

EXECUTIVE COMMITTEE



May 21, 2015
Badlands Community Facility

10:30 – 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 March 19, 2015
- 3.2. Business arising from minutes of March 19, 2015

4. Financial to April 30, 2015

5. Action Plan

- 5.1. Review/Update from Rene Michalak, Project Lead Coordinator
(Progress reports attached).

6. New Business

- 6.1. Central Mountain View Advisory Group – Update K. Ryder
- 6.2. Discuss Temporary Diversion License concerns – K. Ryder (info from AESRD)
- 6.3. Review “Room for the River” information from Alberta WaterSMART
- 6.4. Discuss possible “field trip” for July 14, 2015 meeting. (if no field trip is July mtg needed?)

7. Additions

8. Next Meeting: Call of the Co-Chairs

9. Adjournment

RDRMUG EXECUTIVE COMMITTEE

Meeting Minutes March 19, 2015

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

Attendance: J. Bota, A. Campbell, R. Reckseidler, T. Leslie, G. Campion, B. Shaw, T. Yemen, R. Michalak, K. Ryder.

Regrets: P. Churchill, S. Grudecki, B. Shepherd, A.M. Philipsen.

2. Agenda: Approved

Motion: G. Campion

Carried

3. Minutes: From February 19, 2015

No business arising from the minutes of February 19, 2015

Motion: R. Reckseidler

Carried

4. Action Plan

4.1. Introduction of Rene Michalak, Lead Project Coordinator by J. Bota

Welcome extended to Rene from Executive Committee Members

4.2. Review of work plan

Round table discussion took place with members and Rene Michalak. The draft work plan that had been crafted by Bill Shaw was reviewed in detail. The consensus was that this was an excellent document that would get the Action Plan process started and necessary adjustments, additions and deletions would be made as the project advances. The important issues were that the work plan be kept updated and “fluid” as required.

Motion: R. Reckseidler to ratify the draft work plan in principle **Carried**

4.3. Suggested by Councillor Wyntjes that RDRMUG contact the Minister of Environment and endeavor to arrange a meeting to present a briefing on the RDRMUG Action Plan and an overall update on RDRMUG. K. Ryder will prepare a letter of invitation to a future meeting or to arrange a meeting with the Minister at an alternate time and location.

5. New Business

5.1. K. Ryder advised that Alberta Water Smart will be holding an open meeting “Room for our Rivers” - May 8, 2015 in Red Deer. (Venue and time to be confirmed)

5.2. Source Protection Update: K. Ryder advised that no new information has been received from this group to date.

5.3. K. Ryder advised that he had been invited by Central Mountain View Advisory Group to participate in a forum/panel discussion April 16, 2015. No objections noted

6. Lead Project Coordinator Contract: Rene Michalak was excused from the meeting.

6.1. Proceed with this matter in-camera

Motion: T. Leslie to move into an in-camera session **CARRIED**

6.2. Committee reviewed the contract between RDRMUG and Rene Michalak as prepared by K. Ryder. Revisions were noted and to be completed by K. Ryder. Once changes were made the contract will be circulated to the Executive Committee for final review, then presented to Rene Michalak for signing with the Co-Chairs.

Motion: J. Bota to present the contract as revised to Rene Michalak for acceptance and signing with RDRMUG Co-Chairs. **CARRIED**

6.3. Motion: A. Campbell to return to regular meeting from in-camera **CARRIED**

7. Additions: None

8. Next Meeting: May 21, 2015

9. Adjournment: 11:45 A. Campbell **CARRIED**

Red Deer River

MUNICIPAL USERS GROUP

RDRMUG – Municipal Water Quality Action Plan Progress Report (March 9 - 31, 2015)

Submitted by Rene Michalak – Phoenix Fire Consulting

Task 1	General	<p>Timetable as per Terms of Reference approved by Executive Committee on March 19, 2015; progress monitoring action plan to develop as consultation feedback collected.</p> <p>Met with Keith Ryder, Bill Shaw to confirm Terms of Reference and Action Plan, Project Lead Contract</p> <p>Developed RDRMUG logo graphic files, font type, and business cards artwork</p> <p>Set-up RDRMUG email and office at RDRWA</p>
Task 2	Water quality background	Developing - see Task 3
Task 3	Overview existing watershed “conditions”	<p>Reviewed:</p> <ul style="list-style-type: none"> • RDRMUG documents provided (binder) • RDRWA State of the Watershed Report • Background Technical Report 1 • Background Technical Report 2 • Working IWMP draft (Feb 20) • POLIS Peeling Back the Pavement (webinar) • POLIS Resilience Thinking and the Future of Watersheds (webinar) • Taking Care of Your Drinking Water & Wastewater in Alberta (webinar) • Water & Wastewater Operator Certification in Alberta - Overview (webinar) • Examining Vulnerability of Public Officials (Water and Wastewater Treatment) (webinar) • RDRWA Spring Forum (water quality focus) • Water: Source Water Protection (USEPA)
Task 4	Document current municipal policies and actions	Prepared 2-page project summary and bio, reviewed introductory letter for RDRMUG members
Task 5	Identify issues regards and threats to water quality	<p>Developing - see Task 3</p> <p>Presented on Water Issues at the March 19 RDRMUG meeting</p>
Task 6	Municipal Integrated Action Plan	<p>Met informally with RDRWA Staff to discuss IWMP implementation, Project Blue Thumb, and State of the Watershed report / BTR1 / BTR2</p> <p>Confirmed participation in Project Blue Thumb (social innovation lab)</p> <p>Scheduled meeting with RDRWA and RDRMUG for April 10</p>

