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**MINUTES OF THE SPECIAL MEETING  
SOUTH RED DEER REGIONAL WASTEWATER COMMISSION  
January 7, 2016 – 3:24 p.m.  
PENHOLD TOWN OFFICE  
PENHOLD, AB**

Board Members Present:

Robb Stuart	Town of Bowden
Dennis Cooper	Town of Penhold
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County
Al Kemmere	Mountain View County
Harvey Walsh	Town of Olds

Municipal Council Members, Administration, and Consultants Present:

John Van Doesburg      Project Manager

Call to Order:

Robb Stuart, Chair called the January 7, 2016 Special Meeting to order at 3:24 p.m.

CAO Appointment:

RES 16-001

Moved by Dennis Cooper

That the SRDRWC Board appoint Robert Jenkins as Chief Administrative Officer to the SRDRWC effective January 15, 2016. The term of the appointed be for two years.

Carried.

Destruction of Material:

RES 16-002

Moved by Brian Spiller

That the interview materials be destroyed.

Carried.

Adjournment:

RES 16-003

Moved by Connie Huelsman

That the Special Meeting of January 7, 2016 be adjourned at 3:25 p.m.

Carried.

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CHAIR

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VICE CHAIR



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**MINUTES OF THE MEETING  
SOUTH RED DEER REGIONAL WASTEWATER COMMISSION  
FEBRUARY 19, 2016 – 9:00 a.m.  
BOWDEN FRIENDSHIP CENTRE  
BOWDEN, AB**

Board Members Present:

Robb Stuart	Town of Bowden
Dennis Cooper	Town of Penhold
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County
Harvey Walsh	Town of Olds

Board Members Absent:

Al Kemmere	Mountain View County
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Municipal Council Members, Administration, and Consultants Present:

Robert Jenkins	Chief Administrative Office
John Van Doesburg	Project Manager
Cody Gillrie	Stantec Consulting Ltd.
Stephan Weninger	Stantec Consulting Ltd.
Gail Eyers	Recording Secretary

Call to Order:

Robb Stuart, Chair, called the February 19, 2016 Meeting to order at 9:01 a.m.

Adoption of Agenda

RES 16-004

Moved by Harvey Walsh

That the SRDRWC Board approve the Regular Agenda of February 19, 2016.

Carried.

Minutes

RES 16-005

Moved by Connie Huelsman

That the SRDRWC Board adopt the December 18, 2015 Organizational Meeting Minutes.

Carried.

RES 16-006

Moved by Dennis Cooper

That the SRDRWC Board adopt the December 18, 2015 Regular Meeting Minutes.

Carried.

RES 16-007

Moved by Brian Spiller

That the SRDRWC Board adopt the January 7, 2016 Special Meeting Minutes.

Carried.

## DELEGATION

Robb Stuart, Chair, introduced Cody Gillrie, Stantec Consulting Ltd.

Mr. Gillrie advised that the SRDRWC has won the Consulting Engineers of Alberta 2016 Showcase Awards. Cody Gillrie and Stephan Weninger presented a framed certificate to Robb Stuart and Dennis Cooper.

## NEW BUSINESS

### Waskasoo Lift Station # 1 Upgrading

RES 16-008

Moved by Dennis Cooper

That the SRDRWC Board approve Change Order #18 dated January 8, 2016 which authorizes the provision of additional engineering services by Stantec Consulting Ltd. for the Waskasoo Lift Station #1 Upgrades and Forcemain Project for a fixed fee amount of \$78,923.99 plus G.S.T.

Carried.

### 2016 Capital Budget

Reference: 932.01/2016

RES 16-009

Moved by

That the SRDRWC Board approve the 2016 Capital Budget as presented.

Carried.

### Banking Services

Reference: 811.01/2016

RES 16-010

Moved by Brian Spiller

That the SRDRWC Board amend the authorization for financial transactions through Servus Credit Union Ltd. to require the authorization of:

1. The Chair, Mayor Robb Stuart or, in the absence of the Chair, the Vice Chair, Mayor Dennis Cooper, and
2. The Chief Administrative Officer (CAO) Robert Jenkins or, in the absence of the CAO, the Project Manager, John Van Doesburg;

in accordance with the terms and provisions of the Banking Services Agreement with Servus Credit Union Ltd. dated February 19, 2016;

That the SRDRWC Board authorize the issuance of a Servus Master Card to Robert Jenkins, Chief Administrative Officer, with a credit limit of \$50,000 to facilitate the purchases of goods and services for the operation of the System and the administration of the Commission; and further,

That the SRDRWC Board direct the Chief Administrative Officer to prepare for the Board's consideration a policy governing the use of the Commission credit cards.

Carried.

### Red Deer County Roads

Reference: 611.79/2016

RES 16-011

Moved by Connie Huelsman

That the SRDRWC Board accept the report on the payment for damages to Red Deer County Roads arising from the construction of the Stage 3 Pipeline.

Carried.

Operations and Maintenance Review

Reference: 771.01/2016

RES 16-012

Moved by Dennis Cooper

That the SRDRWC Board agree to the postponement of the review of the operations and maintenance contract review until the Commission's June 17, 2016 meeting to allow the Chief Administrative Officer time to become familiar with the operation of the System and the performance of the Contract Operator.

Carried.

Bylaw 2015-07 Freedom of Information/Protection of Privacy (FOIP) Act

Reference: 211.15/2016

RES 16-013

Moved by Harvey Walsh

That the SRDRWC Board give third reading to Bylaw 2015 – 07, a Bylaw designating the Head of the Commission for the purposes of the Freedom of Information and Protection of Privacy Act.

Carried.

Bylaw 2015-08 – Fees for the Provision of Information

Reference: 211.15/2016

RES 16-014

Moved by Brian Spiller

That the SRDRWC Board give third reading to Bylaw 2015 – 08, the Access to Information Bylaw, as amended.

Carried.

2016 Business Plan

Reference: 911.01/2016

RES 16-015

Moved by Connie Huelsman

That the SRDRWC Board table further consideration of the 2016 Business Plan to the June 17, 2016 Regular Meeting of the Board.

Carried.

2016 Annual Meeting

Reference: 932.01/2016

RES 16-016

Moved by Harvey Walsh

That the SRDRWC Board call the 2016 Annual Meeting of the Commission for Friday, April 15, 2016 at the Red Deer County Council Chambers at 9:00 AM.

Carried.

City of Red Deer - Treatment Services Agreement

Reference: 352.01/2016

RES 16-017

Moved by Harvey Walsh

That the SRDRWC Board ratify the execution of the December 31, 2015 Treatment Services Amending Agreement with City of Red Deer.

Carried.

Reports

Technical Committee Report

RES 16-018

Moved by Connie Huelsman

That the SRDRWC Board receives the Technical Committee Report.

Carried.

The Chair recessed the meeting at 10:00 a.m. and reconvened 10:07 at a.m.

CAO Report

RES 16-019

Moved by Dennis Cooper

That the SRDRWC Board accepts for information the 2016 Chief Administrative Officer Update Report.

Carried.

Closed Meeting – Legal

RES 16-020

Moved by Harvey Walsh

That the SRDRWC meeting go in camera at 10:34 a.m.

Carried.

RES 16-021

Moved by Connie Huelsman

That the SRDRWC meeting come out of camera at 11:30 a.m.

Carried.

RES 16-022

Moved by Dennis Cooper

That the SRDRWC accept the presentation of Silver Peak Industries as information and direct Administration to bring back further information.

Carried.

Bylaw 2016-01 – Temporary Borrowing Bylaw

RES 16-023

Moved by Connie Huelsman

That the SRDRWC Board give first reading to Bylaw 2016 – 01 Temporary Borrowing Bylaw.

Carried.

RES 16-024

Moved by Harvey Walsh

That the SRDRWC Board give second reading to Bylaw 2016 – 01 Temporary Borrowing Bylaw.

Carried.

Next Meeting

Annual General Meeting – April 15, 2016 9:00 a.m. – Red Deer County Council Chambers

Regular Meeting – Friday, April 15, 2016 – Red Deer County Council Chambers

Adjournment:

RES 16-025

Moved by Connie Huelsman

That the Regular Meeting of February 19, 2016 be adjourned at 11:45 a.m.

Carried.

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Chair

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Chief Administrative Officer



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**MINUTES OF THE SPECIAL MEETING  
SOUTH RED DEER REGIONAL WASTEWATER COMMISSION  
Monday, March 21, 2016 – 8:30 AM  
By Conference Call**

**Board Members Present:**

Robb Stuart	Town of Bowden
Dennis Cooper	Town of Penhold
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County
Al Kemmere	Mountain View County
Harvey Walsh	Town of Olds

**Administration, and Consultants Present:**

Robert Jenkins	Chief Administrative Officer
John Van Doesburg	Project Manager
Michael Coombs	Legal Counsel, Brown LLP

**Call to Order:**

Robb Stuart, Chair called the Special Meeting to order at 8:30 a.m.

**Adoption of Agenda:**

RES 16-026

**Moved by Harvey Walsh**

That the Agenda for this Special Meeting of March 21, 2016 be adopted.

Carried.

**Business:**

**1. Chinook Pipeline LP Legal**

The Board reviewed with Commission counsel the status of the legal action with Chinook Pipeline LP and the options available to the Commission to secure the release of liens filed against private properties over which the Commission has pipeline right of way. Consideration was given as to whether the final reading to Temporary Borrowing Bylaw 2016 – 01.

RES 16-027

Reference: 191.01/2016

**Moved by Harvey Walsh**

That the SRDRWC Board direct the CAO to:

1. Contact the landowners affected by the Chinook Liens to determine the urgency in having the liens removed, and
2. Make necessary preparations with Servus Credit Union to allowing borrowing to move forward should Bylaw 2016 – 01 be enacted.

Carried.

**Adjournment:**

RES 16-028

**Moved by Connie Huelsman**

That this Special Meeting of March 21, 2016 be adjourned at 9:05 a.m.

Carried.

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CHAIR

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VICE CHAIR



**MINUTES OF THE ANNUAL GENERAL MEETING  
SOUTH RED DEER REGIONAL WASTEWATER COMMISSION  
APRIL 15, 2016 – 9:00 A.M.  
RED DEER COUNTY COUNCIL CHAMBERS  
RED DEER, AB**

Board Members Present:

Robb Stuart	Town of Bowden
Dennis Cooper	Town of Penhold
Al Kemmere	Mountain View County
Harvey Walsh	Town of Olds
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County

Municipal Council Members, Administration, and Consultants Present:

Robert Jenkins	Chief Administrative Office
John Van Doesburg	Project Manager
Julie Oliver	MNP
Vicki Lodermeier	Recording Clerk

Call to Order:

Robb Stuart called the April 17, 2016 Annual General Meeting to order at 9:00 a.m.

Adoption of  
Agenda RES 16-  
026

Moved by Al Kemmere

That the SRDRWC Board approve the Annual General Agenda of April 15, 2016.

Carried.

NEW BUSINESS

2015 Audited Financial Statements  
and Report to the Board of Directors

Julie Oliver, CA, MNP provided an overview of the 2015 Audited Financial Statements and with recommended actions.

Areas of audit emphasis were placed on the following:

- Financial Statement
- Revenue Recognition
- Fraud and Misstatements
- Contingency
- Related Party Transactions

Julie Oliver, CA, MNP stated that a clean statement would be submitted with noted changes to the Chief Administrative Officer.



RES 16-027

Moved by Connie Huelsman

That the SRDRWC meeting go in camera 9:23 a.m.

Carried.

RES 16-028

Moved by Harvey Walsh

That the SRDRWC meeting come out of camera at 9:44 a.m.

Carried.

The Chair recessed the meeting at 9:44 a.m. and reconvened at 9:50 a.m.

Board questions resulted in the following information:

- No evidence of fraud or wrong-doing

RES 16-029

Moved by Brian Spiller

That the SRDRWC Board approve the Commission's 2015 Audited Financial Statements as presented and receive the 2015 Audit Findings Report as information.

Carried.

The Board thanked Julie Oliver and staff for their time and hard work involved in dealing with the 2015 Audited Financial Statements.

#### Chairman's Annual Report

Robb Stuart, Chair, gave verbal Annual Report for 2015 on the following:

- Projects – Rate Bylaw
- Financial Statement Approved/Administration CAO recruitment
- Future celebration of achievement of the Commission date to be set

RES 16-030

Moved by Dennis Cooper

That the SRDRWC Board accepts for information the April 15, 2016 Chairman's Annual Report.

Carried.

Adjournment:

RES 16-031

Moved by Al Kemmere

That the Annual General Meeting of April 15, 2016 be adjourned at 9:54 a.m.

