

**AGENDA**  
**Sheep River Regional Utility Corp**  
**Board of Directors Meeting**



December 21, 2023

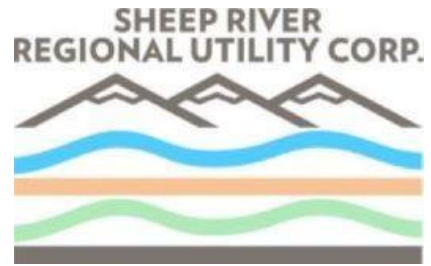
1:30 pm

Diamond Valley - Former Turner Valley Council Chamber

514 Windsor Avenue - Diamond Valley

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	<b>Pages</b>
1. CALL TO ORDER	
2. ADDITIONS TO THE AGENDA	
3. ADOPTION OF THE AGENDA	
4. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING	
4.1 SRRUC Meeting Minutes - October 19,2023	2
5. ACCOUNTS PAYABLE	
5.1 Accounts for Approval - November 2023	5
6. OLD BUSINESS	
7. BUSINESS	
7.1 Operations Update	
7.2 Monthly Water Usage Reports	
7.2.1 Treated vs Raw - October 2023	7
7.2.2 Treated vs Raw - November 2023	8
7.3 Budget 2024	9
7.4 Request for a Presentation on the Future of Diamond Valley's Water	
7.5 WWAC Code of Conduct	15
7.6 WWAC Rules and Procedures	21
8. CONFIDENTIAL CLOSED SESSION	
8.1 ConocoPhillips Land Reclamation and Well #7 Discussion - FOIP s. 24	
8.2 Direct Intake - Detailed Design - FOIP s. 16	
9. ROUND TABLE	
10. NEXT MEETING	
The next meeting is tentatively scheduled for February 15, 2024 at 1:30 p.m.	
11. ADJOURNMENT	



**SHEEP RIVER REGIONAL UTILITY CORP  
BOARD OF DIRECTORS MEETING MINUTES**

**October 19, 2023  
1:30 pm  
VIA VIDEOCONFERENCE**

**Directors:** Foothills County Director (Chair) Delilah Miller, Diamond Valley Director Heather Thomson, Diamond Valley Director Cindy Holladay, Diamond Valley Director Barry Crane,

**Staff:** Foothills County Utilities Foreman Cory Lyons, Foothills County Manager of Utilities Doug Haase, SRRUC Treasurer Christine Hummel, SRRUC CEO Harry Riva Cambrin, Foothills County Manager of Infrastructure Jeff Edgington, Foothills County Deputy Director of Corporate Services Reginald Hammond, Diamond Valley Manager of Operations Craig Beaton, SRRUC Recording Secretary Mary Ellen Beck

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**1. CALL TO ORDER**

The Sheep River Utility Corp meeting of October 19, 2023 was called to order at 1:32 p.m.

**2. ADDITIONS TO THE AGENDA**

None

**3. ADOPTION OF THE AGENDA**

**Resolution 48/2023  
Moved by: Barry Crane**

That the agenda for the October 19, 2023 Sheep River Regional Utility Corp meeting be approved as presented.

**Carried**

**4. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETING**

**4.1 SRRUC Meeting Minutes for Acceptance - August 31, 2023**

**Resolution 49/2023  
Moved by: Heather Thomson**

That the minutes from the August 31, 2023 Sheep River Regional Utility Corp meeting be accepted as presented.

**Carried**

**5. ACCOUNTS PAYABLE**

**5.1 Accounts for Approval - September 2023**

**Resolution 50/2023  
Moved by: Cindy Holladay**

That the Accounts Payable dated September 28, 2023 in the amount of \$75,109.60 be accepted for payment.

**Carried**

**5.2 Accounts for Approval - October 2023**

**Resolution 51/2023**  
**Moved by:** Barry Crane

That the Accounts Payable dated October 19, 2023 in the amount of \$15,197.85 be accepted for payment.

**Carried**

**6. OLD BUSINESS**

None

**7. BUSINESS**

**7.1 Operations Update**

An operations update was provided by Utility Foreman Cory Lyons.

The raw water storage levels are maintaining at 90% even though the river flow is too low to meet the IOs. The facilities continue to optimize water levels with conservation measures.

**7.2 Monthly Water Usage Reports**

**7.2.1 Treated vs Raw - August 2023**

Manager of Utilities Doug Haase stated that the red numbers on the spreadsheet under Diamond Valley indicate an over usage.

Diamond Valley Manager of Operations Craig Beaton confirmed that the over usage of water from Diamond Valley was due to the Bulk Water sales to Midwest Pipelines.

**Resolution 52/2023**  
**Moved by:** Barry Crane

That the Monthly Water Usage Report dated August 31, 2023 be adopted as presented.

**Carried**

**7.2.2 Treated vs Raw - September 2023**

**Resolution 53/2023**  
**Moved by:** Cindy Holladay

That the Monthly Water Usage Report dated September 30, 2023 be adopted as presented.

**Carried**

**7.3 Statement of Operating Revenues and Expenses**

Deputy Director of Corporate Services Reginald Hammond presented the Statement of Operating Revenues and Expenses dated September 30, 2023.

**Resolution 54/2023**  
**Moved by:** Cindy Holladay

That the operating revenue and expenses for September be adopted as presented.

Carried

**8. Closed Session**

**8.1 Operations, Management and Administration Agreement - FOIP s. 21**

**Resolution 55/2023**

**Moved by:** Barry Crane

That, in accordance with Section 197 of the Municipal Government Act, the Sheep River Regional Utility Corp. move into a Closed Meeting at 1:48 p.m. to discuss the Operations, Management and Administration Agreement as per section 21 of the Freedom of Information and Protection of Privacy Act (FOIP). SRRUC CEO, Harry Riva Cambrin, Foothills County Manager of Utilities Doug Haase, Foothills County Utilities Foreman Cory Lyons, Diamond Valley Manager of Operations Craig Beaton, SRRUC Treasurer Christine Hummel, Foothills County Deputy Director of Corporate Services Reginald Hammond, SRRUC Recording Secretary Mary Ellen Beck, attended the closed session of the meeting.

Carried

**Resolution 56/2023**

**Moved By:** Barry Crane

That the Sheep River Regional Utility Corp return to its open meeting at 1:55 p.m.

Carried

**9. Motions Arising from the Confidential Closed Session**

**9.1 Operations, Management and Administration Agreement**

**Resolution 57/2023**

**Moved by:** Barry Crane

That the Sheep River Regional Utility Corp and Foothills County renegotiate the terms of agreement for sec 8c *“Notwithstanding the foregoing, either Party shall be entitled to terminate this Agreement by the provision of no less than three (3) years’ notice”*, contingent on a business case proposal presented by Diamond Valley for the operation and management of the Sheep River Regional Utility Corporation.

Carried

**10. ROUND TABLE**

Director of Corporate Services Christine Hummel will bring the 2024 Budget to present at the December 21, 2023 meeting.

**11. NEXT MEETING**

The next meeting is scheduled for December 21, 2023 in-person (location to be announced).

**12. ADJOURNMENT**

That the October 19, 2023 Sheep River Utility Corp meeting be adjourned at 2:25 p.m.

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SRRUC Chair

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SRRUC CEO

**Sheep River Regional Utilities Corporation  
Accounts for Approval  
Payment Run dated November 23, 2023**

<b>Cheque</b>			<b><u>Invoice Amt</u></b>	<b><u>Cheque Amt</u></b>
<b><u>No.</u></b>	<b><u>Payable to:</u></b>			
1185	<b>MPE Engineering Ltd.</b>			<b>\$6,327.31</b>
	inv. 2065-001-05-08 Correspondence with AEPA re: monitoring programs and review of thrid party invoices		543.38	
	inv. 2065-003-00-41 Troubleshooting the GAC backwashing issue and the air compressors		573.30	
	inv. 2065-006-01-03 Sheep River Direct Intake Geotech-Engineering		4,077.15	
	inv. 2065-006-01-04 Sheep River Direct Intake Geotech-General Engineering		1,133.48	
1186	<b>Ramtech Environmental Products</b>			<b>\$2,724.37</b>
	inv. 4988-F514 Two Trojan UV Lamp Drivers		2,724.37	
				<b><u>\$9,051.68</u></b>
		<b>TOTAL Cheques</b>		<b><u>\$9,051.68</u></b>
<b><u>EFT No.</u></b>	<b><u>Payable to:</u></b>			
EFT032	<b>Bureau Veritas Canada (2019)</b>			<b>\$2,167.91</b>
	inv. C10920916 Intake Boreholes June 23, 2023 Samples - 7 packages of AT1 BTEX & F1-F4 in Soil (Vials) & AT1 Metals & Salinity in Soil		1,734.26	
	inv. C11018933 October 11, 2023 Samples - 1 package Groundwater/Stored Regular		433.65	
EFT033	<b>Capital H2O Systems Inc.</b>			<b>\$4,843.13</b>
	inv. 19432 Prominent Sigma 2 Pump (Spare)		4,843.13	
EFT034	<b>Foothills County</b>			<b>\$47,464.60</b>
	inv. IVC0000032769 September 2023 Operating Expenses		22,360.71	
	inv. IVC0000032884 October 2023 Operating Expenses		25,103.89	
EFT035	<b>Hach Sales &amp; Service Canada LP</b>			<b>\$3,540.60</b>
	inv. 335361 DR900 Multiparameter Colorimeter, Pocket Pro Low Range TDS Tester		3,540.60	
EFT036	<b>Ridgeline Electrical Services Ltd.</b>			<b>\$701.86</b>
	inv. 5759 Solenoid Valve for OSCG Operation		701.86	
EFT037	<b>Stantec Consulting Ltd.</b>			
	inv. 1826080 Turner Valley Reservoir Site & Source Water Program-Groundwater		9,684.91	<b>\$15,012.10</b>
	inv. 1826081 Turner Valley Reservoir Site & Source Water Program-Limited Phase II ESA		1,430.56	
	inv. 1831975 Turner Valley Reservoir Site & Source Water Program-Groundwater		2,425.79	
	inv. 1831977 Turner Valley Reservoir Site & Source Water Program-Limited Phase II ESA		1,470.84	
EFT038	<b>Summit Valve &amp; Controls Inc.</b>			<b>\$5,918.85</b>

inv. INV1-002532 Bray Valve Manual Gear Operator, 50:1, 12 inch Handwheel	563.85
inv. INV1-002534 Bray Electric Pneumatic Positioner	5,355.00

EFT039 <b>Town of Diamond Valley</b>		<b>\$8,502.53</b>
inv. 2023924 October 2023 Shared Operating Costs	8,502.53	

EFT040 Univar Canada		<b>\$1,888.68</b>
inv. 51591570 2,240 kg Chloride Salt Coarse No. 2	1,888.68	<u>                    </u>

<b>TOTAL EFT's</b>	<b><u>\$90,040.26</u></b>
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**PAP #    *Pre-authorized Payments***

44    **Town of Diamond Valley**

Utility Statement	
09/01/23-10/31/23	248.14
Bank withdrawal	
Dec 15/23	<u>                    </u>

<b>Total PAPs</b>	<b><u>\$248.14</u></b>
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<b>TOTAL Payments</b>	<b><u><u>\$99,340.08</u></u></b>
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**Sheep River Regional Utility Corporation**  
Treated Daily Demand vs Raw Water Diversion

Year/Month/Day	Diamond Valley West Treated (m3/day)	Diamond Valley East Treated (m3/day)	Diamond Valley Total (m3/day)	Millarville Crossing Treated (m3/day)	Total Treated Water (m3/day)	Diamond Valley West TW7, TW5A, CW8 Into Raw Water Reservoir (m3/day)	Diamond Valley East VW5 Into Raw Water Reservoir (m3/day)	Stilling Basin Into Raw Water Reservoir (m3/day)	Total Into Raw Water Reservoir (m3/day)	DV & MC RAW Water Volume Used (m3/day)	Raw Water Daily Gain/Loss (m3)
2023-10-01	790	822	1612	11.41	1623	91	1046	1023	2160	1787	373
2023-10-02	772	848	1621	11.73	1632	82	1055	0	1137	2107	-970
2023-10-03	778	880	1658	12.23	1670	88	1120	534	1742	1964	-222
2023-10-04	768	881	1648	12.43	1661	88	1119	1460	2667	1833	834
2023-10-05	761	852	1613	13.28	1626	175	1120	572	1867	1742	125
2023-10-06	769	875	1644	16.65	1661	215	954	0	1169	1919	-750
2023-10-07	755	888	1643	13.19	1656	205	861	898	1964	2062	-98
2023-10-08	758	868	1626	8.66	1635	105	900	1064	2069	1793	276
2023-10-09	796	870	1666	18.08	1684	89	1032	1703	2824	1868	956
2023-10-10	754	873	1628	21.54	1649	88	1034	1479	2601	1947	654
2023-10-11	837	826	1663	19.13	1682	87	1033	1264	2384	1887	497
2023-10-12	715	797	1512	12.57	1525	86	1033	672	1791	1717	74
2023-10-13	729	780	1509	12.57	1522	86	1033	0	1119	1602	-483
2023-10-14	728	782	1510	8.24	1518	84	1036	0	1120	1908	-788
2023-10-15	781	809	1590	12.10	1602	85	1076	0	1161	1767	-606
2023-10-16	747	809	1555	15.49	1571	85	1076	789	1950	1726	224
2023-10-17	747	793	1541	11.56	1552	85	1076	721	1882	1750	132
2023-10-18	738	780	1518	12.86	1531	83	1096	0	1179	1823	-644
2023-10-19	752	780	1532	12.06	1544	83	1077	751	1911	1847	64
2023-10-20	773	787	1560	10.97	1571	82	1077	1206	2365	1766	599
2023-10-21	750	793	1543	9.84	1553	83	1076	1183	2342	1616	726
2023-10-22	772	789	1561	9.89	1571	83	1076	425	1584	1938	-354
2023-10-23	717	821	1538	11.56	1550	172	1077	0	1249	1839	-590
2023-10-24	723	800	1523	11.11	1534	113	1077	0	1190	1695	-505
2023-10-25	745	789	1534	12.84	1547	77	1101	0	1178	1637	-459
2023-10-26	710	783	1493	12.88	1506	106	1122	0	1228	1655	-427
2023-10-27	700	784	1483	12.45	1496	105	1082	1194	2381	1989	392
2023-10-28	719	788	1506	10.42	1517	98	1034	1132	2264	1608	656
2023-10-29	736	818	1554	10.63	1565	97	1037	1155	2289	1763	526
2023-10-30	671	828	1499	11.24	1510	106	994	0	1100	1672	-572
2023-10-31	609	796	1405	10.96	1416	100	948	0	1048	1706	-658
<b>Min</b>	609	780	1405	8.24	1416	77	861	0	1048	1602	-970
<b>Avg</b>	745	819	1564	12.60	1577	104	1048	1012	1771	1804	-542
<b>Max</b>	837	888	1666	21.54	1684	215	1122	1703	2824	2107	956
	<b>23100</b>	<b>25386</b>	<b>48487</b>	<b>390.57</b>	<b>48877</b>	<b>3212</b>	<b>32478</b>	<b>19225</b>	<b>54915</b>	<b>55933</b>	<b>-1018</b>

Raw water reservoir in m3 at the end of the month	167909	Raw water reservoir in percentage	90	Max 1310 m3/day	Max 1443 m3/day	I/O Max 2488 m3/day Max 6480 m3/day
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### Sheep River Regional Utility Corporation Treated Daily Demand vs Raw Water Diversion

Year/Month/Day	Diamond Valley West Treated (m3/day)	Diamond Valley East Treated (m3/day)	Diamond Valley Total (m3/day)	Millarville Crossing Treated (m3/day)	Total Treated Water (m3/day)	Diamond Valley West TW7, TW5A, CW8 Into Raw Water Reservoir (m3/day)	Diamond Valley East VW5 Into Raw Water Reservoir (m3/day)	Stilling Basin Into Raw Water Reservoir (m3/day)	Total Into Raw Water Reservoir (m3/day)	DV & MC RAW Water Volume Used (m3/day)	Raw Water Daily Gain/Loss (m3)
2023-11-01	642	796	1438	11.71	1450	93	1076	0	1169	1640	-471
2023-11-02	658	809	1467	11.22	1478	146	1053	0	1199	1747	-548
2023-11-03	658	822	1480	10.15	1490	98	1034	0	1132	1689	-557
2023-11-04	669	838	1507	9.00	1516	98	1034	0	1132	1780	-648
2023-11-05	691	834	1525	7.98	1533	103	1034	24	1161	1705	-544
2023-11-06	672	850	1522	11.16	1533	96	1071	1269	2436	1704	732
2023-11-07	656	832	1488	11.82	1500	212	998	1380	2590	1585	1005
2023-11-08	676	831	1507	11.41	1518	253	969	1380	2602	1876	726
2023-11-09	651	837	1488	9.51	1498	251	961	1379	2591	1821	770
2023-11-10	692	830	1522	10.40	1532	255	938	1349	2542	1686	856
2023-11-11	675	832	1507	8.24	1515	255	922	522	1699	1578	121
2023-11-12	679	836	1515	9.75	1525	253	906	0	1159	1700	-541
2023-11-13	660	836	1496	9.09	1505	255	895	0	1150	1778	-628
2023-11-14	663	827	1490	10.07	1500	265	913	0	1178	1937	-759
2023-11-15	678	815	1493	10.48	1503	278	904	0	1182	1621	-439
2023-11-16	674	807	1481	9.41	1490	280	904	0	1184	1700	-516
2023-11-17	659	813	1472	9.50	1481	278	905	0	1183	1701	-518
2023-11-18	702	834	1536	11.78	1548	279	904	0	1183	1739	-556
2023-11-19	714	849	1563	11.36	1574	279	904	0	1183	1967	-784
2023-11-20	700	852	1552	12.45	1564	275	905	0	1180	1770	-590
2023-11-21	673	809	1482	12.31	1494	290	792	0	1082	1701	-619
2023-11-22	675	797	1472	12.02	1484	271	839	565	1675	1594	81
2023-11-23	656	768	1424	12.38	1436	274	866	1316	2456	1798	658
2023-11-24	664	791	1455	11.32	1466	276	861	961	2098	1991	107
2023-11-25	637	786	1423	10.76	1434	275	862	1379	2516	1748	768
2023-11-26	647	804	1451	10.85	1461	277	861	1380	2518	1593	925
2023-11-27	648	821	1469	10.38	1479	269	932	1380	2581	1731	850
2023-11-28	649	830	1479	13.91	1492	283	908	1380	2571	1624	947
2023-11-29	636	831	1467	11.96	1479	269	929	1380	2578	1912	666
2023-11-30	667	830	1497	11.47	1508	275	954	1078	2307	1807	500
<b>Min</b>	636	768	1423	7.98	1434	93	792	0	1082	1578	-784
<b>Avg</b>	667	821	1489	10.79	1500	235	934	1133	1774	1741	-581
<b>Max</b>	714	852	1563	13.91	1574	290	1076	1380	2602	1991	1005
<b>20021</b>	<b>24642</b>	<b>44663</b>	<b>323.85</b>	<b>44987</b>	<b>7061</b>	<b>28034</b>	<b>18122</b>	<b>53217</b>	<b>52223</b>	<b>994</b>	

Raw water reservoir in m3 at the end of the month	169028	Raw water reservoir in percentage	90.6	Max 1310 m3/day	Max 1443 m3/day	I/O Max 2488 m3/day Max 6480 m3/day
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**Sheep River Regional Utilities Corporation**  
**Budget 2024 - Draft**  
**December 21, 2023**

	<u>2023</u> <u>Budget</u>	<u>2024</u> <u>Budget</u>
<b>Revenue</b>		
Variable Water Revenue	\$682,452	\$723,852
Fixed Revenue	162,651	169,124
Interest Income	12,000	24,000
Other Income	20,000	30,000
<b>Total Revenue</b>	<u>\$877,103</u>	<u>\$946,976</u>
<b>Expenses</b>		
Wages & Benefits	\$215,000	\$230,000
Amortization	215,522	224,147
Groundwater Monitoring & Testing	100,000	50,000
Utilities Expense	125,000	140,000
Engineering Fees	115,000	150,000
Work Contracted	62,000	62,000
Small Tools & Supplies	15,000	45,000
WTP Maintenance & Repair	20,000	25,000
Computer Services	3,500	6,000
Telephone	6,000	6,000
Conferences, Memberships & Training	5,000	5,000
Operating Supplies	15,000	15,000
Postage	600	600
Fuel Expense	6,000	6,000
Office Supplies	3,100	5,000
Meals & Mileage	1,000	0
Advertising	1,000	1,000
Bank Charges	1,250	1,250
<b>Total Operating costs</b>	<u>\$909,972</u>	<u>\$971,997</u>
Administration Fee	\$32,500	\$34,500
Insurance	18,500	18,500
Audit	3,885	4,050
<b>Total Management &amp; Admin costs</b>	<u>54,885</u>	<u>57,050</u>
<b>Total Expenses</b>	<u>\$964,857</u>	<u>\$1,029,047</u>
<b>Excess of Revenues over Expenditures</b>	(\$87,754)	(\$82,071)
Add back in Amortization	215,522	224,147
Capital purchases	-20,000	-30,000
Transfer to Capital Reserve	-107,761	-112,074
<b>Surplus (Deficit)</b>	<u>\$7</u>	<u>\$3</u>

**Summary of 2024 Rates (Jan - May)**

	Fixed (monthly)	Consumption				
		Variable (monthly)				
Diamond Valley	11,689	58,161				
Foothills County	1,299	410				
	<u>12,988</u>	<u>58,571</u>		64,940	292,855	357,795

**Summary of 2024 Rates (June - December)**

	Fixed (monthly)	Consumption				
		Variable (monthly)				
Diamond Valley	13,395	61,078				
Foothills County	1,488	493				
	<u>14,883</u>	<u>61,571</u>		104,184	430,997	535,181
				<u>169,124</u>	<u>723,852</u>	<u>892,976</u>

**Operating budget & consumptive cost of water history**

	2022	2023	2024
Operating budget history	\$630,950	\$682,450	\$723,850
allocation to Diamond Valley	622,748	677,673	718,059
allocation to Foothills County	\$8,202	3,681	5,791
Volume Projection (budgeted)	692,716	699,782	655,110
Effective cost of consumption	0.91	0.98	1.10

**SRRUC Capital Projections**

**Budget 2024**

**Draft #1**

**Capital**

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Roller flex raw water reservoir aeration lines	\$14,000				
Raw Water Flow Totalizer Meter	16,000				
PLC System				\$85,000	
<b>TOTAL</b>	<u>\$30,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$85,000</u>	<u>\$0</u>

# Sheep River Regional Utilities Corporation

## 2024 Draft Budget Notes

### December 21, 2023

#### Background:

There are two components to the SRRUC budget: fixed costs and variable costs.

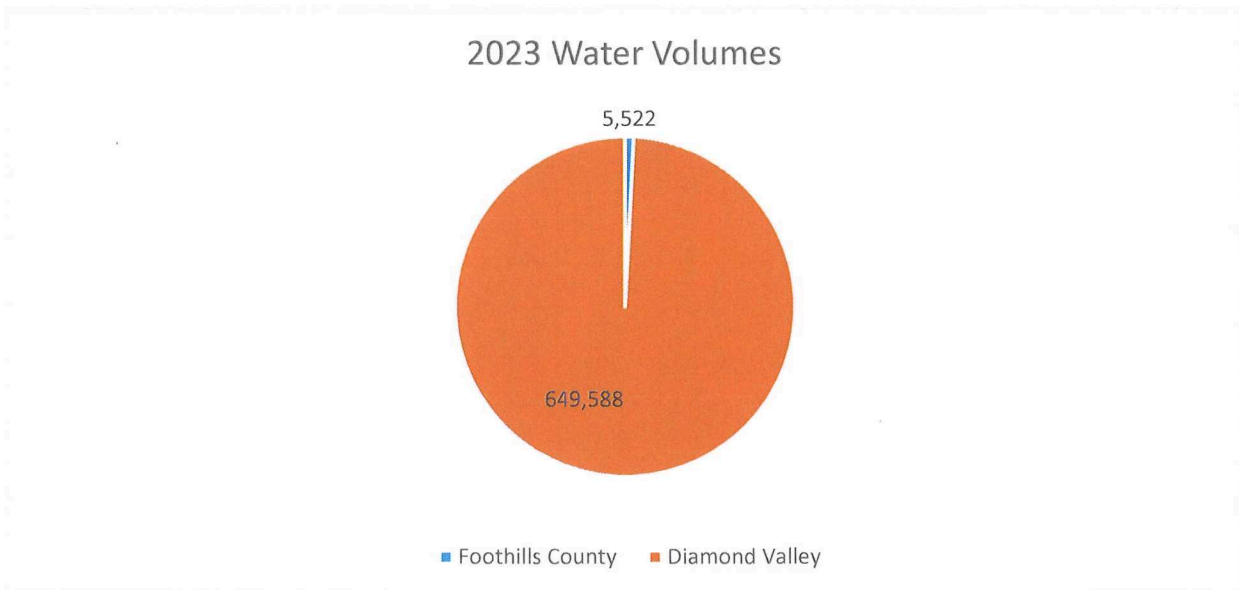
**Fixed costs** are made up of the administration fee, insurance, audit expense and the Capital Reserve transfer (this reserve transfer is always 50% of budgeted amortization). Fixed costs are billed to the two participants on an ownership basis (90/10).

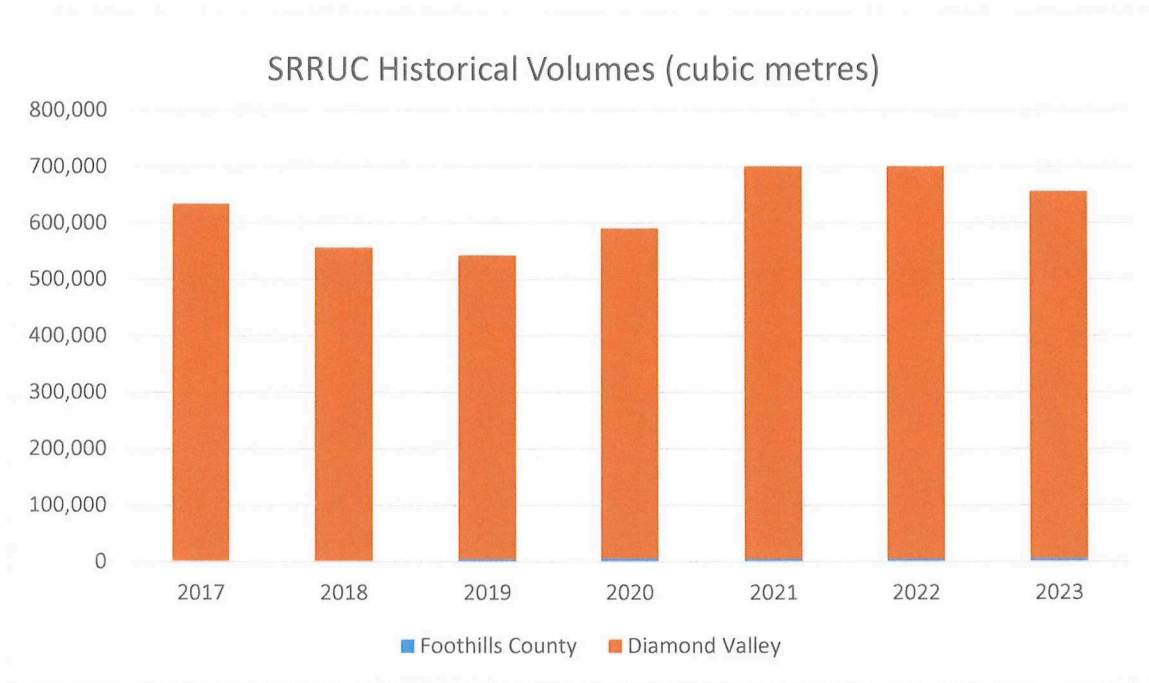
**Variable costs** are the Total Operating Costs less amortization & interest income. Variable costs are billed to the three participants based on total actual percentage usage from the prior year. This year the percentage usage is as follows:

Diamond Valley	99.2%
Foothills County	0.8%

Please note that the effective cost of consumption for this budget is \$1.10/m<sup>3</sup> (in 2023 it was \$.98/m<sup>3</sup>). This increase is due to increased costs and a decrease of 6.8% in 2023 consumption volumes.

