AGENDA FOR AN ORGANIZATIONAL MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION TO BE HELD WEDNESDAY, NOVEMBER 26TH, 2025, COMMENCING AT 7 P.M. AT ALBERTA BEACH COUNCIL CHAMBERS

1) Call to Order: *CAO to call the meeting to order*

2) Acceptance of Agenda:

   a) November 26th, 2025 organizational meeting agenda

      (Approve agenda as is or amended)

3) Nominations

   According to *Bylaw 15-2021 Being a bylaw respecting the appointment of the board of directors, the process for changing directors and chairpersons, and the terms of office for directors and chairpersons*, the Chair and Vice Chair are appointed for a four-year term.

   a) Nominations for TVRSCC Board Chairperson

      (CAO Duncan to call for nominations 3 times)

      (Motion that nominations cease)

      (Declaration of Chairperson)

      (Turn Chair over)

   b) Nominations for TVRSSC Board Vice Chairperson

      (Chair to call for nominations 3 times.)

      (Motion that nominations cease)

      (Declaration of Vice Chairperson)

4) Financial Confirmation:

   a) Signing Authority – TVRSSC usually approves 2 Directors, typically the Chair and Vice Chair, and the CAO with any two signatures/approvals required.

   b) Banking Authority – ATB Financial

   c) Member Reimbursement - $130.00/meeting for Board members and $150.00/meeting for Chair, plus Mileage at the CRA rate.

      (approve as noted above or as amended)

5) Confirmation of Appointments:

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

   b) Operations Manager (Jason Madge)

c) Engineer (Associated Engineering and/or Bolson Engineering)

d) Auditor (Doyle and Company Chartered Accountants)

e) Solicitor (McLennan Ross LLP and/or Patriot Law)

Previously the Board has appointed RMRF LLP and Patriot Law as the Commission Solicitors. However, the Board has consistently carried motions to utilize McLennan Ross as they have a solicitor who specializes in utilities.

f) ATIA – Chief Administrative Officer (Angela Duncan)

(confirm appointments as noted above or amended)

6) Meeting Dates:

Regular meeting dates, times, locations (Currently second Wednesday of every second month, starting in January, commencing at 7:00 p.m. at Alberta Beach Council Chambers)

(confirm meeting date/time/location as is or amended)

7) Commission Office Location:

Currently, Wildwillow Enterprises Administration Office, 2317 Twp Rd. 545, Lac Ste. Anne County

(confirm office location as is or amended)

8) Additional Motions:

All Board Members have received the 2025 TVRSSC Orientation Document. This is an opportunity to discuss any questions and acknowledge receipt of the document.

(the Board acknowledges that it has received the 2025 TVRSSC Orientation Document and FURTHER that the Board acknowledges that it has access at any time to TVRSSC policies, bylaws, minutes, and agendas through the TVRSSC website.)

9) Adjournment: