

**MINUTES OF AN ORGANIZATIONAL MEETING OF THE BOARD OF THE  
TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION  
IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, NOVEMBER 8<sup>TH</sup>,  
2023, AT THE SUNSET POINT ADMINISTRATION BUILDING,  
COMMENCING AT 7 P.M.**

**IN ATTENDANCE**

Gwen Jones, Vice Chairperson  
Alan Christiansen, Director  
Keir Packer, Director  
Roger Montpellier, Director (via zoom)  
Kelly Muir, Director  
Daryl Weber, Director  
Angela Duncan, Chief Administrative Officer (CAO)  
Jason Madge, Manager/Operator

**ABSENT**

n/a

**CALL TO ORDER**

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

**ACCEPTANCE OF  
AGENDA**

Res. 23-365

Moved by Director Kelly Muir that the November 8<sup>th</sup>, 2023 Organizational Meeting Agenda be approved as presented.

CARRIED

**NOMINATIONS**

CAO Angela Duncan declared nominations open and called for nominations for the position of Chairperson.

Director Kelly Muir nominated Vice Chairperson Gwen Jones.

Vice Chairperson Gwen Jones accepted the nomination.

CAO Angela Duncan called for nominations a second time.

CAO Angela Duncan called for nominations a third time.

Res. 23-366

Moved by Director Weber that nominations cease.

CARRIED

CAO Angela Duncan declared Vice Chairperson Gwen Jones elected as Chairperson.

Chairperson Gwen Jones assumed the Chair.

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Chairperson Gwen Jones declared nominations open and called for nominations for Vice Chairperson.

Director Al Christiansen nominated Director Daryl Weber. Director Daryl Weber declined the nomination.

Director Kelly Muir nominated Director Al Christiansen. Director Al Christiansen declined the nomination.

Chairperson Gwen Jones nominated Director Keir Packer. Director Keir Packer accepted the nomination.

Chairperson Gwen Jones called for nominations a second time.

Chairperson Gwen Jones called for nominations a third time.

Res. 23-367

Moved by Director Kelly Muir that nominations cease.

CARRIED

Chairperson Gwen Jones declared Director Keir Packer elected as Vice Chairperson.

**FINANCIAL  
CONFIRMATION**

Res. 23-368

Moved by Director Daryl Weber that the following financial confirmations be approved:

Signing Authority: Chairperson Gwen Jones, Director Alan Christiansen, and Chief Administrative Officer Angela Duncan (any two signatures required).

Banking Authority: ATB Financial

Member Reimbursement: \$130.00/meeting for board members, \$150.00/meeting for the Chairperson, plus mileage at the CRA rate.

CARRIED

**CONFIRMATION OF**

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**APPOINTMENTS**

Res. 23-369

Moved by Director Alan Christiansen that the following appointments be approved:

Chair and Vice Chair – as per bylaw 15-2021, appointed for a four-year term (ending in 2025), subject to annual review by the Board, currently Gwen Jones and Keir Packer, respectively.

Secretary-Treasurer/Chief Administrative Officer (as per bylaw 14-2021 and regular meeting motion) – Angela Duncan.

Operations Manager – Jason Madge

Engineer – Associated Engineering and/or Bolson Engineering

Auditor – Doyle and Company Chartered Accountants

Solicitor – Reynolds Mirth Richards Farmer (RMRF) LLP and/or Patriot Law

FOIPP – CAO Angela Duncan

CARRIED

**MEETING  
DATES**

Res. 23-370

Moved by Director Daryl Weber that regular meetings be scheduled the second Wednesday of every second month, starting in January, commencing at 7:00 p.m. at the Sunset Point Administration Office.

CARRIED

**MUNICIPAL**

**MINUTES OF AN ORGANIZATIONAL MEETING OF THE BOARD OF THE  
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**OFFICE  
LOCATION**

Res. 23-371


Moved by Director Daryl Weber that the Commission's municipal office be located at 2317 Twp Rd 545, Lac Ste. Anne County.

CARRIED

**ADJOURNMENT**

As all matters have been addressed Chairperson Gwen Jones declared the meeting adjourned at 7:07 p.m.

These minutes approved this 10<sup>th</sup>, day of January, 2024.

  
Gwen Jones, Chairperson

  
Angela Duncan, CAO