

Tri-Village Regional Sewage Services Commission

Chief Administrative Officer and Administration Support Services Position

Request For Proposals

The Tri-Village Regional Sewage Services Commission (TVRSSC) is made up of 3 member municipalities being Alberta Beach and the Summer Villages of Sunset Point and Val Quentin. The TVRSSC owns and operates the sewer collection system including 7 lift stations within these 3 municipalities, along with one lagoon site. The TVRSSC has 6 Board of Directors, 2 from each member municipality. The TVRSSC has under contract an Operations Manager for the operation, maintenance and repair of the system. The TVRSSC is seeking requests for proposals for a permanent part-time Chief Administrative Officer/Administration Support Services person.

Duties include (but are not limited to):

- pre and post board meeting work (prepare and distribute agenda, record minutes, and all follow-up correspondence)
- ensure website is kept up to date
- responsible for all accounts payable and accounts receivable
- work with auditor for completion of annual audited financial statements
- prepare all bylaws, policies, correspondence, reports required by the Commission
- prepare annual reporting as required by the Commission
- work with the Board of Directors on all matters related to the Commission
- advise the Board of Directors on Municipal Government Act (MGA) and other legislated requirements
- work with residents and other stakeholders on all inquiries and/or matters of the Commission
- this position is responsible to provide all administration support services necessary to operate the Commission
- the Commission has a laptop, with a financial software operating system of Account Edge
- the Commission's regular Board meetings are held every two months in the evening, but additional meetings may be required depending on matters at hand

Information on the TVRSSC can be found on their website at <http://tvrssc.com/>

Please ensure your proposal is inclusive of all services, or alternatively please ensure your proposal specifically highlights any costs or fees that would be over and above the expected service provision.

Requests for Proposals will be received until 12:00 noon on Thursday, November 10th, 2022.

Requests for Proposals can be mailed to:

Mail: TVRSSC at Box 277, Alberta Beach T0E 0A0

Attention Chairperson, Angela Duncan

or Email: Chairperson, Angela Duncan at angeladuncan@albertabeach.com.

Thank you for your interest in the TVRSSC, please be advised only those selected for interviews will be contacted.