#### Volume Usage:





**Revenue:**

Please note that Other Income is a direct offset for the 2024 capital requests. This amount is invoiced to the participants (based on the 90/10 ownership split). It is invoiced at the end of the year based on actual costs incurred.

New rates are effective June 1<sup>st</sup> of the Calendar year.

**Interest Income** has increased by \$12,000 due to higher interest rates and SRRUC 's growing capital reserve. The Capital Reserve had a balance of \$569,666 in 2022.

**Expenses:**

**Wages & Benefits** have increased by \$15,000 due to wage adjustments and increased overtime.

**Amortization** has increased by \$8,625 to reflect the prior years' actual.

**Groundwater Monitoring & Testing** has been decreased by \$50,000 to reflect historical costs.

**Utilities** has been increased by \$15,000 to reflect historical actuals and anticipated utility increases.

**Engineering Fees** have been increased \$35,000 to add additional engineering consulting services for the river intake.

**Small Tools & Supplies** have been increased by \$30,000 as the WTP is now regularly having to replace UV lamps, sensors, probes, etc.

**WTP Maintenance & Repair** has increased by \$5,000 due to a requested building heater replacement.

**Computer Services, Office Supplies, Meals & Mileage, Administration Fee and Audit** have minor increases/decreases to reflect historical actuals.

## CODE OF CONDUCT FOR THE WATER WORKS ADVISORY COMMITTEE MEMBERS

A code of conduct was established to govern the conduct of members of the Water Works Advisory Committee.

Water Works Advisory Committee members recognize that they have an obligation to serve the Committee in a conscientious and diligent manner; understanding that the function of Committee members is to seek the common good of the municipalities as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them.

The following was enacted to provide for a Code of Conduct for Members of the Water Works Advisory Committee on \_\_\_\_\_.

The Water Works Advisory Committee Code of Conduct is as follows:

### 1. PURPOSE AND PRINCIPLES

- 1.1. The purpose and intent of the Code of Conduct is to establish standards of conduct for Committee Members so that they may carry out their entrusted duties with diligence and impartiality while maintaining the highest standard of integrity.
- 1.2. The Code is intended to supplement existing municipal policies that govern the conduct of the Committee.
- 1.3. The key principles underlying this Code of Conduct are as follows:
  - a. The public should have confidence that the accepted members of the Committee operate from a basis of integrity, justice, courtesy and propriety and will carry out their duties in a fair, impartial and transparent manner;
  - b. Members shall put the interests of the residents and rate payers of the municipalities as a whole above personal interests;
  - c. Members should demonstrate respect for the law and for the policies, procedures and processes of the municipalities;
  - d. Members have a duty to treat members of the public, representatives from other agencies or municipalities, each other and staff with respect and dignity and without abuse, bullying or intimidation;
  - e. Members must exercise due care in the treatment of any Confidential Information obtained through their accepted positions.

### 2. DEFINITIONS

- 2.1. **CAO** means the administrative head of the municipality, or the chief administrative officer as defined in the Municipal Government Act.
- 2.2. **Code of Conduct** means the Water Works Advisory Code of Conduct for Members.
- 2.3. **Committee** means the Water Works Advisory Committee.
- 2.4. **Confidential Information** means any information that is prohibited from being disclosed under Alberta's Freedom of Information and Protection of Privacy Act (FOIP) and also includes any information received by a Member in confidence by virtue of their position on the Committee as well as all matters discussed in meetings that have been closed to the public (closed session), unless those matters have subsequently been made public.
- 2.5. **Sheep River Regional Utility Corp (SRRUC)** means the Commission to receive, assess, investigate and adjudicate complaints regarding breach of the Code of Conduct.

2.6. **Member** means a member of a committee appointed by SRRUC.

### **3. COMPLIANCE WITH CODE OF CONDUCT**

- 3.1. This Code of Conduct applies to all Members and all Members must observe and comply with all provisions of the Code of Conduct as well as other policies and procedures established by the Committee which affect the Members.
- 3.2. Members shall sign the Statement of Commitment attached and agree to comply with the Code of Conduct.
- 3.3. All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 3.4. No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

### **4. REPRESENTING & COMMUNICATING ON BEHALF OF THE WATER WORKS ADVISORY COMMITTEE**

- 4.1. Members shall strive for excellence in the performance of their duties of the Committee.
- 4.2. As representatives of the Committee, Members will conduct themselves in all their affairs with integrity.
- 4.3. Members shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.
- 4.4. Members will conduct their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 4.5. Members shall show respect for other Members, for decisions and the decision-making process and for procedures as outlined in the Water Works Advisory Rules and Procedures.
- 4.6. The venue for discussions on matters before the Committee is within their respective meetings. Members shall not engage in debate with each other via public mediums.
- 4.7. Members are expected to use good judgment as to what is appropriate use of electronic social media and must not communicate anything that could harm the reputation of the municipalities. Providing personal comments on matters before the Committees on social media is inappropriate.
- 4.8. If a difference or conflict arises between Members that is not easily resolved, processes outlined in the Rules and Procedures and best practices in conflict resolution shall be employed in order to resolve the issue and maintain working relationships among Members.

