

**AGENDA FOR A REGULAR MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE
SERVICES COMMISSION
TO BE HELD WEDNESDAY, SEPTEMBER 11th, 2024, at 7 P.M.,
AT ALBERTA BEACH COUNCIL CHAMBERS**

1) Call to Order:

2) Acceptance of Agenda:

Pg. 1-3 a) September 11th, 2024 regular meeting agenda (*approve as is or with additions or deletions*)

3) Adoption of the Previous Minutes:

Pg. 4-6 a) July 10th, 2024 regular meeting minutes (*approve as is or with amendments*)

4) Appointments/Delegations:

5) Reports:

a) Chairperson:

(that the Chairperson's Report, as verbally presented by Gwen Jones, be accepted for information)

b) Administration:

- Insurance Renewal
- Lac Ste Anne County/TVRSSC Memorandum of Agreement
- CAO Evaluation

(that the Administration Report, as presented by Chief Administrative Officer Angela Duncan, be accepted for information)

c) Financial: Year-to-Date as of August 31, 2024

Pg. 7 *(that the year-to-date financial report, as of August 31, 2024 be accepted for information)*

d) Operations: System update – Jason Madge

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

6) Bylaws & Policies:

a) ABmunis Procurement Card

Pg. 8-10 TVRSSC does not have a procurement card so we are currently paying for our software licenses (Account Edge) via Wildwillow's corporate credit card which is then billed back to TVRSSC. Administration is recommending that TVRSSC obtain a procurement card from ABmunis. According to Municipal Affairs,

commissions do not need to pass borrowing bylaws, but it is considered best practice. If the Board is agreeable to obtaining a procurement card, it can be done via resolution or bylaw.

(That Bylaw 14-2024, being a bylaw for the purpose specified in section 256 of the Municipal Government Act, be given first reading;

Second reading;

Unanimous consent for third reading;

Third and final reading.)

OR,

That the TVRSSC obtain an AMSC procurement card with a limit of \$5000 and a transaction limit of \$1000 and FURTHER that this credit card be used at the Chief Administrative Officer's discretion to complete operating expenditures for convenience purposes and where required by suppliers and FURTHER that all sums borrowed on this credit card, including principle and interest, be paid monthly.)

OR,

Some other direction as provided by the Board at meeting time.)

7) Old Business:

8) New Business:

- a) Tri Village Community Meet and Greet

The TVRSSC has received an invitation to attend the Tri Village Community Meet and Greet on September 14, 2024. Administration has responded that we will set up a table.

(that the TVRSSC Administration participate in the Tri Village Community Meet and Greet occurring on September 14, 2024.)

9) Information Items:

- a) July 3, 2024 letter from RMA Insurance regarding additional coverage options for members

(that the information items be accepted for information.)

10) Next Meeting Date & Location: November 13, 2024 @ 7:00 p.m., Alberta Beach Council Chambers

11) Confidential Matters:

- a) Administration Update
b) Potential Land Purchase
c) Memorandum of Agreement with Lac Ste Anne County

(Pursuant to section 197(2) of the Municipal Government Act, that the Board go into a closed meeting at _____ p.m. to discuss the following: Administration Update

Pg. 11

Pg. 12-13

Under
Seperate
Cover

and Memorandum of Agreement with Lac Ste Anne County – FOIPP Act Section 21, privileged information; potential land purchase – FOIPP Act Section 25, disclosure harmful to economic and other interests of a public body.)

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

(further direction as given by 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, JULY 10, 2024, AT
ALBERTA BEACH COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.

IN ATTENDANCE

Gwen Jones, Chairperson
Keir Packer, Vice Chairperson
Alan Christiansen, Director
Roger Montpellier, Director
Kelly Muir, Director (via Zoom until 8:15 p.m.)
Daryl Weber, Director
Angela Duncan, Chief Administrative Officer
Jason Madge, Manager/Operator

ABSENT

n/a

CALL TO ORDER

Chairperson Gwen Jones called the meeting to order at 7:00 p.m.

