

**AGENDA FOR A REGULAR MEETING OF THE TRI-VILLAGE REGIONAL SEWAGE  
SERVICES COMMISSION  
TO BE HELD WEDNESDAY, MAY 8<sup>th</sup>, 2024, at 7 P.M.,  
AT ALBERTA BEACH COUNCIL CHAMBERS**

1) Call to Order:

2) Acceptance of Agenda:

- a) May 8, 2024 regular meeting agenda (*approve as is or with additions or deletions*)

Pg. 1-3

3) Adoption of the Previous Minutes:

- a) March 13, 2024 regular meeting minutes (*approve as is or with amendments*)

Pg. 4-8

4) Appointments/Delegations:

- a) Lac Ste Anne County Reeve, Joe Blakeman

Reeve Blakeman is attending to discuss Lac Ste Anne County's request to allow residents of Lac Ste Anne County to tie into the TVRSSC collection system. See Business item 8.a for further information.

Pg. 12-13

*(that the discussion with Lac Ste Anne County Reeve Blakeman regarding their request to allow Lac Ste Anne County residents to tie into the TVRSSC wastewater collection system be accepted for information.)*

5) Reports:

- a) Chairperson:

*(that the Chairperson's Report, as verbally presented by Gwen Jones, be accepted for information)*

- b) Administration:

- Newsletter inserts
- Banner for public events and posters
- Cyber Insurance

*(that the Administration Report, as presented by Chief Administrative Officer Angela Duncan, be accepted for information)*

- c) Financial: Year-to-Date as of March 31, 2024

Pg. 9

The pump base replacement project is over budget by \$11,917 (budget was \$100,000) due to issues that arose during the project. Jason will provide more information in his operations report. This overage will not show in the presented

financials as the final invoices were paid in April. This is included here so that the Board is aware of it.

*(that the year-to-date financial report, as of March 31, 2024 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:

8) New Business:

a) County Resident Wastewater Connection Request – April 5, 2024 letter from Lac Ste Anne County Reeve Blakeman

Further to the discussion earlier in the meeting, Lac Ste Anne County has sent a letter requesting the TVRSSC allow Lac Ste Anne County properties to tie into our wastewater collection system. The board may want to consider: how much effluent will be received and how it will be determined (once connected to a system, household effluent tends to increase); where the effluent is coming from; capacity of our lagoon and pump stations; how a rate model be determined; how future connections would be authorized; anything else the Board believes is relevant.

*(That the April 5, 2024 letter from Lac Ste Anne County Reeve Blakeman requesting consideration for Lac Ste Anne County residents to tie into the TVRSSC collection system be accepted for information.)*

*(further direction to be provided at the time of the meeting)*

b) RMA Insurance – Cyber Insurance Coverage

Please see the briefing note in your meeting package.

*(that the discussion and correspondence from RMA Insurance regarding changes to cyber insurance coverage be accepted for information,*

*Or*

*Some other direction as provided at meeting time.)*

9) Information Items:

10) Next Meeting Date & Location: July 10, 2024 @ 7:00 p.m., Alberta Beach Council Chambers

11) Confidential Matters:

12) Adjournment:

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE TRIVILLAGE  
REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, MARCH 13, 2024,  
AT ALBERTA BEACH COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.**

**IN ATTENDANCE**

Gwen Jones, Chairperson (Via Zoom)  
Keir Packer, Vice Chairperson (via Zoom)  
Alan Christiansen, Director  
Roger Montpellier, Director (via Zoom)  
Kelly Muir, Director  
Daryl Weber, Director  
Angela Duncan, Chief Administrative Officer  
Jason Madge, Manager/Operator  
Heather Luhtala, Chief Financial Officer (Via Zoom until 7:24 p.m.)  
Steven Kim, Auditor, Doyle & Company (Via Zoom until 7:28 p.m.)

**ABSENT**

n/a

**CALL TO ORDER**

Chairperson Gwen Jones called the meeting to order at 7:00 p.m.

As both Chairperson Gwen Jones and Vice Chairperson Keir Packer were attending the meeting via Zoom, it was decided that Director Kelly Muir would Chair the meeting.

**ACCEPTANCE OF  
AGENDA**

Res. 24-014

Moved by Director Al Christiansen that the March 13<sup>th</sup>, 2024 Regular Meeting Agenda be approved with the following amendment:

Item 10: Change the next meeting location from Sunset Point Administration Building to Alberta Beach Council Chambers.

