

Aqua 7 Regional Water Commission

Regular Commission Meeting
Thursday, December 14, 2023, 7:00 p.m.
Village of Acme Office

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Adoption Annual General/Organizational Meeting Minutes November 2, 2023
4. Adoption Regular Meeting Minutes November 2, 2023
5. Financials
 - a. November Bank Reconciliations (Chequing and HISA)
 - b. Expense Table
 - c. Revenue Table
 - d. Payment Register (Cheque #3767 to #3786 & Ref. 14005990 – November 14, 2023 to Ref. 1432332429 – December 5, 2023)
6. 2024 Three Year Budget
7. 2023-1 Master Rates Bylaw
8. Reports
 - a. Chairman
 - b. Manager
9. Regular Meeting – February 22, 2024, or called by the Chair
10. Adjournment

AQUA 7 REGIONAL WATER COMMISSION

**MINUTES OF THE NOVEMBER 2ND 2023 ANNUAL
GENERAL/ORGANIZATIONAL MEETING OF THE BOARD OF
AQUA 7 REGIONAL WATER COMMISSION HELD IN THE
VILLAGE OF ACME COUNCIL CHAMBERS**

PRESENT

PRESENT

KNEEHILL COUNTY	DIRECTOR	JERRY WITTSTOCK
LINDEN	DIRECTOR	KELLY KLASSEN
ACME	DIRECTOR	BRUCE MCLEOD
BEISEKER	DIRECTOR	DAVID LEDOYEN
CARBON	DIRECTOR	TRINA ANDERSON
IRRICANA	DIRECTOR	NATHANIAL FLEMING
ROCKY VIEW CNTY	DIRECTOR	GREG BOEHLKE

OBSERVER

VILLAGE OF ACME CAO GARY SAWATZKY

ADMINISTRATION PRESENT

MANAGER	MIKE HAUGEN
SECRETARY/TREASURER	DEANNA KEIVER

1.0 ORDER Mike Haugen, Manager, called the meeting to order at 7:00 p.m. Mike Haugen confirmed with members they had been appointed by their respective councils.

2.0 AGENDA **Adoption of Agenda**

Bruce McLeod moved the agenda be adopted as presented.

CARRIED

**3.0 NOMINATION
OF CHAIRMAN** **Nomination Position of Chairman**

Mike Haugen called for nominations for the position of Chairman.

Bruce McLeod nominated Jerry Wittstock.

Mike Haugen gave second and third call for nominations for position of Chairman.

Greg Boehlke moved that nominations cease as there were no further nominations.

CARRIED

Jerry Wittstock accepted position of Chairman by acclamation.

Jerry Wittstock continued with the proceedings of the meeting.

**4.0 NOMINATION
OF VICE CHAIR**

Nomination Position of Vice Chairman

Jerry Wittstock called for nominations for the position of Vice Chairman.

Greg Boehlke nominated Bruce McLeod.

Jerry Wittstock gave second and third call for nominations for position of Vice Chairman.

Greg Boehlke moved that nominations cease as there were no further nominations.

CARRIED

Bruce McLeod accepted position of Vice Chairman by acclamation.

**5.0 SIGNING
AUTHORITY**

Signing Authority

Currently all documents requiring two signatures are signed by one Board Member (Chairman or Vice-Chairman) and one from Administration (usually Manager).

Those currently authorized are Jerry Wittstock, Bruce McLeod, Mike Haugen, and Deanna Keiver

6.0 REMUNERATION

Remuneration

Bruce McLeod moved remuneration for Board Members remain at \$150.00 per meeting and mileage to equal that of the current Canada Revenue mileage rate (currently \$0.68/km).

CARRIED

7.0 OTHER BUS

Other Business

No other business.

Jerry Wittstock adjourned the Annual General Meeting at 7:05 p.m.

Chairman

Secretary/Treasurer

AQUA 7 REGIONAL WATER COMMISSION

**MINUTES OF THE NOVEMBER 2, 2023, REGULAR MEETING OF THE BOARD
OF AQUA 7 REGIONAL WATER COMMISSION HELD
IN THE VILLAGE OF ACME COUNCIL CHAMBERS**

PRESENT

PRESENT	KNEEHILL COUNTY	DIRECTOR	JERRY WITTSTOCK
	LINDEN	DIRECTOR	KELLY KLASSEN
	ACME	DIRECTOR	BRUCE MCLEOD
	IRRICANA	DIRECTOR	NATHANIAL FLEMING
	CARBON	DIRECTOR	TRINA ANDERSON
	ROCKY VIEW CNTY	DIRECTOR	GREG BOEHLKE
	BEISEKER	DIRECTOR	DAVID LEDOYEN

ADMINISTRATION PRESENT

MANAGER	MIKE HAUGEN
SECRETARY/TREASURER	DEANNA KEIVER

OBSERVER

ACME	CAO	GARY SAWATZKY
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1.0 ORDER Chairman, Jerry Wittstock, called the meeting to order at 7:06 p.m.

