
Current Assets			
Cash on Hand		-	
Bank - General		-	
Bank - Investments		-	
Bank - Chinook		125,853.49	
Prepaid Expenses		-	
Accounts Receivable		463.25	
Accrued Revenue		-	
GST Clearing		-	
GST Recoverable		1,908.42	
		128,225.16	128,225.16
Capital Assets			
Furniture and Fixtures		-	
Equipment		-	
Tools and Software		-	
		-	-
Total Assets		128,225.16	
Liabilities and Equity			
Current Liabilities			
Accounts Payable		-	
Accrued Liabilities		-	
Deferred Memberships		10,711.55	
Reserves		-	
		10,711.55	10,711.55
Surplus			
Opening Surplus		144,013.60	
Surplus (Loss) for Year		(26,499.99)	
Closing Surplus		117,513.61	117,513.61
Total Liabilities and Surplus		128,225.16	

Red Deer River Municipal User's Group
224 Centre Street
Drumheller, Alberta T0J 0Y4

Statement of Revenue and Expense (un-audited)
For The Month Ended October 2015

	Budget	Actual	Variance
Revenue			
Municipal Membership	64,000	53,557.70	(10,442.30)
Interest Earned	1,500	1,066.88	(433.12)
	<u>65,500.00</u>	<u>54,624.58</u>	<u>(10,875.42)</u>
Expenses			
Administration			
Contract Services (includes per diems)	40,000	30,432.93	(9,567.07)
Meeting Expense	2,400	2,469.15	69.15
Bank Charges	100	-	(100.00)
Town of Drumheller	4,800	-	(4,800.00)
Memberships/subscriptions	300	95.00	(205.00)
Office Supplies	750	469.86	(280.14)
Conference, Meetings	1,000	419.01	(580.99)
Travel Expense (Staff)	2,500	1,596.91	(903.09)
Web Site Maintenance	1,200	517.73	(682.27)
Miscellaneous	500	410.00	(90.00)
Accounting/Legal	5,000	-	(5,000.00)
GST Expense		-	-
Members Expenses			
Per Diems (Members)	2,000	-	(2,000.00)
Travel (Members)	2,000	-	(2,000.00)
Projects			
Special Projects	5,000	2,142.25	(2,857.75)
Consulting/Professional	5,000	4,100.00	(900.00)
Pamphlets and Written	1,000	-	(1,000.00)
Miscellaneous		-	-
RDRMUG Water Quality Water Protection Plan			
Contract Staff	60,000	34,552.24	(25,447.76)
Travel	4,000	1,784.29	(2,215.71)
Facility/Office Rental	4,800	1,420.00	(3,380.00)
Printing, mailing, etc.	5,000	193.22	(4,806.78)
Miscellaneous	1,000	521.98	(478.02)
	<u>148,350.00</u>	<u>81,124.57</u>	<u>(67,225.43)</u>
Surplus (Loss) for Year	<u>(82,850.00)</u>	<u>(26,499.99)</u>	<u>56,350.01</u>

2015 Red Deer River Municipal Water Users Group
 Membership is for the period of January 2015 to December 2015
 For The Month Ended October 2015

