

AGENDA FOR A REGULAR MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION TO BE HELD TUESDAY, JULY 11th, 2023, IN PERSON AT ALBERTA BEACH COUNCIL CHAMBERS COMMENCING AT 7:00 P.M.

- 1) Call to Order:
- 2) Acceptance of Agenda:
 - July 11th, 2023 meeting agenda (*approve as is or with additions/deletions*)
- 3) Adoption of the Previous Minutes:
 - May 24th, 2023 regular meeting minutes (*approve as is or with amendments*)
- 4) Appointments/Delegations: n/a
- 5) Reports:
 - a) Vice-Chairperson:
 - (*that the Vice-Chairperson's Report, as presented by Gwen Jones, be accepted for information*)
 - b) Administration:
 - i) Policies and Bylaws
 - (a) Briefing Note – Purchasing Policy
 - ii) Memorandum of Understanding with Darwell Lagoon Commission/Lac Ste. Anne County – *Closed Session Conversation*
 - iii)
 - (*that the Administration Report, as presented by CAO Wendy Wildman, be accepted for information*)
 - c) Financial Reports: n/a
 - d) Operations: System update – Jason Madge
 - (*that the Operator's Report, as presented by Jason Madge, be accepted for information*)
- 6) Bylaws & Policies: n/a
- 7) Old Business:
 - a)

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8) New Business:

a) Chief Administrative Officer and Management/Administration Services Agreement:

- further to recent developments with respect to the resignation of Angela Duncan from Alberta Beach Council and her joining the Wildwillow Administration team, Administration is recommending changing TVRSSC's CAO from Wendy Wildman to Angela Duncan. If the Board agrees, a motion to that effect would be in order.

(that the Tri-Village Regional Sewage Services Commission appoint Angela Duncan as their Chief Administrative Officer and Management/Administration Services, effective immediately, and that Wildwillow Enterprises Inc. prepare a new agreement noting same, to be presented at the next Commission meeting.)

b)

9) Information Items:

a)

10) Next Meeting Date & Location: Sept 13, 2023 @ 7:00 p.m., Alberta Beach Council Chambers

11) a) Confidential Matters: *Pursuant to section 197(2) of the Municipal Government Act, the Board go into a closed meeting session at _____ p.m. to discuss the following: Memorandum of Understanding, Tri Village Regional Sewage Services Commission and the Darwell Lagoon Commission - Legal – Solicitor/Client Privilege (FOIPP Act Section 27).*

(that the Board come out of closed meeting at _____ p.m.)

(further direction as given by the Board at meeting time)

12) Adjournment:

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE
TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION IN
THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, MAY 24th, 2023,
HELD AT THE ALBERTA BEACH MUNICIPAL OFFICE, AB AND VIA ZOOM
COMMENCING AT 7:00 P.M.**

IN ATTENDANCE

Angela Duncan, Chairperson/Director
Gwen Jones, Vice Chairperson/Director
Alan Christiansen, Director
Roger Montpellier, Director (via zoom–arrived at 7:21 p.m.)
Kelly Muir, Director (arrived 7:53 p.m.)
Wendy Wildman, Chief Administrative Officer
Jason Madge, Manager/Operator

ABSENT

Keir Packer, Director

CALL TO ORDER

Chairperson Angela Duncan called the meeting to order at 7:00 p.m.

**ACCEPTANCE OF
AGENDA**

Res. P23-324

Moved by Vice Chairperson Gwen Jones that the May 24th, 2023 Regular Meeting Agenda be approved as presented.

CARRIED

**APPROVAL OF
MINUTES**

Res. P23-325

Moved by Director Kelly Muir that the minutes of the March 23rd, 2023 Regular Board Meeting be approved as presented.

CARRIED

DELEGATIONS

n/a

REPORTS

Res. A23-326

Moved by Director Roger Montpellier that the Chairpersons report, as verbally provided by Angela Duncan, be accepted for information.

CARRIED



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Res. A23-327 Moved by Vice Chairperson Gwen Jones that the Administration Report, as verbally provided by Chief Administrative Officer Wendy Wildman, be accepted for information, and that Administration commence review of the Commission policies first (sewer hookups/charges and procurement).
CARRIED

Financials
Res. A23-328 Moved by Vice Chairperson Gwen Jones that the 2023 Year To Date Financial Report as of April 30th, 2023 be accepted for information.
CARRIED

Res. A23-329 Moved by Director Roger Montpelier that Administration inquire with Lac Ste. Anne County and the Town of Onoway if they would be interested in cost sharing an advertisement in local newspapers on what can, and can not, be disposed of in the municipal sewer system, ad to go on front page if cost shared and otherwise the Commission proceed with its own advertisement (just not on the front page).
CARRIED

Res. A23-330 Moved by Director Kelly Muir that the Operations Manager Report, as presented by Jason Madge, be accepted for information.
CARRIED

BYLAWS n/a

OLD BUSINESS n/a

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COMMENCING AT 7:00 P.M.**

NEW BUSINESS

Res. A23-331 Moved by Vice Chairperson Gwen Jones that Regular Board of Directors meetings commence on the second Wednesday of every other month starting in July 2023.

