

**AGENDA FOR A REGULAR MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION TO BE HELD THURSDAY, SEPTEMBER 15<sup>TH</sup>, 2022, IN PERSON AT THE SUNSET POINT OFFICE COMMENCING AT 7:00 P.M.**

**(Tour of facilities to take place prior to meeting, 6:15 p.m., start at Lift Station #1 behind Village office/hotel for those wishing to participate)**

1) Call to Order:

2) Acceptance of Agenda:

-September 15<sup>th</sup>, 2022 meeting agenda (*approve agenda as is or with additions/deletions*)

3) Adoption of the Previous Minutes:

p1-5 -July 14, 2022 meeting minutes (*approve minutes as is or with amendments*)

4) Delegations: n/a

5) Reports:

a) Chairperson:

*(that the Chairperson's Report, as presented by Angela Duncan, be accepted for information)*

b) Administration:

i) Bank signing authority update (completed – former CAO removed)

ii) Computer purchase update (purchased same system(Account Edge), and laptop, virus protection, some misc office supplies - budget was \$5,000.00 have spent about \$1,500.00 and operating good)

iii) New website, requesting the Board members look at the new website prior to the meeting and bring your comments for changes to the meeting <http://tvrssc.com/>

*(that the Administration Report, as presented by Interim CAO Wendy Wildman, be accepted for information)*

c) Financial Reports (separate document) *(that the financial reports be accepted for information)*

d) Operations: System update – Jason Madge

p6 *(that the Operator's Report, as presented by Jason Madge, be accepted for information)*

6) Bylaws & Policies: n/a

7) Old Business:

- a) Chief Administrative Officer and Management/Administration Services Agreement:  
-discussion on long term plan for service (enter into long term agreement with existing provider, or advertise for future services, or some other direction as given by the Board at meeting time)  
*(direction as given by the Board at meeting time)*
- b) Sunset Point Servicing Report – further to motion A23-272 from the July meeting, attached is the letter the Commission forwarded to the Summer Village of Sunset Point, as well as their reply email. Further discussion to take place at meeting time.  
*(direction as given by the Board at meeting time)*

p7-8

8) New Business:

- a) Darwell Lagoon Commission (DLC):
- i) the DLC has requested the Chair, CAO and Operations Manager of the TVRSSC meet to discuss the DLC's future sewer line phases within their Phase B line, we are currently working on a date for last week of September. How does the Board wish to proceed with respect to representation at these upcoming discussions/negotiations.  
*(direction as given by the Board at meeting time)*
- ii) Desludging of lagoon – further to previous emails that were circulated, the DLC had offered to include the Tri-Village Lagoon in with their 2022 desludging schedule, however consensus is the desludging of our lagoon remain as a 2023 planned project.  
*(that the invitation from the Darwell Lagoon Commission to have desludging of the Tri-Village Lagoon scheduled within the DLC's 2022 desludging schedule be accepted for information, and the TVRSSC proceed with desludging as previously planned)*

p9

p10

- b)  
c)

9) Correspondence:

- a)

10) Next Meeting Date & Location: November 17<sup>th</sup>, 2022 @ 7:00 p.m.

11) Confidential Matters: n/a

12) Adjournment:

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE  
TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION  
IN THE PROVINCE OF ALBERTA, HELD ON THURSDAY, JULY 14<sup>th</sup>, 2022,  
HELD AT THE SUNSET POINT OFFICE IN SUNSET POINT, AB  
COMMENCING AT 7:00 P.M.**

**IN ATTENDANCE**

Angela Duncan, Chairperson  
Alan Christiansen, Director  
Gwen Jones, Director  
Keir Packer, Director  
Roger Montpellier, Director  
Kelly Muir, Director (via zoom – arrived at 7:16 p.m.)  
Wendy Wildman, Interim Chief Administrative Officer  
Jason Madge, Manager/Operator

**ABSENT**

n/a

**CALL TO ORDER**

Chairperson Angela Duncan called the meeting to order at 7:00 p.m.

**ACCEPTANCE OF  
AGENDA**

Res. P22-261

Moved by Director Roger Montpellier that the July 14<sup>th</sup>, 2022 Regular Meeting Agenda be approved with the following addition:

8a) Resignation of former CAO Dennis Evans.

