AGENDA FOR A REGULAR MEETING OF THE
TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION
TO BE HELD WEDNESDAY, JULY 9TH, 2025, AT 7:00 P.M.
AT ALBERTA BEACH COUNCIL CHAMBERS, 4935-50 AVE ALBERTA BEACH

1) Call to Order:

2) Acceptance of Agenda:
Pg. 1-2
   a) July 9, 2025 regular meeting agenda

3) Adoption of the Previous Minutes:
Pg. 3-5
   a) May 14, 2025 regular meeting minutes

4) Appointments/Delegations:

5) Reports:
   a) Administration:
Pg. 6
      i) ABmunis – Meeting with AEPA re changes to sewer lagoon regulations
      ii) Draft Board Member orientation document (separate cover)

Pg. 7
   b) Financial: Year-to-Date as of May 31, 2025

Pg. 8-9
   c) Operation Managers Report

6) Bylaws & Policies:
   a) Policy: Consolidation of properties – relief of frontage charge

Pg. 10
This 'policy' is outdated (there is no actual date on it at all, but it appears to be from 1997) and is not written in a way that could be used to justify a decision today. This policy should be rescinded.

   b) Policy: Coop Education Program

Pg. 11-13
This policy was adopted in 2010. It is no longer relevant, and we do not budget for it. Our current operations manager attends training as required to maintain his certifications. This policy should be rescinded.

7) Old Business:
Pg. 14-15
   a) Briefing Note: TVRSSC Connection and Revitalization Fees

Pg. 16-21
   b) Request for Decision: Sewer Master Plan Project and Grant Opportunities

8) New Business:

a) SRDRWC request for letter of support

Pg. 22-29

On May 21, 2025 we received a request from the South Red Deer Regional Wastewater Commission (SRDRWC) for a letter of support regarding a special grant application to undertake a regional water commission systems planning and assessment project – phase 1. Via email, the Board agreed to provide a letter which has been sent. The Board should ratify this decision.

9) Information Items:

10) Next Meeting Date & Location: September 10, 2025 @ 7:00 p.m., Alberta Beach Council Chambers

11) Confidential Matters:

a) Update regarding external connection to TVRSSC System (if available at meeting time)

12) Adjournment:

Minutes of a Regular Meeting of the Board of the Tri Village Regional Sewage Services Commission In the Province of Alberta, Held on Wednesday, May 14, 2025, at Alberta Beach Council Chambers, Commencing at 7 p.m.

IN ATTENDANCE

Gwen Jones, Chairperson
Keir Packer, Vice Chairperson
Alan Christiansen, Director
Kelly Muir, Director
Daryl Weber, Director
Angela Duncan, Chief Administrative Officer
Jason Madge, Manager/Operator
Kathy Dion, Mayor, Summer Village of Val Quentin

ABSENT

Roger Montpellier, Director

CALL TO ORDER

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

ACCEPTANCE OF AGENDA

Res. 25-025 **MOVED** by Vice Chairperson Keir Packer that the May 14, 2025 Regular Meeting Agenda be approved as presented.

CARRIED

APPROVAL OF MINUTES

Res. 25-026 **MOVED** by Director Daryl Weber that the minutes of the March 12, 2025 Regular Board Meeting be approved as presented.

CARRIED

Res. 25-027 **MOVED** by Director Alan Christiansen that the minutes of the March 26, 2025 Special Board Meeting be approved as presented.

CARRIED

DELEGATIONS

REPORTS

Res. 25-028 **MOVED** by Director Kelly Muir that the administration report, as presented by Chief Administrative Officer Angela Duncan, be accepted for information.

CARRIED

Res. 25-029 **MOVED** by Director Kelly Muir that the year-to-date financial report, as of March 31, 2025, be accepted for information.

CARRIED

Minutes of a Regular Meeting of the
Board of the Tri Village Regional Sewage Services Commission
In the Province of Alberta,
Held on Wednesday, May 14, 2025, at Alberta Beach Council Chambers,
Commencing at 7 p.m.

