

AGENDA FOR A REGULAR MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION TO BE HELD THURSDAY, JANUARY 19th, 2023, IN PERSON AT THE SUNSET POINT OFFICE COMMENCING AT 7:00 P.M.

1) Call to Order:

2) Acceptance of Agenda:

-January 19th, 2023 meeting agenda (*approve as is or with additions/deletions*)

3) Adoption of the Previous Minutes:

p 1-5 -November 17th, 2022 regular meeting minutes (*approve as is or with amendments*)

p 6-8 -November 17th, 2022 organizational meeting minutes (*approve as is or with amendments*)

4) n/a

5) Reports:

a) Chairperson:

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

b) Administration:

i) Starting audit preparations

ii) Working on draft budget

ii) Updated municipal officials directory

iii) ATB signing authority updated

(that the Administration Report, as presented by 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

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

6) Bylaws & Policies: n/a

7) Old Business:

a) Darwell Lagoon Commission – attached for information is the December 22nd, 2022 letter that was forwarded to the DLC. No response has been received to date. *(accept letter and discussion for information, or some other direction as given by the Board at meeting time)*

p 9-10

b) Summer Village of Sunset Point – November 20th, 2023 email from CAO Ferris and October 25th, 2022 letter from Reynolds Mirth Richards Farmer on servicing opinion for proposed cabin and rv development *(accept the discussion on servicing opinion for the proposed cabin and rv development in the Summer Village of Sunset Point for information, or some other direction as given by the Board at meeting time)*

separate

c) Alberta Community Partnership Grant application for water distribution feasibility study – attached is the November 22nd, 2022 letter of support sent from TVRSSC *(accept letter and discussion for information, or some other direction as given by the Board at meeting time)*

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d)

8. New Business:

a) Draft 2023 Operating Budget – the noted document as prepared by Administration and your Operations Manager will be presented and reviewed at meeting time.

(that changes be made to the draft 2023 Operating Budget as directed by the Board, and that this updated draft budget be brought back to the next meeting for further review)

b)

c)

d)

9. Information Items:

a) Christmas Cards received from Alberta Beach and Doyle & Company *(accept for information)*

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10. Next Meeting Date & Location: March 16th, 2023 @ 7:00 p.m., Sunset Point Office

11. Confidential Matters: Closed Session: 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, NOVEMBER 17TH,
2022,
HELD AT THE SUNSET POINT OFFICE IN SUNSET POINT, AB
COMMENCING AT 7:00 P.M.**

IN ATTENDANCE

Angela Duncan, Chairperson/Director
Gwen Jones, Vice Chairperson/Director
Alan Christiansen, Director
Kelly Muir, Director
Roger Montpellier, Director (viz zoom)
Keir Packer, Director (via zoom at 7:04 p.m.)
Wendy Wildman, Interim Chief Administrative Officer
Jason Madge, Manager/Operator

Kathy Dion, Val Quentin Mayor (at 7:02 p.m.)

ABSENT

n/a

CALL TO ORDER

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

**ACCEPTANCE OF
AGENDA**

Res. P22-287

Moved by Director Alan Christiansen that the November 17th, 2022 Regular Meeting Agenda be approved as presented.

CARRIED

**APPROVAL OF
MINUTES**

Res. P22-288

Moved by Vice Chairperson Gwen Jones that the minutes of the September 15th, 2022 Regular Board Meeting be approved as presented.

CARRIED

Kathy Dion, Mayor of the Summer Village of Val Quentin, arrived for the meeting at 7:02 p.m.

Director Keir Packer joined the meeting via zoom at 7:04 p.m.



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DELEGATIONS

a) 7:30 p.m. Darwell Lagoon Commission Chairman Joe Blakeman. (see below)

REPORTS

Res. A22-289

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

CARRIED

Res. A22-290

Moved by Vice Chairperson Gwen Jones that the Board is satisfied with the interest revenue being earned by the Commission under its current investment structure, and that no changes are required at this time.

CARRIED

Darwell Lagoon
Commission

Darwell Lagoon Commission Chairman Joe Blakeman arrived for the meeting at 7:30 p.m.

Discussion took place with respect to the pending sewer transmission line being constructed from the Darwell Lagoon east to the Sturgeon River and its potential benefits/impacts should it be tied into the Tri-Village lagoon, along with a general discussion on future sewer impacts to the region.

Mr. Blakeman left the meeting at 8:14 p.m.

Res. A22-291

Moved by Director Kelly Muir that the Administration Report, as verbally provided by Interim Chief Administrative Officer Wendy Wildman, be accepted for information.