CARRIED

**APPROVAL OF  
MINUTES**

Res. 24-015

Moved by Director Daryl Weber that the minutes of the January 10<sup>th</sup> Regular Board Meeting be approved as presented.

CARRIED

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE TRIVILLAGE  
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**DELEGATIONS**

Steven Kim, TVRSSC Auditor, Doyle and Company – 2023 Draft Audited Financial Statements

Res. 24-016

Moved by Chairperson Gwen Jones that the 2023 Audited Financial Statements be amended to allocate the 2023 surplus of \$182,113 as follows:

Capital Replacement Reserve - \$63,740

Sewer Revitalization Reserve - \$63,740

Unrestricted Surplus - \$54,633

CARRIED

Res. 24-017

Moved by Vice Chairperson Keir Packer that the 2023 Audited Financial Statements be approved as amended.

CARRIED

Res. 24-018

Moved by Director Roger Montpellier that the board authorize a prior period adjustment to the 2022 Audited Financial Statements to align with current PSAB accounting standards which will now recognize the prior deferred capital asset contribution into equity in tangible capital assets in the current year.

CARRIED

**REPORTS**

Res. 24-019

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

CARRIED

Res. 24-020

Moved by Director Al Christiansen that the Administration Report, as presented by Chief Administrative Officer, Angela Duncan, be accepted for information.

CARRIED

Res. 24-021

Moved by Chairperson Gwen Jones that the year-to-date financial report, as of February 29, 2024 be accepted for information.

CARRIED

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Res. 24-022 Moved by Director Daryl Weber that the Operator's Report, as presented by Jason Madge, be accepted for information.  
CARRIED

**BYLAWS & POLICIES** n/a

**OLD BUSINESS**

Res. 24-023 Moved by Chairperson Gwen Jones that the tax notice insert regarding maintenance costs associated with the disposal of inappropriate items into the sewer system be approved and further that the TVRSSC request member municipalities include the approved insert, with copies provided by the TVRSSC, in their upcoming tax mail outs.  
CARRIED

**NEW BUSINESS**

Res. 24-024 Moved by Director Kelly Muir that there are no concerns with the February 21, 2024 Lac Ste Anne County Adjacent Landowner Referral for the Development Permit application to turn a shop into a wedding venue at 54431A Ste Anne Trail and further that this be accepted for information.  
CARRIED

Agenda Item 8.b was tabled by consensus until after closed session.

**INFORMATION ITEMS**

Res. 24-025 Moved by Director Daryl Weber that the board accept the following information items, for information:  
a) March 1, 2024 email and letter from RMA Insurance regarding Genesis Annual General Meeting  
CARRIED

**NEXT MEETING DATE** Confirmed as May 8, 2024 at 7:00 pm at the Alberta Beach Council Chambers

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REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, MARCH 13, 2024,  
AT ALBERTA BEACH COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.**

**CONFIDENTIAL**

**ITEMS**

Res. 24-026

Moved by Director Kelly Muir that, pursuant to section 197(2) of the Municipal Government Act, the Board go into a closed meeting session at 8:09 p.m. to discuss the following:

- a) Third Party Agreements – Third Party Business Interests (FOIPP Act Section 16)
- b) January 23, 2024 Correspondence from Lac Ste Anne County – Intergovernmental Relations (FOIPP Act Section 21)

CARRIED

The following individuals were present for the closed session:

Gwen Jones (via Zoom)  
Keir Packer (via Zoom)  
Alan Christiansen  
Roger Montpellier (via Zoom)  
Kelly Muir  
Daryl Weber  
Jason Madge  
Angela Duncan

Res. 24-027

Moved by Chairperson Gwen Jones that the Board come out of closed meeting session at 8:39 p.m.

CARRIED

Res. 24-028

Moved by Chairperson Gwen Jones that the board accept the January 23, 2024 correspondence from Lac Ste Anne County Reeve Blakeman for information and further that a response be sent to Reeve Blakeman requesting information regarding ratepayers who would like to be notified of our discharge so that we may update our records accordingly.

CARRIED

**ADJOURNMENT**

As all matters have been addressed meeting Chair, Director Kelly Muir, declared the meeting adjourned at 8:40 p.m.

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REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, MARCH 13, 2024,  
AT ALBERTA BEACH COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.**

These minutes approved this 8<sup>th</sup> day of May, 2024.

