

AGENDA FOR A REGULAR MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION, TO BE HELD WEDNESDAY, SEPTEMBER 13<sup>th</sup>, 2023, IN PERSON & VIA ZOOM, AT SUNSET POINT ADMINISTRATION BUILDING, COMMENCING AT 7:00 P.M.

- 1) Call to Order:
- 2) Acceptance of Agenda:  
Pg. 1-3 -September 13<sup>th</sup>, 2023 meeting agenda (*approve as is or with additions/deletions*)
- 3) Adoption of the Previous Minutes:  
Pg. 4-7 -July 11<sup>th</sup>, 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 verbally presented by Gwen Jones, be accepted for information)*
- b) Administration:
- i) Insurance Renewal
  - ii) Cash Farm Lease
  - iii) September 1 Requisitions
  - iv) Policies and Bylaws
    - (a) Draft Policies
    - (b) Connections
  - v) Road Allowance
  - vi) Memorandum of Understanding with Darwell Lagoon Commission –  
Closed session
  - vii)  
*(that the Administration Report, as presented by Chief Administrative Officer Angela Duncan, be accepted for information)*
- c) Financial Reports: YTD as of August 31, 2023  
*(that the Year to Date Financial Report as of August 31<sup>st</sup>, 2023 be accepted for information, as presented)*
- Pg. 8 d) Operations: System update – Jason Madge

*(that the Operator's Report, as presented by Jason Madge, be accepted for information)*

6) Bylaws & Policies:

Pg. 9-12

a) TVRSSC-POL-23-1 Purchasing and Procurement Policy

Pg. 13-14

b) TVRSSC-POL-23-2 Electronic Payment Policy

7) Old Business:

a) Chief Administrative Officer and Management/Administration Services Agreement

*(That the Tri Village Regional Sewer Services Commissions approve the Chief Administrative Officer, Management, and Administration Agreement as presented or amended, OR, some other direction as given at meeting time)*

b)

8) New Business:

a)

b)

c)

9) Information Items:

Pg. 15

a) Alberta Beach – July 20, 2023 Letter regarding Council Board of Director Appointment to TVRSSC

Pg. 16

b) Alberta Beach – August 9, 2023 Letter regarding Invitation to Council Open House

c)

d)

*(That the Board accept the information items, for information)*

10) Next Meeting Date & Location: November 8, 2023 @ 7:00 p.m., Sunset Point Administration Building

11) Confidential Matters:

a) Memorandum of Understanding – Darwell Lagoon Commission and TVRSSC

b) Fee Structure for Properties with Multiple Connections

*(Pursuant to section 197(2) of the Municipal Government Act, that 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; and Fee structure for properties with multiple connections – Third Pary Business Interests – FOIPP Act Section 16).*

*(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 TUESDAY, JULY 11<sup>th</sup>, 2023,  
AT THE SUNSET POINT ADMINISTRATION BUILDING,  
COMMENCING AT 7:00 P.M.**

**IN ATTENDANCE**

Gwen Jones, Vice Chairperson/Director  
Alan Christiansen, Director  
Roger Montpellier, Director  
Kelly Muir, Director (via phone until 8:08, then in person)  
Keir Packer, Director  
Wendy Wildman, Chief Administrative Officer  
Angela Duncan, Administration  
Jason Madge, Manager/Operator

**ABSENT**

Alberta Beach Board Member vacancy due to resignation.

**CALL TO ORDER**

Vice Chairperson Gwen Jones called the meeting to order at 7:17 p.m.

**ACCEPTANCE OF  
AGENDA**

Res. 23-336

Moved by Director Roger Montpellier that the July 11<sup>th</sup>, 2023 Regular Meeting Agenda be approved with the following addition:  
11. b) Cash Farm Lease

CARRIED

**APPROVAL OF  
MINUTES**

Res. 23-337

Moved by Director Keir Packer that the minutes of the May 24<sup>th</sup>, 2023 Regular Board Meeting be approved as presented.

CARRIED

**DELEGATIONS**

n/a

**REPORTS**

Res. 23-338

Moved by Director Al Christiansen that the Vice Chairpersons report, as verbally provided by Gwen Jones, be accepted for information.

CARRIED

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE  
TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA, HELD ON TUESDAY, JULY 11<sup>th</sup>, 2023,  
AT THE SUNSET POINT ADMINISTRATION BUILDING,  
COMMENCING AT 7:00 P.M.**

Res. 23-339                      Moved by Director Al Christiansen that the Administration Report, as presented by Chief Administrative Officer, Wendy Wildman, and administrator, Angela Duncan, be accepted for information.