CARRIED

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Res. A22-292 Moved by Vice Chairperson Gwen Jones that the financial reports be accepted for information. CARRIED

Res. A22-293 Moved by Director Roger Montpellier that the verbal Operations Report, as provided by Jason Madge, be accepted for information. CARRIED

BYLAWS n/a

OLD BUSINESS

Res. A22-294 Moved by Director Keir Packer the following:

that the Tri-Village Regional Sewage Services Commission appoint Wendy Wildman as their Chief Administrative Officer and Management/Administration services effective November 17th, 2022

that the Tri-Village Regional Sewage Services Commission enter into a contract with Wildwillow Enterprises Inc. to provide Chief Administrative Officer and Management/Administration Services effective November 17th, 2022

that Wendy Wildman be approved as signing authority for the Tri-Village Regional Sewage Services Commission effective November 17th, 2022. CARRIED

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Res. A22-295

Moved by Vice Chairperson Gwen Jones that the Commission engage the services of a utility lawyer to provide advice on the potential tie in of the Darwell Lagoon Commission's transmission/collection sewer line into the TVRSSC lagoon, including but not limited to: pending desludging costs, capacity study and costs, rate model study and costs, potential future anaerobic cell construction and costs, future establishment of regional sewer commission concept and should this happen future ownership of the TVRSSC assets.

CARRIED

NEW BUSINESS

Res. A22-296

Moved by Director Alan Christiansen that the 5 Year Capital Plan for the Tri-Village Regional Sewage Services Commission be approved as amended (move the manhole project from the 2023 year to the 2024 year).

CARRIED

Res. A22-297

Moved by Director Kelly Muir that changes be made to the draft 2023 Operating Budget as directed by the Board, and that this updated draft budget be brought back to the next meeting for further review.

CARRIED

Res. A22-298

Moved by Director Kelly Muir that the Tri-Village Regional Sewage Services Commission contract Taber Solids to complete the 2023 Desludging program as outlined in their proposal at a cost of \$249,948.00, and that these costs be built into the 2023 Operating Budget.

CARRIED

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Res. A22-299

Moved by Vice Chairperson Gwen Jones that the Tri-Village Regional Sewage Services Commission approve a 2023 Interim Operating Budget at ½ the 2022 Approved Operating Budget and that this 2023 Interim Operating Budget cease to have force and effect once the 2023 Operating Budget is approved.

CARRIED

CORRESPONDENCE

n/a

**CONFIDENTIAL
ITEMS**

A closed session was not required.

NEXT MEETING DATE

Confirmed as January 19th, 2023 at 7:00 p.m.

ADJOURNMENT

As all matters have been addressed Chairperson Angela Duncan declared the meeting adjourned at 9:15 p.m.

These minutes approved this 19th, day of January, 2023.

Angela Duncan, Chairperson

Wendy Wildman, Interim CAO

**MINUTES OF AN ORGANIZATIONAL MEETING OF THE BOARD OF THE
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IN ATTENDANCE

Angela Duncan, Chairperson/Director
Gwen Jones, Vice Chairperson/Director
Alan Christiansen, Director
Kelly Muir, Director
Roger Montpellier, Director (viz zoom)
Keir Packer, Director (via zoom)
Wendy Wildman, Chief Administrative Officer
Jason Madge, Manager/Operator

ABSENT

n/a

CALL TO ORDER

Chairperson Angela Duncan called the meeting to order at 9:15 p.m.

**ACCEPTANCE OF
AGENDA**

Res. P22-300

Moved by Director Keir Packer that the November 17th, 2022 Organizational Meeting Agenda be approved as presented.

CARRIED

**FINANCIAL
CONFIRMATION**

Res. P22-301

Moved by Vice Chairperson Gwen Jones that the following financial confirmations be approved:

Signing Authority: Chairperson Angela Duncan, Vice Chairperson Gwen Jones, Director Alan Christiansen, and Chief Administrative Officer Wendy Wildman (any two signatures required)

Banking Authority: ATB Financial

Member Reimbursement: \$130.00/meeting for board members, \$150.00/meeting for the Chairperson, plus mileage at the CRA rate.

CARRIED

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**CONFIRMATION OF
APPOINTMENTS**

Res. A22-302

Moved by Director Alan Christiansen the following appointments:

Chair and Vice Chair – as per bylaw 15-2021, appointed for a four-year term, subject to annual review by the Board, currently Angela Duncan and Gwen Jones respectively

Secretary-Treasurer/Chief Administrative Officer – as per bylaw 14-2021 - Wendy Wildman

Operations Manager – Jason Madge

Engineer – Associated Engineering and/or Bolson Engineering

Auditor – Doyle and Company Chartered Accountants

Solicitor – Reynolds Mirth Richards Farmer (RMRF) LLP

FOIPP – CAO Wendy Wildman

CARRIED

**MEETING
DATES**

Res. A22-303

Moved by Director Roger Montpelier that regular meetings be scheduled every second month starting in January, commencing at 7:00 p.m. at the Sunset Point Administration Office.