CARRIED

Res. A23-332 Moved by Director Alan Christiansen that the July 12th, 2023 Board meeting be rescheduled to July 11th, 2023 commencing at 7:00 p.m. at the Alberta Beach Municipal office.

CARRIED

CORRESPONDENCE n/a

**CONFIDENTIAL
ITEMS**

Res. A23-333 Moved by Director Roger Montpellier that pursuant to section 197(2) of the Municipal Government Act, the Board go into a closed meeting session at 7:03 p.m. to discuss the following:

- a) Legal – Solicitor/Client Privilege (FOIPP Act Section 27)

CARRIED

The meeting recessed from 7:03 p.m. to 7:05 p.m.

The following individuals were present for the closed session:

Angela Duncan
Gwen Jones
Alan Christiansen
Roger Montpellier

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COMMENCING AT 7:00 P.M.**

Kelly Muir
Jason Madge
Wendy Wildman

The meeting recessed from 8:23 p.m. to 8:25 p.m.

Res. A23-334

Moved by Director Roger Montpellier that the Board come out of closed meeting session at 8:25 p.m.

CARRIED

Res. A23-335

Moved by Vice Chairperson Gwen Jones that the Board of Directors direct Administration to commence the actionable items coming from the Draft Memorandum of Understanding between the Darwell Lagoon Commission (Lac Ste. Anne County) and the Tri-Village Regional Sewage Services Commission.

CARRIED

NEXT MEETING DATE Address earlier in the meeting.

ADJOURNMENT As all matters have been addressed Chairperson Angela Duncan declared the meeting adjourned at 8:26 p.m.

These minutes approved this 11th day of July, 2023.

Gwen Jones, Vice Chairperson

Wendy Wildman, CAO

Briefing Note: Purchasing Policy

TVRSSC does not currently have a purchasing or vendor electronic payment policy. A new policy regarding purchasing has been requested by the TVRSSC Board. Additionally, administration is requesting to include vendor electronic payments in the policy as we are struggling to pay contractors within the 28 days required under the new Prompt Payment Legislation. Alternatively, 2 separate policies could be developed. Some municipalities choose to combine the policies and others do not. To help guide the policy development, I have summarized some purchasing and payment policies below. It is important to note that SVSP and LSAC purchasing policies follow similar purchasing guidelines to other municipalities and conform to what is required under various trade agreements. The board is asked to consider:

- Is the board Comfortable with vendor electronic payment, and up until what price point? If so, would the board prefer one policy or two?
- Up until what price, should administration be able to sole source tenders, seek quotes and/or be required to go to open tender? Administration recommends similar thresholds to SVSP.
- How would the board like to handle unbudgeted expenditures, both emergency and non-emergency?

Policy Comparison - Purchasing and Electronic Payment Policy

AB Beach – Purchasing Policy

- Construction, renovation, or capital purchases over \$3000 - 3 bids must be sought, but only 2 are needed
- Tenders must be advertised
- Purchases over \$3000 approved by Council

SVSP – Purchasing Policy

- Descriptive purchasing process
 - Up to \$25,000 minimum 1 vendor
 - \$25,000-75,000 ideally 3 quotes, may put out an RFP
 - \$75,000 RFP or Invitation to tender required
 - \$200,000 (construction) must use provinces electronic tendering system
- Council to authorize unbudgeted purchases over \$10,000, except in cases of emergency

LSAC – Purchasing and Tendering Policy

- Guidelines
 - Under \$5000 should be purchased locally, if possible, and don't require quotes or tenders
 - \$5000-20,000 can either solicit quotes or initiate an open or invitation-only tendering process
 - More than \$20,000, can either solicit quotes or an open formal tendering process
 - \$75,000 (goods and services) and \$200,000 (Construction) require sealed tenders from individuals, companies, and organizations that have operated and/or resided in the

Province of Alberta for a minimum of twelve months prior to the closing date of the tender or quotation. The County may accept such tenders from individuals, companies, and organizations residing out of Province, in its discretion. (as per trade agreements)

- \$75,000-200,000 for construction are sealed tender from inside or outside AB
- 2 people are required for tender opening

LSAC – Use of Electronic Signatures

- Use secure and appropriate cheque writing software for electronic signatures
- Reeve's signature automatically affixed to cheques under \$150,000
- CAO signature automatically affixed to cheques under \$50,000

LSAC – Unbudgeted expenditures

- Non-emergency operating and capital expenditure – if the purchase will not cause a departmental budget overrun, the CAO may approve; if it will cause a departmental budget overrun, it must be approved by Council.
- Emergency expenditure – CAO may authorize or a designated officer.

- Desludging is complete. Hauling of the material is underway. We have the go ahead from the waste commission to haul it all at once.
- Received the estimate to repair the pump for the lagoon, this is estimated at 34k and will take 12-16weeks as parts are coming from Sweden. We can rent a smaller pump for approximately 10k and it is available in 3-4weeks.
- During the extreme high rainfall in June we ended up having to call vac trucks in. The stations were maintain for the most part, however the power went out briefly causing pump faults that needed to be reset manually and this short period of time caused enough of a buildup that we couldn't recover.