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Chairperson, Gwen Jones

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CAO, Angela Duncan

Unapproved



**TRIVILLAGE REGIONAL SEWAGE  
SERVICES COMMISSION  
BOX 277  
ALBERTA BEACH, AB T0E 0A0**

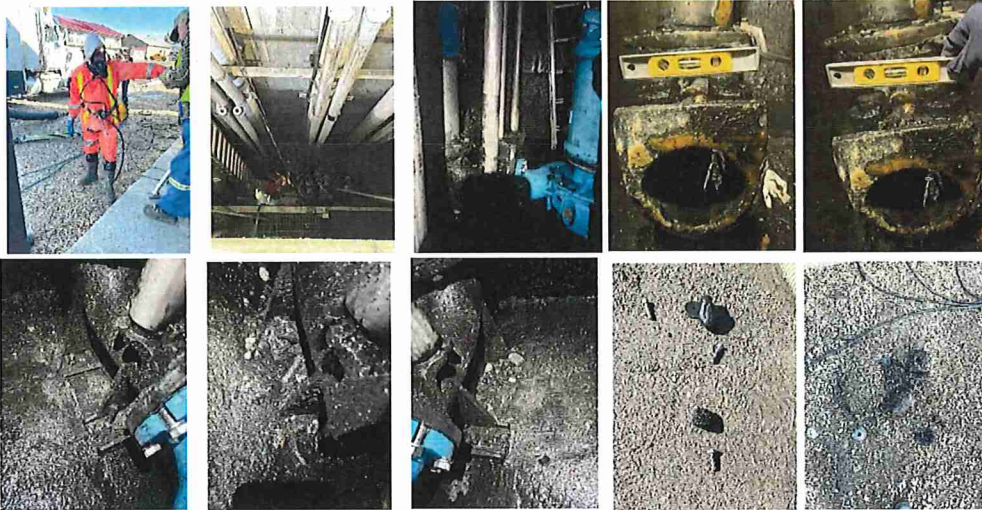
**Profit & Loss [Budget Analysis]**

**January 2024-March 2024**

2024-04-15  
012:02:08 PM

	Selected Period	Budgeted	\$ Difference	% Difference
<b>INCOME</b>				
OPERATING REQUISITION	\$111,257.00	\$445,029.00	-\$333,772.00	(75.0%)
SEWER REVITALIZATION	\$0.00	\$271,096.00	-\$271,096.00	(100.0%)
DEBENTURE - LAGOON	\$67,657.00	\$135,314.00	-\$67,657.00	(50.0%)
DEBENTURE - LIFT STN	\$0.00	\$117,404.00	-\$117,404.00	(100.0%)
INTEREST	\$19,356.34	\$50,000.00	-\$30,643.66	(61.3%)
PERMIT FEES	\$0.00	\$5,000.00	-\$5,000.00	(100.0%)
LAND LEASE/RENT	\$0.00	\$650.00	-\$650.00	(100.0%)
TSF FROM RESERVES	\$0.00	\$415,000.00	-\$415,000.00	(100.0%)
<b>Total INCOME</b>	<b>\$198,270.34</b>	<b>\$1,439,493.00</b>	<b>-\$1,241,222.66</b>	<b>(86.2%)</b>
<b>EXPENSES</b>				
CAPITAL PROJ-'24 CONTROL PANEL	\$615.30	\$175,000.00	-\$174,384.70	(99.6%)
CAPITAL PROJ-'24 MLS PUMP REPL	\$3,691.80	\$100,000.00	-\$96,308.20	(96.3%)
CAPITAL PROJ-'24-FLIGHT PUMPx2	\$0.00	\$140,000.00	-\$140,000.00	(100.0%)
CASUAL LABOUR & WCB	\$269.63	\$2,200.00	-\$1,930.37	(87.7%)
ADVERTISING & PROMOTION	\$720.00	\$2,000.00	-\$1,280.00	(64.0%)
AUDIT	\$5,500.00	\$5,775.00	-\$275.00	(4.8%)
LEGAL & PROFESSIONAL FEES	\$0.00	\$20,000.00	-\$20,000.00	(100.0%)
CONTRACTED MANAGEMENT FEES	\$7,766.25	\$31,500.00	-\$23,733.75	(75.3%)
MGMT FEES SPECIAL PROJECTS	\$0.00	\$2,500.00	-\$2,500.00	(100.0%)
HONORARIA	\$1,080.00	\$6,300.00	-\$5,220.00	(82.9%)
INTEREST & BANK CHARGES	\$10.00	\$125.00	-\$115.00	(92.0%)
MEMBERSHIPS	\$60.00	\$260.00	-\$200.00	(76.9%)
OFFICE & MISCELLANEOUS	\$1,394.33	\$5,600.00	-\$4,205.67	(75.1%)
CONTRACTED RENTAL SERVICES	\$4,800.00	\$6,000.00	-\$1,200.00	(20.0%)
TRAVEL	\$377.56	\$800.00	-\$422.44	(52.8%)
INSURANCE	\$0.00	\$23,130.00	-\$23,130.00	(100.0%)
CONTRACTED MGMT & OPERATIONS	\$14,768.59	\$59,989.00	-\$45,220.41	(75.4%)
CONTRACTED OPERATOR (HOURS)	\$7,014.55	\$40,000.00	-\$32,985.45	(82.5%)
SUPPLIES & MISCELLANEOUS	\$0.00	\$500.00	-\$500.00	(100.0%)
LAGOON DISCHARGE	\$0.00	\$15,000.00	-\$15,000.00	(100.0%)
REPAIRS/MAINTENANCE LAGOON	\$4,865.30	\$15,000.00	-\$10,134.70	(67.6%)
REPAIRS & SUPPLIES LIFT STNS	\$28,359.82	\$59,000.00	-\$30,640.18	(51.9%)
FLUSH/DISCHARGE LINES	\$0.00	\$50,000.00	-\$50,000.00	(100.0%)
REPAIRS & SUPPLIES SEWER LINES	\$0.00	\$45,000.00	-\$45,000.00	(100.0%)
PREVENTATIVE MAINTENANCE	\$0.00	\$15,000.00	-\$15,000.00	(100.0%)
UTILITIES & TELEPHONE	\$6,837.25	\$45,000.00	-\$38,162.75	(84.8%)