Res. 25-030 **MOVED** by Chairperson Gwen Jones that pursuant to section 197(2) of the Municipal Government Act the Board goes into closed session at 7:11 p.m. to discuss the following:

- External connection to TVRSSC System, FOIP Act Section 25(1)(b)(c)

CARRIED

Present in Closed Session:
Gwen Jones, Chairperson
Keir Packer, Vice Chairperson
Alan Christiansen, Director
Kelly Muir, Director
Daryl Weber, Director
Angela Duncan, Chief Administrative Officer
Jason Madge, Manager/Operator
Kathy Dion, Mayor, Summer Village of Val Quentin

Res. 25-031 **MOVED** by Chairperson Gwen Jones that the Board come out of closed session at 7:45 p.m.

CARRIED

Res. 25-032 **MOVED** by Chairperson Gwen Jones that administration seek a legal opinion from Douglas Evanchuk, McLennan Ross LLP regarding an external connection to the TVRSSC system.

CARRIED

Res. 25-033 **MOVED** by Director Kelly Muir that the Operation Managers Report, as presented by Jason Madge, be accepted for information.

CARRIED

BYLAWS & POLICIES

OLD BUSINESS

Res. 25-034 **MOVED** by Chairperson Gwen Jones that administration is authorized to proceed with an invitational request for proposals for the sewer masterplan project with invitations being sent to Associated Engineering, Stantec Engineering, and Bolson Engineering.

CARRIED

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Minutes of a Regular Meeting of the
Board of the Tri Village Regional Sewage Services Commission
In the Province of Alberta,
Held on Wednesday, May 14, 2025, at Alberta Beach Council Chambers,
Commencing at 7 p.m.

Res. 25-035 **MOVED** by Chairperson Gwen Jones that administration investigate alternate grants that may be available for the sewer masterplan project.

CARRIED

Res. 25-036 **MOVED** by Director Daryl Weber that the Briefing Note – *Draft Connection Agreement* be accepted for information and further that information be brought back to a future Board regarding connection fees and the revitalization levy as discussed at meeting time.

CARRIED

NEW BUSINESS

INFORMATION ITEMS

Res. 25-037 **MOVED** by Director Keir Packer that the March 28, 2025 email from Municipal Affairs Minister Ric McIver: Provincial Priorities Act be accepted for information.

CARRIED

Res. 25-038 **MOVED** by Director Kelly Muir that the April 14, 2025 email from Rhonda King, Ace Water Corporation: *Water / Wastewater Update on work since the Fall Forum* be accepted for information.

CARRIED

NEXT MEETING DATE Confirmed as July 9, 2025 at 7:00 pm at the Alberta Beach Council Chambers.

CONFIDENTIAL ITEMS

ADJOURNMENT As all matters have been addressed, Chairperson Gwen Jones declared the meeting adjourned at 8:25 p.m.

These minutes approved this 9th day of July, 2025.

_____
Chairperson, Gwen Jones

_____
CAO, Angela Duncan

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Tri Village Regional Sewage Services Commission

CAO Report

July 9, 2025

i) ABmunis – Meeting with AEPA re changes to sewer lagoon regulations

As a member of Alberta Municipalities Sustainability and Environment Committee, I attended a meeting with Alberta Environment and Protected Areas regarding proposed changes to various legislation and regulations, including proposed changes to wastewater standards. Under current standards if lagoon systems install secondary treatment upgrades it generally triggers the requirement to complete receiving water body assessments. The new rules will allow mechanical treatment upgrades without triggering the need for a receiving water body assessment. Changes should also make it easier for lagoons to sell 'polished' wastewater for a variety of uses approved for wastewater reuse. It is anticipated that changes will be made by the end of summer.

ii) Draft Board Member orientation document

I have drafted a document to introduce new board members to the commission and to help ensure that there is continuity of knowledge after the upcoming elections. The document, still in draft form, has been sent under separate cover, and I am happy to consider any feedback that the Board may have.

