

AGENDA
REGULAR MEETING
WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA

Town of Diamond Valley Council Chambers
514 Windsor Avenue

ON WEDNESDAY, OCTOBER 25, 2023 AT 9:30 AM

[**TEAMS Meeting Link**](#)

The Westend Regional Sewage Services Commission acknowledges the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes Blackfoot Confederacy members Siksika, Piikani, and the Kainai First Nations, the Stoney Nakoda of Bearspaw, Chiniki and Wesley First Nations, the Dene of Tsuu T'ina First Nations, the Metis Nation Region 3, and all those that made Treaty 7 lands their home.

- 1. CALL TO ORDER and PRESENTATIONS**
- 2. AGENDA - Addenda and Adoption**
 - 2.1 Adoption of the Agenda for the Regular Meeting of the Westend Regional Sewage Services Commission held on October 25, 2023
- 3. ADOPTION OF MEETING MINUTES**
 - 3.1 Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held September 21, 2023
- 4. DELEGATIONS**

None scheduled.
- 5. ADMINISTRATIVE REPORTS**
 - 5.1 MPE Report
 - 5.2 Operator's Report
 - 5.3 Secretary/Treasurer Report
- 6. FINANCIAL REPORTING**
 - 6.1 Quarterly Financial Reports

7. NEW BUSINESS

7.1 Resignation of Director at Large

8. CORRESPONDENCE

8.1 October 6, 2023 Letter from Nikolai Thomas, Director, Grants Administration,
Alberta Transportation and Economic Corridors

9. NOTICES OF MOTION

None submitted

10. ROUND TABLE DISCUSSION

11. CLOSED MEETING

11.1 Lagoon Project Update - FOIP 25(1)(c)

11.2 Legal Matters - FOIP 27(1)

12. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING OF THE
WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA,
HELD IN THE COUNCIL CHAMBERS
ON THURSDAY, SEPTEMBER 21, 2023 AT 9:00 AM

PRESENT	Chair Barry Crane, Vice-Chair Cindy Holladay, Director Heather Thomson Director at Large Ted Bain, Director at Large John Waring Treasurer Liza Zeer, Secretary Verna Staples, Operator Terry Orum
Diamond Valley Staff	CAO Corinne Middleton; Manager of Operations, Utilities and Parks, Craig Beaton; Manager of Corporate Services and Finance, Vin Chennath;
MPE Representatives	Kim Schurtz, Jill Hardy
REGRETS	None

CALL TO ORDER and PRESENTATIONS

Chair Barry Crane called the meeting to Order at 9:31 a.m.

AGENDA - Addenda and Adoption

The Agenda was republished at approximately 1:30 pm on Sept 21, 2023 to include:

- **5.1 MPE Report - addition of September 21 Report**
- **6.2 2023 Audit and Avail Correspondence**

Adoption of the Agenda for the Regular Meeting of the Westend Regional Sewage Services Commission held on September 21, 2023.

Moved by Director at Large Ted Bain that "6.3 Budget" be added and the Commission adopt the Agenda as amended.

**WRSSC Res.
2023-112**

MOTION CARRIED

ADOPTION OF MEETING MINUTES

Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held June 28, 2023.

Moved by Vice-Chair Cindy Holladay that the Commission adopt the Minutes of June 28, 2023, as presented.

**WRSSC Res.
2023-113**

MOTION CARRIED

Minutes of the Special Meeting of the Westend Regional Sewage Services Commission held August 16, 2023

Moved by Director at Large John Waring that the Commission adopt the Minutes of August 15, 2023, as presented.

**WRSSC Res.
2023-114**

MOTION CARRIED

DELEGATIONS

None scheduled

ADMINISTRATIVE REPORTS

MPE Report

- July 26 Report
- August 23 Report
- September 21 Report

Moved by Director Heather Thomson that the Commission direct Administration to prepare a Return to Work letter to CDM effective March 1, 2024.

**WRSSC Res.
2023-115**

MOTION CARRIED

Moved by Director at Large John Waring that the Commission direct Administration to refuse payment of holdback on invoice number 7636 as per the contract.

**WRSSC Res.
2023-116**

MOTION CARRIED

Moved by Director at Large John Waring that the Commission accept MPE's reports as information.

**WRSSC Res.
2023-117**

MOTION CARRIED

Operator's Report

Moved by Vice-Chair Cindy Holladay that the Commission accept the Operator's Report as information.

**WRSSC Res.
2023-118**

MOTION CARRIED

Secretary/Treasurer Report

Moved by Chair Barry Crane that the Commission accept the Secretary/Treasurer Report as information.

**WRSSC Res.
2023-119**

MOTION CARRIED

FINANCIAL REPORTING

Quarterly Financial Reports

Moved by Director at Large Ted Bain that the Commission accept the Quarterly Financial Reports as information.

**WRSSC Res.
2023-120**

MOTION CARRIED

2023 Audit and Avail Correspondence

Moved by Vice-Chair Cindy Holladay that the Commission appoint Avail, LLP as the Commission's auditor for 2023, subject to their availability and further that the Commission direct Administration to decline the Audit Shield Fee Waiver Service.

**WRSSC Res.
2023-121**

MOTION CARRIED

Budget Update

NEW BUSINESS

Records Management: Request for Disposition of Records

Moved by Director at Large John Waring that the Commission Direct Administration to dispose of the documentation noted on the listing, as presented.

