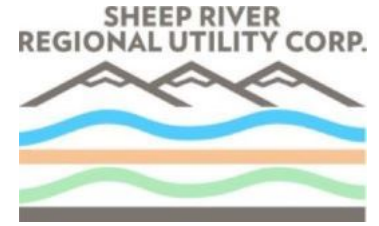


AGENDA
WATER WORKS ADVISORY COMMITTEE MEETING

November 5, 2024

6:30 pm

VIA VIDEOCONFERENCE



Pages

1. Call to Order
2. Adoption of Agenda
3. Minutes
 - 3.1 Adoption of the Minutes of October 24, 2023 2
4. Old Business
5. New Business
 - 5.1 Direct River Intake Update
 - 5.2 Review of Water Works Advisory Committee Terms of Reference 5
 - 5.3 Water Works Advisory Committee - Review of Purpose and Intent
 - 5.4 Discussion of Future of the Committee
 - 5.5 Committee Vacancies
6. Next Meeting
The next meeting of the Water Works Advisory Committee is tentatively scheduled for Tuesday, December 17, 2024 at 6:30 p.m.
7. Adjournment



**WATER WORKS ADVISORY COMMITTEE
MEETING MINUTES**

**October 24, 2023
6:00 pm
VIA VIDEOCONFERENCE**

- Present:
- Garry Chan, WWAC
 - Wendy Irwin, WWAC
 - Glenn Costello, WWAC
 - Jacqueline Cassidy, WWAC
 - Julie Walker, WWAC
- Delilah Miller, Foothills County SRRUC Director (Chair)
Cindy Holliday, Diamond Valley SRRUC Director
Barry Crane, Diamond Valley SRRUC Director
- Harry Riva Cambrin, SRRUC CEO
Doug Haase, Foothills County Manager of Utilities
Cory Lyons, Foothills County Utilities Foreman
Felicia Fairweather, Recording Secretary
Frank Lotz, Alberta Environment and Parks
- Absent:
- John Walsh, WWAC
 - Barry Wright, WWAC
-

- 1. Call to Order**
Wendy Irwin, Chair called the meeting to order at 6:18 p.m.
- 2. Adoption of Agenda**
Moved by: Jaqueline Cassidy

That the Agenda for the October 24, 2023 Water Works Advisory Committee meeting be approved as presented.

Carried
- 3. Minutes**
 - 3.1 Adoption of Minutes of March 28, 2023**
Moved By: Jaqueline Cassidy

That the minutes from the March 28, 2023 Water Works Advisory Committee meeting be approved as presented.

Carried
- 4. Old Business**
None

5. New Business

5.1 Direct River Intake Update

Doug Haase, Foothills County Manager of Utilities, provided a verbal update on the Direct River Intake. This was a good year to draw water from the river and they are only able to draw water at the rates the approvals allow for (approximately 25 litres per second). The 30 HP direct intake pump did have a few suction problems this year and the department will investigate the issues with the screen this fall. The screen will be repaired before it's utilized in the spring.

For winter operations, the smaller well pump is placed in the river which draws approximately 5 litres per second. The larger pump is placed in the river for summer operations, which has a floating screen that rotates and keeps debris away. All water from the direct intake goes to the stilling well, then goes to the large reservoirs.

Harry Riva Cambrin, SRRUC CEO clarified that improvements to the pump were made last year and has now been situated differently. The pump is operating better now.

The long-term plan is to have a permanent direct intake in the river at the same location. The geotechnical study has been completed and will be available to the Sheep River Regional Utility Corp (SRRUC) once it is no longer in draft form. Once approved by SRRUC, the study will be available to the Water Works Advisory Committee.

Jaqueline Cassidy (Vice Chair) assumed the Chair position for the remainder of the meeting as Wendy Irwin had technical difficulties.

Moved By: Garry Chan

That the Direct River Intake Update be received as information.

Carried

5.2 Request for a Presentation on the Future of Diamond Valley's Water

Glenn Costello stated the Facility Tour arranged for the Committee members in June 2023 was very informative and recommended that the Committee consider requesting that an informational presentation be arranged for residents on the future of Diamond Valley's water.

Moved By: Glenn Costello

That the recommendation to have a presentation arranged to provide information on the future of Diamond Valley's water be brought forward to the Sheep River Regional Utility Corp for consideration.

Carried

5.3 WWAC Meeting Location Discussion (In-Person, Hybrid, Virtual)

The Committee had a discussion period on how the Water Works Advisory Committee meetings should take place in the future (in-person, hybrid, virtual).

Moved By: Garry Chan

That Water Works Advisory Committee meetings be held in a hybrid format whereby members may attend virtually via zoom or in-person at a specified location.

Carried

5.4 Water Works Advisory Committee Code of Conduct and Rules and Procedures

Moved By: Glenn Costello

That the WWAC Code of Conduct be accepted as presented and that the Committee direct Administration to bring the Code of Conduct with a recommendation for approval to the Sheep River Regional Utility Corp.

Carried

Moved By: Jaqueline Cassidy

That the WWAC Rules and Procedures be accepted as presented and that the Committee direct Administration to bring the Rules and Procedures with a recommendation for approval to the Sheep River Regional Utility Corp.

Carried

6. Closed Session

Moved By: Garry Chan

That, in accordance with Section 197 of the Municipal Government Act, the Water Works Advisory Committee move into a Closed Meeting at 7:05 p.m. to discuss ConocoPhillips Land Reclamation and Well #7 Discussion as per Section 24 of the *Freedom of Information and Protection of Privacy Act (FOIP)*. SRRUC Directors Delilah Miller, Barry Crane and Cindy Holladay, SRRUC CEO Harry Riva Cambrin, Foothills County Manager of Utilities Doug Haase, Foothills County Utilities Forman Cory Lyons, Alberta Environment and Parks Representative Frank Lotz and Foothills County Legislative Services Assistant F. Fairweather attended the closed session of the meeting.