CARRIED

Res. 23-340                      Moved by Director Roger Montpellier that the Operations Manager Report, as presented by Jason Madge, be accepted for information.

CARRIED

**BYLAWS**

n/a

**OLD BUSINESS**

n/a

**NEW BUSINESS**

Res. A23-341

Moved by Al Christiansen 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.

CARRIED

**INFORMATION ITEMS**

n/a

**CONFIDENTIAL  
ITEMS**

Res. 23-342

Moved by Vice Chairperson Gwen Jones that pursuant to section 197(2) of the Municipal Government Act, the Board go into a closed meeting session at 8:00 p.m. to discuss the following:

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE  
TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA, HELD ON TUESDAY, JULY 11<sup>th</sup>, 2023,  
AT THE SUNSET POINT ADMINISTRATION BUILDING,  
COMMENCING AT 7:00 P.M.**

- a) Legal – Solicitor/Client Privilege (FOIPP Act Section 27) – Memorandum of Understanding with Darwell Lagoon Commission
- b) Business Interests of a third party (FOIPP Act Section 16) – Cash Farm Lease Agreement

CARRIED

The following individuals were present for the closed session:

Gwen Jones  
Keir Packer  
Alan Christiansen  
Roger Montpellier  
Kelly Muir  
Jason Madge  
Wendy Wildman  
Angela Duncan

Res. 23-343

Moved by Vice Chairperson Gwen Jones that the Board come out of closed meeting session at 9:23 p.m.

CARRIED

Res. 23-344

Moved by Vice Chairperson Gwen Jones that the Board of Directors approve the Memorandum of Understanding with Darwell Lagoon Commission as amended, with two changes, as discussed in closed session.

CARRIED

Res. 23-345

Moved by Director Kelly Muir that the Cash Farm Lease Agreement be approved as amended, with one change as discussed in closed session.

CARRIED

**NEXT MEETING DATE**

Confirmed as September 13, 2023 at 7:00 pm at the Sunset Point Administration Building.

**ADJOURNMENT**

As all matters have been addressed Vice Chairperson Gwen Jones declared the meeting adjourned at 9:26 p.m.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE  
TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA, HELD ON TUESDAY, JULY 11<sup>th</sup>, 2023,  
AT THE SUNSET POINT ADMINISTRATION BUILDING,  
COMMENCING AT 7:00 P.M.**

These minutes approved this 13<sup>th</sup> day of September, 2023.

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Gwen Jones, Vice Chairperson

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Angela Duncan, CAO

Unapproved

# Operations Report

Agenda Item 5)d.

- The annual discharge has been completed.
- We had a pump fail at the main lift station. Upon inspection the shaft was broken. It was taken in for a repair estimate. They have said this may take 6-8wks to look at as they are backed up.



- During the extreme high rainfall we ended up having to call vac trucks in. The power went out for hours causing high levels.



September 6, 2023

### **RFD: Purchasing and Procurement Policy**

Based on the discussion at the July 11, 2023 TVRSSC Board Meeting, Administration has drafted the attached Purchasing and Procurement Policy TVRSSC-POL-23-1. This Policy will help guide administration when making purchasing and procurement decisions during both normal and emergency operations. The policy was sent, via email, to the Board on August 31, 2023 for comment. Since then, administration has added the words "as appropriate" in reference to utilizing the provinces electronic tendering system for purchases over \$75,000 for goods and services and \$200,000 for construction. The purpose of this addition is to make sure administration has flexibility when procuring. As of September 6, 2023, no comments have been received back from the Board.

Additionally, this policy will replace our current policy Emergency Situations Regarding the Sewer System.

#### **Recommendation:**

1. That policy TVRSSC-POL-23-1 Purchasing and Procurement Policy be approved as presented and further that the Emergency Situations Regarding the Sewer System Policy be rescinded.
2. That policy TVRSSC-POL-23-1 Purchasing and Procurement Policy be amended (as per direction at meeting time) and brought back to a future Board Meeting.
3. Some other direction as provided by the board at meeting time.

#### **Attachments:**

Emergency Situations Regarding the Sewer System Policy  
Draft Purchasing and Procurement Policy TVRSSC-POL-23-1

**TRIVILLAGE**  
**REGIONAL SEWAGE SERVICES COMMISSON**

POLICY STATEMENT:

SUBJECT: EMERGENCY SITUATIONS REGARDING THE SEWER  
SYSTEM

The Maintenance Manager will be advised of and have discretion in determining the nature of any breakdown or interruption in service of the Trivillage Regional Sewage Services Commission facilities.