**WRSSC Res.
2023-122**

MOTION CARRIED

Debenture

Moved by Vice-Chair Cindy Holladay that the Commission agree to pass the following resolution:

**WRSSC Res.
2023-123**

THAT for the purpose of constructing the Westend Regional Sewage Services Commission ("the Commission") Lagoon Upgrade Project the sum, not to exceed \$5,000,000.00, be borrowed from the Province of Alberta by way of a debenture on the credit and security of the Commission, and

THAT the debenture to be issued under this authorization shall not exceed the sum of \$5,000,000.00 and may be in any denomination not exceeding the amount authorized and shall be dated having regard to the date of borrowing; and

THAT debentures shall bear interest during the term of the loan at a rate not exceeding 8% per annum, or the interest rate fixed from time to time by the Province of Alberta, per annum, payable semi-annually; and

THAT debentures shall be issued in such a manner that the principal and interest will be combined and be made payable in, as nearly possible, equal semi-annual or annual installments over a period not exceeding 25 years in accordance with the debenture schedule; and

THAT debentures shall be payable in Canadian funds at the Alberta Treasury Branch or at such bank or other financial

institution as the Commission may authorize as its banking agency during the currency of the debenture; and
 THAT the Chair and Treasurer of the Commission shall authorize such bank or financial institution to make payments to the holder of the debentures on such dates and in such amounts as specified in the repayment schedule forming part of each debenture; and
 THAT the debentures shall be signed by the Chair and Treasurer of the Commission or their designates; and
 THAT there shall be levied and raised in each year of the currency of the loan, a requisition to all Commission members, sufficient to provide an annual amount adequate to pay the principal and interest falling due to such year to repay the loan; and
 THAT the resolution comes into force on the date it is passed.

MOTION CARRIED

Redesignation Circulation 122-2023RD

Moved by Director Heather Thomson that the Commission respond to the Town of Diamond Valley circulation relating to Application 122-2023RD, noting that no concerns were expressed.

**WRSSC Res.
2023-124**

MOTION CARRIED

Redesignation Circulation 128-2023RD

Moved by Director at Large Ted Bain that the Commission respond to the Town of Diamond Valley circulation relating to Application 128-2023RD, noting that no concerns were expressed.

**WRSSC Res.
2023-125**

MOTION CARRIED**CORRESPONDENCE**

Province of Alberta - ICIP Grant Payment

Moved by Chair Barry Crane that the Commission accept the Province of Alberta - ICIP Grant Payment correspondence as information.

**WRSSC Res.
2023-126**

MOTION CARRIED

The meeting recessed at 11:29 a.m.

MPE representatives Kim Schurtz and Jill Hardy, as well as Manager of Operations, Utilities and Parks, Craig Beaton and Operator Terry Orum left the meeting.

The meeting reconvened at 11:35 a.m.

NOTICES OF MOTION

None submitted

ROUND TABLE DISCUSSION

No items to discuss

CLOSED MEETING

Lagoon Project Update - FOIP 25(1)(c)

Legal Advice - FOIP 27(2)

Moved by Director at Large John Waring that the Commission move into a Closed Meeting at 11:36 a.m. to discuss:

- matters relating to the Lagoon Project, in accordance with the *Freedom of Information and Protection of Privacy Act*, section 25(1)(c), and
- legal matters, in accordance with the *Freedom of Information and Protection of Privacy Act*, section 27(2).

**WRSSC Res.
2023-127**

MOTION CARRIED

Chair Barry Crane, Vice Chair Cindy Holladay, Director Heather Thomson, Director at Large Ted Bain and Director at Large John Waring were presented for the Closed Meeting, as well as CAO Corinne Middleton, Corporate Services and Finance Manager Vin Chennath, Secretary Verna Staples, and Treasurer Liza Zeer.

Moved by Director at Large Ted Bain that the Commission revert to an Open meeting at 11:52 a.m.

**WRSSC Res.
2023-128**

MOTION CARRIED

Director at Large John Waring that the Commission direct Administration to send the letter to MPE as discussed in the Closed Meeting.

**WRSSC Res.
2023-129**

MOTION CARRIED

ADJOURNMENT

The meeting adjourned at 11:53 a.m.

Barry Crane, Chair

Verna Staples, Secretary

Unadopted

Lagoon Upgrade (Project 2055-001-08)

- Additional Funding – At the meeting with Minister McIver on Oct 12, 2023, it was suggested that an application to AMWWP could be made by the Nov 30, 2023 deadline. MPE’s grants specialist is preparing a letter for submittal. A draft will be forwarded to the commission for comments prior to finalizing the application.
- Return to Work Order – Letter issued to CDM on September 26, 2023 with a return to work date effective February 29, 2024. With return to work order in hand, MPE will work with CDM on the following tasks:
 - Secure/schedule all subtrades and make all necessary preparations to resume construction activities,
 - Schedule work consisting of Excavation, Pouring of Contract Concrete and other building Work for frost-free weather conditions,
 - Issue new Construction Schedule,
 - Issue a projected cash flow estimate,
 - Define new Substantial and Total Completion dates,
 - Negotiate Additional Costs in accordance with Section 3 Additional Costs Due to Delay of the Delay Agreement Additional Supplementary Conditions.
- Washed Rock for SAGR Cells – Burnco has submitted a notice for additional costs, requesting payment at time of delivery, which is scheduled for next Spring/Summer. At this time, MPE has requested clarification and will provide further details to the commission once received.

