

WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA
TO BE HELD IN THE TOWN OF BLACK DIAMOND COUNCIL CHAMBERS, TOWN OFFICE
ON TUESDAY, NOVEMBER 23, 2021 AT 6:00 PM

*During the pandemic, and with the recent Public Health Orders,
the Public is required to attend the meeting remotely
from a computer, tablet or smartphone*

<https://global.gotomeeting.com/join/797404477>

or dial in using your phone:

Canada: [+1 \(647\) 497-9391](tel:+16474979391) use Access Code: 797-404-477

**Charges may apply based on your calling plan*

Commission members may attend meetings virtually at their discretion

1. **Call to Order and Presentations**
2. **Agenda - Addenda and Adoption**
 - 2.1 Adoption of the Agenda

*Recommended Motion: that the Commission agree to adopt the Agenda,
as presented.*

3. **Organizational**
 - 3.1 Appointment of Chair & Vice-Chair

*Recommended Motion: that the Commission agree to appoint {insert
name} as Chair of the WRSSC and to appoint {insert name} as the Vice-
Chair for a term of {insert date or years}.*

4. **Delegations**
 - 4.1 **Delegation Presentations**
None scheduled
 - 4.2 **Delegation Decisions**
As required

5. **New Business**
 - 5.1 Black Diamond - Watershed Resiliency and Restoration Program

6. Administrative Reports

6.1 MPE's Report Update

- (i) Kim Schurtz - Update

Recommended Motion: that the Commission agree to accept MPE's Report for information purposes.

6.2 Operator's Report

- (i) Tom Dougall - Report

6.3 Secretary/Treasurer Report

- (i) WRSSC Administration Report

Recommended Motion: that the Commission agree to accept the Operator's and Secretary/Treasurer's Report for information purposes.

7. Closed Session (In-Camera)

Section 197(2) of the Municipal Government Act states:

Councils and council committees may close all or a part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

The exceptions include (but are not limited to) matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests.

No resolutions or bylaws can be passed at any Closed Session except a resolution to revert to the council meeting in public or to recess and reconvene the meeting.

7.1 *Engineering Discussion - FOIP, section 19(1), 24(1)(c)*

8. Adoption of Minutes

- 8.1 Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held September 28, 2021.

Recommended Motion: that the Commission approve the minutes of September 28, 2021 as presented.

- 8.2 Minutes of the Special Meeting of Westend Regional Sewage Services Commission held October 15, 2021.

Recommended Motion: that the Commission approve the minutes of October 15, 2021 Special Meeting, as presented.

- 8.3 Minutes of the Special Meeting of Westend Regional Sewage Services Commission held October 29, 2021.

Recommended Motion: that the Commission approve the minutes of October 29, 2021 Special Meeting, as presented.

9. Financial

9.1 Accounts Payable

- (i) Accounts Payable - September & October 2021

9.2 Cheque Log

- (i) Cheque Log - September & October 2021

9.3 Balance Sheet and Income Statement

- (i) Balance Sheet as of November 2021
(ii) Income Statement as of November 2021

9.4 Project Summary

- (i) Project Summary as of November 2021

Recommended Motion: that the Commission agree to accept the Financial Reports for information purposes.

10. Action Items

10.1 Signing Authorities

Recommended Motion: that the Commission agree to appoint the Chair {insert name} and the Vice-Chair {insert name} as the Signing Authorities for the Westend Regional Sewage Services Commission and that Secretary Garity Stanley and Treasurer Liza Zeer will remain as signing authorities, either of who may sign but the other signature must be Chair or Vice-Chair.

10.2 Meeting Schedule

Recommended Motion: that the Commission agree that WRSSC Meetings will be on {insert day} at {insert time}.

10.3 Urban Systems - Governance & Management Frameworks for Regional Utilities

Recommended Motion: that the Commission agree to accept the report from Urban System on the Governance & Management Framework for Regional Utilities.

11. Correspondence and Information

11.1 Correspondence and Information

(i) Orientation Package

(ii) Historical Resources Application - Completion

11.2 Correspondence Decisions

As required

12. Notices of Motion

None submitted

13. Closed Session (In-Camera)

Section 197(2) of the Municipal Government Act states:

Councils and council committees may close all or a part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

The exceptions include (but are not limited to) matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests.

No resolutions or bylaws can be passed at any Closed Session except a resolution to revert to the council meeting in public or to recess and reconvene the meeting.

13.1 *Engineering Discussion - FOIP, section 19(1), 24(1)(c)*

14. Adjournment