CARRIED

**APPROVAL OF  
MINUTES**

Res. P22-262

Moved by Director Alan Christiansen that the minutes of the May 12<sup>th</sup>, 2022 Regular Board Meeting be approved with the following amendments:

Res. P22-258: change mover of the motion from Angela Duncan to Kelly Muir

Res. P22-259: change mover of the motion from Angela Duncan to Gwen Jones

Res. P22-260: change mover of the motion from Angela Duncan to Gwen Jones

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Res. A22-252: change mover of the motion from Keir Packer to Gwen Jones

Res. A22-253: change mover of the motion from Angela Duncan to Gwen Jones

Correspondence: add a motion: Moved by Keir Packer that the two letters received from Alberta Beach, the first regarding Kelly Muir's appointment and the second regarding their website proposal, be accepted for information.

Res. A22-254: change mover of the motion from Gwen Jones to Kelly Muir

Res. A22-256: amend the motion from "that the commission authorizes the Chairperson to have a lawyer review the contracts we have" to "that the commission authorizes the Chairperson to engage a lawyer to discuss contracted services"

Res. A22-258: change mover of the motion from Gwen Jones to Keir Packer

CARRIED

**DELEGATIONS**

n/a.

**REPORTS**

Res. A22-263

Moved by Director Gwen Jones that the Chairpersons report, as verbally provided by Angela Duncan, be accepted for information.

CARRIED

Res. A22-264

Moved by Director Keir Packer that the written and verbal Administration Report, as provided by Interim Chief Administrative Officer Wendy Wildman, be accepted for information.

CARRIED

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- |                            |  |
|----------------------------|--|
| Financial Report           | n/a  |
| Operations Report          |  |
| Res. A22-265               | Moved by Director Gwen Jones that the written and verbal Operations Report, as provided by Jason Madge, be accepted for information.   |
|                            | CARRIED  |
| <b><u>BYLAWS</u></b>       | n/a  |
| <b><u>OLD BUSINESS</u></b> | n/a  |
| <b><u>NEW BUSINESS</u></b> |  |
| Res. A22-266               | Moved by Director Gwen Jones that the resignation letter from Chief Administrative Officer Dennis Evans be accepted effective June 9 <sup>th</sup> , 2022, and that the agreed upon settlement and release be ratified.  |
|                            | CARRIED  |
| Res. A22-267               | Moved by Director Alan Christiansen that the proposed Interim Chief Administrative Officer and Management/Administration Services Agreement between the TriVillage Regional Sewage Services Commission and Wildwillow Enterprises Inc. be approved as presented. |
|                            | CARRIED  |
| Res. A22-268               | Moved by Director Keir Packer that Wendy Wildman be appointed Interim Chief Administrative Officer for the TriVillage Regional Sewage Services Commission effective June 9 <sup>th</sup> , 2022.   |
|                            | CARRIED  |

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Res. A22-269                      Moved by Chairperson Angela Duncan that Dennis Evans be removed as signing authority for the TriVillage Regional Sewage Services Commission effective June 9<sup>th</sup>, 2022.

CARRIED.

Res. A22-270                      Moved by Director Gwen Jones that Administration proceed with the purchase of a laptop computer and software (operating system and financial), along with a printer, for up to \$5,000.00 and if costs can not be covered within the approved 2022 operating budget that these costs be covered from reserves or unrestricted surplus.

CARRIED

Res. A22-271                      Moved by Chairperson Angela Duncan that further discussion on the long term services of Chief Administrative Officer/Management/Administration be deferred to the September 15<sup>th</sup>, 2022 Board Meeting.

CARRIED

Res. A23-272                      Moved by Director Kelly Muir that a letter be forwarded to the Summer Village of Sunset Point regarding the proposed Lakota Holding Inc. Development (development currently proposed at 69 rv lots and 12 cabins) noting the following:

- a one-time \$2,500.00 per lot connection fee
- developer will be required to build, with the TVRSSC eventually taking ownership
- system to be constructed to TVRSSC specifications (year round construction)
- onsite metering

CARRIED

Res. A23-273                      Moved by Director Alan Christiansen that the discussion on the Water Distribution Report, potentially expanding the Commission to a Water and Wastewater Commission, be accepted for information.

