

**AGENDA FOR A SPECIAL MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION, TO BE HELD MONDAY, OCTOBER 30<sup>th</sup>, 2023, IN PERSON & VIA ZOOM, AT SUNSET POINT ADMINISTRATION BUILDING, COMMENCING AT 7:00 P.M.**

- Pg. 1
- 1) Call to Order:
  - 2) Acceptance of Agenda:  
-October 30<sup>th</sup>, 2023 special meeting agenda
  - 3) Adoption of the Previous Minutes: n/a
  - 4) Appointments/Delegations: n/a
  - 5) Reports: n/a
  - 6) Bylaws & Policies:
    - a) Bylaw 9-2015 "System Fees Bylaw"
  - 7) Old Business: n/a
  - 8) New Business:
    - a) 2023 Requisition Inconsistency
  - 9) Information Items: n/a
  - 10) Next Meeting Date & Location: November 8, 2023 @ 7:00 p.m., Sunset Point Administration Building
  - 11) Confidential Matters:
    - a) Memorandum of Understanding – Darwell Lagoon Commission and TVRSSC  
*(Pursuant to section 197(2) of the Municipal Government Act, that the Board go into a closed meeting session at \_\_\_\_\_ p.m. to discuss the following: Memorandum of Understanding, Tri Village Regional Sewage Services Commission - Legal – Solicitor/Client Privilege - FOIPP Act Section 27).*  
*(that the Board come out of closed meeting at \_\_\_\_\_ p.m.)*  
*(further direction as given by the Board at meeting time)*
  - 12) Adjournment:

Pg. 2-7

Pg. 8-9

Under  
Separate  
Cover

## TVRSSC BRIEFING NOTE

### **Bylaw 9-2015 System Fees Bylaw -Operating Requisitions and Revitalization Levy**

At the September 2023 Board Meeting, the Board asked Administration to review the historical motions and provide information regarding how the Sewer Revitalization Levy is determined for our member municipalities.

Our current System Fees Bylaw 9-2015 was passed in November of 2015. The bylaw is simple, however, clause 7, which reads "7. In addition to the above, an annual Revitalization Levy of \$300.00 per serviceable lot will be charged. This will be based on the following lots per municipality. Alberta Beach 840 lots, Sunset Point 191 lots plus the church camp at 49 lots, and Val Quentin 188 lots" contradicts itself and does not reflect our current practices. However, our current practices reflect the motions that have been made, as per the attached "Record of Motions".

Additionally, during this review, Administration noticed that clauses 3 and 4 of the current bylaw are also contradictory. Which has led to a requisition inconsistency in the 2023 requisitions (*covered under a separate RFD and Briefing note*).

While the board may wish to have an in-depth discussion regarding the "System Fees Bylaw" in 2024, for the purposes of passing a 2024 Budget, Administration is recommending changing the bylaw to reflect current practices. This will eliminate confusion and ensure that we are following our bylaws. A redlined version of the bylaw is attached, so the Board can clearly see the proposed changes.

This is being presented today to allow the Board to provide feedback so changes can be made, if necessary, prior to bringing it back to the November 8 Regular Board Meeting. No motion is required at meeting time, however, if the Board is happy with the proposed changes, you may do 1, 2, or all 3 reading at the meeting.

#### **Recommendations:**

1. Amend the Bylaw as presented, based on current billing practices.
2. Amend the Bylaw to bill based strictly on lot counts (as was done in 2023).
3. Some other direction as given by the board at meeting time.

#### **Attachments:**

Redlined Draft System Fees Bylaw 16-2023

Operating & Sewer Revitalization Levies Record of Motions and Comments in Meeting Minutes

**BYLAW NO. 916 -201523**  
**TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION**

**A Bylaw of the Trivillage Regional Sewage Services Commission of the Province of Alberta to establish fees for the delivery of sewage services from the Trivillage Regional Sewage Services System to Members of the Commission**

**WHEREAS** the Commission has, within the Commission's annual Budget, calculated and set out the fees for sewage services to be charged to Members, and

**WHEREAS**, pursuant to the *Municipal Government Act* c. M-26, R.S.A. 2000, s. 602.07(1), the Commission must pass a bylaw governing the fees to be charged for services provided, and

**NOW THEREFORE the Board of the Commission Enacts as follows:**

**Short Title:**

1. This Bylaw may be referred to as the "**System Fees Bylaw**"

**Definitions:**

2. In this Bylaw:
  - a. "Commission" shall mean the Trivillage Regional Sewage Services Commission.
  - b. "Customer" shall mean those parties that receive the services from the Commission.
  - c. "Member" shall mean a municipality that is a member of the Commission.
  - ~~e-d.~~ "Serviceable Lot" means the number of parcels in the municipality that have a tap off and are, or could be, connected to the sewer system (not including exempt properties), or, in the case of the Sunset Point Church Camp, it shall be the number of connections to the internal collection system. The number of "serviceable lots" shall be provided annually by member municipalities, except in the case of the Sunset Point Church Camp, which will be 103.

