

WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA
TO BE HELD IN THE TOWN OF BLACK DIAMOND COUNCIL CHAMBERS, TOWN OFFICE
ON WEDNESDAY, MAY 26, 2021 AT 2:00 PM

**This Agenda was re-published on Tuesday, May 25 at 2:45 pm to add an attachment and two additional items for discussion.*

*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*

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**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** Addendum: Addition of an attachment to 5.1(i) and the addition of items 7.5 and 7.6.

3. Adoption of Minutes

- 3.1** Minutes of the Regular Meeting of Westend Regional Sewage Services Commission held April 27, 2021.

***Recommended motion:** that the Commission approve the minutes of April 27, 2021, as presented.*

4. Delegations

4.1 Delegation Presentations

None scheduled

4.2 Delegation Decisions

As required

5. Administrative Reports

5.1 MPE's Report Update



- (i)** Kim Schurtz - Update

***Recommended motion:** that the Commission accept MPE's Report for information purposes.*

5.2 Operator's Report

- (i) Tom Dougall - Report

5.3 Secretary/Treasurer Report

- (i) WRSSC Administration Report

***Recommended motion:** that the Commission accept the Operator's and Secretary/Treasurer's report for information purposes.*

6. Financial

6.1 Accounts Payable

- (i) Accounts Payable - April 2021

***Recommended motion:** that the Commission accept the Accounts Payable List for April 2021 for information purposes.*

6.2 Cheque Log

- (i) Cheque Log - April 2021

***Recommended motion:** that the Commission agree to accept the Cheque Log for April 2021 for information purposes.*

6.3 Balance Sheet and Income Statement

- (i) Balance Sheet as of May 19, 2021

***Recommended motion:** that the Commission agree to accept the Balance Sheet as of May 19, 2021 for information purposes.*

- (ii) Income Statement as of May 19, 2021

***Recommendation motion:** that the Commission agree to accept the Income Statement as of May 19, 2021 for information purposes.*

6.4 Project Summary

- (i) Project Summary as of May 19, 2021

***Recommended motion:** that the Commission agree to accept the Project Summary as of May 19, 2021 for information purposes.*

7. Action Items

7.1 Lagoon Upgrade Project Design Basis Memorandum

***Recommended motion:** that the Commission agree to adopt the Lagoon Upgrade Project Design Basis Memorandum developed by MPE Engineering Ltd. for the Lagoon Upgrade.*

7.2 Fortis Third-Party Authorization Form

Recommended motion: that the Commission agree to authorize the signing of the Fortis Third-Party Authorization Form for MPE Engineering Ltd. to be able to consult with Fortis on behalf of the WRSSC for the Lagoon Upgrade.

7.3 Debenture - Lagoon Upgrade Project

Recommended motion: that the Commission agree to accept the debenture information for information purposes.

7.4 ATB Banking Options

Recommended motion: that the Commission agree to move {insert amount} into a high interest savings account.



7.5 Turner Valley Lift Station Pump Replacement

Recommended motion: that the Commission agree to authorize the purchase of a new pump for the Turner Valley Lift Station at a cost no to exceed {insert amount} including applicable taxes.



7.6 Emergency Response Plan - Annual Drills and Reports

Recommended motion: that the Commission agree to authorize Administration to send a letter to the Town of Black Diamond requesting to be included in the next annual emergency drill.

8. Correspondence and Information

8.1 Correspondence and Information

No items to discuss

8.2 Correspondence Decisions

As required

9. Notices of Motion

None submitted