Carried.

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CHAIRMAN

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CAO



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**MINUTES OF THE MEETING  
SOUTH RED DEER REGIONAL WASTEWATER COMMISSION  
APRIL 15, 2016 – Immediately following the Annual General Meeting  
RED DEER COUNTY COUNCIL CHAMBERS  
RED DEER, AB**

Board Members Present:

Robb Stuart	Town of Bowden
Dennis Cooper	Town of Penhold
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County
Harvey Walsh	Town of Olds
Al Kemmere	Mountain View County

Municipal Council Members, Administration, and Consultants Present:

Robert Jenkins	Chief Administrative Office
John Van Doesburg	Project Manager
Vicki Lodermeier	Recording Secretary

Call to Order:

Robb Stuart, Chair, called the April 15, 2016 Meeting to order at 10:10 a.m.

Additional Agenda Item

7.4 SRDRWC/Mountain View County Agreement for Financial and Administrative Services

Adoption of Agenda

RES 16-032

Moved by Connie Huelsman

That the SRDRWC Board approve the Regular Agenda of April 15, 2016 as amended.

Carried.

Minutes

RES 16-033

Moved by Harvey Walsh

That the SRDRWC Board adopt the February 19, 2016 Regular Board Meeting Minutes.

Carried.

RES 16-034

Moved by Connie Huelsman

That the SRDRWC Board adopt the March 21, 2016 Special Board Meeting Minutes.

Carried.

## NEW BUSINESS

### American Public Works Association

Reference: 146.02/2016

RES 16-035

Moved by Dennis Cooper

That the SRDRWC Board accept as information the announcement of the selection of the South Red Deer Regional Wastewater System by the American Public Works Association as 2016 Small Cities/Rural Communities (SC/RC) Project of the Year – Environment.

Carried.

RES 16-036

Moved by Connie Huelsman

That the SRDRWC Board recommend administration to apply for the SC/RC Public Works Project of the Year – Environment for the 2016 award.

Carried.

Reference: 911/2016

RES 16-037

Moved by Connie Huelsman

That the SRDRWC Board receive the Business Planning – Board Priorities and Future Plans as information, and that administration bring forward the Membership Agreement; a Policy on Credit Card use; a Policy on Risk Management (global analysis and hot points); and, the Long Range Strategic Plan to the June 17, 2016 Board meeting.

Carried.

### Grease Control – Public Education Initiative

Reference: 182.11 /2016

RES 16-038

Moved by Connie Huelsman

That the SRDRWC Board direct administration to prepare a communication strategy plan through collaboration with the individual Member municipalities to jointly publicize and disperse educational media materials on grease control in our wastewater system; and further, that the cost of the design not exceed \$1500.00.

Carried.

RES 16-039

Moved by Al Kemmere

That the SRDRWC Board recommend the Chair and CAO draft a letter to Stantec Consulting Ltd. stressing concerns with the design and freeze up issues around the ineffective operations of the odor management facility.

Carried.

### Reports

The following Verbal Reports were presented for information:

- Engineer
- Chairman
- CAO
- Project Manager
- SRD Operations
- Financial Reports

RES 16-040

Moved by Harvey Walsh

That the SRDRWC Board receive the Reports as information.

Carried.

Closed Meeting – Legal

RES 16-041

Moved by Connie Huelsman

That the SRDRWC meeting go in camera at 11:01 a.m.

Carried.

RES 16-042

Moved by Dennis Cooper

That the SRDRWC meeting come out of camera at 12:13 p.m.

Carried.

MVC Service Agreement

Reference: 772.01/2013

RES 16-043

Moved by Brian Spiller

That the SRDRWC Board receive the report that Mountain View County has provided notice to terminate the Administrative Services Agreement and request that the Chief Administrative Officer bring back an action plan proposal on how the administration and financial services could be provided to the SRDRWC.

Carried.

Silver Peak Industries

Reference: 151.02/2016

RES 16-044

Moved by Al Kemmere

That the SRDRWC Board thank Silver Peak for their presentation but indicate that the Board does not see merit in continuing to consider their proposal.

Defeated.

RES 16-045

Moved by Robb Stuart

That the SRDRWC Board convey to Silver Peak Industries its interest in the concept of the disposal alternative made by Silver Peak and request Silver Peak to provide a more specific proposal based on a maximum cost of \$.50 per m3,

That the more specific proposal address the issues of water stewardship, the nature of the wastewater ultimately disposed into the underground formations and the view of Alberta Environment and Parks on the disposition of wastewater in this manner; and further,

That the SRDRWC Board's expression of interest does not signify a commitment to participate in the proposed project and that any further investigation by Silver Peak will be at no cost to the Commission.

Al Kemmere requested that the vote be recorded.

In Favour: Harvey Walsh, Brian Spiller, Robb Stuart, Connie Huelsman, and Dennis Cooper

Opposed: Al Kemmere

Carried.

CAO Contract

Reference: 121/2016

RES 16-046

Moved by Connie Huelsman

That the SRDRWC Board approve payment of \$2,500 to R. Jenkins Consulting Ltd. for additional hours related to accounting and financial duties, with funding drawn from the budget appropriation for Other Professional and Consulting Services.

Carried.

City of Red Deer Wastewater Treatment Services Rates

Reference: 352.21/2016

RES 16-047

Moved by Dennis Cooper

That the SRDRWC Board make representation to the Council of the City of Red Deer to reconsider its approach in setting the wastewater service rates for the SRDRWC beginning in 2017 by

1. eliminating that portion of the rate for the SRD Commission representing the dividend taken from the Wastewater Utility for the general benefit of the City, and
2. recognizing the significant financial benefit to the City from the grant funds it received to expand the Wastewater Treatment Plant for regional capacity.

Carried.

Next Meeting

Regular Meeting – Friday, June 17, 2016 – Penhold Town Office Meeting Room

Adjournment:

RES 16-048

Moved by Dennis Cooper

That the Regular Meeting of April 15, 2016 be adjourned at 12:22 p.m.

Carried.