General Engineering/Ongoing Lagoon System Performance (Project 2055-000-06)

Influent and effluent parameters from the lagoon treatment system for September 2023 were reviewed. Flow is monitored on a continuous basis through various flowmeters. CBOD, TSS and Coliforms are sampled and tested on a weekly basis. Weekly samples consist of a 24-hour composite sample taken at the Transfer Lift Station (blended sewage) from Thursday morning to Friday morning. Phosphorus and Ammonia-Nitrogen are sampled and tested once a month.

September 2023

- Flows
 - DV-West flows for the month of September totalled 15,948 m³ (average in September since 2002 is 21,462 m³).
 - DV-East flows for the month of September totalled 16,271m³ (average in September since 2002 is 26,100 m³).
- CBOD
 - Influent CBOD for September varied from 380-810 mg/L with an average level of 542 mg/L. Sewage may be considered high strength if over 350mg/L.
 - Effluent CBOD for September ranged from 2.9-5.3 mg/L with an average of 4.14 mg/L.
 - Current limit is 25 mg/L. Future limit will be 20 mg/L.
- TSS
 - Influent TSS in September fluctuated from 270-5600 mg/L with an average level of 1850 mg/L.
 - Effluent TSS in September varied from 4.5-6.8 mg/L with an average level of 5.2 mg/L.
 - No current limit. Future limit will be 15 mg/L.

WRSSC

Background Information for October 25, 2023 Commission Monthly Meeting – Public

- Total Phosphorus
 - Effluent Total Phosphorus in September was 8.0 mg/L. Total Phosphorus content for September was higher than the future regulated limit.
 - No current limit. Future limit will be 0.5 mg/L.
- Ammonia-Nitrogen
 - Effluent Ammonia-Nitrogen in September was 35 mg/L which is in the typical range for this time of year.
 - Ammonia-Nitrogen content is higher than the future regulated limit.
 - No current limit. Future limit will be 6.4 mg/L.
- Total Coliform
 - Total Coliform for September varied from 20-91 UFC/100 mL (average of 43.5 UFC/100 mL).
 - No current limit. Future limit will be 1,000 UFC/100 mL.
- Faecal Coliform
 - Fecal Coliform for September varied from 20-64UFC/100mL (average 32 UFC/100 mL).
 - No current limit. Future limit will be 200 UFC/100 mL.

For September 2023 overall, the lagoon system is still performing within the limit of the current approval (BOD \leq 25 mg/L). Average effluent TSS is below future limit. Total Phosphorus and Ammonia-Nitrogen are above the future lagoon system limits. Total Coliform and Fecal Coliform are within the future lagoon system limits.

H₂S Report

Data from August 8 to September 6, 2023 was reviewed and is summarized below:

- Unit 4 at TV Golf Course readings varied from non-detectable to 59 ppm (August 10, 2023).
- Unit 2 failed part way through the month, data set not available.

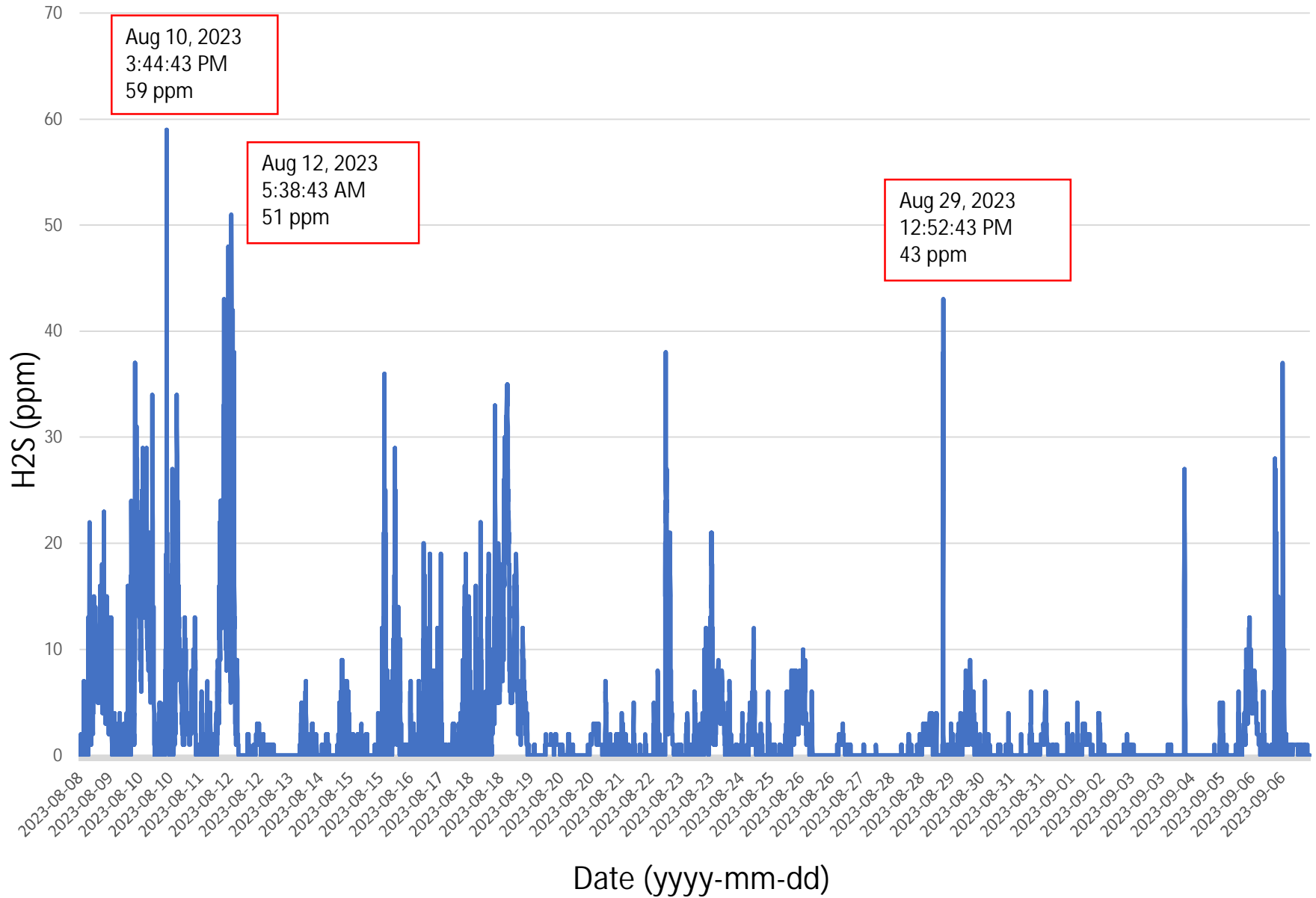
Data from September 11 to October 16, 2023 was reviewed and is summarized below:

- Unit 3 at 4th Avenue readings varied from non-detectable to 338 ppm (Sept 14, 2023).

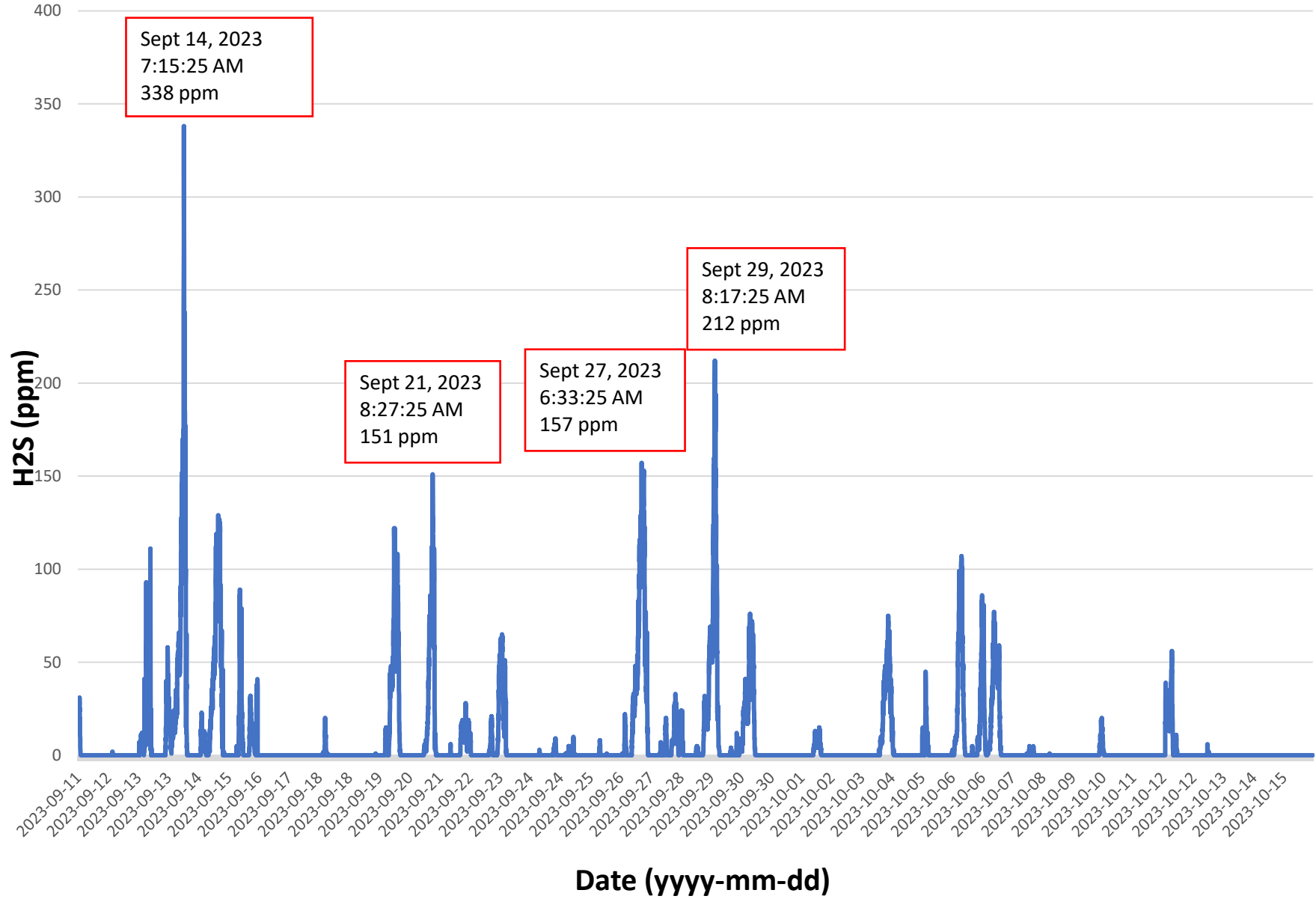
Bioxide

- Monthly volume of Bioxide dosed was 4,133 L for September. The total volume dosed in August was approximately 1,030 L.
- Bioxide dosage was increased throughout September resulting in a daily dosage of 138 L/d when compared to an average of 33 L/d in August.