CARRIED

(4)

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**CORRESPONDENCE**

Res. A22-274

Moved by Director Gwen Jones that the following correspondence be accepted for information:

Lac Ste. Anne County's June 23<sup>rd</sup>, 2022 letter on Pilgrimage Event 2022 along with the Event Traffic Pass

CARRIED

**CONFIDENTIAL  
ITEMS**

n/a

**NEXT MEETING DATE**

Confirmed as September 15<sup>th</sup>, 2022 at 7:00 p.m.

**ADJOURNMENT**

As all matters have been addressed Chairperson Angela Duncan declared the meeting adjourned at 8:48 p.m.

These minutes approved this 15<sup>th</sup> day of September, 2022.

\_\_\_\_\_  
Angela Duncan, Chairperson

\_\_\_\_\_  
Wendy Wildman, Interim CAO

- Pavement repairs have been completed in AB at 47st & 50ave. The paving contractor completed this to the Satisfaction of the Village's P/W Manager and holdback was released.
- All the new pumps and controls are now installed and operational at he six small stations.
- Due to extreme rainfalls we experienced critical levels at all the lift stations requiring vac trucks to be called in to assist with the flows.
- I met with the insurance company rep onsite to review and discuss our coverage. If we wish to increase our insured values they would like us to obtain mechanical appraisals at our costs. They did clarify that the values of coverage seem sufficient as it would be the mechanical/ electrical equipment that would be at risk. Based on this I do not feel that we need to obtain appraisals at this time.

6



# TriVillage Regional Sewer Services Commission

July 28<sup>th</sup>, 2022

Summer Village of Sunset Point  
[office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)

Att: Mayor Gwen Jones  
Re: Proposed RV Development

In reference to the above noted, please be advised this matter was discussed by the TriVillage Regional Sewer Services Commission at their regular meeting of July 14<sup>th</sup>, 2022.

Further be advised, based on the information provided to the Commission to date, our requirements would be:

- a one time \$2,500.00 per lot connection fee
- developer will be required to build, with the TVRSSC eventually taking ownership
- system to be constructed to TVRSSC specifications (year-round construction)
- onsite metering

Please keep in mind, our requirements are subject to change should further information become available. If you have any questions, please call or email me at 780-868-5103 or [angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com).

Respectfully,



Angela Duncan  
Chairperson  
TriVillage Regional Sewer Services Commission

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Box 277, Alberta Beach, Alberta T0E 0A0  
Phone: 780-967-0271 email: [wendy@wildwillowenterprises.com](mailto:wendy@wildwillowenterprises.com)

①

**RE: [FWD: Message from "RNP58387952B486"]**

"wendy@wildwillowenterprises.com" [wendy@wildwillowenterprises.com]

**Sent:** 9/7/2022 8:28 AM

**To:** ""office@sunsetpoint.ca"" <office@sunsetpoint.ca>, ""jasonmadge:

**Cc:** ""gwen.jones@sunsetpoint.ca"" <gwen.jones@sunsetpoint.ca>

Thanks Matthew your comments are appreciated and we will revisit this at our next Commission meeting.

W

**Wendy Wildman,  
Wildwillow Enterprises Inc.  
Municipal Administrative Services**

**Phone: 780-967-0271 / Fax: 780-967-0431  
Website: [www.wildwillowenterprises.com](http://www.wildwillowenterprises.com)  
Email: [wendy@wildwillowenterprises.com](mailto:wendy@wildwillowenterprises.com)**

----- Original Message -----

**Subject:** RE: [FWD: Message from "RNP58387952B486"]

**From:** "office@sunsetpoint.ca" <office@sunsetpoint.ca>

**Date:** 9/4/22 2:28 pm

**To:** "wendy@wildwillowenterprises.com" <wendy@wildwillowenterprises.com>, "jasonmadge:

**Cc:** "gwen.jones@sunsetpoint.ca" <gwen.jones@sunsetpoint.ca>

Wendy I want to confirm that TVRSSC understands the liability of what Mayor Duncan is requesting on the commission. There are significant costs to the commission to repair roads and other infrastructure in the development should an error occur. If it was to occur and we had no involvement the commission would have zero responsibility to the costs. It is my understanding also that there are also other properties in the commission that have shallow services I believe portions of the church camp and the Alberta Beach Campground that have portions of their systems as shallow based and are seasonal. If we have a curb stop at the entrance that they have to pay the commission each year to open and close we have less liability. Can you please provide the justification in policy or procedure that outlines shallow based services are prohibited within the commissions operating region.

