



January 15, 2015

Re: Membership Request for Water North Coalition

Dear Northern Alberta Municipal Leaders',

Leaders from several organizations have recently formalized the creation of the **Water North Coalition (WNC)**. Operating within northern Alberta, the Coalition's vision is *"to ensure, through collaboration, that sustainable water systems are available to every northern community."*

Attached is a copy of the coalition's Terms of Reference, outlining the structure within which the membership will operate moving forward. These TOR were adopted, December 2, 2014 in Peace River. Previous minutes are attached for information.

Voting membership, one vote per member, is being extended to northern municipalities, communities, Métis Settlements and First Nations. As valued partners, general (non-voting) membership is being extended to northern water and wastewater commissions, owners, co-ops and professionals, training providers, government and affiliates. There is no membership cost at this time, but member communities and organizations may volunteer to host one of 4 yearly meetings on a rotating basis.

Questions around the future of water and wastewater management are facing all communities in Alberta as our workforce and infrastructure ages. Unique geographic and recruitment/retention challenges in the north will impact our communities more acutely. I invite you to take action and bring this membership request before your municipal, local and band Councils'. **The next meeting of the WNC is scheduled for Thursday February 26, 2015, 10:00am-2:00pm at the Northern Lakes College Campus (A128/129 Lecture Theatre) in Slave Lake.**

Please respond in writing, indicating your local government's appointed representative to the WNC and confirm their attendance or regrets for the next meeting by February 19th. Correspondence can be addressed to the Water North Coalition via Deborah Clarke at the Northern Alberta Development Council, email: [Deborah.Clarke@gov.ab.ca](mailto:Deborah.Clarke@gov.ab.ca) or fax: 780-624-6184. For more information please call 780-624-6274 (for toll-free, first dial 310-0000). We look forward to working with you towards ensuring sustainable water systems in the north.

Sincerely,

Bob Marshall  
Interim Chair, Water North Coalition  
Councillor, County of Grande Prairie

Attachment



## TERMS OF REFERENCE

<b>Name</b>	Water North Coalition (WNC)
<b>Members</b>	<b><i>Voting members:</i></b> Northern municipalities, First Nations, Métis settlements <b><i>Non-voting members:</i></b> Water/wastewater commissions and professionals, Provincial/Federal Government, Rural Water Co-ops, Owners and Operators.
<b>Mission</b>	To find and implement northern solutions to water sourcing and water challenges through: <ul style="list-style-type: none"><li>• Advocacy</li><li>• Public Education</li><li>• Attraction and retention</li><li>• Training</li></ul>
<b>Vision</b>	The group seeks to ensure, through collaboration, that sustainable water systems are available to every northern community.
<b>Principles</b>	Our group will: <ul style="list-style-type: none"><li>• Share information on water and wastewater regulations and responsibilities</li><li>• Work collaboratively with members and partners</li><li>• Identify emergent workforce needs</li><li>• Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, succession planning for municipal water/wastewater personnel</li></ul>

### **Administrative practices**

The group will:

- Keep membership open
- Meet quarterly or as needed in rotating locations for 4 hours
- Create an action list following each meeting (NADC to draft)
- Elect a Chair and Vice Chair for a one year term with elections to be held after November 1<sup>st</sup>
- Request that NADC provide administrative and other support within its mandate

MINUTES  
NORTHERN ALBERTA WATER & WASTEWATER STAKEHOLDERS GROUP  
Tuesday, December 2, 2014  
Peace River, AB