Golf Course - August 8 - September 7, 2023



4th Ave. - September 11 - October 16, 2023



CDM Mechanical Ltd.
1805 – 9 Avenue SE
High River, Alberta T1V 2A6

September 26, 2023
File: N:\2055\001-06\L44

**Attention: Carl McGovern
President**

Dear Mr. McGovern:

**Re: Westend Regional Sewage Services Commission – Lagoon Upgrade Project
Return-to-Work Order**

MPE Engineering Ltd. (MPE) is hereby directing that CDM Mechanical Ltd. (CDM) Return-to-Work and resume construction activities for the Westend Regional Sewage Services Commission (Owner) Lagoon Upgrade Project, effective February 29, 2024, at 12:00 pm.

The Stop-Work Order issued to CDM by the Owner on February 16, 2022, shall be rescinded by this Return-to-Work order. In advance of the Return-to-Work date of February 29, 2024, CDM shall make all necessary preparations to resume construction activities on and after this date (weather permitting) in accordance with the Contract Documents and Delay Agreement Additional Supplementary Conditions.

In advance of the Return-to-Work date of February 29, 2024, and in accordance with the Contract Documents and Delay Agreement Additional Supplementary Conditions, the following activities shall be completed:

- Secure/schedule all subtrades and make all necessary preparations to resume construction activities,
- Work with the Owner and Engineer to define new Substantial and Total Completion dates,
- Schedule work consisting of Excavation, Pouring of Contract Concrete and other building Work for frost-free weather conditions,
- Issue new Construction Schedule,
- Negotiate Additional Costs with the Owner and Engineer in accordance with Section 3 Additional Costs Due to Delay of the Delay Agreement Additional Supplementary Conditions,
- Issue a projected cash flow estimate,
- Any other activities required to resume construction activities.

CLOSURE

If there are any questions or clarifications to be discussed, please contact the undersigned at 403-219-6307.

Yours truly,

MPE ENGINEERING LTD.



Kim Schurtz, B.A., P.Tech.(Eng.)
Environmental System Manager

KS/vv
Encl.

Operator's Report – October 2023

1. Overall, things are good.
2. In the last couple of months, the H₂S data loggers have had a lot of communication problems. They need to be replaced. The current data loggers are obsolete, and parts are being discontinued.
3. Operations is working with John from MPE to find an H₂S data logger replacement. This has become complicated as that radio manufacturer is no longer in business.

Admin Report – October 2023

1. Communications:

- Emails/phone calls as required.
- Teams meeting with C. McNab
 - Admin is working with MPE to create and schedule regular meetings for a Technical Committee (Admin, Operations, MPE), which will report regularly to the Board, with the goal of eliminating some of the technical decision-making from the board meetings.
 - New MPE representation is coming on board at Board meetings
- Drafting correspondence per board resolutions

2. Regular and Special Meetings:

- Agenda reporting/preparation/publication and Minutes preparation.
- Website posting of Agenda (MGA for public notice) and Minutes.
- Tasks arising from Meetings, as applicable
 - ✓ Follow up with legal advice
 - ✓ Payment of Admin Penalty

3. Debentures, Grants, Audits:

- ICIP Progress Report submitted October 20, 2023.
- Debenture Application is being worked on with the recommendation of submitting the application for the January 31 deadline once there is a better understanding of the project budget.
- The 2024 budget will not be presented at the October 2023 meeting. It has been postponed as there are new project management representatives, and time is needed to review the project budget and the implications of the Lagoon Upgrade to the operating budget. It will be presented at the November 2023 meeting.

4. Insurance:

- Stored materials have been insured under the Town of Diamond Valley's policy.
- An inspection process has been put in place per insurance requirements.

5. Payments:

- Cheque for the Admin Penalty payment was sent by registered mail on October 3, 2023. Payment has been confirmed as received.

September Admin contract hours (total for Liza and Verna only): **24 hours**

Contract specifies 50 hours/month included in the standard rate.