TRIVILLAGE REGIONAL SEWAGE

SERVICES COMMISSION
BOX 277
ALBERTA BEACH, AB T0E 0A0

Profit & Loss [Budget Analysis]

January 2025-May 2025

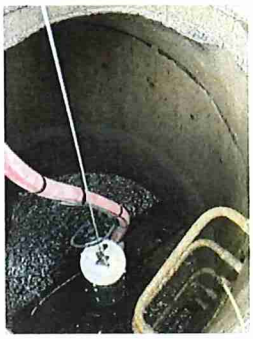
2025-06-11
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	Selected Period	Budgeted	$ Difference	% Difference
INCOME				
OPERATING REQUISITION	$118,871.00	$475,483.00	-$356,612.00	(75.0%)
SEWER REVITALIZATION	$0.00	$271,096.00	-$271,096.00	(100.0%)
DEBENTURE - LAGOON	$67,657.00	$135,314.00	-$67,657.00	(50.0%)
DEBENTURE - LIFT STN	$0.00	$117,404.00	-$117,404.00	(100.0%)
INTEREST	$18,719.72	$30,000.00	-$11,280.28	(37.6%)
PERMIT FEES	$0.00	$5,000.00	-$5,000.00	(100.0%)
LAND LEASE/RENT	$3,542.50	$650.00	$2,892.50	445.0%
TSF FROM RESERVES	$0.00	$295,000.00	-$295,000.00	(100.0%)
Total INCOME	$208,790.22	$1,329,947.00	-$1,121,156.78	(84.3%)
EXPENSES				
CAPITAL PROJ-'25 MLS AIR HANDL	$61,892.08	$60,000.00	$1,892.08	3.2%
CAPITAL PROJ-'25 MANHOLE LINE	$13,824.46	$125,000.00	-$111,175.54	(88.9%)
CAPITAL PROJ-'25 LAGOON REHAB	$76,937.67	$90,000.00	-$13,062.33	(14.5%)
CAPITAL PROJ-'25 REBUILD PUMP	$18,232.50	$20,000.00	-$1,767.50	(8.8%)
CASUAL LABOUR & WCB	$188.43	$1,500.00	-$1,311.57	(87.4%)
ADVERTISING & PROMOTION	$0.00	$1,500.00	-$1,500.00	(100.0%)
AUDIT	$0.00	$5,625.00	-$5,625.00	(100.0%)
LEGAL & PROFESSIONAL FEES	$520.00	$2,500.00	-$1,980.00	(79.2%)
CONTRACTED MANAGEMENT FEES	$13,254.40	$32,319.00	-$19,064.60	(59.0%)
MGMT FEES SPECIAL PROJECTS	$85.00	$2,500.00	-$2,415.00	(96.6%)
HONORARIA	$2,270.00	$6,400.00	-$4,130.00	(64.5%)
INTEREST & BANK CHARGES	$135.90	$125.00	$10.90	8.7%
MEMBERSHIPS	$60.00	$310.00	-$250.00	(80.6%)
OFFICE & MISCELLANEOUS	$2,110.68	$5,746.00	-$3,635.32	(63.3%)
CONTRACTED RENTAL SERVICES	$4,800.00	$6,000.00	-$1,200.00	(20.0%)
TRAVEL	$238.00	$1,000.00	-$762.00	(76.2%)
INSURANCE	$0.00	$26,559.00	-$26,559.00	(100.0%)
CONTRACTED MGMT & OPERATIONS	$25,229.65	$61,549.00	-$36,319.35	(59.0%)
CONTRACTED OPERATOR (HOURS)	$15,154.52	$40,000.00	-$24,845.48	(62.1%)
SUPPLIES & MISCELLANEOUS	$0.00	$500.00	-$500.00	(100.0%)
LAGOON DISCHARGE	$0.00	$16,500.00	-$16,500.00	(100.0%)
REPAIRS/MAINTENANCE LAGOON	$7,079.74	$14,000.00	-$6,920.26	(49.4%)
REPAIRS & SUPPLIES LIFT STNS	$58,772.27	$70,000.00	-$11,227.73	(16.0%)
FLUSH/DISCHARGE LINES	$65,134.46	$65,000.00	$134.46	0.2%
REPAIRS & SUPPLIES SEWER LINES	$26,363.84	$40,000.00	-$13,636.16	(34.1%)
PREVENTATIVE MAINTENANCE	$15,748.40	$16,500.00	-$751.60	(4.6%)
UTILITIES & TELEPHONE	$16,871.52	$45,000.00	-$28,128.48	(62.5%)
INTEREST ON LONG TERM DEBT	$19,517.91	$86,860.00	-$67,342.09	(77.5%)
Total EXPENSES	$444,421.43	$842,993.00	-$398,571.57	(47.3%)
Operating Profit	-$235,631.21	$486,954.00	-$722,585.21	(148.4%)
Other Expenses				
DEBENTURE COSTS - LAGOON UPGR	$48,138.60	$97,383.00	-$49,244.40	(50.6%)
DEBENTURE COSTS - LIFT STNS	$0.00	$68,475.00	-$68,475.00	(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%)
Total Other Expenses	$48,138.60	$486,954.00	-$438,815.40	(90.1%)
Net Profit/(Loss)	-$283,769.81	$0.00	-$283,769.81	NA

