

WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA
HELD IN THE TOWN OF BLACK DIAMOND COUNCIL CHAMBERS, TOWN OFFICE
ON WEDNESDAY, DECEMBER 15, 2021 AT 01:00 PM

PRESENT

(In Council Chambers, unless otherwise noted)

Chair John Waring, Vice-Chair Ted Bain, Directors Garry Raab and Heather Thomson
Treasurer Liza Zeer, Verna Staples

PRESENTERS

MPE: Kim Schurtz and Ryan Fitzsimmons

REGRETS

None

Call to Order and Presentations

Chair Waring called the meeting to Order at 1:00 pm.

Agenda - Addenda and Adoption

Moved by Director Heather Thomson that the Commission agree to adopt the Agenda, as presented.

Res. 2021-117

MOTION CARRIED

Adoption of Minutes

Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held November 23, 2021.

Moved by Director Garry Raab Recommended Motion: that the Commission approve the Minutes of the Regular Meeting held November 23, 2021, as amended.

Res. 2021-118

MOTION CARRIED

Delegations

Delegation Presentations

Solar Project Update

Sharlene Brown, CAO for the Town of Black Diamond, attended to provide a verbal update on the proposed project. The 523,000 kw/year solar array, which is a P3 project, has been put on hold until 2023 due to the pending Amalgamation.

Delegation Decisions

Moved by Vice-Chair Ted Bain that the Commission agree to accept the Solar Project update for information purposes.

Res. 2021-119

MOTION CARRIED

Administrative Reports

MPE's Report Update

Moved by Director Garry Raab that the Commission agree to accept MPE's Report for information purposes.

Res. 2021-120

MOTION CARRIED

Operator's Report

Moved by Vice-Chair Ted Bain that the Commission agree to accept the Operator's Report for information purposes.

Res. 2021-121

MOTION CARRIED

Secretary/Treasurer Report

Moved by Director Heather Thomson that the Commission agree to accept the Secretary/Treasurer Report for information.

Res. 2021-122

MOTION CARRIED

Commission Requirement for Borrowing Bylaw

Moved by Director Heather Thomson that the Commission agree to accept the "Commission Requirement for Borrowing Bylaw" report for information purposes.

Res. 2021-123

MOTION CARRIED

Action Items

Appointment of Secretary, Signing Authorities

Moved by Director Garry Raab that the Commission agree to appoint Verna Staples to the position of Secretary, FOIP contact and Project Liaison, and further agree to request that Garity Stanley be removed as a bank signing authority.

Res. 2021-124

MOTION CARRIED

Technical Committee & Project Management Resources

Moved by Director Heather Thomson that the Commission agree that:

Res. 2021-125

- Change Orders for the Lagoon Upgrade Project will be addressed by the Operator up to the amount of \$10,000.00.
- Change Orders over that amount will be approved in writing by a minimum of two (2) Directors of the Commission, upon request of the Operator, and at least one of the Directors must be either the Chair or the Vice-Chair.
- All correspondence for Change Orders must be copied to Treasurer and Secretary.

MOTION CARRIED

Financial

2022 Draft Budget

Moved by Director Heather Thomson that the Commission agree to authorize the 2022 Interim Operating Budget, as presented, in the amount of \$710,081.00 and the 2022 Interim Capital Budget, as presented, in the amount of \$288,277.00.

Res. 2021-126

MOTION CARRIED

Moved by Vice-Chair Ted Bain that the Commission agree to direct the Treasurer to open a project account at the ATB.

Res. 2021-127

MOTION CARRIED

Updated Lagoon Project Cost Schedule

Moved by Director Garry Raab that the Commission agree to accept the Updated Lagoon Project Cost Schedule, as presented, for information.

Res. 2021-128

MOTION CARRIED

Request for Project Breakdown

Moved by Chair John Waring that the Commission agree to request that the Treasurer provide a monthly project breakdown, in the format requested, in a Closed Session.

Res. 2021-129

MOTION CARRIED

Financial Reports

- Project Summary: *Deferred to January, 2022*
- Accounts Payable: *Deferred to January, 2022*
- Cheque Log
- Balance Sheet and Income Statement: *Income Statement deferred to January, 2022*

Moved by Vice-Chair Ted Bain that the Commission agree to accept the Financial Reports for information purposes.

Res. 2021-130

MOTION CARRIED

New Business

Correspondence and Information

Letter to FortisAlberta re: Quote

Correspondence Decisions

Moved by Director Garry Raab that the Commission agree to accept the Correspondence and Information for information purposes, with thanks to FortisAlberta.

Res. 2021-131

MOTION CARRIED

Notices of Motion

None submitted

Round Table Discussion


No items for discussion.

Closed Session (In-Camera)

None scheduled

Adjournment

As there was no further business, the meeting was Adjourned at 4:05 pm by Chair Waring.



John Waring, Chair



Verna Staples, Secretary