**Attendees**

Leanne Beaupre, County of Grande Prairie  
Bob Marshall, County of Grande Prairie  
Steven Madden, County of Grande Prairie  
Tracey Anderson, Aquatera  
Bernd Manz, Aquatera  
Michelle Gairdner, City of Grande Prairie  
Nikki Dailey, Northern Lakes College  
Rachel Ouellette, Northern Lakes College  
Reuel Thomas, Portage College  
Claude Lagace, Town of Sexsmith  
Andrew Stevenson, ATAP – Advanced Technology Applications  
Grant Dixon, ATAP – Advanced Technology Applications  
Lindsay Johnson, Edmonton Waste Management Centre of Excellence  
Pam Haggerty, Edmonton Waste Management Centre of Excellence  
Tom Tarpey, Town of Peace River  
Dana Langer, Town of Peace River  
Sandi Adams, Town of Peace River  
Garrett Tomlinson, Northern Sunrise County  
Brent Schapansky, Northern Sunrise County  
Doug Dallyn, Northern Sunrise County  
Frank Besinger, Saddle Hills County  
Ken Titford, Saddle Hills County  
Ed Gades, Saddle Hills County  
Marvin Doran, Birch Hills County  
Sandra Fox, M.D. Fairview  
Derrel Johnson, Town of Grimshaw  
Ron Longtin, Village of Berwyn  
Sandra Eastman, MD of Peace No. 135  
Dan Fletcher, Town of Rainbow Lake  
Meghan Payne, Lesser Slave Lake Watershed Council

**Advisory/Administration**

Kim Pinnock, Northern Alberta Development Council  
Sharon Mah, Northern Alberta Development Council  
Deborah Clarke, Northern Alberta Development Council

**Welcome**

Leanne Beaupre, Interim Chair, called the meeting to order at 10:20 a.m. Introductions were made.

**Amendments to and approval of Agenda**

The following amendments were made to the agenda:

Add discussion and election for position of Chair.

It was **MOVED** by Ron Longtin **THAT** the agenda be accepted as amended.

**CARRIED**

**Adoption of Minutes of the Grande Prairie, October 8, 2014 meeting**

It was **MOVED** by Michelle Gairdner **THAT** the minutes of the Grande Prairie, October 8, 2014 meeting be accepted.

**CARRIED**

**Water Week North – Update: Tracey Anderson, Aquatera**

2013 Water Week North is an annual event consisting of 3 – ½ day workshops. 2013 had a triple threat of presenters, who with the Closer to Home (C2H) Initiative created a DVD with presenters. DVD titled: Getting on the Right Track with Local Water & Wastewater Utilities. Tracey has several of the DVDs to share.

2014 focus: Emergency Response: Plan to Practice

Over 115 delegates registered, and over 200 with industry professionals. Attendees came from as far north as Inuvik and as far south as Didsbury.

2015 Water Week North will be held October 20 – 22, 2015. If you have any ideas to share to help make 2015 a success please contact Tracey at Aquatera ([TAnderson@aquatera.ca](mailto:TAnderson@aquatera.ca)).

**Level I - Training - Update: Tracey Anderson, Aquatera**

ATAP partnered with Aquatera to provide Level 1 WT/WD operator certification prep training.

Entry Level Training offered to 15 new operators. Interest levels in the region are high.

**Discussion Topic: Terms of Reference**

**Name:**

Suggestions included: Northern Alberta Water & Wastewater Utility Stakeholder; Northern Alberta Water & Wastewater Coalition; Water North; Northern Alberta Water Coalition; Northern Alberta Water Stakeholders (NAWS);

Suggestion made to refrain from using the term Stakeholders in any marketing.

It was **MOVED** by Marvin Doran **THAT** the new name be: Water North Coalition (WNC)

**CARRIED**

**Vision:**

Discussion regarding the Vision included: keeping it short and simple, and placing importance on the term northern.

It was **MOVED** by Sandra Eastman **THAT** the amended vision read:

To ensure, through collaboration, that sustainable water systems are available to every northern community.

**CARRIED**

**Membership:**

**Non-Voting**

It was concluded that non-voting members have knowledge and resources to share, and are good for identifying local issues. They play a huge role in the coalition's success. It was suggested that NADC be considered also as a non-voting member.

Non-Voting member: Water/wastewater commissions and professionals, Provincial/Federal Government, Rural Water Co-ops, Owners and Operators.

**Voting**

Discussion around number of votes, and who would constitute a voting member was had, and it was concluded that:

Voting member: Northern municipalities, First Nations, Métis Settlements, with one representative member appointed.