ACCEPTANCE OF
AGENDA

Res. 24-038

MOVED by Vice Chairperson Kier Packer that the July 10th, 2024 Regular Meeting Agenda be approved as presented.

CARRIED

APPROVAL OF
MINUTES

Res. 24-039

MOVED by Director Roger Montpellier that the minutes of the May 8th, 2024 Regular Board Meeting be approved as presented.

CARRIED

DELEGATIONS

n/a

REPORTS

Res. 24-040

MOVED by Director Kelly Muir that Administration investigate land purchase options.

CARRIED

Res. 24-041

MOVED by Chairperson Gwen Jones that the Chairpersons report, as verbally provided by Gwen Jones, be accepted for information.

CARRIED

Res. 24-042

MOVED by Director Al Christiansen that the administration report, as presented by Chief Administrative Officer, Angela Duncan, 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 WEDNESDAY, JULY 10, 2024, AT
ALBERTA BEACH COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.**

Res. 24-043 **MOVED** by Director Daryl Weber that the year-to-date financial report, as of June 30, 2024 be accepted for information.

CARRIED

Res. 24-044 **MOVED** by Director Al Christiansen that two new shafts be built, as per TVRSSC specifications, for the two failed pumps to be funded from the 2024 Capital Budget for new pumps.

CARRIED

Res. 24-045 **MOVED** by Director Kelly Muir that the Operator's Report, as presented by Jason Madge, be accepted for information.

CARRIED

BYLAWS & POLICIES n/a

OLD BUSINESS n/a

NEW BUSINESS

Res. 24-046 **MOVED** by Chairperson Gwen Jones that the proposed subdivision referral, 024SUB2023, and adjacent landowner referral, permit number 193193-23-D0171, from Lac Ste Anne County be accepted for information.

CARRIED

INFORMATION ITEMS

Res. 24-047 **MOVED** by Director Roger Montpellier that the invitation from the Summer Village of Val Quentin to attend their Annual Picnic in the Park be accepted for information.

CARRIED

NEXT MEETING DATE Confirmed as September 11, 2024 at 7:00 pm at the Alberta Beach Council Chambers

**CONFIDENTIAL
ITEMS**

Res. 24-048 **MOVED** by Chairperson Gwen Jones that, pursuant to section 197(2) of the Municipal Government Act, the Board go into closed meeting at 7:46 p.m. to discuss the Memorandum of Agreement with Lac Ste Anne County – FOIPP Act Section 21, disclosure harmful to intergovernmental relations and Section 27, privileged information.

CARRIED

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE TRIVILLAGE
REGIONAL SEWAGE SERVICES COMMISSION IN
THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, JULY 10, 2024, AT
ALBERTA BEACH COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.**

Res. 24-049 **MOVED** by Chairperson Gwen Jones that the Board come out of
Closed Session at 9:03 p.m.

ADJOURNMENT As all matters have been addressed, Chairperson Gwen Jones,
declared the meeting adjourned at 9:04 p.m.

These minutes approved this 11th day of September, 2024.

Chairperson, Gwen Jones

CAO, Angela Duncan

**TRIVILLAGE REGIONAL SEWAGE
SERVICES COMMISSION
BOX 277
ALBERTA BEACH, AB T0E 0A0**

Profit & Loss [Budget Analysis]