Westend Regional Sewage Services Commission (WRSSC)
2023 Operating Statement
For the quarter ended September 30, 2023
VARIANCE REPORT BY CATEGORY

Revenues					
	2023 OPERATING BUDGET	2023 ACTUAL	2023 - BUDGET	VARIANCE	
Sales - Goods and Services	\$ 1,343,461	\$ 895,641	\$ 895,641	\$ 0	0
Rental Income	\$ -	\$ -	\$ -	\$ -	-
Reserve Draws - Operating	\$ -	\$ -	\$ -	\$ -	-
Interest Income	\$ 9,000	\$ 45,784	\$ 6,750	\$ 39,034	2
TOTAL REVENUES	\$ 1,352,461	\$ 941,425	\$ 902,391	\$ 39,034	
Expenses					
	2023 OPERATING BUDGET	2023 ACTUAL	2023 - BUDGET	VARIANCE	
Training, Conferences, Travel	\$ 2,055	\$ 55	\$ 1,541	\$ (1,486)	3
Engineering and Legal	\$ 78,400	\$ 59,723	\$ 58,800	\$ 923	4
Materials and Supplies	\$ 154,100	\$ 46,599	\$ 115,575	\$ (68,976)	5
Building, Equipment and Grounds Maintenance	\$ 196,500	\$ 48,869	\$ 147,375	\$ (98,506)	6
Phones	\$ 1,700	\$ 943	\$ 1,275	\$ (332)	7
Utilities	\$ 157,000	\$ 96,734	\$ 117,750	\$ (21,016)	8
Insurance	\$ 30,000	\$ 33,746	\$ 30,000	\$ 3,746	9
PR and Communications	\$ 400	\$ 322	\$ 300	\$ 22	
Transfers to Reserves	\$ 120,185	\$ -	\$ -	\$ -	
Debt Payments	\$ 438,700	\$ 26,412	\$ 329,025	\$ (302,613)	10
Interest Expense	\$ 20,000	\$ 4,544	\$ 15,000	\$ (10,456)	11
Gain/Loss on Asset Disposal	\$ -	\$ -	\$ -	\$ -	
Contracted Services	\$ 148,321	\$ 116,301	\$ 114,241	\$ 2,061	12
Pier Diems	\$ 5,000	\$ 2,611	\$ 3,750	\$ (1,139)	13
Transfer Payments - Property Taxes	\$ 100	\$ 66	\$ 100	\$ (34)	
TOTAL EXPENSES	\$ 1,352,461	\$ 436,925	\$ 934,732	\$ (497,807)	
Variance of Adjustments - Surplus (Deficit)	\$ -	\$ 504,500	\$ (32,341)	\$ 536,841	

Westend Regional Sewage Services Commission

Notes to the Financial Statements
For the year 2023
September 30, 2023
Comparison Actual vs Budget

Revenues

1. Sales – Goods & Services

2023 Actual	2023 Budget	Variance
\$895,641	\$895,641	\$0 Neutral

Requisition to Town – Actual \$895,641 vs Budget \$895,641 – Neutral Variance \$0
2nd of 3 requisitions to the Town.

2. Return on Investments

2023 Actual	2023 Budget	Variance
\$45,784	\$6,750	\$39,034 Favourable

Interest – Return on Investments – Actual \$45,784 vs. Budget \$6,750 – Favourable Variance \$39,034
Line of Credit has not been used since 1st quarter and interest has been made on the grant payments received.

Expenses

3. Training, Conferences, Travel, and Memberships

2023 Actual	2023 Budget	Variance
\$55	\$1,541	\$1,486 Favourable

Favourable Variances:

Training & Memberships – Actual \$55 vs Budget \$1,541 – Favourable Variance \$1,486
Budget allowed for training for new directors at orientation, but no additional funds were needed. No training has happened in the 2nd or 3rd quarter.

Westend Regional Sewage Services Commission

4. Engineering and Legal

2023 Actual	2023 Budget	Variance
\$59,723	\$58,800	\$923 Unfavourable

Favourable Variances:

Engineering – Tech Support Actual \$7,504 vs Budget \$11,250 – Favourable Variance - \$3,746
Reduced need for tech support.

Legal Fees – Actual \$22,469 vs Budget \$30,000 – Favourable Variance - \$7,531
Legal Fees are under budget for last two quarters.

Unfavourable Variances:

Engineering – General – Actual \$29,750.00 vs. Budget \$17,550 – Unfavourable Variance - \$12,200
Costs for the 1st quarter used over 70% of the annual general engineering budget. Costs for the 2nd quarter were within the quarterly budget and costs for the 3rd quarter were slightly over the quarterly budget. Heading into the 4th quarter the annual amount of \$23,400 has already been exceeded.

5. Materials and Supplies

2023 Actual	2023 Budget	Variance
\$46,599	\$115,575	\$68,976 Favourable

Favourable Variances:

Materials and Supplies – Goods – Actual \$396 vs Budget \$3,750 – Favourable Variance - \$3,354
No Waste Go is being purchased, and supply purchases have decreased for all 3 quarters.

Admin Materials and Supplies – Goods – Actual \$257 vs Budget \$3,000 – Favourable Variance - \$2,743
Expenditures are lower than expected for all 3 quarters. Town is now billing the Commission directly for postage used, so postage is not pre-purchased. Printing and Photocopying is now included in the cost of contracted administration from the Town. Bulletproof expenses have not been billed to the Commission yet.

Chemical – Goods – Actual - \$43,611 vs Budget - \$90,000 – Favourable Variance - \$46,389
Favourable variance as bioxide use is much lower than last year due to changes in the process implemented by Operations. There will be once more purchase of bioxide in the last quarter.

PAC Chemical – Goods – Actual - \$0 vs Budget - \$17,700 – Favourable Variance - \$17,700
PAC Chemical is not needed until the Lagoon Upgrade is completed.