6.1 ConocoPhillips Land Reclamation and Well #7 Discussion - FOIP s. 24

Moved By: Garry Chan

That the Water Works Advisory Committee return to its open meeting at 7:45 p.m.

Carried

Moved By: Jaqueline Cassidy

That it be recommended that the Sheep River Regional Utility Corp contact ConocoPhillips to determine if soil testing below the liner has been completed. Further, the Committee requests that both the Sheep River Regional Utility Corp and Diamond Valley provide future communication of contaminant risk events that could impact water quality.

Carried

7. Next Meeting

Moved By: Garry Chan

That the next Water Works Advisory Committee meeting take place in March 2024 (hybrid - date and time to be determined).

Carried

8. Adjournment

Moved By: Jaqueline Cassidy

That the Water Works Advisory Committee meeting be adjourned at 7:51 p.m.

Carried

SRRUC Chair; SRRUC Chair



Water Works Advisory Committee TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Water Works Advisory Committee
2	GENERAL PURPOSE	<p>The Water Works Advisory Committee was established in accordance with the mediation agreement in Appeal No. 08-029 and further amended by Ministerial Order 41/2015 added s.17 whereas the Sheep River Regional Utility Corp. is now the approval holder.</p> <p>The Water Works Advisory Committee (WWAC) will advise the Sheep River Regional Utility Corporation Board of Directors (SRRUC) on water works within the regional municipal jurisdiction and the regulatory framework such as Municipal Government Act, Public Health, Alberta Energy Regulator and Canadian Drinking Water Guidelines which may include:</p> <ul style="list-style-type: none"> ▪ Quality of source water ▪ Quality of treated water
3	MEMBERSHIP & COMPOSITION	<p>The committee is comprised of an odd number of not less than 5 voluntary members, which may not be limited to only regional members.</p> <ol style="list-style-type: none"> 1. A minimum of 4 members from the SRRUC membership (Diamond Valley and Foothills County) shall be appointed by resolution of the SRRUC Board of Directors. 2. A quorum consists of the simple majority of the voting Committee members. 3. The membership shall possess expertise and willingness to devote the necessary time to the Committee. 4. An additional, non-voting seat may be reserved for a youth member from Oilfields High School.
4	ACTIVITY LEVEL	<p>The Committee members shall meet a minimum of twice per year.</p> <p>An invitation shall be extended to AB Environment and Parks for all meetings.</p>

#	ITEM	DETAILS
5	LEADERSHIP & GOVERNANCE STRUCTURE	<ol style="list-style-type: none"> 1. This is an ad hoc committee which reports to the SRRUC Board of Directors. 2. SRRUC Board of Directors will provide projects (or topics) for the Committee to examine or report upon. 3. The committee, using an independent perspective, will provide analysis, options for consideration, identify gaps and/or make recommendations on the potable water quality system. 4. Every effort shall be made by this Committee to reach consensus. In cases where consensus cannot be reached, the committee will determine the decision through voting. 5. All voting committee members, including the Chairperson, have one vote. 6. The Committee shall at its first meeting in each year, elect by a majority vote of members present, one member as Chair and one member for Vice-Chair. The Chair shall preside over any business before the Committee and the Vice Chair shall preside in the event of the absence or inability to act of the Chair. 7. The Chair and Vice-Chair shall only sit in these positions for (3) three consecutive (1) one-year terms. 8. Except in the event of illness, or absence authorized by the Chair, a member who is absent from two (consecutive meetings shall cease to be a member. The Chair shall make the SRRUC Board of Directors aware of the matter and request that another member be appointed to the Committee. 9. The SRRUC Board of Directors may by resolution, terminate any member of the WWAC, if the member violates the code of conduct or uses information obtained through their position as a member of the Committee to gain a pecuniary benefit in respect of any matter in which they may have a pecuniary interest.

#	ITEM	DETAILS
6	REPORTING	<p>The following items will be generated:</p> <ul style="list-style-type: none"> • Agendas: Agenda items will be requested at the time of scheduling of the meeting, and agenda will be emailed to Committee Members five days prior to the finalized meeting date. The agenda will be circulated to all Committee Members and invited resource people. • Meeting Minutes: For distribution to Committee Members after each meeting. Draft minutes will be distributed within two weeks of the meeting. • Committee minutes, and reports shall be sent to SRRUC Board of Director Meetings for applicable review decisions and acceptance by the SRRUC before being made public. WWAC accepted minutes will be posted on the SRRUC website. <p>Note: Where information is general the committee will pass onto SRRUC Board of Directors as required. Such items shall be submitted in writing to the SRRUC Board of Directors a full seven (7) days before the scheduled meeting.</p>
7	WORKING PRINCIPLES	Members shall adhere to the SRRUC Code of Conduct policies.
8A	RESOURCES – FINANCIAL	<ul style="list-style-type: none"> • At this time there are no dedicated funds (that is, no budget) for this Committee.
8B	RESOURCES – HUMAN / OTHER	<ul style="list-style-type: none"> • Staff will be provided to the committee by SRRUC; and determined by SRRUC.
9	COMMUNICATION	<ul style="list-style-type: none"> • SRRUC's (public) communications policy shall be made available to the Committee.
10	REVIEW & EVALUATION	<ul style="list-style-type: none"> • Upon selection, the new Committee members shall review this Terms of Reference for completeness, consideration and implementation. Any revised Terms of Reference shall be recommended to SRRUC Board of Directors for final approval before implementation. • The Terms of Reference will be reviewed as needed, and at least once per year.