**Rate Calculations**

3. Members shall be charged within each calendar year on the following basis; The expenses in the annual operating budget, as approved by the Commission, shall be divided amongst the members on the basis of the ~~number of serviceable lots in each member municipality established agreement.~~
4. The established agreement is as follows; Alberta Beach 63.43%, Sunset Point 23.53%, and Val Quentin 13.04%.

Formatted: Not Highlight



5. The Commission bills each member quarterly on March 15, June 15, September 15, and December 15.
6. The annual Lagoon Debenture payment of \$135,314 is split on the same basis as the operating expenses and billed semi-annually on March 15 and September 15, until such time as the final debenture payment is made on March 15, 2032.
7. In addition to the above, an annual Revitalization Levy of \$300.00 per serviceable lot will be charged. This will be based on the following lots per municipality, Alberta Beach 840 lots, Sunset Point 191 lots plus the church camp at 49 lots, and Val Quentin 188 lots. The Lift Station Upgrade Debenture payment of \$117,404 shall be paid using funds from the annual Revitalization Levy, until such time as the final debenture payment is made on December 15, 2041.

**Bylaw in Effect**

8. This Bylaw shall take effect of November 85<sup>th</sup>, 202345 and repeals Bylaw 98-2015.

**READ A FIRST TIME this 85<sup>th</sup> day of November, 202345**

**CARRIED**

**READ A SECOND TIME this 85<sup>th</sup> day of November, 202345**

**CARRIED**

**That the Commission proceeds with the third and final reading of Bylaw 9-2015 on this 85<sup>th</sup> day of November, 202345**

**CARRIED UNANIMOUSLY**

**READ A THIRD TIME AND DULY PASSED this 85<sup>th</sup> day of November, 202345**

**CARRIED**

**DATED this 85<sup>th</sup> day of November, 202345.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer ~~Manager~~

**TVRSSC System Fees - Operating & Sewer Revitalization Levees  
Record of Motions and Comments in Meeting Minutes**

**April 16, 2015**

The Board passed "System Fees Bylaw" 8-2015.

August 20, 2015

2016 Operating 2016 Operating Budget – Revitalization Levy:

The Board discussed the \$300.00 per lot levy to be instituted for the year 2016. Alberta Beach and Sunset Point to confirm their respective lot counts. Sunset Point to confirm the number of lots at the camp.

**September 17, 2015**

2016 Operating Budget – Revitalization Levy:

The Board discussed the \$300.00 per lot levy to be instituted for the year 2016. The number of lots in Val Quentin is 188, Alberta Beach is 840, and Sunset Point is 191 plus the church camp at 4% of total operating budget.

Res. A15-92 Moved by Roger Montpellier that the Commission institute a \$300.00 levy on all serviceable lots in each municipality beginning in 2016. CARRIED

**November 5, 2015**

The Board passed "System Fees Bylaw" 9-2015, which contradicts the comments in from the previous meeting where the church camp was to be charged a levy of 4% and, instead, puts the church camp lots at 49 lots. In 2016 the camp was charged 4%.

**December 10, 2015**

Sewer Revitalization Levy:

Richard Martin explained to the Board how he felt that the Bible Camp was being overcharged in comparison to the residents in Sunset Point.

Res A15-100 Moved by Jim Benedict that TriVillage adjust the charges to Sunset Point in the amount of \$4,600.00 in 2016. CARRIED

Res. A15-101 Moved by Betty Forfylow that in 2016 the Board review the basis for allocation of fee's that are charged out to all users and the types of users. CARRIED

**August 17, 2017**

Alberta Beach Refund Request:

A request from Alberta Beach for a refund for an overpayment in the \$300.00 per year charge. They overpaid by \$5,700.00 last year and are seeking a refund this year in that amount.