CARRIED

**MINUTES OF AN ORGANIZATIONAL MEETING OF THE BOARD OF THE
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**MUNICIPAL
OFFICE
LOCATION**

Res. A22-304

Moved by Vice Chairperson Gwen Jones that the Commission's municipal office be located at 2317 Twp Rd 545 within Lac Ste. Anne County.

CARRIED

ADJOURNMENT

As all matters have been addressed Chairperson Angela Duncan declared the meeting adjourned at 9:19 p.m.

These minutes approved this 19th, day of January, 2023.

Angela Duncan, Chairperson

Wendy Wildman, Interim CAO

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Tri-Village Regional Sewage Services Commission

December 22th, 2022

Darwell Lagoon Commission
Box 219
Sangudo, AB. T0E 2A0

Att: Chairman Joe Blakeman

Dear Joe:

Re: **Access to TVRSSC Lagoon – memorandum of agreement**

Further to the discussions at the December 14th, 2022 Darwell Lagoon Commission meeting, and your attendance at the November 17th, 2022 TVRSSC meeting, please accept this letter as our request for the DLC to prepare a draft memorandum of agreement allowing the DLC access to our TVRSSC lagoon site.

This agreement should include clauses related to:

- pending desludging costs (to be covered by DLC, estimated cost of \$350,000.00; TVRSSC has accepted the quote of Taber Solids in the amount of \$249,948.00, plus additional onsite costs for the handling of the material - for completion in 2023)
- as built drawings costs (TVRSSC to have same completed, but costs to be covered by DLC);
- capacity study (TVRSSC to have same completed, but costs to be covered by DLC);
- rate model study (TVRSSC to have direct and equal say in completion of same, but costs to be covered by DLC);
- potential future anaerobic cell construction (cost share to be negotiated if needed)

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

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-reference to future establishment of regional sewer commission concept, should it be agreed to by the parties at a future time.

Please note that the TVRSSC is prepared to cover the costs for desludging, as-built drawings, and capacity study, for reimbursement by the DLC, should the connection occur. If you have any questions, please give me a call at 780-868-5103, the TVRSSC looks forward to working with the DLC on this project.

Respectfully,



Angela Duncan

Chairperson

TriVillage Regional Sewer Services Commission

c.c. TVRSSC Board of Directors
Wendy Wildman, TVRSSC Manager
Jason Madge, TVRSSC Operations Manager

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

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Tri-Village Regional Sewage Services Commission

November 22nd, 2022

To Whom It May Concern:

Re: Alberta Community Partnership Grant – Intermunicipal Collaboration (IC)
Water Distribution Feasibility Study – Summer Village of Val Quentin, along with
the Summer Village of Sunset Point and the Village of Alberta Beach

In reference to the above noted, this matter was discussed by the Board of Directors of the Tri-Village Regional Sewage Services Commission (TVRSSC) at their regular meeting of September 15th, 2022. Further, a motion was passed in support of the grant application and the initiative to undertake a feasibility study with respect to a water distribution system for the communities of Alberta Beach, Sunset Point, and Val Quentin.

As we have a regional potable waterline at our borders (the West Inter Lake District Regional Water Services Commission line), it makes good sense to take the steps necessary to determine if a distribution system can be achieved. Additionally, a water distribution system would have a notably positive impact on the operations of the TVRSSC. It would significantly improve the long-term health and sustainability of our lagoon system, have positive environmental impacts, and provide a more accurate mechanism to meter various water flows to allow for more precise accounting and billing. As a parallel municipal utility provider in the area, we fully support for this initiative and hope the Province will also see its value to our community by supporting the grant application.

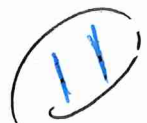
It is with forward thinking, and desires to provide better services to our communities, that together, we achieve a more viable and sustainable Alberta.

Respectfully,



Angela Duncan
Chairperson
Tri-Village Regional Sewage Services Commission

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



SEASONS GREETINGS

FROM

ALBERTA BEACH

COUNCIL & STAFF

TVR55C

*Wishing you happiness
in all the traditions
of the season*

Angela B.
Don Walker

Dellie H
Joseph G. ...
K. ...

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Andy

Edward

Jason

Steven B

Mike

Ricky



Kode

May the peace and beauty
of the season
remain with you throughout
the coming year.

Cole

Mackenzie

al

DOYLE & COMPANY
CHARTERED PROFESSIONAL
ACCOUNTANTS

Proscilla

Susie

W

Steve

(B)

Brace