January 2024-August 2024

2024-09-06
09:31:16 AM

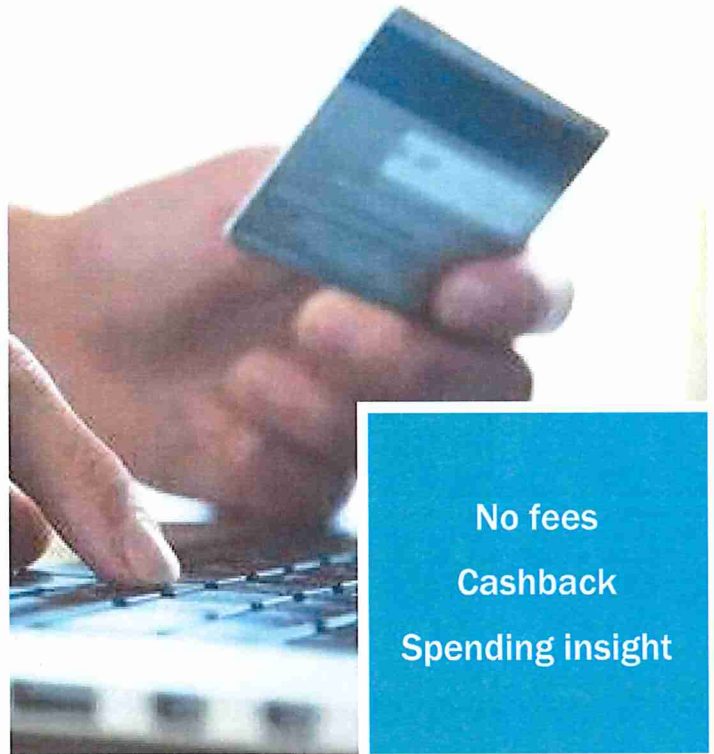
	Selected Period	Budgeted	\$ Difference	% Difference
INCOME				
OPERATING REQUISITION	\$222,514.00	\$445,029.00	-\$222,515.00	(50.0%)
SEWER REVITALIZATION	\$0.00	\$271,096.00	-\$271,096.00	(100.0%)
DEBENTURE - LAGOON	\$67,657.00	\$135,314.00	-\$67,657.00	(50.0%)
DEBENTURE - LIFT STN	\$0.00	\$117,404.00	-\$117,404.00	(100.0%)
INTEREST	\$47,594.48	\$50,000.00	-\$2,405.52	(4.8%)
PERMIT FEES	\$10,000.00	\$5,000.00	\$5,000.00	100.0%
LAND LEASE/RENT	\$0.00	\$650.00	-\$650.00	(100.0%)
TSF FROM RESERVES	\$0.00	\$415,000.00	-\$415,000.00	(100.0%)
Total INCOME	<u>\$347,765.48</u>	<u>\$1,439,493.00</u>	<u>-\$1,091,727.52</u>	<u>(75.8%)</u>
EXPENSES				
CAPITAL PROJ-'24 CONTROL PANEL	\$131,843.56	\$175,000.00	-\$43,156.44	(24.7%)
CAPITAL PROJ-'24 MLS PUMP REPL	\$117,723.68	\$100,000.00	\$17,723.68	17.7%
CAPITAL PROJ-'24-FLIGHT PUMPx2	\$0.00	\$140,000.00	-\$140,000.00	(100.0%)
LSAC CONNECTION	\$170.00	\$0.00	\$170.00	NA
CASUAL LABOUR & WCB	\$773.60	\$2,200.00	-\$1,426.40	(64.8%)
ADVERTISING & PROMOTION	\$985.66	\$2,000.00	-\$1,014.34	(50.7%)
AUDIT	\$5,500.00	\$5,775.00	-\$275.00	(4.8%)
LEGAL & PROFESSIONAL FEES	\$0.00	\$20,000.00	-\$20,000.00	(100.0%)
CONTRACTED MANAGEMENT FEES	\$20,710.00	\$31,500.00	-\$10,790.00	(34.3%)
MGMT FEES SPECIAL PROJECTS	\$0.00	\$2,500.00	-\$2,500.00	(100.0%)
HONORARIA	\$2,680.00	\$6,300.00	-\$3,620.00	(57.5%)
INTEREST & BANK CHARGES	\$20.00	\$125.00	-\$105.00	(84.0%)
MEMBERSHIPS	\$60.00	\$260.00	-\$200.00	(76.9%)
OFFICE & MISCELLANEOUS	\$3,829.76	\$5,600.00	-\$1,770.24	(31.6%)
CONTRACTED RENTAL SERVICES	\$6,000.00	\$6,000.00	\$0.00	0.0%
TRAVEL	\$838.31	\$800.00	\$38.31	4.8%
INSURANCE	\$19,113.36	\$23,130.00	-\$4,016.64	(17.4%)
CONTRACTED MGMT & OPERATIONS	\$39,382.89	\$59,989.00	-\$20,606.11	(34.3%)
CONTRACTED OPERATOR (HOURS)	\$25,412.02	\$40,000.00	-\$14,587.98	(36.5%)
SUPPLIES & MISCELLANEOUS	\$0.00	\$500.00	-\$500.00	(100.0%)
LAGOON DISCHARGE	\$0.00	\$15,000.00	-\$15,000.00	(100.0%)
REPAIRS/MAINTENANCE LAGOON	\$12,680.60	\$15,000.00	-\$2,319.40	(15.5%)
REPAIRS & SUPPLIES LIFT STNS	\$45,595.58	\$59,000.00	-\$13,404.42	(22.7%)
FLUSH/DISCHARGE LINES	\$48,811.70	\$50,000.00	-\$1,188.30	(2.4%)
REPAIRS & SUPPLIES SEWER LINES	\$0.00	\$45,000.00	-\$45,000.00	(100.0%)
PREVENTATIVE MAINTENANCE	\$13,250.00	\$15,000.00	-\$1,750.00	(11.7%)
UTILITIES & TELEPHONE	\$27,690.40	\$45,000.00	-\$17,309.60	(38.5%)
INTEREST ON LONG TERM DEBT	\$47,469.03	\$93,349.00	-\$45,879.97	(49.1%)
Total EXPENSES	<u>\$570,540.15</u>	<u>\$959,028.00</u>	<u>-\$388,487.85</u>	<u>(40.5%)</u>
Operating Profit	<u>-\$222,774.67</u>	<u>\$480,465.00</u>	<u>-\$703,239.67</u>	<u>(146.4%)</u>
Other Expenses				
DEBENTURE COSTS - LAGOON UPGR	\$46,002.84	\$93,062.00	-\$47,059.16	(50.6%)
DEBENTURE COSTS - LIFT STNS	\$32,886.29	\$66,307.00	-\$33,420.71	(50.4%)
TRANSFER TO RESERVE- SEWER REV	\$0.00	\$271,096.00	-\$271,096.00	(100.0%)
TRANSFER TO RESERVE- CAPITAL	\$0.00	\$50,000.00	-\$50,000.00	(100.0%)
Total Other Expenses	<u>\$78,889.13</u>	<u>\$480,465.00</u>	<u>-\$401,575.87</u>	<u>(83.6%)</u>
Net Profit/(Loss)	<u>-\$301,663.80</u>	<u>\$0.00</u>	<u>-\$301,663.80</u>	<u>NA</u>