Westend Regional Sewage Services Commission

Unfavourable Variances:

Safety Equipment and Supplies – Goods – Actual \$2,335 vs Budget \$1,125 – Unfavourable Variance - \$1,210

Gas Sensors were recalibrated in the 2nd and 3rd quarter. This budget will be increased for 2024 as the annual budget of \$1,500 has been exceeded.

6. Building, Equipment, and Grounds Maintenance

2023 Actual	2023 Budget	Variance
\$48,869	\$147,375	\$98,506 Favourable

Favourable Variances:

Grounds and Fence Maintenance – Contracted Maintenance – Actual \$895 vs Budget \$5,100 – Favourable Variance \$4,205

Beaver Control was the only maintenance required in the first half of 2023. Nothing was done in the 3rd quarter but fencing repairs will be done in the 4th quarter.

Lagoon Weed Maintenance – Contracted Maintenance – Actual \$0 vs Budget \$6,750 – Favourable Variance \$6,750

Have not treated weeds in ponds this year.

Brush Cut Lagoons – Contracted Maintenance – Actual \$0 vs Budget \$525 – Favourable Variance \$525

Have not brush cut lagoons yet but will be done this fall.

Building and Equipment Maintenance – Contracted Maintenance – Actual \$47,974 vs Budget \$135,000 – Favourable Variance - \$87,026

2% of TCA’s are included in this amount to account for any unexpected repairs/replacements with the remainder going to capital reserves. There have been minimal repairs in the 3 quarters and this amount includes the purchase of two pumps. Used PLC was purchased which kept costs significantly under the approved amount of \$40,000.

7. Phones

2023 Actual	2023 Budget	Variance
\$943	\$1,275	\$332 Favourable

Favourable Variances:

Phones – Actual \$943 vs Budget \$1,275 – Favourable Variance \$332

Westend Regional Sewage Services Commission

8. Utilities

2023 Actual	2023 Budget	Variance
\$96,734	\$117,750	\$21,016 Favourable

Favourable Variances:

Power – Actual \$92,255 vs Budget \$111,000 – Favourable Variance \$18,745

Budget included expected increases from the Lagoon Upgrade, which will not be incurred this year.

Water – Actual \$2,708 vs Budget \$3,375 – Favourable Variance \$667

Water consumption and charges are on track for budgeted amount.

Gas – Actual \$1,771 vs Budget \$3,375 – Favourable Variance \$1,604

Gas consumption and charges are on track for budgeted amount.

9. Insurance

2023 Actual	2023 Budget	Variance
\$33,746	\$30,000	\$3,746 Unfavourable

Unfavourable Variances:

Insurance – Actual \$33,746 vs Budget \$30,000 – Unfavourable Variance \$3,746

Cost of insurance increased. This is for the Commission's general policy and does not include the additional insurance for storage of project materials, which is covered under the Town's policy.

10. Debt Payments

2023 Actual	2023 Budget	Variance
\$26,412	\$329,025	\$302,613 Favourable

Favourable Variances:

Debentures – Actual \$26,412 vs Budget \$329,025 – Favourable Variance \$302,613

Budget accommodated the borrowing of \$5.338 million for the lagoon upgrade. With the project being postponed until Spring 2024, it is not anticipated that debentures will be taken until 2024. The actual debenture amount that will be paid this year is \$52,824, with payments in June and December.

Westend Regional Sewage Services Commission

11. Interest Payments

2023 Actual	2023 Budget	Variance
\$4,544	\$15,000	\$10,456 Favourable

Favourable Variances:

Interest – Actual \$4,544 vs Budget \$15,000 – Favourable Variance \$10,456

Line of Credit was taken to cover project expenses and with the project on hold and purchasing stopped, the Line of Credit has not been used since the 1st quarter.

12. Contracted Services

2023 Actual	2023 Budget	Variance
\$116,301	\$114,241	\$5,061 Unfavourable

Favourable Variances:

Inspections and Maintenance – Actual \$727 vs Budget \$1,125 – Favourable Variance \$398

On track for all 3 quarters.

Administration – Town of Diamond Valley – Actual \$23,175 vs Budget \$23,948 – Favourable Variance \$773

On track for all 3 quarters.

Hydrovac – Actual \$6,219 vs. Budget \$11,250 – Favourable Variance \$5,031

On track for 1st and 2nd quarters. Waiting on invoices for 3rd quarter.

Equipment Rental – Town of Diamond Valley – Actual \$5,543 vs Budget \$5,543 – Neutral Variance - \$0

On track for all 3 quarters.

Audit Fees – Actual \$11,750 vs Budget \$12,000 – Favourable Variance - \$250

Audit fees were under the annual budgeted amount.

Lab Tests – Actual \$9,271 vs. Budget \$11,625 – Favorable Variance - \$2,354

Shipping for samples has been reduced with Operations dropping off samples instead of using courier service.

Westend Regional Sewage Services Commission

Unfavourable Variances:

Operations – Town of Diamond Valley – Actual \$59,616 vs Budget \$48,750 – Unfavourable Variance - \$10,866

Operations is no longer doing flow meter reads on weekends which has reduced overtime for the 1st and 2nd quarters. Overtime was increased for the 3rd quarter with the PLC down. Operations needed to manually turn the pump on in the morning and off at night. Weekends required 3 trips per day to check on the pump and manually turn on and off. The PLC has been replaced so Operations has returned to its regular schedule.

