

**SHEEP RIVER  
REGIONAL UTILITY CORP.**



**MINUTES  
BOARD OF DIRECTORS  
SEPTEMBER 13, 2018  
MUNICIPAL OFFICE - COUNCIL CHAMBERS 1:30 P.M.**

**OFFICERS PRESENT:** Delilah Miller, Chairperson and Director - MD  
Heather Thomson, Recording Secretary - TV  
Christine Hummel, Interim Treasurer - MD

**OFFICERS ABSENT:** Harry Riva-Cambrin, Interim CEO - MD

**DIRECTORS PRESENT:** Sharlene Brown, Director - BD;  
Ruth Goodwin, Director - BD;  
Gary Rowntree, Director - TV;  
Jackie Stickel, Councillor - BD  
Todd Sharpe, Director - TV  
John Waring, Director - TV

**GUESTS PRESENT:** Lynda Cooke, Urban Systems  
Theo Owel, MPE  
Jill Hardy, MPE  
Garry Raab, Councillor TV  
Kris Nelson, Urban Systems  
Jeff Edgington, MD

1 CALL TO ORDER  
Delilah Miller, Chairperson called the Thursday, September 13, 2018 SRRUC Board of Directors meeting to order at 1:30 p.m.

2 ACCEPTANCE OF THE AGENDA

2.1 September 13, 2018 SRRUC BOD Agenda

**SRRUC. 180913.01** Motion by Director Waring that the Board accept the agenda with the addition of 8.2 Planning; 7.1 Address update; 8.3 Communications

**CARRIED**

3 ADOPTION OF PREVIOUS MINUTES

3.1 July 3, 2018 SRRUC Board of Directors meeting minutes

**SRRUC. 180913.02** Motion by Director Brown that the Board accept the SRRUC BOD July 3, 2018 meeting minutes as presented.

**CARRIED**

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Chair

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Treasurer

## 4 DELEGATIONS

### 4.1 Water Works Advisory Committee, Chair Maureen Nelson

Chair Miller requested introductions around the table be made for the benefit of Mrs. Maureen Nelson, Chair of the Water Works Advisory Committee

M. Nelson introduced herself and brought the Board up to date regarding the mandate of the WWAC per the Environmental Appeal Board (EAB) Ministerial order.

Ministerial order mandates two meetings per year advising a meeting has not been held in 2018. It is the expectation that AEP be invited to these meetings. Mrs. Nelson then advised the facilitator Mr. McAvey whom was provided by the EAB to assist in the first initial meetings had advised he felt he was not required any longer, however if the Board felt a written report is necessary he can provide that. Mrs. Nelson further advised the Terms of Reference will need to be adopted by SRRUC BOD, and she is planning a meeting with the members to finalize those amendments required since SRRUC took over management of WWAC. Hoping to bring this back to the Board in October for their approval. Mrs. Nelson further requested the Board's consideration to host an open house style meeting lead by WWAC which would include MPE to provide updates, if this meeting is held by year end SRRUC/WWAC will have met the requirements of two meetings per year.

Chair Miller requested the next communications be sent to Mrs. Nelson to forward along to the WWAC membership. Chair Miller thanked Mrs. Nelson for attending and will look for the Terms of Reference on the next SRRUC BOD agenda for presentation to the Board.

## 5 OLD BUSINESS

### 5.1 SRRUC Annual General Meeting (AGM)

**SRRUC. 180913.03** Motion by Director Goodwin that the Board schedule the AGM to be held on November 29, 2018 at 7:00 p.m. with the location to be determined.

**CARRIED**

### 5.2 Direct Intake Project Update

Jill Hardy, MPE provided update: Project moving forward as expected; pump is ready to be commissioned, piping is in place however the project is delayed because of Alberta Environment and Parks (AEP) change of scope requiring a double liner for the stilling pond. This is on order and expected delivery is expected mid-October. With all the delays of the liner; additional costs have been incurred, Theo Owel, MPE further advised the DRP funded Direct Intake additional costs will need to discuss with the DRP manager; justification must be provided to DRP for the overages; interim financing arrangements may have to be discussed.

**Action:** Harry Riva-Cambrin to address overage with DRP; and the advancement of funding.

5.3 MD Operations & Management Transition & Agreement Update  
 L. Cooke advised the agreement is with Brownlee, awaiting final revisions.  
 T. Sharpe advised on behalf of CEO Riva-Cambrin MD operators have been on site training, water operations are ongoing with no issues to report.  
 Mr. Sharpe further questioned how the MD plan on managing priorities in emergencies; suggested a plan be in place in the agreement for emergency response. **Action:**  
 Postpone to next meeting for further discussion.

5.4 Alberta Environment & Parks (AEP) Update  
 Letter received from AEP on August 17, 2016 advising of the Approval Expiry Date Extension to September 1, 2019.

5.5 Millarville Update  
 Mr. Edgington reported the hamlet of Millarville will be water ready within a month; he further advised Harry Riva-Cambrin is in discussion with Okotoks regarding the acquisition of a small capacity water license upstream of TV.

5.6 Water Works Advisory Committee (WWAC) Meeting

**SRRUC. 180913.04** Motion by Director Brown that the Board direct administration to contact the WWAC Chair to organize a WWAC meeting by the end of September 2018.

**CARRIED**

**SRRUC. 180913.05** Motion by Goodwin that the Board directs administration to coordinate with WWAC to hold an open house style meeting prior to the AGM being held in November.

**CARRIED**

## 6 ADMINISTRATIVE/FINANCIAL UPDATE

6.1 Accounts Payable for Approval

**SRRUC. 180913.06** Motion by Director Waring that the Board approve account payable in the amount of \$91,727.25

**CARRIED**

6.2 Financial Update

**SRRUC. 180913.07** Motion by Director Waring that the Board accept the financial update as presented.

**CARRIED**

## 7 NEW BUSINESS

No items

## 8 COMMUNICATIONS

**SRRUC. 180913.08** Motion by Director Rowntree that the Board direct administration to change the mailing address effective November 1, 2018 to direct mail to the MD of Foothills.

**CARRIED**

- 8.2 Communications Update - Kris Nelson, website  
Members requested the following additional items be included on new SRRUC website
- add audited financial statements to the resources page
  - further breakdown regarding what each community brought to the table i.e. funding, water license etc.
  - link to minutes Asset transfer; USA; with the resolution to approve
  - further clarification between water licence; useful to add something that difference between water licence and production capacity
  - current information needs to be on website along with the historical
  - highlight AEP regulations

**SRRUC. 180913.09** Motion by Director Goodwin that the Board accept the draft SRRUC website page as amended and directs administration to go live with the webpage by November 1, 2018

**CARRIED**

## 8.3 Technical Annual Planning Meeting

**SRRUC. 180913.10** Motion by Director Stickel that the Board direct the Chair of the technical meeting to schedule the annual planning meeting.

**CARRIED**

- 8.4 Todd Sharpe - further communications  
Mr. Sharpe requested the Boards consideration of further public feedback regarding the TV Water Conservation Bylaw

9 NEXT MEETING  
October 22, 2018 1:30 p.m. TV Chambers

10 ADJOURNMENT  
Chair Miller adjourned the meeting at 3:27 p.m.