### **5. OBLIGATIONS OF MEMBERS**

- 5.1. Members must conduct themselves in accordance with the requirements and obligations set out in municipal, provincial and federal legislation, including but not limited to the following:
  - a. Alberta Human Rights Act;
  - b. Alberta Local Authorities Election Act;
  - c. Canadian Human Rights Act;
  - d. Criminal Code of Canada;
  - e. Freedom of Information and Protection of Privacy Act;
  - f. Water Works Advisory Rules and Procedures;



- g. Municipal Government Act;
  - h. Occupational Health and Safety Act, Regulation and Code.
- 5.2. All Members are expected to be suitably prepared for Committee meetings.

## **6. AVOIDANCE OF CONFLICTS OF INTEREST**

- 6.1. Members shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Committee.
- 6.2. Members shall remove themselves from the proceedings regarding any matter in which they have a pecuniary interest.
- 6.3. Members shall not influence or attempt to influence a decision in a matter that they have a pecuniary or personal interest which comes before the Committee.
- 6.4. Members shall not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment of the Committee.
- 6.5. Members shall not allow their personal interests or connection to volunteer organizations to influence their impartiality with respect to the duties they carry out as Members.
- 6.6. Members shall not engage in any activity that is incompatible with the ethical performance of their duties in the public interest, as Members.

## **7. ACCEPTANCE OF GIFTS OR BENEFITS**

- 7.1. Any acceptance of gifts or benefits by a Member shall be in accordance with federal and provincial legislation.
- 7.2. Members shall ensure that they do not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from the Committee through the acceptance of gifts or benefits.

## **8. INTERACTIONS WITH MUNICIPAL STAFF**

- 8.1. Members will respect the CEO of SRRUC's authority to direct staff.
- 8.2. Members will treat municipal staff with dignity, understanding and respect in order to ensure that the municipal work environment is free from discrimination, bullying and harassment.
- 8.3. No Member shall use, or attempt to use, their authority for the purpose of influencing any staff member with the intent of interfering in staff's duties.
- 8.4. No Member shall maliciously or falsely impugn or injure the professional or ethical reputation of staff, and all Members shall show respect for the professional capacities of the staff of the municipality.
- 8.5. No member shall compel staff to engage in partisan political activities or subject staff to threat or discrimination for refusing to participate in such activities.

## **9. INTERACTIONS WITH OTHER AGENCIES OR MUNICIPALITIES AND THE PUBLIC**

- 9.1. In the performance of their duties, Members will treat representatives of other agencies or municipalities and members of the public with dignity, understanding and respect.

## **10. CONFIDENTIAL INFORMATION**

- 10.1. Personal information collected by the municipalities will only be used for the purpose for which it was collected, and only disclosed if such disclosure complies with Alberta's *Freedom of Information and Protection of Privacy Act* (FOIP).
- 10.2. Members are encouraged to acquire an understanding of the principles of FOIP.
- 10.3. Members shall not release or divulge any matters discussed while in closed session including any aspect of the closed session deliberations to anyone.
- 10.4. Members who speak or write publicly are responsible for ensuring that they do not divulge Confidential Information.
- 10.5. The responsibility for protecting Confidential Information includes the responsibility for ensuring that documents or digital information are not directly or indirectly made available to unauthorized persons.
- 10.6. No Member shall use Confidential Information for personal gain or benefit, or for the personal gain or benefit of any other person or body.
- 10.7. A Member's responsibility for maintaining confidentiality extends beyond the period of appointment to the Committee.

## **11. INTERPRETATION**

- 11.1. Terms which are not defined in the definitions section of the Code of Conduct will be given their ordinary meaning.
- 11.2. Within the text of this Code of Conduct, each gender shall include all genders, and the singular shall include the plural and the plural shall include the singular as the context shall require.

## **12. IMPLEMENTATION**

- 12.1. The Code of Conduct will be approved by the Water Works Advisory Committee as well as the SRRUC Committee.

## **PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS REGARDING BREACH OF THE CODE OF CONDUCT**

Where a member of the public, a Member of SRRUC, a Member of the Committee or an employee of Foothills County, has reasonable grounds to believe that a Member has breached this Code, a complaint or request for inquiry may be submitted in confidence to the SRRUC Committee (SRRUC Secretary).

All complaints or requests for inquiries must be in writing and should include:

- a. the complainant's name and contact information;
- b. the name of the Member(s) to whom the complaint relates;
- c. the nature of the alleged contravention;
- d. the specific provision(s) of the Code allegedly contravened;
- e. names of any witnesses to the alleged contravention;
- f. any other supporting documentation that will assist the Commissioner in evaluating the complaint.

The SRRUC Committee may refuse to undertake an investigation if the complainant fails to provide sufficient documentation to support their complaint.

If after reviewing the complaint, if the SRRUC Committee determines that the complaint is an allegation of a criminal nature consistent with the Criminal Code, the complainant will be informed that the allegation must be made through the appropriate police service.

Formal investigation of any complaint will be at the discretion of the SRRUC Committee. If the SRRUC Committee finds the allegations to be frivolous or unsubstantiated, they may decline to conduct an investigation and will inform the complainant of this decision.

If it is found that an investigation is warranted, the Member whose conduct is in question will be provided with a copy of the complaint and supporting documentation and be given the opportunity to provide a written response to the allegations being made.

Once the investigation is complete, the SRRUC Committee will present a report including a recommendation for appropriate sanctions (if any) Committee in a closed meeting. The SRRUC Committee will then determine what sanctions (if any) will be imposed.