BMO Mastercard

Increase your savings and decrease your paperwork with our BMO Mastercard.

- No fees
- Cashback - annual rebate on your purchases
- \$100,000 insurance for employee misuse
- One convenient monthly invoice, we will manage setup and ongoing administration
- Payment is due within 30 days of receipt of statement
- Restrict how, when and where the BMO Mastercards can be used based on your organization's needs
- Access to BMO Spend Dynamics®, a user-friendly tool designed to help you manage your card spending more easily. Benefits include:
 - Full visibility and control over your spend
 - Comprehensive reporting that helps improve purchasing decisions, optimize spend policies and reduce risk.
 - Flexible configuration and proactive alerts

 **Alberta Municipalities**
Strength
In Members



BMO Mastercard sign up process

1. Determine number of cards and limits required for your organization.
2. Download the BMO Mastercard Application Form.*
 - Ensure each intended cardholder completes all sections of the BMO Mastercard Application Form. Submit completed forms to accounting@abmunis.ca.
3. We will review application, credit limit(s) and will contact you if required.
4. Once approved, you will receive your customized BMO Mastercard Agreement and Program Administrator Designation Form.
 - Complete the agreement and form.
 - Return to accounting@abmunis.ca.
5. BMO will create the card(s) and temporary PIN(s).
 - The PIN(s) and card(s) will be mailed separately for security purposes. Your PIN(s) will be mailed first. The card(s) will be mailed four business days later.