INTEREST ON LONG TERM DEBT	\$21,653.67	\$93,349.00	-\$71,695.33	(76.8%)
<b>Total EXPENSES</b>	<b>\$109,784.05</b>	<b>\$959,028.00</b>	<b>-\$849,243.95</b>	<b>(88.6%)</b>
<b>Operating Profit</b>	<b>\$88,486.29</b>	<b>\$480,465.00</b>	<b>-\$391,978.71</b>	<b>(81.6%)</b>
<b>Other Expenses</b>				
DEBENTURE COSTS - LAGOON UPGR	\$46,002.84	\$93,062.00	-\$47,059.16	(50.6%)
DEBENTURE COSTS - LIFT STNS	\$0.00	\$66,307.00	-\$66,307.00	(100.0%)
TRANSFER TO RESERVE- SEWER REV	\$0.00	\$271,096.00	-\$271,096.00	(100.0%)
TRANSFER TO RESERVE- CAPITAL	\$0.00	\$50,000.00	-\$50,000.00	(100.0%)
<b>Total Other Expenses</b>	<b>\$46,002.84</b>	<b>\$480,465.00</b>	<b>-\$434,462.16</b>	<b>(90.4%)</b>
<b>Net Profit/(Loss)</b>	<b>\$42,483.45</b>	<b>\$0.00</b>	<b>\$42,483.45</b>	<b>NA</b>

- We have completed the pump base replacement at the main lift station. We encountered some unforeseen conditions during the process related to what appears to be short cuts during the initial install process. The original pump bases were not aligned, out of level, and imbedded in the benching.



- The piping that attaches to the bases required replacement due to immanent failure. The fasteners (vic couplers) appeared to be misplaced allowing flow and debris to bypass, resulting in erosion of the piping.



- Annual flushing is complete. We were able to do most of the system as the contractor maintained old pricing for this year.
- The control panel replacement is underway. The contractor is working to build the panel.
- The annual preventative maintenance program is complete. The check valves have been inspected, the pump wear rings and current was checked, valves were exercised, lifting davits inspected.
- Checked manholes.

- We have identified another yard drain in AB. AB peace officer has issued a notice to have this removed. The renter actually notified me as a result of a sewer back up.





April 5, 2024

Tri Village Regional Sewer Services Commission  
Box 277  
Alberta Beach, Alberta T0E 0A0

**RE: County Resident Wastewater Connection Request**

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Please accept this letter as an official request to present to the Tri Village Lagoon Commission regarding a request to allow residents of Lac Ste. Anne County to tie into your wastewater system.

Please refer to the attached drawing, showing two options for discussion.

Please advise if we can be added to your May 8, 2024, meeting.

If you have any questions or concerns, please contact the undersigned via email at [jblakeman@lsac.ca](mailto:jblakeman@lsac.ca) or phone 780-918-1916.

Regards,



Joe Blakeman  
Reeve, Lac Ste. Anne County

CC: Mike Primeau, County Manager  
Council

# Attachment #1



## Proposed Low Pressure Sanitary Line