Matthew Ferris

CAO

SV of Sunset Point

**From:** angeladuncan@albertabeach.com <angeladuncan@albertabeach.com>

**Sent:** August 26, 2022 10:08 AM

**To:** 'Matt Ferris' <office@sunsetpoint.ca>; gwen.jones@sunsetpoint.ca

**Cc:** wendy@wildwillowenterprises.com

**Subject:** RE: [FWD: Message from "RNP58387952B486"]

8

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**Subject:** Tri village sewer com.

**From:** Joe Duplessie <jduplessie@lsac.ca>

**Date:** Tue, Aug 30, 2022 11:35 am

**To:** "wendy@wildwillowenterprises.com" <wendy@wildwillowenterprises.com>, "Joe Blakeman" <JBlakeman@lsac.ca>

Wendy,

The Darwell lagoon com Manager and Chair would like to try to set up a meeting with the chair ,Manager along with your operator Manager to start talks in regards to the Darwell Lagoon Phase B line. Could you please provide a few dates when you are available it could be even a lunch meeting.

Thanks Joe

**Joe Duplessie, CMML**

**GM of Utilities & Special Projects**

56521 Rge Rd 65 Box 219 SANGUDO, ALBERTA T0E 2A0

Phone: 780-785-3411 Toll Free 1-866-880-5722 Fax 780-785-2985 Cell 780-284-3270

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9

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**Subject:** TVRSSC Lagoon desludging

**From:** [angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com)

**Date:** Wed, Aug 10, 2022 10:39 am

**To:** "Gwen Jones" <[gwen.jones@sunsetpoint.ca](mailto:gwen.jones@sunsetpoint.ca)>, "Keir" <[keir.packer@sunsetpoint.ca](mailto:keir.packer@sunsetpoint.ca)>, "Al Christiansen" <[a.christiansen@valquentin.ca](mailto:a.christiansen@valquentin.ca)>, "Roger Montpellier" <[kellymuir@albertabeach.com](mailto:kellymuir@albertabeach.com)>, "Kelly Muir"

**Cc:** "Jason Madge"

<[wendy@wildwillowenterprises.com](mailto:wendy@wildwillowenterprises.com)>

Hello TVRSSC Board,

I had a conversation with Joe B. this morning. LSAC is currently in the process of desludging their lagoons using a company called Kaiden Environmental. Joe believes that we can save \$100 000 in mobilization costs if we desludge this year as the company is already in the area. He also brought up that our desludging costs, if we move this year, could be covered by the grant that they have to connect to our lagoon - if we are willing to make a handshake agreement to move forward with the connection. I told Joe that I would follow up with Jason and then bring all of this forward to the board for consideration.

Desludging is in our capital plans for next year.

I followed up with Jason, who is following up with Kaiden Environmental. Jason mentioned that when Onoway desludged last year, the mobilization was around \$40 000, so he is not sure where the \$100 000 in savings would come from. He also brought up the very valid concern of sole sourcing such a large contract (which, as I think about it, may actually go against the Northwest Trade Agreement). Additionally, Jason is the operations manager for the West Cove lagoon and he mentioned that they are planning on desludging next year, so there is the potential to split mobilization with them next year.

Once Jason hears back from Kaiden Environmental about potential cost savings he will follow up with the board. I am sending this now so that the board is aware of the conversation and can consider our options. If we want to move the desludging up to realize potential mobilization savings, we need to make a decision by the end of next week.

Thanks,

**Angela Duncan**

Mayor, Alberta Beach

Vice President, Villages & Summer Villages, Alberta Municipalities

[angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com)

10