Connect

310-MUNI ■ purchasing@abmunis.ca ■ abmunis.ca

*Available online at abmunis.ca. A member login is required to view the documents.



Commission Credit Card Borrowing Bylaw

**BEING A BYLAW OF THE TRI VILLAGE REGIONAL SEWER SERVICES, IN THE
PROVINCE OF ALBERTA, FOR THE PURPOSE SPECIFIED IN SECTION 256 OF
THE MUNICIPAL GOVERNMENT ACT
BYLAW NO. 14-2024**

WHEREAS the Board of the Tri Village Regional Sewer Services Commission (hereinafter called the "Corporation") in the Province of Alberta, may make a credit card borrowing for the purpose of financing operating expenditures of the commission, provided that the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the commission estimates will be raised in operating requisitions in the year the borrowing is made.

NOW THEREFORE under the authority of the Municipal Government Act RSA 2000, Chpt. M-26, the Board of the Corporation as a Bylaw that:

PART 1: DEFINITIONS

- 1.1 "Act" means the Municipal Government Act, RSA 2000, Chpt. M-26;
- 1.2 "AMSC" means Alberta Municipal Services Corporation;
- 1.3 "BMO" means the Bank of Montreal;
- 1.4 "Chief Administrative Officer" means the Chief Administrative Officer of the Tri Village Regional Sewer Services Commission;
- 1.5 "Corporation" means the Tri Village Regional Sewer Services Commission;
- 1.6 "Chair" means the Chair of the Tri Village Regional Sewer Services Commission;
- 1.7 "PCard" means the BMO Mastercard;

PART 2: BORROWING TERMS AND CONDITIONS

- 2.1 The Corporation may borrow from AMSC using the PCard to complete operating expenditures for convenience purposes and where required by suppliers.
- 2.2 The Corporation may borrow, at maximum, \$5,000.00 (Five Thousand Dollars and 00/100 cents) from AMSC using the PCard.



Municipal Government Act RSA 2000 Chapter M-26
Section 256 Credit Card Borrowing Bylaw

- 2.3 The Corporation may borrow, at maximum, \$1,000.00 (One Thousand Dollars and 00/100 cents) from AMSC using the PCard for a single purchase.
- 2.4 All sums borrowed under this bylaw shall be borrowed on the general credit and security of the Corporation.
- 2.5 All sums borrowed under this bylaw, including principal and interest, shall be due and payable in full monthly.
- 2.6 Any and all sums borrowed with the PCard to complete operating expenditures for convenience purposes and where required by suppliers will be at the Chief Administrative Officer’s discretion.
- 2.7 The Chief Administrative Officer and the Chair of the Corporation are hereby authorized to apply to AMSC and to obtain a PCard with a limit and conditions not exceeding the maximum amount this bylaw authorizes.
- 2.8 This Bylaw comes into force and has effect on the date of third and final reading.

READ a first time this day of , 2024.

READ a second time this day of , 2024.

UNANIMOUS CONSENT to proceed to third reading this day of , 2024.

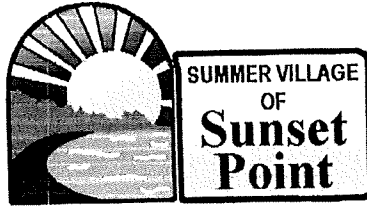
READ a third and final time this day of , 2024.

SIGNED this this day of , 2024.

Chair, Gwen Jones

Chief Administrative Officer, Angela Duncan

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Community Meet and Greet Invitation

The Alberta Beach, Sunset Point, and Val Quentin Councils are excited to host a Community Meet and Greet on Saturday, September 14, 2024, from 10:00 AM to 12:00 PM. The event will take place at the Alberta Beach and District Seniors Center.

We warmly invite your organization to participate and share your past, present, and future achievements with our community. This is a wonderful opportunity to inspire others to join and volunteer with your group.