13. Per Diems

2023 Actual	2023 Budget	Variance
2,611	\$3,750	\$1,139 Favourable

Favourable Variances:

Per Diems – Actual \$2,611 vs Budget \$3,750 – Favourable Variance \$1,139

Number of meetings has been reduced since 1st quarter, and no construction meetings are scheduled.

WESTEND REGIONAL SEWAGE SERVICES COMMISSION

REQUEST FOR DECISION

Agenda Date: October 25, 2023

Prepared By: Verna Staples

Attachments:

Bylaw 2023-01 WRSSC Bylaw

Is your documentation severed in accordance with FOIP? NO

Topic: Resignation of Director at Large

Purpose:

For the Commission to consider options to address the Director at Large vacancy.

Background:

On October 16, 2023, John Waring resigned as Director at Large of WRSSC, effective immediately.

Section 8.2 of the WRSSC Bylaw provides for 2 Directors at Large (no alternate). The Board has two (2) options to address the vacancy created by Mr. Waring's resignation:

1. the vacancy must be advertised in accordance with sections 8.2.1 and 8.2.2 of the Bylaw, or
2. the Directors may amend the Bylaw to change the composition of the Board in whatever manner the Board deems to be appropriate.

Should the Directors choose to advertise the vacancy, it would also be in order to ensure that the Directors also wish to continue to pay Per Diems in accordance with the Town of Diamond Valley Council Remuneration policy. This policy is currently being updated for the Town, following a review by a public committee, and new Per Diem rates will become effective on January 1, 2024. The rates will be:

- Up to two hours \$60.00 (*currently \$50*)
- Two hours but less than four hours \$120.00 (*currently \$100*)
- More than four hours \$240.00 (*currently \$200*)

If the Commission agrees with this change in Per Diem rates, no further action is required; the rates will become effective for the Commission on January 1, 2024, in accordance with the Town of Diamond Valley policy. If the Commission wishes to offer different rates, the bylaw will require an amendment to provide the Per Diems the Commission is going to offer.

To date, the Commission has paid \$2,610.59 in Per Diems to the two (2) Directors at Large in 2023.

Rationale:

WRSSC Bylaw 2023-01

Resource/Finance Impacts:

This is the first year that the Commission has paid Per Diems, so the “to-date” information is the basis for any financial impact information. Per Diems are also subject to the number of required meetings, which can vary from the “one per month” model, based on the needs of the Commission.

1. If the Board agrees to fill the vacancy and agrees to continue to use the Town of Diamond Valley Council Remuneration policy to set the Commission’s Per Diem rates, then Administration will extrapolate the remainder of the year and the increased rates to budget for increased 2024 Per Diem costs.
2. The Board may wish to consider reducing the Director at Large position to one (1), creating a minor budget reduction. This action would leave a Board of three (3) elected officials and 1 Director at Large, as Directors of the Commission.
 - Prior to amalgamation, the Board was made up of four (4) Directors, all elected officials. Directors at Large were added in 2023 to help the newly elected Diamond Valley Directors proceed with the upgrade project by providing an outlet for institutional knowledge.
3. The Board may also consider removing both Director at Large positions, creating a greater (but not significant) budget reduction. This would leave a Board of three (3) elected officials as Directors of the Commission.

Option 2 or 3 requires a bylaw amendment to carry out those actions.

Proposed Resolution Options:

1. that the Commission direct Administration to advertise the vacancy for a Director at Large, in accordance with Bylaw 2023-01.
2. that the Commission direct Administration to provide a bylaw to amend Bylaw 2023-01 to *{reduce/remove}* the Directors at Large.
3. that the Commission direct Administration to provide a bylaw to amend Bylaw 2023-01 to set Per Diems for Directors at Large as follows:
 - a. Up to two hours \$50.00
 - b. Two hours but less than four hours \$100.00
 - c. More than four hours \$200.00
4. that the Commission provide Administration with alternate direction.

Recommendation:

Administration recommends any of the options that the Board deems appropriate.

Our File: ICIP-GI-169-027 – FEDERAL CLAIM 8

October 6, 2023

Mr. Barry Crane
Chairperson
Westend Regional Sewage Services Commission
C/O town of Diamond Valley
P.O. Box 10
Diamond Valley, AB T0L 0H0

Dear Mr. Crane:

Subject: Investing in Canada Infrastructure Program (ICIP): Westend Regional Sewage Services Commission – Black Diamond Wastewater Lagoon Upgrade

Thank you for your ICIP Federal claim 8 for the above-mentioned project. I am pleased to inform you that the federal payment has been processed and the grant amount of **\$230,222.06** has been electronically transferred to the Westend Regional Sewage Services Commission.

With this payment, the Westend Regional Sewage Services Commission will have so far received **\$4,232,989.56**. Your remaining federal funds available in this stream for this project is **\$2,703,010.44**.

Federal Payment Summary

Grant Amount	\$6,936,000.00
Claim Amount (not including GST)	\$230,222.06
Claims Paid to date (including this payment)	\$4,232,989.56
Remaining Balance	\$2,703,010.44

Please note that all claims, including the final reconciliation of eligible project costs, are subject to audit by the provincial government, including the Office of the Auditor General. Claims may also be subject to audit by the Government of Canada.

Yours truly,



Nikolai Thomas
Director, Grants Administration