The Maintenance Manager will have full discretion and spending approval for costs and repairs to all of the Trivillage Regional Sewage Services Commission facilities and supply lines.

Policy:	<b>Purchasing and Procurement Policy</b>
Policy Number:	TVRSSC-POL-23-1
Approved on:	
Resolution:	
Reviewed on:	

**Purpose:**

To provide guidance to TVRSSC administration with respect to procurement and purchasing, during both emergency and normal operations.

**Policy Statement:**

The Board recognizes that it is in the best interest of the member municipalities to encourage local supply of goods and service and therefore recognizes the importance of purchasing from local suppliers whenever reasonable and when costs and quality are competitive and comparable. The Board also recognizes its obligations under the Canadian Free Trade Agreement and the New West Partnership Trade Agreement; TVRSSC shall treat suppliers from another province the same as they treat local suppliers, as per the agreements. The board also recognizes non-emergency situations can turn into emergency situations very quickly and that during emergency situations, administration needs flexibility to procure good and services quickly and efficiently.

**Definitions:**

1. Administration – means the Chief Administrative Officer and Operations Manager, or their designate.
2. Board – means the board of the TVRSSC, as appointed by the member municipalities.
3. CAO – means the Chief Administrative Officer, as appointed by the TVRSSC Board.
4. Construction – means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery (if they are included in and incidental to the construction), and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement;
5. Emergency situation – means any situation that has the immediate potential to overwhelm the sewer collection, storage, or treatment facilities. This includes, but is not limited to, power outages, heavy rainfall, damage to critical equipment or infrastructure, or declaration of a State of Local Emergency (SOLE) by one or more member municipalities.
6. Member Municipalities – means Alberta Beach, the Summer Village of Sunset Point, and the Summer Village of Val Quentin.
7. Operations Manager – means the person responsible for the operation of the TVRSSC system.
8. TVRSSC – means the Tri Village Regional Sewer Services Commission.

**Guidelines:**

1. During an emergency situation, the Operation’s Manager shall have the discretion to procure goods and services, at their discretion, to address the emergency situation and bring it under

control. The Operations Manager will notify the CAO of the emergency expenditure and reason for it as soon as reasonable.

- a. The Board will be notified of funds spent during an emergency situation at the next board meeting, either verbally or in the financial report.
2. Administration may spend up to \$25,000 in unbudgeted funds to address concerns that arise during preventative maintenance that, in the opinion of the Operation's Manager, may imminently lead to an emergency situation.
  - a. The board will be notified of funds spent to prevent an emergency situation at the next board meeting, either verbally or in the financial report.
  - b. If more than \$25,000 is required to address the issue, administration will obtain email consensus from the Board, to be ratified at the next Board meeting, before spending the funds.
  - c. If there is no consensus to spend the funds, the chair may, at their discretion, call a special meeting to address the issue.
3. The following table sets out the purchasing process to be used for budgeted expenditures, based on dollar value (for clarity, this excludes emergency situations).

<b>Purchase Amount:</b>	<b>Process:</b>
\$0 - \$25,000	At their discretion, and with due consideration to the item being purchased, the price of the purchase, and the nature of the purchase, administration shall receive verbal or written quotes from one (1) or more vendors.
\$25,001 - \$74,999	Administration will attempt to obtain 3 written quotes or proposals. If unable to obtain 3 quotes/proposals, administration may, at their discretion, proceed with the purchase or procurement regardless of the number of quotes/proposals received.
\$75,000 and up	Goods and Services will be procured through the provinces designated electronic tendering system, as appropriate. For construction, administration will put out a request for proposals or invitation to tender.
\$200,000 and up (construction only)	Will be procured through the provinces designated tendering system, as appropriate.

4. When awarding contracts or purchases, administration will consider which proponent offers the best value, based on price, quality, performance, Commission needs, timelines, references, and previous experience and history.

September 6, 2023

**RFD: Electronic Payment Policy**

Based on the discussion at the July 11, 2023 TVRSSC Board Meeting, Administration has drafted the attached Electronic Payment Policy TVRSSC-POL-23-2. This Policy will allow administration to pay vendors in a variety of ways and will make it easier for the TVRSSC to be compliant with new Prompt Payment Legislation and Regulations, while still ensuring the Board has appropriate financial oversight. The policy was sent, via email, to the Board on August 31, 2023 for comment. As of September 6, 2023, no comments have been received back from the Board.