Chq Date	Deposited	Municipality	Amount Paid	Commitment	Population	Outstanding
15-Mar-15	20-Mar-15	Acadia Valley, County	123.75	123.75	495	-
23-Feb-15	16-Mar-15	Acme, Village	163.25	163.25	653	-
26-Feb-15	20-Mar-15	Alix, Village	207.50	207.50	830	-
		<i>Bashaw, Town</i>		-		-
13-Mar-15	20-Mar-15	Big Valley, Village	91.00	91.00	364	-
16-Mar-15	30-Apr-15	Blackfalds, Town	1,964.50	1,964.50	7,858	-
		*Bowden, Town		310.25	1,241	310.25
25-Feb-15	20-Mar-15	*Carstairs, Town	860.50	860.50	3,442	-
5-Mar-15	30-Apr-15	Clearwater, County	3,069.50	3,069.50	12,278	-
23-Mar-15	20-Mar-15	Consort, Village	180.50	180.50	722	-
		<i>Coronation, Town</i>		-		-
3-Mar-15	16-Mar-15	*Crossfield, Town	729.50	729.50	2,918	-
3-Sep-15	30-Sep-15	Delburne, Village	207.50	207.50	830	-
24-Jul-15	31-Jul-15	*Didsbury, Town	1,239.25	1,239.25	4,957	-
25-Feb-15	16-Mar-15	Drumheller, Town	2,007.25	2,007.25	8,029	-
		<i>Elnora, Village</i>		-		-
11-Mar-15	20-Mar-15	Halkirk, Village	30.25	30.25	121	-
6-Mar-15	30-Apr-15	Hanna, Town	668.25	668.25	2,673	-
2-Mar-15	16-Mar-15	*Innisfail, Town	1,980.50	1,980.50	7,922	-
27-Feb-15	30-Apr-15	Kneehill, County	1,230.25	1,230.25	4,921	-
26-Feb-15	16-Mar-15	Lacombe County	2,578.00	2,578.00	10,312	-
12-Mar-15	30-Apr-15	Linden, Village	181.25	181.25	725	-
24-Mar-15	30-Apr-15	Mountain View County	3,089.75	3,089.75	12,359	-
		<i>Munson, Village</i>		51.00	204	153.00
26-Feb-15	20-Mar-15	Newell, County	1,784.50	1,784.50	7,138	-
31-Mar-15	30-Apr-15	*Olds, Town	2,154.25	2,154.25	8,617	-
19-Jun-15	24-Jun-15	Oyen, Town	267.50	267.50	1,070	-
10-Mar-15	20-Mar-15	Paintearth, County	507.25	507.25	2,029	-
25-Feb-15	16-Mar-15	Red Deer, City	24,646.25	24,646.25	98,585	-
13-Mar-15	20-Mar-15	Red Deer, County	4,587.75	4,587.75	18,351	-
26-Mar-15	30-Apr-15	Special Areas	1,124.75	1,124.75	4,499	-
25-Feb-15	16-Mar-15	Starland, County	517.75	517.75	2,071	-
10-Mar-15	20-Mar-15	Stettler, County	1,275.75	1,275.75	5,103	-
13-Mar-15	30-Apr-15	Stettler, Town	1,437.00	1,437.00	5,748	-
26-Feb-15	16-Mar-15	Sundre, Town	673.75	673.75	2,695	-
6-Mar-15	16-Mar-15	Sylvan Lake, Town	3,253.75	3,253.75	13,015	-
5-Mar-15	16-Mar-15	Three Hills, Town	807.50	807.50	3,230	-
5-Mar-15	30-Apr-15	Trochu, Town	268.00	268.00	1,072	-
		<i>Veteran, Village</i>				-
		* members of the Mountain View Regional Water Services Commission			310.25	-
Paid Communities: 32			63,908.00	64,269.25	257,077	463.25
						(102.00)

2015 Red Deer River Municipal Water Users Group
 Membership is for the period of January 2015 to December 2015
 For The Month Ended October 2015

Deferred Membership Analysis

Month Ended	to Revenue	Added	Municipality	Balance
Invoices				64,269.25
31-Jan-15	→ 5,355.77			58,913.48
28-Feb-15	5,355.77			53,557.71
3/31/2015.	5,355.77			48,201.94
30-Apr-15	5,355.77			42,846.17
31-May-15	5,355.77			37,490.40
30-Jun-15	5,355.77			32,134.63
31-Jul-15	5,355.77			26,778.86
31-Aug-15	5,355.77			21,423.09
30-Sep-15	5,355.77			16,067.32
31-Oct-15	5,355.77			10,711.55
30-Nov-15	5,355.77			5,355.78
31-Dec-15	5,355.78			-
	<u>64,269.25</u>	<u>-</u>		

Red Deer River Municipal User's Group
224 Centre Street
Drumheller, Alberta T0J 0Y4

103 Bank - Investments

Surplus funds are held in the general account which earns daily interest at a rate of prime less 2%. The banking agreement has a minimum of \$100,000 for short term investments.

122 Prepaid Expenses

125 Accounts Receivable

Oct 2015 463.25 Requisitions outstanding from the membership
 463.25

127 GST Clearing

On September 8, 2006 the Group was approved as a non-registered municipality and is able to claim 100% rebate on any GST paid. This is retroactive to the date the Group was formed to a maximum of 4 years. Claims filed on 31-Dec-07 are for the periods ending:

	100%	Received	Balance	
31-Dec-05	315.00		315.00	Disallowed: do not qualify as a municipality as def
30-Jun-06	206.38		206.38	Disallowed: do not qualify as a municipality as def
31-Dec-06	1,344.63		1,344.63	Disallowed: do not qualify as a municipality as def
30-Jun-07	985.40		985.40	Disallowed: do not qualify as a municipality as def
31-Dec-07	1,482.93		1,482.93	
31-Dec-08	5,618.82	2809.41	2,809.41	Received 2818.89 from Government of Canada on
31-Dec-09	2,439.16	1219.58	1,219.58	Received \$1225.10 from Government of Canada o
31-Dec-10	1,923.57	967.74	955.83	Received \$967.74 from Government of Canada on
31-Dec-11	2,300.48	1150.24	1,150.24	Received \$1150.24 from Government of Canada o
			(10,469.40)	Audit entry: GST Expense 2011
31-Dec-12	1,229.28	1229.28	-	50% of total GST
31-Dec-13	1,187.11	1187.11	-	50% of total GST
31-Dec-14	1,487.18		1,487.18	50% of total GST
			-	
Total	<u>20,519.94</u>	<u>8,563.36</u>	<u>1,487.18</u>	

GST 2005-2007 not collectable. Society can only claim 50% of the GST. 2012 transactions adjusted in C auditors.