2.0 AGENDA **Adoption of Agenda**
Letter from Trochu be included in Manager's Report (and attached to minutes).

12/23 Kelly Klassen moved the agenda be adopted as amended. CARRIED

3.0 APR 27/23 **Adoption of April 27, 2023 Regular Meeting Minutes**
REG MTG MIN Greg Boehlke moved the minutes of the April 27, 2023,
13/23 Regular Meeting be adopted as presented. CARRIED

4.0 FINANCIALS **Financials**
a) **September Bank Reconciliations (Chequing and HISA)**
b) **Expense Table**
c) **Revenue Table**
d) **Payment Register (chq#3722 to #3766; Ref#1373303542 – April 18, 2023 to Ref#1420319320 – October 16, 2023)**

14/23 Nathanial Fleming moved the Financials be accepted as information. CARRIED

5.0 DRAFT 2024 **Draft 2024 Three Year Budget**
3 YR BUDGET Mike Haugen presented the Commission with a Draft 2024 Budget. Minor changes were discussed, including increasing the Village of Acme's annual consumption to

65,000 m³ for the next 3 years. A final budget will be presented at the next meeting in December.

15/23 Kelly Klassen moved the Draft 2024 Three Year budget be approved as information.

CARRIED

**6.0 DRAFT
FLUSHING STDY**

Draft Flushing Study

Mike Haugen reported the Flushing Study which was budgeted for is almost complete. Mike Haugen summarized that there are 3 options available.

- 1) Flush out the line.
- 2) Flush in segments with ports being built into system.
- 3) Scrub the line.

The draft report will be reviewed and further follow up will be discussed with the operators. Options will be presented to the Commission.

16/23 Greg Boehlke moved the Draft Flushing Study be approved as information.

CARRIED

7.0 REPORTS

Reports

a) Chairman Update – Has spoken to the Mayor of Drumheller regarding meeting however no date set.

b) Manager Update

Letter from Town of Trochu – The Town of Trochu currently receives water from the Town of Three Hills. Due to unforeseen circumstances, their rate may be going up and they are investigating their options. One of those options includes becoming a member of the Commission. Discussion ensued as to how this would affect current allocations. Bruce McLeod further advised that the Village of Acme was looking at purchasing more allocation from a current member.

Administration will forward a reply to the Town of Trochu, advising it would be up to the Town of Trochu to look into the feasibility of connecting to the Aqua 7 Regional Water Commission pipeline and the Commission looks forward to receiving the results.

The Village of Acme will approach members of the Commission to see if they would be willing to give/sell allocation.

17/23 Trina Anderson moved to receive the update as information.

CARRIED

8.0 NEXT MTG The next Regular Meeting will be held on December 14, 2023.

9.0 ADJOURN Chairman Jerry Wittstock adjourned the meeting at 8:29 p.m.

Chairman

Secretary/Treasurer

**AQUA 7 REGIONAL WATER COMMISSION
BYLAW 2023-1**

**BEING A BY-LAW RESPECTING THE ESTABLISHMENT OF RATES TO BE CHARGED BY
THE COMMISSION**

WHEREAS, pursuant to the provisions of the *Municipal Government Act RSA 2000, cM-26 as amended*, (hereinafter referred to as the “Act”), the Board of the Commission must pass Bylaws respecting the governing of fees and rates to be charged by the Commission for services;

WHEREAS, the Board of the Commission deems it appropriate to establish an annual Master Rates Bylaw for rates for water and for service fees delivered through the Aqua 7 Regional Water Commission pipeline.

WHEREAS, Bylaw 2022-1 was adopted and the Board wishes to repeal this bylaw.

NOW THEREFORE, the Board enacts the following:

I. DEFINITIONS

1. **“Service Fee”** refers to the monthly fees charged by the Commission to its Members and shall not be less than the estimated aggregate amount required to cover all costs or other commitments of the Commission less any grants, transfers from reserves, interests, rents and other revenue.

II. ADMINISTRATION

1. This bylaw may be cited as the Master Rates Bylaw.
2. The annual rates shall be established as per Schedule “A”, attached to and forming part of this Bylaw.
3. Overdue accounts of more than 60 days, will be charged interest compounded monthly at the current Line of Credit rate.
4. That this bylaw shall take effect on the date of the third and final reading.
5. Aqua 7 Regional Water Commission Bylaw 2022-1 is hereby repealed.

READ A FIRST TIME THIS 14th DAY OF December, 2023.

READ A SECOND TIME THIS 14th DAY OF December, 2023.

UNANIMOUS PERMISSION FOR THIRD READING ON THE 14th DAY OF December, 2023.

READ A THIRD TIME AND FINAL TIME ON THIS 14th DAY OF December, 2023.

CHAIRMAN

MANAGER

Aqua 7 Regional Water Commission Master Rates

Service Fee	\$1,667.00 per month
Water Rate	\$3.38/cubic metre \$0.06/cubic metre (Capital Replacement Reserve)

\$3.49/cubic metre **Effective January 1, 2024**

Breakdown as follows:

\$3.43/cubic metre

\$0.06/cubic metre
(towards Capital Replacement Reserve)