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Chair

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Chief Administrative Officer



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**MINUTES OF THE MEETING  
SOUTH RED DEER REGIONAL WASTEWATER COMMISSION  
June 17, 2016 – 9:00 a.m.  
TOWN OF PENHOLD OFFICE  
PENHOLD, AB**

Board Members Present:

Robb Stuart                      Town of Bowden/Chair  
Dennis Cooper                Town of Penhold  
Brian Spiller                    Town of Innisfail  
Connie Huelsman              Red Deer County  
Harvey Walsh                    Town of Olds  
Patricia McKean                Mountain View County

Municipal Council Members, Administration, and Consultants Present:

Robert Jenkins                Chief Administrative Officer  
John Van Doesburg            Project Manager  
Lynn Craven                    Recording Secretary

Call to Order:

Robb Stuart, Chair, called the June 17, 2016 Meeting to order at 9:00 a.m.

Adoption of Agenda

RES 16-049

Moved by Connie Huelsman

That the SRDRWC Board approve the Regular Agenda of June 17, 2016.

Carried.

Minutes

RES 16-050

Moved by Harvey Walsh

That the SRDRWC Board adopt the April 15, 2016 Annual General Meeting Minutes.

Carried.

RES 16-051

Moved by Dennis Cooper

That the SRDRWC Board adopt the April 15, 2016 Regular Board Meeting Minutes.

Carried.

NEW BUSINESS

Carefree Resort – Appeal of 2016 Rate Increase

Delegation of Carefree Resort was not in attendance.

Reference: 413.01/2016

RES 16-052

Moved by Dennis Cooper

That the SRDRWC Board deny the appeal of Carefree Resort and confirm the present rate of \$4.95 per cubic meter for the Septage Receiving Station disposal services.

Carried.

2015 Budgeted Transfers to Reserves

Reference: 822.01/2016

RES 16-053

Moved by Connie Huelsman

That the SRDRWC Board authorize transfers to the following reserves with funds totaling \$604,800 drawn from unrestricted surplus:

- |   |           |
|---|-----------|
| 1. Rate Stabilization Operating Reserve -     | \$35,000  |
| 2. Emergency Response and Operating Reserve - | \$60,000  |
| 3. General Capital Reserve -                  | \$475,800 |
| 4. SRS Capital Reserve -                      | \$34,000  |

Carried.

Commission Credit Card Use Policy

Reference: 213.81/2016

RES 16-054

Moved by Brian Spiller

That the SRDRWC Board approve the Commission Issued Credit Card Policy # 213.81/2016 for the general issuance of credit cards as presented and amended to provide that the Board ratify any additional cards.

Carried.

Wastewater Services Agreement

Reference: 351.01 /2015

RES 16-055

Moved by Dennis Cooper

That the SRDRWC Board direct the addition of provisions to the December 2015 draft Wastewater Services Agreement which address the setting of future flow rates for budgeting and System development purposes and submit the draft agreement to the Members for consideration.

Carried.

2016 Business Plan

Reference: 911.01/2016

RES 16-056

Moved by Connie Huelsman

That the SRDRWC Board adjust the timeline and approach to the development of the Business Plan to provide for a strategic planning session in September 2016 and the presentation of a draft 2017 Business Plan by R. Jenkins Consulting Ltd. for the October 21st, 2016 meeting.

Carried.

Equalization Storage, Flow Stabilization

Reference: 612.01 /2016

RES 16-057

Moved by Harvey Walsh

That the SRDRWC Board to add the topic of equalization storage and flow stabilization alternatives and potential costs for the Regional System to the Strategic Planning Session.

Carried.

The Chair recessed the meeting at 10:15 a.m. and reconvened at 10:23 a.m.

Reports

RES 16-058

Chairman's Report

Moved by Dennis Cooper

That the SRDRWC Board receive the Chairman's Report as information.

Carried.

RES 16-059  
Legislative Timetable  
Moved by Connie Huelsman  
That the SRDRWC Board receive the Legislative Timetable Report as information. Carried.

RES 16-060  
CAO Report  
Moved by Connie Huelsman  
That the SRDRWC Board receive the CAO Report as information. Carried.

RES 16-061  
Project Managers Report, & SRD Report  
Moved by Brian Spiller  
That the SRDRWC Board receive the Project Managers Report, & SRD Report as information. Carried.

RES 16-062  
Engineer's Report  
Moved by Harvey Walsh  
That the SRDRWC Board receive the Engineer's Report as information. Carried.

RES 16-063  
Financial Report  
Moved by Dennis Cooper  
That the SRDRWC Board receive the Financial Report as information. Carried.

Closed Meeting – Legal

RES 16-064  
Moved by Connie Huelsman  
That the SRDRWC meeting go in camera at 10:55 a.m. Carried.

RES 16-065  
Moved by Connie Huelsman  
That the SRDRWC Board return to open meeting 11:42 a.m. Carried.

Provision of Administrative and Financial Services

RES 16-066  
Moved by Brian Spiller  
That the SRDRWC Board authorize the following with respect to the provision of Administrative and Financial Services for the Commission upon termination of the Services Agreement with Mountain View County:

1. The services agreement with R. Jenkins Consulting Ltd. for the provision of Chief Administrative Officer services to the Commission be expanded to add those administrative responsibilities now the provided by Mountain View County to the Commission and that service fees be increased by \$29,240 annually (\$563 per week).
2. The Chief Administrative Officer be authorized to negotiate arrangements with the Mountain View Regional Water Services Commission to provide:
  - a. bookkeeping services for Commission, and
  - b. office facilities for the Chief Administrative Officer and other office support services to a maximum cost of \$2,000 per month
3. An initial appropriation of \$5,000 is authorized for additional time that may be required by the Chief Administrative Officer in preparing for the relocation of the administrative center and the transition to the new location and arrangements.



4. Relocation be at the earliest date that may practically be arranged by the Chief Administrative Officer.

Carried.

Next Meeting  
Regular Meeting – Friday, August 19, 2016

Adjournment:  
RES 16-067  
Moved by Connie Huelsman  
That the Regular Meeting of June 17, 2016 be adjourned at 11:45 p.m.

Carried.

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Chair

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Chief Administrative Officer

# South Red Deer Regional Wastewater Commission

35566 Rge Rd 10  
Red Deer County, AB T4G 0H5  
Ph: (403) 507-5139  
Fax: (403) 227-5831

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**MINUTES OF THE REGULAR MEETING  
SOUTH RED DEER REGIONAL WASTEWATER COMMISSION  
August 19, 2016 – 9:00 a.m.  
TOWN OF INNISFAIL COUNCIL CHAMBERS**

**Board Members Present:**

Robb Stuart	Town of Bowden (Chair)
Dennis Cooper	Town of Penhold (Vice Chair)
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County
Judy Dahl (Alternate)	Town of Olds
Al Kemmere	Mountain View County

**Municipal Council Members, Administration, and Consultants Present:**

John Van Doesburg	Project Manager
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**1.0 Call to Order:**

Robb Stuart, Chair, called the August 19, 2016 Meeting to order at 9:00 a.m.  
John Van Doesburg acted as Chief Administrative Officer for this meeting, in the absence of Robert Jenkins.