It was **MOVED** by Claude Lagace **THAT** membership be accepted as amended.

**CARRIED**

It was **MOVED** by Michelle Gairdner **THAT** letters be sent to non-voting organizations asking them to be members in an advisory capacity.

**CARRIED**

**Funding:**

At the present time, no membership fees will be collected. Municipalities who volunteer to host a meeting will cover the hosting costs. Administrative costs will be covered by NADC.

It was **MOVED** by Ron Longtin **THAT** the funding be accepted as amended.

**CARRIED**

**MOVED** by Ron Longtin that WNC send a letter to voting member municipalities, First Nations, Métis Settlements, along with the TOR requesting them to attend and provide the name of a representative or a designated alternate. Letter should outline that there are not membership fees at this time, but there may be other costs (i.e. hosting) that may be requested in future.

**CARRIED**

**Mission:**

After discussion:

To find and implement northern solutions to water sourcing and water challenges through:

Advocacy

Public Education

Attraction and retention

Training

**Principles:**

After in-depth discussion, the coalition agreed that the principles read:

The group will:

- Share information on water and wastewater regulations and responsibilities
- Work collaboratively with members and partners
- Identify emergent workforce needs
- Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, succession planning for municipal water/wastewater personnel

It was **MOVED** by Sandra Eastman **THAT** the Principles be accepted as amended.

**CARRIED**

**Administrative Practices:**

Discussion regarding Administrative Practices concluded that:

The group will:

- Keep membership open
- Meet quarterly or as needed in rotating locations for 4 hours
- Create an action list following each meeting (NADC to draft)
- Elect a Chair and Vice Chair for a one year term with elections to be held after November 1<sup>st</sup>
- Request that NADC provide administrative and other support within its mandate

It was **MOVED** by Garrett Tomlinson **THAT** the Terms of Reference be accepted as amended.

**CARRIED**

It was agreed that a package be redistributed to all members and potential members including a letter of introduction, the Terms of Reference, and draft meeting minutes.

It was agreed that a committee be created to connect with non- voting membership and create a contact list.

Sub-committee will include: Meghan Payne, Lesser Slave Lake Watershed Council, Grant Dixon, ATAP, Tracey Anderson, Aquatera, Lindsay Johnson, Edmonton Waste Management Centre of Excellence.

**Roundtable and Topics for Discussion**

Members shared thoughts on the new WNC group, its future direction and next steps.

Items raised include:

- Water operators and their specific needs should be considered as the group moves forward. A sub-committee on operator training should be considered.
- Succession planning and retirements in the region need to be examined.
- Source to waste is the entire process, all parts should be included.
- Need made in the north solutions to training. Remote locations and access to training continues to be an issue.
- Operators provide technical knowledge to the discussion, should remain an integral part of the group.
- Group should focus on solutions.
- NADC to provide the group with some sample logo designs for the WNC letterhead.
- AWWOA one page training summary, included in meeting package.

It was **MOVED** by Bob Marshall that a sub-committee be formed to make recommendations to the group regarding a needs assessment for the region.

Sub-committee will include: Michelle Gairdner, Sandra Fox, Bob Marshall and Steve Madden with support from the NADC.

**CARRIED**

It was **MOVED** by Claude Lagace that the formation of additional committees be placed on the agenda for a discussion at the next meeting, including how they will be divided and who will serve on them.

**CARRIED**

*DRAFT MINUTES- For Approval at February 26, 2015 Meeting*

Interim Chair Leanne Beaupre indicated that due to municipal commitments, she would no longer be available to serve as interim Chair.

It was **MOVED** by Claude Lagace **THAT** Bob Marshall be appointed interim chair, until such time as the members of the WNC can elect a permanent chair and vice-chair.

**CARRIED**

**Next Meeting**

Portage College offered to host the next meeting in late February or March of 2015. Northern Lakes College also offered to host.

The interim-Chair will advise as to the location of the next meeting. Potential locations are St. Paul, or Slave Lake.

**Meeting adjourned at 2:05 pm**