The SRRUC Committee may impose any of the following sanctions:

- Require a written or verbal public apology;
- Require additional training on ethical and/or respectful conduct;
- Return of property or reimbursement of its value or of monies spent;
- Removal from membership of the Committee;
- Removal as chair of the Committee;
- Reporting the misconduct to Alberta Municipal Affairs or another appropriate authority; or
- Other consequences as deemed appropriate and necessary.

The results of an investigation and the imposition (or lack of the imposition) of sanctions by the SRRUC Committee have no appeal mechanism and are to be considered final.

**STATEMENT OF COMMITMENT TO THE WATER WORKS ADVISORY COMMITTEE  
CODE OF CONDUCT**

I, (full name) \_\_\_\_\_, as Member of the Water Works Advisory Committee acknowledge and support the *Code of Conduct for Members*.

By signing below, I declare that I have read and understand the contents of the *Code of Conduct for Members* and agree that I shall, in good faith, abide by the Code of Conduct as I serve on the Water Works Advisory Committee.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Member

\_\_\_\_\_  
SRRUC Chair

DRAFT

## WATER WORKS ADVISORY COMMITTEE MEETING RULES AND PROCEDURES

The purpose of this document is to outline the rules and procedures governing meetings of the Water Works Advisory Committee.

### 1. DEFINITIONS

- (1) "Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto or legislation substituted therefore (MGA);
- (2) "Agenda" is the list of terms and orders of business for any meeting;
- (3) "Chair" means the presiding officer who presides over committee meetings;
- (4) "Closed meeting" means all or part of the committee meeting that is closed to the public if a matter to be discussed is within one of the exceptions to the disclosure in Division 2 of Part 1 of the *Freedom of Information and Privacy Act* (FOIP);
- (5) "Code of Conduct" means the Code of Conduct for the Water Works Advisory Committee;
- (6) "Confidential Items" means items will be dealt with in a closed portion of the council meeting excluding the public;
- (7) "Electronic Means" means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting";
- (8) "Emergent Business" means a time sensitive matter that requires the committee's immediate and urgent consideration;
- (9) "*Freedom of Information and Protection of Privacy Act* (FOIP)" is the Freedom of Information and Protection of Privacy Act, TSA 2000, Chapter F-25 as amended from time to time;
- (10) "Meeting" shall mean regular or special meeting of the committee;
- (11) "Member" means a member of the committee;
- (12) "Minutes" means the written record of a meeting held in accordance with the *Municipal Government Act*;
- (13) "Motion" is a proposal for action by the committee;
- (14) "Pecuniary Interest" means a pecuniary interest within the meaning of the *Municipal Government Act*, Section 170;
- (15) "Point of Information" means a request by a member directed through the chair to another member or to administration for information relevant to the business at hand but not related to a point of procedure;
- (16) "Point of Order" means a demand by a member that the chair enforce the rules of procedure and takes precedence over any other motion;
- (17) "Point of Procedure" means a question made to the chair to assist a member to:
  - a) make an appropriate motion;
  - b) raise a point of order;
  - c) understand the procedure; or
  - d) understand the effect of a motion.
- (18) "Postpone" means a motion to delay consideration of any matter to a future meeting of the committee;
- (19) "Quorum" means the majority of all the committee members;
- (20) "Recording Secretary" means the individual responsible for taking the minutes at all scheduled council meetings and other meetings as assigned;
- (21) "Table" means a motion to delay consideration of any matter until later in the meeting.

2. **APPLICATION**

- (1) These rules and procedures apply to all committee meetings and shall be binding on all committee members;

3. **INTERPRETATION**

- (1) When any matter relating to meeting proceedings is not addressed under these meeting rules and procedures, the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable;
- (2) Procedure is a matter of interpretation by the committee chair;

4. **ROLE OF THE CHAIR**

- (1) The chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to challenge by a member of any ruling by the chair;

5. **MEETINGS**

- (1) Meetings will be held by way of a virtual meeting platform - electronic participation via zoom;

6. **ORDER OF BUSINESS**

- (1) The order of business for meetings shall be the order of items contained on the agenda for that meeting, except where the chair deems the order should be altered;
- (2) Immediately after a meeting is called to order with a quorum present, the chair shall call for a motion to adopt the agenda;

7. **ADDRESS TO AND RECOGNITION OF CHAIR**

- (1) The address to the chair shall be “Mr. Chair” or “Madam Chair” and no person shall be permitted to speak unless and until he or she has been recognized by the chair;

8. **PROVIDING NOTICE OF MEETINGS**

- (1) Notice of committee meetings are deemed to be given by posting on the Municipality’s website at least 24 hours in advance of the meeting;

9. **CANCELLATION OF A MEETING**

A meeting may be cancelled:

- (1) by a majority of members at a previously held meeting; or
- (2) by agreement of the majority of committee members;

10. **AGENDA PREPARATION**

- (1) An agenda for committee meetings shall be prepared by the recording secretary;
- (2) All agenda materials shall be submitted to the recording secretary at least one week prior to the committee meeting;
- (3) The Agenda shall be distributed to members of the committee by email approximately one week prior to the meeting;

- (4) Emergent Items may be added to an Agenda by resolution passed by unanimous agreement of the committee;

11. **MEETING MINUTES**

- (1) The minutes of each meeting will be distributed to committee members for review;
- (2) The minutes of each meeting will be included in the SRRUC agenda for information and approval.

12. **CLOSED MEETINGS**

- (1) A Member may make a motion to move into a closed meeting which must:
  - a) be in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIP); and,
  - b) include the reason for the closed meeting of committee, reference to the applicable item on committee's Agenda and the applicable Section of the *Freedom of Information and Protection of Privacy Act* (FOIP).
- (2) The Committee has no power during a Closed meeting to pass any resolution apart from the resolution necessary to revert back to an open meeting.