**2.0 Adoption of Agenda**

RES 16-068

**Moved by Al Kemmere**

That the Agenda for the Regular Meeting of August 19, 2016 be adopted.

Carried.

**3.0 Minutes**

RES 16-069

**Moved by Connie Huelsman**

That the June 17, 2016 Regular Board Meeting Minutes be confirmed as circulated.

Carried.

**4.0 Delegations**

There were no delegations in attendance

**5.0 Business**

**5.1 Administrative Center Arrangements with Mountain View Regional Water Services**

RES 16-070  
Reference – 772.04.2016

**Moved by Al Kemmere that:**

1. The SRD Board ratify the arrangements negotiated by the Chief Administrative Officer and authorize the agreement with the Mountain View Regional Water Services Commission for the provision of Financial Services and office space for the SRD Commission Administrative Center beginning August 1, 2016 for a term of 2 years, and
2. SRD Board Resolution 16-010, passed February 19, 2016, be amended to delete John Van Doesburg as a designated signing authority relating to financial matters of the Commission

CARRIED

**5.2 Business Planning – Strategic Planning Session**

RES 16-071 Reference – 911.02

**Moved by Brian Spiller**

That a Strategic Planning Session be held as part of the October 21, 2016 Regular Meeting of the SRD Board beginning at 9:00 AM

CARRIED

**6.0 Demonstration**

**6.1 Town of Innisfail**

The Board recessed at 10:30 AM for a review of the Town of Innisfail actions to control Inflow and Infiltration into the Town's wastewater collection system and view an example of the rehabilitation of a manhole

Meeting reconvened at 10:45 AM

**7.0 Reports**

**7.1 Chair Report**

RES 16-072

**Moved by Connie Huelsman**

That the report of the Chair be received as information.

Carried.

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**7.2 Chief Administrative Officer Report**

RES 16-073

**Moved by Dennis Cooper**

That the report of the Chief Administrative Officer and the Legislative Timetables dated August 4, 2016 be received as information.

Carried.

**7.3 Project Manager's Report**

RES 16-074

**Moved by Dennis Cooper**

That the report of the Project Manager be received as information.

Carried

**7.4 Operations Report**

RES 16-075

**Moved by Connie Huelsman**

That the Operations Report be received as information.

Carried

**7.5 Financial Report**

RES 16-076

**Moved by Judy Dahl**

That the financial reports to July 31, 2016 be received as information.

Carried

**8.0 Closed Session**

RES 16-077

**Moved by Connie Huelsman**

That the Board move *in camera*.

Carried

The Board convened in closed session at 11:05 AM

RES 16-078

**Moved by Dennis Cooper**

That the Board reconvene in open session.

Carried

The Board reconvened in open session at 11:25 AM

**9.0 Next Meeting, Events**

**Strategic Planning Session** – Friday, October 21, 2016

**Regular Meeting** – Friday, October 21, 2016

10. **Adjournment**

RES 16-079

**Moved by Brian Spiller**

That the Regular Meeting of August 19, 2016 be adjourned at 11:30 a.m.

Carried.

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Chair

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Chief Administrative Officer

**Minutes of the Regular Meeting of the Board of the  
South Red Deer Regional Wastewater Commission  
Held Friday, October 21, 2016 – 1:30 p.m.  
Olds Municipal Library**

**Board Members Present:**

Robb Stuart	Town of Bowden (Chair)
Dennis Cooper	Town of Penhold (Vice Chair)
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County
Harvey Walsh	Town of Olds
Al Kemmere	Mountain View County

**Municipal Council Members, Administration, and Consultants Present:**

Robert Jenkins	Chief Administrative Officer
John Van Doesburg	Project Manager
Darwin Durnie	Stantec Consulting Ltd.
Todd Simensen	Stantec Consulting Ltd
Cody Gillrie	Stantec Consulting Ltd
Andrew Treu	Red Deer County
Rick Binnendyk	Town of Penhold

**1.0 Call to Order:**

Robb Stuart, Chair, called the October 21, 2016 Meeting to order at 1:30 p.m.

**2.0 Adoption of Agenda**

RES 16-080

**Moved by Brian Spiller**

That the Agenda for the Regular Meeting of October 21, 2016 be adopted.

Carried.

**3.0 Minutes**

RES 16-081

**Moved by Dennis Cooper**

That the August 19, 2016 Regular Board Meeting Minutes be confirmed as circulated.

Carried.

**4.0 Delegations**

There were no delegations in attendance

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**5.0 Business**

**5.1 Wastewater Volume Measurement**

RES 16-082

Reference – 771.02.2016

**Moved by Harvey Walsh** that:

1. The SRD Board accept as information the metering analysis prepared by the Chief Administrative Officer, and
2. THAT the SRD Board confirm that the billing of wastewater services to Members and Customers will utilize month end meter readings using the approach as set by the CAO in the report dated October 21, 2016 and that the meters of the Commission be tested for accuracy annually.

Carried

**6.0 Reports**

**6.1 Chair Report**

Robb Stuart reviewed his written report with the Board. He advised that he had met with Alberta Transportation Central Region Director Russel Waite and enquired as the potential for funding to develop the equalization storage ponds originally envisioned for the regional system but subsequently deferred until a need could be justified. Mr. Waite advised the Chair that funding could be available but would look initially to a report on the Innisfail storm event this past August.

RES 16-083

Reference: 612.01

**Moved by Dennis Cooper**

THAT the Chief Administrative Officer forward a request to the Government of Alberta for funding to undertake the development the initially planned equalization storage for the Regional System.

Carried

RES 16-084

**Moved by Brian Spiller**

That the report of the Chair be received as information.

Carried.

**6.2 Chief Administrative Officer Report**

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The Chief Administrative Officer advised of the need for a special meeting of the Board to enable the 2017 Business Plan and the 2017 Financial Plan and Budget to be considered, circulated and adopted prior to year end.