Event Details:

- **Date:** Saturday, September 14, 2024
- **Time:** 10:00 AM – 12:00 PM
- **Location:** Alberta Beach and District Seniors Center
- **Refreshments:** Coffee, tea, juice, and pastries will be provided

What We Need from You:

- **Representatives:** Please provide one or two representatives to manage your booth and answer questions from the public.
- **Booth Setup:** Alberta Beach will provide tables with signage for each group. We encourage you to bring items to decorate your table and informational materials to distribute.
- **RSVP:** Please confirm your participation by August 20, 2024. Include the names and contact information of your representatives.

For any questions or to RSVP, contact the Alberta Beach Village Office at 780-924-3181.

We look forward to your participation and the opportunity to showcase your organization to our community!

Yours, Truly,

Alberta Beach Administration



July 3, 2024

Additional Coverage Options for Members

Below is a list of additional insurance policies that RMA Insurance offers to our members.

Bond & Crime Insurance – This covers the theft of money from your organization. “Bond” refers to theft by an employee, board member, or volunteer. “Crime” covers theft by burglary or robbery.

Umbrella Liability Insurance – Provides additional layers of liability coverage beyond the limits of your existing Liability and Automobile policies.

Stand Alone Cyber Insurance - Protects organizations against the devastating effects of cybercrime including malware, ransomware, distributed denial of service attacks, and other methods used to compromise a network and sensitive data.

Environmental Impairment Liability (EIL) Insurance – Specialized insurance that covers liabilities associated with environmental damage or pollution impacting third parties.

Business Interruption - Replaces income that is disrupted, reduced, or eliminated due to an insured peril (such as fire, flood, theft, wind or lightning) that suspends your operations. It can also cover extra expenses to expedite your return to business.

Course of Construction & Wrap Up Liability Insurance – **Course of Construction** insurance protects properties during construction or renovations, covering tools, supplies, and other tangible goods. **Wrap Up Liability Insurance** covers liability exposures on a construction project for all contractors and subcontractors.

Legal Expense Insurance – Covers various types of legal expenses incurred by the policyholder and provides clients access to legal advice.

Drone Insurance – Covers physical damage to the drone and liability in case of a crash that causes injury or property damage. Note that liability for drones is excluded under General Liability policies.

Councillor Accident Insurance – Provides accidental injury or death coverage for councilors or board members listed on the policy, with options for On Duty Coverage or 24 Hour Coverage.

Critical Illness Insurance – Provides a lump-sum payment if a person listed on the policy is diagnosed with certain critical illnesses including: **Cancer (Life-Threatening & Non-Life Threatening), Heart Attack, Stroke, Kidney Failure, Coronary Artery Bypass Graft, Occupational HIV, Blindness, Coma & Loss of Speech**

Volunteer Accident Insurance - Provides accidental injury or death coverage for volunteers of your organization throughout the year.

Medical Malpractice Insurance – Protects health care professionals against claims of negligence or misconduct that result in patient injury. This coverage includes legal fees, settlements and medical damages that may arise from such claims.

STRENGTH. STABILITY. SERVICE.

2510 Sparrow Drive
Nisku, Alberta T9E 8N5

OFFICE: 780.955.3639

FAX: 780.955.3615

RMAinsurance.com

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July 3, 2024

Feel free to contact your Member Services Representative if you have any questions or would like to receive a quote for any of these insurance coverages.

For A-F members, contact:

Christine Morris BA

Member Services Representative

825.319.2240

christine@rmainurance.com

For G-L and W-Z members, contact:

Ulan Sango

Member Services Representative

780.955.4079

ulan@rmainurance.com

For M-R members, contact:

Kerry Dutton CIP, CRM

Member Services Representative

780.955.4088

kerry@rmainurance.com

For S-V members, contact:

Debbie Depeel CAIB, CRM

Member Services Representative

780.955.4086

debor@rmainurance.com

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2510 Sparrow Drive
Nisku, Alberta T9E 8N5

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