Red Deer River

MUNICIPAL USERS GROUP

RDRMUG – Municipal Water Quality Action Plan Progress Report (April 1 - 30, 2015) <i>Submitted by Rene Michalak – Phoenix Fire Consulting</i>		
Task 1	General	Preparing a timetable and progress monitoring action plan - as per terms of reference
Task 2	Water quality background	Outline developed: <ul style="list-style-type: none"> • IWMP and MWQPP comparison drafted with RDRWA • RDRMUG member and stakeholder interview questions being drafted from AUMA Water Primer and Discussion Paper • Collecting feedback from AESRD perspective on municipal concerns regarding water quality
Task 3	Overview existing watershed “conditions”	Reviewed / Attended: <ul style="list-style-type: none"> • Closer to Home (C2H) - Smaller Centres Water and Wastewater Capacity Renewal Initiative (webinars & PDF) • AUMA Water Primer and Discussion Paper (PDF) • Municipal Affairs - Update to the Municipal Government Act • Water: Source Water Protection (USEPA) • Insurance Bureau Canada - Municipal Risk Assessment Tool • AB Water Council - Sector Planning for CEP • AB Water Council - Water Literacy Project Team • Water/Wastewater Operations - Service Capacity and Sustainability (webinar) • Water/Wastewater - Workforce and Capacity Development Organizations (webinar) • Charting a Course for Water Use in Canada (webinar) • POLIS Conservation Oriented Water Pricing (webinar) • Worth Every Penny: a Primer on Conservation Oriented Water Pricing (PDF) • CWRA Conference (April 20) • AB Wetlands: Classification to Policy Course (Apr 21 & 22) • Overview of Holistic Land Management Seminar (April 23) • Project Blue Thumb Water Lab (Apr 28 & 29)
Task 4	Document current municipal policies and actions	<ul style="list-style-type: none"> • Preparing for calls in May to RDRMUG members - officials and water treatment operators, AESRD (Curtis Horning), AWC, AUMA, AAMDC • AUMA Water Primer and Discussion Paper (PDF) - has a comprehensive list of relevant legislation compiled
Task 5	Identify issues regards and threats to water quality	Developing - see Task 3 <ul style="list-style-type: none"> • Alberta’s regulatory framework for drinking water quality is being updated (2016) • AUMA Water Primer and Discussion Paper (PDF) - has a comprehensive list of issues and relevant reports and documents detailed / referenced; continuing to research leads
Task 6	Municipal Integrated Action Plan	<ul style="list-style-type: none"> • Shared project outline and relevant resources at the RDRWA Project Blue Thumb Water Lab (Apr 28 & 29)

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

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

Assets			
Current Assets			
Cash on Hand	-		
Bank - General	-		
Bank - Investments	-		
Bank - Chinook	188,127.46		
Prepaid Expenses	-		
Accounts Receivable	2,177.50		
Accrued Revenue	-		
GST Clearing	-		
GST Recoverable	424.15		
	-		
		190,729.11	
Capital Assets			
Furniture and Fixtures	-		
Equipment	-		
Tools and Software	-		
	-		
		-	
Total Assets		190,729.11	
Liabilities and Equity			
Current Liabilities			
Accounts Payable	-		
Accrued Liabilities	-		
Deferred Memberships	42,846.17		
Reserves	-		
	-		
		42,846.17	
Surplus			
Opening Surplus	144,013.60		
Surplus (Loss) for Year	3,869.34		
Closing Surplus	-		
		147,882.94	
Total Liabilities and Surplus		190,729.11	

Red Deer River Municipal User's Group
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Statement of Revenue and Expense (un-audited)
For The Month Ended April 2015

	Budget	Actual	Variance
Revenue			
Municipal Membership	64,000	21,423.08	(42,576.92)
Interest Earned	1,500	452.50	(1,047.50)
	65,500.00	21,875.58	(43,624.42)
Expenses			
Administration			
Contract Services (includes per diems)	40,000	9,435.79	(30,564.21)
Meeting Expense	2,400	510.08	(1,889.92)
Bank Charges	100	-	(100.00)
Town of Drumheller	4,800	-	(4,800.00)
Memberships/subscriptions	300	95.00	(205.00)
Office Supplies	750	229.86	(520.14)
Conference, Meetings	1,000	399.01	(600.99)
Travel Expense (Staff)	2,500	359.23	(2,140.77)
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	-	(5,000.00)
Pamphlets and Written	1,000	-	(1,000.00)
Miscellaneous		-	-
RDRMUG Water Quality Water Protection Plan			
Contract Staff	60,000	3,802.24	(56,197.76)
Travel	4,000	20.00	(3,980.00)
Facility/Office Rental	4,800	-	(4,800.00)
Printing, mailing, etc.	5,000	28.67	(4,971.33)
Miscellaneous	1,000	56.38	(943.62)
	148,350.00	18,006.24	(130,343.76)
Surplus (Loss) for Year	(82,850.00)	3,869.34	86,719.34

2015 Red Deer River Municipal Water Users Group

Membership is for the period of January 2015 to December 2015
For The Month Ended April 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	-
		Delburne, Village		207.50	830	207.50
		*Didsbury, Town		1,239.25	4,957	1,239.25
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	-
		Munson, Village		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	-
		Oyen, Town		267.50	1,070	267.50
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			1,549.50	-
Paid Communities: 29			62,193.75	64,269.25	257,077	2,177.50
						(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 April 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>			
		-		

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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

Apr 2015	<u>2,177.50</u>	Requisitions outstanding from the membership
	<u>2,177.50</u>	

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:

	<u>100%</u>	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 on
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 on
			(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.