RES 16-085

Reference: 132.09.2016

**Moved by Brian Spiller**

That a Special Meeting of the Board be held Saturday, November 12, 2016 at 9:00 AM in the Board Room of the Mountain View Regional Water Services Commission to consider the following matters:

**1. 2017 Business Plan**

- a. Review of Facilitator's Report of Strategic Planning Session
- b. Presentation of Draft Plan based on deliberations from the Strategic Planning Session

**2. 2017 Budget and Financial Plan**

- a. Introduction

**3. 2017 Wastewater Services Rate Bylaw**

- a. First Reading

**4. Financial Policies**

- a. Update of Investment Policy
- b. Inventory Control Policy

**5. Odor Management Facility**

- a. Review of Effectiveness and Operations

Carried

RES 16-086

**Moved by Al Kemmere**

That the report of the Chief Administrative Officer and the Legislative Timetables dated October 16, 2016 be received as information.

Carried.

**6.3 Project Manager's Report, Operations Report**

RES 16-087

**Moved by Harvey Walsh**

That the report of the Project Manager and the Operations Report be received as information.

Carried

**6.4 Operations Committee Report**

RES 16-088



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**Moved by Connie Huelsman**

That the Operations Committee Report for the meeting held October 13, 2016 be received as information.

Carried

**6.5 Financial Report**

RES 16-089

**Moved by Al Kemmere**

That the financial reports to September 30, 2016 be received as information.

Carried

**8.0 Closed Session**

RES 16-090

**Moved by Connie Huelsman**

That the Board move *in camera* to consider the following matters:

- i. Silver Peak Resources
- ii. Regional System Project Completion
- iii. Contracted System Operations Review – Committee Report
- iv. CAO Report (Confidential Component)

Carried

The Board convened in closed session at 3:00 PM

RES 16-091

**Moved by Brian Spiller**

That the Board reconvene in open session.

Carried

The Board reconvened in open session at 3:30 PM

RES 16-092

Reference: 151.02.2016

**Moved by Harvey Walsh**

THAT permission be given to Silver Peak Streaming Company Inc. to access the Commission's wastewater effluent stream for the purposes of treatment for non-potable industrial use as may be approved by Alberta Environment and Parks and by municipal land use development approval authorities subject to Silver Peak entering into a Memorandum of Understanding with the Commission which, among other things, will set out the:

- 1. rates to be paid to the Commission, and
- 2. responsibility of Silver Peak to assume all costs associated with application and approval and for construction and operation of diversion and treatment systems.

Carried

**9.0 Next Meeting, Events**

**Special Board Meeting** – Saturday, November 12, 2016 at 9:00 AM at the Mountain View Regional Water Services Commission Administration Office

**Organizational Meeting and Regular Meeting** – Friday, December 16, 2016 at 9:00 AM at the Mountain View County Council Chambers

**10. Adjournment**

RES 16-093

**Moved by Dennis Cooper**

That the Regular Meeting of October 21, 2016 be adjourned at 3:40 p.m.

Carried.

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Chair

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Chief Administrative Officer



## South Red Deer Regional Wastewater Commission

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**Minutes of the Special Meeting of the Board of the  
South Red Deer Regional Wastewater Commission  
Held Saturday, November 12, 2016 – 9:00 AM  
Mountain View Regional Water Services Commission Board Room**

**Board Members Present:**

Robb Stuart	Town of Bowden (Chair)
Dennis Cooper	Town of Penhold (Vice Chair)
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County
Harvey Walsh	Town of Olds
Angela Aalbers	Mountain View County

**Municipal Council Members, Administration, and Consultants Present:**

Robert Jenkins	Chief Administrative Officer
John Van Doesburg	Project Manager
Stephen Weninger	Stantec Consulting Ltd.
Cody Gillrie	Stantec Consulting Ltd.

**1.0 Call to Order:**

Robb Stuart, Chair, called the November 12, 2016 Special Meeting to order at 9:10 a.m. The Chair welcomed the new Mountain View County representative, Councillor Angela Aalbers to the Board of Directors.

Harvey Walsh entered the meeting at 9:15 AM

**2.0 Adoption of Agenda**

This special meeting was called to consider the following matters:

1. 2017 Business Plan
2. 2017 Financial Plan and Budget
3. 2017 Wastewater Services Rate Bylaw
4. Financial Policies
5. Odor Management Facility

RES 16-094

**Moved by Connie Huelsman**

That the Agenda for the Special Meeting of November 12, 2016 be adopted.

Carried.

### 3.0 Business

#### 3.1 2017 Business Plan

The Board reviewed the Facilitator's Report of Strategic Planning Session held October 21, 2016 and the list of potential non-financial changes to the current Business Plan prepared by the Chief Administrative Officer.

RES 16-095

**Moved by Connie Huelsman**

That the SRDRWC Board direct R. Jenkins Consulting Ltd. to prepare for the December 16, 2016 regular meeting of the Board, a draft 2017 Business Plan based on the adopted 2014 Business Plan and reflecting the changes and additional provisions identified by the Board at this meeting.

Carried.

#### 3.2 2017 Budget and Financial Plan

The Board reviewed in detail the draft 2017 Budget and Financial Plan.

Vice Chair Dennis Cooper suggested to the Board that, in view of the small effluent volume projected from Mountain View County in 2017, consideration be given to continuing the recovery of Governance and Administration costs by way of direct contribution from the Members as has been the practice in previous years instead of recovering those costs as part of the /m3 rate for wastewater services.

The Board considered the financial impact on each of Members of the recovery of Governance and Administration costs through:

- the /m3 rate as proposed in the draft Budget
- the direct contribution by Members based on the proportionate allocation used in the 2016
- a recovery of half of the costs through the /m3 rate and half by direct contribution.

It was suggested that the options for recovery be circulated to the Members for comment.

RES 16-097

**Moved by Harvey Walsh**

That the SRDRWC Board

1. Table the proposed 2017 Financial Plan and Budget to the December 16, 2016 regular meeting of the Board

2. Direct the Chief Administrative Officer to circulate the proposed Financial Plan and Budget to the Members of the Commission for their information and review and include for consideration the 3 options for the recovery of Governance and Administration Costs.

Carried.

### **3.3 2017 Wastewater Services Rate Bylaw**

RES 16-095

**Moved by Connie Huelsman**

That the SRDRWC Board give first reading to Bylaw 2016 - 02

Carried

### **3.4 Financial Policies**

Due to time constraints, consideration of the draft financial policies were deferred to the next meeting.