301 Accounts Payable

31-Dec-14 - Keith Ryder: one month payable: Contract & Office Supplies
current procedure is to pay Keith the first of the month following the service period.

310 Deferred Memberships

The requisition value is amortized to revenue on a monthly basis, for the year ending December 31, 2015. This value is adjusted with the addition of new members, and will reach zero at year end.

501 Municipal Memberships

The Membership fees were created for the period of January to December 2015. The membership fees are amortized to revenue on a monthly basis, and adjusted with the addition of new members.

The 2015 Fiscal Year budget was based on 25 cents per capita of the 2014 membership population, approximating 257,077 persons.

601 Contract Services

Cheques are payable to Keith Ryder. A one month payable is set up since invoicing follows the billing period.

609 Web Site Maintenance

The web site was launched in August 2006.

2016 RDRMUG DRAFT OPERATING BUDGET worksheet

	2014 Year End	Scenario 1	2015 Estimated to	2016 Draft Budget @	
	Actual	2015 Budget @	Year End	.25 per capita	
		.25 per capita			
Opening Surplus (Deficit)	143,832.82	147,879.79	147,879.79	102,350.64	
REVENUE					
Memberships	63,711.72	64,000.00	63,980.00	64,000.00	
Interest Earned	1,683.23	1,500.00	1,100.00	1,000.00	
Total Revenue	65,394.95	65,500.00	65,080.00	65,000.00	
EXPENSES					
Administration					
Contract Services/per diems	40,575.00	40,000.00	41,025.50	42,500.00	
Meeting Expenses	434.46	2,400.00	2,569.00	2,400.00	
Bank Charges		100.00	0	100.00	
Town of Drumheller	4,223.00	4,800.00	4,800.00	4,800.00	
Membership/Subscriptions	97.38	300.00	95.00	200.00	
Office Supplies	480.00	750.00	500.00	600.00	
Conference, Meetings	620.66	1,000.00	420.00	1,000.00	
Travel Expense (staff)	1,914.38	2,500.00	1,596.91	2,500.00	
Web Site Maintenance	1,607.26	1,200.00	600.00	1,000.00	
Miscellaneous	61.50	500.00	410.00	500.00	
Accounting Legal		5,000.00	Audit Required 2014 Accrual Required		
GST Expense					
Sub Total	50,013.64	58,550.00	52,016.41	55,600.00	
Members Expenses					
Per Diems (Members)		2,000.00	0.00	1000.00	
Travel Expense (Members)		2,000.00	-	1000.00	
Sub Total	-	4,000.00	-	2,000.00	
Projects					
Special Projects	11,334.34	5,000.00	2,143.00	5000.00	
Consulting/Professional		5,000.00	6,100.00	5000.00	
Promotional Material		1,000.00		1000.00	
Sub Total	11,334.34	11,000.00	8,243.00	11,000.00	
RDRMUG Water Quality Water Protection Plan					
Contract Staff		60,000.00	49,927.24	46125.00	Based on existing contract extended to September 2016
Travel		4,000.00	2,400.00	3000.00	
Facility/Office Rental		4,800.00	1,500.00	1200.00	
Printing, mailing, etc.		5,000.00	195.00	3000.00	
Miscellaneous		1,000.00	600.00	600.00	
Sub Total	-	74,800.00	54,622.24	53,925.00	
Total Expenses	61,347.98	148,350.00	114,881.65	122,525.00	

2016 RDRMUG DRAFT OPERATING BUDGET worksheet

Surplus (Loss) for Year	4,046.97	(82,850.00)	(49,801.65)	(57,525.00)
Closing Surplus	147,879.79	65,029.79	98,078.14	44,825.64
NOTES:				
Exec Director Comments:				
1. 2016 revenue is based on 2015 Membership population of 255,920				
2. 2015 totals are estimated to December 31, 2015				
3. Water Quality Action Plan is in place until March 2016, contract to be reviewed prior to March 2016. RDRMUG may extend for additional 6 mos. if required.				
3. RDRMUG Bylaws require an external audit every 3 years. 2017 is the next audit year.				
4. Scenario 1 is based on a .25 per capita request.				
5. All projects must be approved by the RDRMUG membership prior to being committed				
6. Any expenditures that are not covered in the approved RDRMUG budget or exceed a budgeted amount must be approved by the RDRMUG membership prior to any financial commitment being made.				
Recommendation: Continue with .25 per capita. This provides a proposed surplus of approx. \$50,000.00 which is prudent to cover any water issues that may arise.				