Res. A17-129      Moved by Roger Montpellier that the Commission issue a credit in the amount of \$5,700.00.

**June 20, 2019**

SSP Camp \$300.00 per lot levy:

Jim Benedict spoke to the need to have the Bible Camp in Sunset Point brought into alignment with other properties in the system. Richard Martin is to obtain proper usage numbers with the Bible Camp and report back to the commission. Item tabled to the next meeting.

**August 15, 2019**

Representatives from the Bible Camp.

Representatives from the Bible Camp attended the meeting to discuss the fees being charged to them for the Operating expenses and the \$300.00 revitalization fee to be charged onto each residence. They agreed to provide to the Commission the number of residences and the number of large buildings.

**Oct 10, 2019**

Bible Camp:

The Board discussed the Operating expenses and the Revitalization expense charged to the Bible Camp.

Res. A19-167      Moved by Angela Duncan that we charge a \$300 revitalization levy per lot in each village, with the exception of the Sunset Point Bible Camp which will be charged \$300 per hookup, with the number of hookups to be determined.      CARRIED

**Dec 6, 2019**

Bible Camp:

The Board discussed the Operating expenses and the Revitalization expense charged to the Bible Camp.

Res. A19-169      Moved by Richard Martin that we charge a \$300 revitalization levy per hook-up, with the number of hookups to be set at 103. The Revitalization Levy is to be phased in over the next two years, with 2020 being set at \$150.00 x 103 and 2021 set at \$300.00 x 103, and continues thereafter.      CARRIED

**April 8, 2021**

Res. A21-212 Moved by Richard Martin that the Board extend the current Billing method for the Bible camp for one year.

CARRIED



**TVRSSC BRIEFING NOTE and REQUEST FOR DECISION**  
**2023 Operating Requisitions**

When calculating the 2023 Operating Requisitions, the percentages billed were based on the lot counts provided for 2023, as per clause 3 of Bylaw 9-2015 "System Fees Bylaw", as opposed to the "established agreement" percentages in clause 4. Historically, TVRSSC members have been billed based on clause 4, not clause 3. The impact of this on how our members were charged is below:

<b>2023 Operating Requisition</b>		<b>\$ 391,970.00</b>
<u>Percentage/Amount that was billed:</u>		(percentage was based on the lot counts provided for 2023)
AB	62.91442	\$ 246,606
SSP	22.66769	\$ 88,851
VQ	14.41789	\$ 56,514
<b>Total</b>	<b>100</b>	<b>\$ 391,970</b>

<u>Percentage/Amount that should have been billed under Bylaw 9-2015:</u>		
AB	63.43	\$ 248,627
SSP	23.53	\$ 92,231
VQ	13.04	\$ 51,113
<b>Total</b>	<b>100</b>	<b>\$ 391,970</b>

<u>Variance to what should have been billed:</u>			
AB	-0.51558	\$ 2,021	Undercharged
SSP	-0.86231	\$ 3,380	Undercharged
VQ	1.37789	-\$ 5,401	Overcharged
<b>Total</b>	<b>0</b>	<b>\$ -</b>	

In a separate Briefing Note, Administration has recommended changing Bylaw 9-2015 "System Fees Bylaw" to reflect our current billing practices. The Board is now tasked with determining how to deal with the 2023 inconsistency. This is being brought forward at the special meeting to allow Administration time to adjust the 2024 Draft Budget and Requisitions to account for Board Direction prior to the November 8, 2023 Regular Meeting.

**Recommendations:**

1. Adjust the requisitions to account for the 2023 requisition inconsistency in the 2024 fiscal year, with Val Quentin's total 2024 Requisitions being reduced by \$5401, Alberta Beach's total 2024 Requisitions being increased by \$2021, and Sunset Points total 2024 Requisition being increased by \$3380.





2. Adjust the requisitions to account for the 2023 requisition inconsistency over 2 years with Val Quentin's total 2024 and 2025 Requisitions each being reduced by \$2700.50, Alberta Beach's total 2024 and 2025 Requisitions each being increased by \$1010.50, and Sunset Point's total 2024 and 2025 Requisitions each being increased by \$1690.
3. Do not make adjustments to account for the 2023 requisition inconsistency and move forward with the 2024 requisitions based on the "established agreement" percentages in the System Fees Bylaw, as applicable in 2024 (or based on the lots counts, depending on how the Board chooses to move forward with the "System Fees Bylaw".)
4. Some other direction as provided by the Board at meeting time.