### **3.5 Odor Management Facility**

The Board reviewed with the Commission engineer's the status of the Odor Management Facility and options for restoring the System to an effective operating state.

Connie Huelsman left the meeting at 12:10 PM

## **4.0 Next Meetings, Events**

1. **Organizational Meeting** – Friday, December 16, 2016 – Mountain View County Council Chambers
2. **Regular Meeting** – Friday, December 16, 2016 – Mountain View County Council Chambers

## **5.0 Adjournment**

RES 16-096

**Moved by Angela Aalbers**

That the Special Meeting of November 12, 2016 be adjourned at 12:20 p.m.

Carried.



# South Red Deer Regional Wastewater Commission

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## Minutes of the Regular Meeting of the Board Red Deer Regional Wastewater Commission Friday, December 16, 2016 Mountain View County Office Council Chambers

### **Board Members Present:**

Robb Stuart	Town of Bowden (Chair)
Dennis Cooper	Town of Penhold (Vice Chair)
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County
Harvey Walsh	Town of Olds
Angela Aalbers	Mountain View County

### **Municipal Council Members, Administration, and Consultants Present:**

Robert Jenkins	Chief Administrative Officer
John Van Doesburg	Project Manager
Stephen Weninger	Stantec Consulting Ltd
Cody Gillrie	Stantec Consulting Ltd
Andrew Treu	Red Deer County

### **1.0 Call to Order:**

Robb Stuart, Chair, called the Meeting to order at 9:45 A.M.

### **2.0 Adoption of Agenda**

RES 16-101

#### **Moved by Dennis Cooper**

That the Agenda for the Regular Meeting of October 21, 2016 be adopted presented with the addition of the following Business Item:

#### **5.6 Town of Bowden – Wastewater Metering**

Carried.

### **3.0 Minutes**

RES 16-102

#### **Moved by Dennis Cooper**

That the October 21, 2016 Regular Board Meeting Minutes be confirmed as circulated.

Carried.

RES 16-103

**Moved by Harvey Walsh**

That the November 12, 2016 Special Board Meeting Minutes be confirmed as circulated.

Carried.

**4.0 Delegations**

There were no delegations in attendance

**5.0 Business**

**5.1 2017 Budget and Financial Plan**

i) 2017 Operating Budget

The Board considered a letter from Mountain View County expressing opposition to the possibility of continuing the recovery of Governance and Administration costs directly from Members rather than inclusion in the wastewater services rate as has been proposed in the draft budget. Directors provided oral indications of the views of their respective Councils.

After consideration, it was the consensus of the Directors that the recovery of Governance and Administration costs in 2017 would be through the services rate as initially proposed.

RES 16-104

Reference – 931.01.2017

**Moved by Dennis Cooper** that the 2017 Operating Budget be adopted as presented and adjusted.

Carried

ii) 2017 Capital Budget

The Board reviewed the proposed Capital Budget. With regard to the Upgrading Projects of the Waskasoo Lift Stations, Dennis Cooper suggested that grant funding be sought to assist in these projects. As well it was suggested that the potential may exist in the petroleum sector for acquiring new but now surplus generation equipment as an alternative to purchases of new equipment from manufacturers.





RES 16-105  
Reference – 932.01.2017

**Moved by Brian Spiller** that the 2017 Capital Budget be adopted as presented.

Carried

iii) Bylaw 2016 – 02 – Rates and Fees

RES 16-106  
Reference – 411.01.2017

**Moved by Harvey Walsh** that Bylaw 2016 – 02, a bylaw to establish rates and fees for wastewater service in 2017 be given second reading.

Carried

RES 16-107  
Reference – 411.01.2017

**Moved by Dennis Cooper** that Bylaw 2016 – 02 be given third reading.

Carried

iv) Amendments to Board Remuneration Policy

RES 16-108  
Reference – 211.11.2017

**Moved by Connie Huelsman** that Policy 211.11 – Director Honoraria and Expense Allowance Policy, setting the rates of honoraria and expense reimbursement for 2017, be adopted as presented.

Carried

**5.2 2017 Business Plan**

RES 16-109  
Reference – 911.01.2017

**Moved by Dennis Cooper** that the presentation of the draft 2017 Business Plan be tabled to the February 10, 2017 meeting of the Board.

Carried

**5.3 2016 Financial Year**

i) Adjustments to Reserve Transfers

RES 16-110  
Reference – 911.01.2017

**Moved by Angela Aalbers**

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That the planned transfer to the General Capital Reserve at budgeted value of \$950,000 be reduced to \$790,000 and that a transfer of \$35,000 be made to the Septage Receiving Station Capital Reserve.

Carried

ii) Audit Service Plan

RES 16-111  
Reference – 961.01.2016

**Moved by Connie Huelsman**

That the Audit Service Plan proposed by the Commission Auditors, MNP, be accepted as presented.

Carried

**5.4 Financial Policies**

i) Update of Investment Policy

RES 16-112  
Reference – 213.12.2016

**Moved by Angela Aalbers**

That the Investment Policy #213.12 as revised and updated by adopted.

Carried

i) Inventory Control Policy

RES 16-113  
Reference – 213.21.2016

**Moved by Connie Huelsman**

That consideration of an Inventory Control Policy be tabled to the February 10, 2017 meeting of the Board.

Carried

**5.5 Waskasoo System Evaluation**

The 2017 Capital Budget as approved by the Board provided an appropriation to undertake the Evaluation of the Waskasoo System. The evaluation Building on the 2011 Report prepared by Stantec, the proposed evaluation would:

- 1) assess the present actual capacity and identify upgrades required to meet future capacity needs,
- 2) assess the present condition of facilities, equipment and mains and identify replacements, upgrading, refurbishing needed to meet short, medium and long term capacity and operational requirements,

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- 3) identify options for development of equalization storage at Penhold or other approaches to be able to accommodate excess flow arising from storm events or system interruption, and
  - 4) identify opportunities to allow effluent volumes to be shifted between Waskasoo and Regional Systems to:
    - a) allow wastewater effluent from Waskasoo Lift Station 2 (Springbrook) to be pumped to the Regional System on an ongoing basis to free up existing Waskasoo System capacity for Gasoline Alley and other Red Deer County developments,
    - b) allow such volume of wastewater effluent from Penhold/Regional System to be diverted to the Waskasoo System as may be necessary to maintain adequate flow rates in the Waskasoo System in order to minimize odor problems in the 30<sup>th</sup> Street section, and
    - c) Allow effluent from one system to be diverted to the other system to manage excess flow conditions and system interruption in either.

