AGENDA
SPECIAL MEETING
WESTEND REGIONAL SEWAGE SERVICES COMMISSION
IN THE PROVINCE OF ALBERTA
Town of Diamond Valley Council Chambers
611 3rd Street SW, 2nd Floor
ON WEDNESDAY, SEPTEMBER 2, 2026 AT 7:30 PM

TEAMS Meeting Link

The Town of Diamond Valley acknowledges and pays tribute to the traditional territories of the peoples of Treaty 7, which includes the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Dene Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw and Goodstoney First Nations) and the Metis Nation of Alberta.

1. CALL TO ORDER and PRESENTATIONS

2. AGENDA - Addenda and Adoption

2.1 Adoption of the Agenda for the Special Meeting of the Westend Regional Sewage Services Commission held on September 2, 2026

3. NEW BUSINESS

3.1 Authorization of Insurance to the Town of Diamond Valley

3.2 Appointment of Secretary

4. ADJOURNMENT

A special meeting may be held with less than 24 hours' notice to all Directors and without notice to the public if a quorum of Directors is present and all Directors have signified their consent to the meeting, whether present or not.

No matter other than that stated in this notice calling the special meeting may be transacted at the meeting unless the whole Board is present at the meeting and the Directors agree to deal with the matter in question.

WESTEND REGIONAL SEWAGE SERVICES COMMISSION

REQUEST FOR DECISION

Agenda Date: September 2, 2026

Prepared By: Liza Zeer

Attachments:
Insurance Authorization

Is your documentation severed in accordance with POPA? No

Topic: Authorization of Insurance to the Town of Diamond Valley

Purpose:

For the Commission to consider authorizing the Town of Diamond Valley to assume responsibility for insuring all Westend Regional Sewage Services Commission (WRSSC) assets effective immediately and continuing until WRSSC is formally disestablished.

Background:

WRSSC is anticipated to be disestablished by the end of 2026. Administration recommends that the Town and WRSSC execute the attached agreement, thereby authorizing the Town of Diamond Valley to assume responsibility for insuring the Commission's assets. WRSSC will maintain liability insurance until the date of disestablishment.

Resource/Finance Impacts:

As the insurance is already budgeted within the Town's operating budget, this change is administrative in nature. It will transfer the WRSSC insurance policy to the Town's name and ensure future policy documentation is directed to the Town's Accounting Department in preparation for the WRSSC's disestablishment.

There will be no change to the cost of the policy or to the Commission's budget.

Proposed Resolution Options:

1. that the Commission authorize the signing of the execution of the agreement authorizing the Town of Diamond Valley assume responsibility for insuring the assets of the WRSSC.
2. that the Commission provide Administration with alternate direction.

Recommendation:

Administration recommends Option 1.

WESTEND REGIONAL SEWAGE SERVICES COMMISSION
Box 10
Black Diamond, Alberta T0L 0H0

AGREEMENT RESPECTING INSURANCE OF COMMISSION ASSETS

This Agreement is made effective the ___ day of _____, 2026.

BETWEEN:

Westend Regional Sewage Services Commission
Box 10
Black Diamond, Alberta T0L 0H0
(the "Commission")

AND

Town of Diamond Valley
Box 10
Black Diamond, Alberta T0L 0H0
(the "Town")

PURPOSE

The parties acknowledge that the Commission owns certain assets used in the provision of regional sewage services and wish to confirm responsibility for insurance coverage of those assets.

AGREEMENT

1. The Town of Diamond Valley agrees to obtain and maintain insurance coverage for all assets owned by the Westend Regional Sewage Services Commission.
2. The Town shall maintain such insurance coverage through its municipal insurance program or another qualified insurer, in amounts and on terms deemed appropriate by the Town.
3. The Commission shall provide the Town with any information reasonably required to identify and insure the Commission's assets.
4. This Agreement shall remain in effect until disestablishment of the Commission at which time the assets will be transferred to the Town.
5. Any amendment to this Agreement must be in writing and signed by authorized representatives of both parties.

SIGNATURES

WESTEND REGIONAL SEWAGE SERVICES COMMISSION

Chair

Name: _____

Date: _____

Treasurer

Name: _____

Date: _____

TOWN OF DIAMOND VALLEY

Mayor

Name: _____

Date: _____

Director of Corporate Services

Name: _____

Date: _____

WESTEND REGIONAL SEWAGE SERVICES COMMISSION

REQUEST FOR DECISION

Agenda Date: September 2, 2026

Prepared By: Liza Zeer

Attachments:
n/a

Is your documentation severed in accordance with POPA? No

Topic: Appointment of Secretary

Purpose:
For the Commission to consider an appointment to the vacant Secretary position.

Background:
Currently, the position of Secretary is vacant. Liza Zeer, Director of Corporate Services for the Town of Diamond Valley and the current WRSSC Treasurer, is requesting to be appointed as Secretary, to meet the contractual obligations of the Town of Diamond Valley to the Westend Regional Sewage Services Commission. This position would only be in place until the time of disestablishment which is estimated to be complete by December 31, 2026.

This appointment will need to be made by the Commission. The appointment is required by the Commission's Bylaw 2023-01, in order for the Secretary to undertake the duties assigned by Section 14 of the Bylaw.

Rationale:
- Contract for Administrative Services: WRSSC and Town of Diamond Valley
- WRSSC Bylaw 2023-01, section 14.

Resource/Finance Impacts:
There are no known resource or financial impacts to the appointment.

Proposed Resolution Options:

1. that the Commission agree to appoint Liza Zeer to the position of Secretary, FOIP contact and Project Liaison.
2. that the Commission provide Administration with alternate direction.

Recommendation:
Administration recommends Option 1.