**Recommendation:**

1. That policy TVRSSC-POL-23-2 Electronic Payment Policy be approved as presented.
2. That policy TVRSSC-POL-23-2 Electronic Payment Policy be amended (as per direction at meeting time) and brought back to a future Board Meeting (or approved as amended).
3. Some other direction as provided by the board at meeting time.

**Attachments:**

Draft Electronic Payment Policy

Policy:	<b>Electronic Payment Policy</b>
Policy Number:	TVRSSC-POL-23-2
Approved on:	
Resolution:	
Reviewed on:	

**Purpose:**

To provide guidance to TVRSSC administration with respect to vendor electronic payment.

**Policy Statement:**

As more vendor payment options become available, and in order to ensure TVRSSC is compliant with Provincial Prompt Payment Legislation and Regulations, the TVRSSC board recognizes the necessity to allow administration to utilize a variety of vendor payment options. The Board also recognizes their responsibility for sound financial controls and fiscal oversight.

**Definitions:**

1. Administration – means the Chief Administrative Officer, or their designate.
2. Board – means the board of the TVRSSC, as appointed by the member municipalities.
3. Chair – means the Chair of the TVRSSC, as appointed by the Board.
4. TVRSSC – means the Tri Village Regional Sewer Services Commission.

**Guidelines:**

1. Administration may utilize a variety of payment methods, including, but not limited to, electronic funds transfer (EFT), Email Transfer (E-transfer), automatic-withdrawal, cheque, etc.
2. Automatic withdrawal may be set up for recurring payments, at the discretion of Administration.
3. EFTs, E-transfers, and other electronic means of payment may be made for payments that do not exceed \$50,000.
  - a. Payments in excess of \$50,000 will require a manual cheque with 2 signatures.
4. Administration will prepare of listing of vendor invoices and their amounts on, or about, the 15<sup>th</sup> and 30<sup>th</sup> of each month which will be sent, via email, to the Chair for approval. Once the Chair has emailed their approval, the invoices will be paid.
  - a. If there is a payment that the chair or other signing authority does not approve for electronic payment, they will indicate their concern in their email and a manual cheque will be written to pay that invoice.
  - b. If the chair is unavailable, or does not respond within 3 working days, administration will send the listing to the Vice Chair and any other board approved signing authority for approval.



## Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

July 20, 2023

Trivillage Regional Sewer Services Commission  
Box 277  
Alberta Beach, AB  
T0E 0A0  
Sent via email: [angela@wildwillowenterprises.com](mailto:angela@wildwillowenterprises.com)

Attention: Angela Duncan, CAO

Dear Angela:

**Re: Council Board of Director Appointment to TVRSSC**

Alberta Beach Council at their last regular Council meeting held on July 18<sup>th</sup>, 2023 received the letter of resignation from Councillor (Mayor) Angela Duncan. Please be advised that Council made a motion to appoint Councillor Daryl Weber to the Board of Directors for the TriVillage Regional Sewer Services Commission. Councillor Weber email contact is [darylweb@telus.net](mailto:darylweb@telus.net).

Please do not hesitate to contact me if you require any further information.

Sincerely,

A handwritten signature in blue ink that reads "Kathy Skwarchuk".

Kathy Skwarchuk,  
C.A.O.

Cc: Alberta Beach Council



## Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

August 9, 2023

**To: Local Community Groups, Boards and Associations**

**Re: Council Open House – Invitation**

Alberta Beach Council will be holding an Open House on Saturday, September 9, 2023 between 9:00 A.M. and noon at the Alberta Beach Agliplex. The purpose of the Open House is to invite our residents to have coffee with Council, to answer any questions they may have, and to hear their suggestions and concerns. The Council of the Summer Villages of Sunset Point and Val Quentin have also been invited to participate in the Open House.

Alberta Beach Council would like to invite the local Community Groups, local Boards and Associations to attend and participate in the Open House. This would be an opportune time to promote your association or answer any questions our residents have regarding your group, possibly recruit for additional volunteers.

Alberta Beach administration and patrol staff will be in attendance as well as our development officer. We will invite Alberta Environment to attend to answer any environmental questions or concerns.

The Open House will begin with brief opening remarks from Council, to welcome the residents, and to invite them to have a coffee and circulate among the Councillors and associations.

Please let us know whether your association is interested in participating or if you have any questions or suggestions, please call our administration office at 780-924-3181.

Sincerely,  
Alberta Beach Administration