Stephen Weninger and Cody Gillrie of Stantec Consulting Ltd. attended with the Board to address their firm's proposal to undertake the evaluation. As provided by Policy, the Chief Administrative Officer will implement the provisions of the Capital Budget.

#### **5.5 Town of Bowden – Additional Wastewater Metering**

Chair Robb Stuart raised with the Board a request by the Town of Bowden to consider the installation of a meter on the inflow to the Bowden Lift Station to measure directly the wastewater effluent delivered to the SRD System by the Town. The Commission's engineer advised that a meter installed on a smaller, gravity line would be inherently less accurate than the Commission's metering of the larger diameter pressure lines of the SRD System. The Commission's meters are checked for accuracy each year and in the last test undertaken in August 2016 the Olds and Bowden meters, which in tandem measure the Town of Bowden's wastewater volume, were within 99% accuracy.

There was no support among the Directors for the Commission undertaking supplementary metering of Bowden's inflow and if Bowden were to install such metering on its own volition, the Commission would not accept the results for the purposes of determining the charge for wastewater services.

**6.0 Reports**

RES 16-114

**Moved by Dennis Cooper**

THAT the following reports be accepted for information:

- i. Chairman's Report
- ii. CAO Report
- iii. Legislative Timetable
- iv. Project Manager's Report
- v. Engineer's Report
- vi. SRD System Operations Report
- vii. Financial and Other Reports

Carried

**6.4 Operations Committee Report**

Connie Huelsman advised that the Operations Committee did not hold a meeting during the intervening period since the last Board meeting.

Carried

**8.0 Closed Session**

RES 16-115

**Moved by Connie Huelsman**

That the Board move *in camera* to consider the following matters:

- i. Odor Management Facility
- ii. City of Red Deer Rate Review

Carried

The Board convened in closed session at 11:30 AM

RES 16-116

**Moved by Connie Huelsman**

That the Board reconvene in open session.

Carried

The Board reconvened in open session at 12:00 PM

RES 16-117

Reference: 352.21.2016

**Moved by Brian Spiller**

THAT the Chief Administrative Officer prepare a presentation to made to the Council of the City of Red Deer requesting a reduction in the rate for wastewater treatment services.

**Carried**

**9.0 Next Meeting, Events**

**Regular Board Meeting** – Friday, February 10, 2017 9:00 AM at the Bowden Friendship Center.

**10. Adjournment**

RES 16-118

**Moved by Harvey Walsh**

That the Regular Meeting be adjourned at 12:10 p.m.

Carried.

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Chair

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Chief Administrative Officer



## South Red Deer Regional Wastewater Commission

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**MINUTES OF THE ORGANIZATIONAL MEETING  
DECEMBER 16, 2016 – 9:00 A.M.  
MOUNTAIN VIEW COUNTY OFFICE  
DIDSBURY, AB**

Board Members Present:

Dennis Cooper	Town of Penhold
Angela Aalbers	Mounetain View County
Harvey Walsh	Town of Olds
Robb Stuart	Town of Bowden
Brian Spiller	Town of Innisfail
Connie Huelsman	Red Deer County

Municipal Council Members, Administration, and Consultants Present:

Robert Jenkins	Chief Administrative Officer
John Van Doesburg	Project Manager
Andrew Treu	Red Deer County

Call to Order:

Robert Jenkins, Chief Administrative Officer, called the December 16, 2016 Organizational Meeting to order at 9:00 a.m.

Adoption of Agenda

RES 16-097

**Moved by Harvey Walsh**

That the agenda for Organizational Agenda of December 16, 2016 be adopted as presented.  
Carried.

Confirmation of Municipal Representatives to the Commission Board

The following appointments of Directors to the Board by Member Councils were confirmed:

1. Angela Aalbers from Mountain View County and Bruce Beattie as the Alternate;
2. Harvey Walsh from the Town of Olds and Wade Bearchell as the Alternate;
3. Robb Stuart from the Town of Bowden and Sheila Church as the Alternate;
4. Brian Spiller from the Town of Innisfail and Mark Kemball as the Alternate;
5. Dennis Cooper from the Town of Penhold and Cory Kingsfield as the Alternate; and
6. Connie Huelsman from Red Deer County and Jim Wood as the Alternate

Selection of Chair

Robert Jenkins called for nominations for the position of Chair. Robb Stuart was nominated. On further call there were no further nominations. Robb Stuart was acclaimed as Chair of the Board until the 2017 Organizational Meeting of the Commission.

Robb Stuart assumed the Chair

Selection of Vice Chair

Robb Stuart called for nominations for the position of Vice-Chair. Dennis Cooper was nominated. On further call there were no further nominations. Dennis Cooper was acclaimed as Vice-chair of the Board until the 2017 Organizational Meeting of the Commission.

Appointment to Operations Committee

RES 16-098

**Moved by Harvey Walsh**

That Connie Huelsman be appointed to represent the Board on the Operations Committee until the 2017 Organizational Meeting of the Commission.

Carried.

Establish Time, Date and Place of Regular Meetings

RES 16-099

**Moved by Connie Huelsman**

That the following Meetings of the Board be scheduled for 2017: approve the following 2016 Regular Meetings commencing at 9:00 A.M.:

Type of Meeting	Date	Time	Location
Regular	Friday, February 10, 2017	9:00 AM	Bowden Friendship Center
Annual	Friday April 21, 2017	9:00 AM	MVRWSC Board Room
Regular	Friday April 21, 2017	Following Annual Meeting	MVRWSC Board Room
Regular	Friday June 16, 2017	9:00 AM	MVRWSC Board Room
Regular	Friday, September 15, 2017	9:00 AM	MVRWSC Board Room
Organizational	Friday, November 17, 2017	9:00 AM	MVRWSC Board Room
Regular	Friday, November 17, 2017	Following Organizational Meeting	MVRWSC Board Room
Regular	Friday December 15, 2017	9:00 AM	MVRWSC Board Room

Adjournment:

RES 16-100

**Moved by Connie Huelsman**

That the Organizational Meeting of December 16, 2016 be adjourned at 9:40 a.m.

Carried.

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CHAIR

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Chief Administrative Officer