Maintenance Manager Report

July 2025

- Manhole lining has been completed.

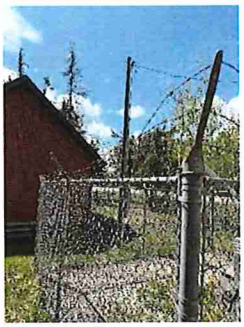


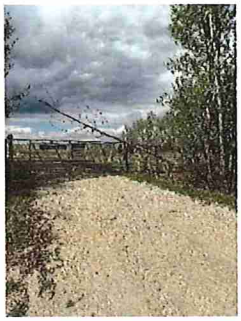



- Flushing has been completed. The black on the hose is motor oil. Do we want to implement the overstrength within our membership?



- Lagoon rehab work is nearly done for this year.
- We have had to repair some fencing at the lagoon and a few of the lift stations.





- The RFP for the Sewer Master Plan is ready to be sent out.
- We continue to have an issue with wipes clogging pumps. Sometimes resulting in extremely high levels in the lift stations.



- The alarm dialer at AB2 and VQ1 have failed and we are waiting for the new ones to arrive.
- Lift station cleaning to remove grease and debris was completed.



TRI VILLAGE REGIONAL SEWER SERVICES COMMISSION

POLICY

SUBJECT - CONSOLIDATION OF PROPERTIES - RELIEF OF FRONTAGE CHARGE

BACKGROUND:

PROPERTY OWNERS CONSOLIDATING TWO OR MORE LOTS HAVE REQUESTED THAT THE FRONTAGE CHARGE FOR THE SECOND SEWER HOOK-UP WHICH IS NO LONGER NEEDED SHOULD BE REMOVED FROM ALL FUTURE TAX NOTICES.

CONCERNS:

THE DEBENTURE TAKEN OUT TO FINANCE THE SEWER SYSTEM WAS BASED ON THE PROPERTY COUNT IN 1989.

LEGAL COUNCIL WAS CONSULTED

RESOLUTIONS:

AUGUST 15, 1996:

MOVED BY DAN HINDS THAT THE MCKAYS BE INFORMED THAT CONSOLIDATION IN NO WAY PRECLUDES THE PAYMENT ON THE TWO SEWER SERVICES AND EXPLAIN THAT THE DEBENTURE WAS BASED ON THE PROPERTY COUNT IN 1989.

CARRIED

OCTOBER 17, 1997:

MOVED BY DAN HINDS THAT THE MCKAYS BE INFORMED THAT THE FRONTAGE CHARGE FOR THE SEWER SYSTEM IS BASED ON THE NUMBER OF CONNECTIONS PER PROPERTY AND THAT SINCE AMALGAMATION OF PROPERTIES DOES NOT CHANGE THE NUMBER OF CONNECTIONS, THE NEW PROPERTY WILL BE ASSESSED FRO BOTH CONNECTIONS.

CARRIED

TRIVILLAGE
REGIONAL SEWAGE SERVICES COMMISSON

POLICY STATEMENT: ADOPTED: MAY 20/2010

SUBJECT: CO-OP EDUCATION PROGRAM

BACKGROUND:

The Trivillage Regional Sewage Services Commission owns and operates a sanitary sewer collection system consisting of trunk sanitary sewers, sanitary sewer mains and sanitary sewer services from those mains to the property line of any lot.

The Trivillage Regional Sewage Services Commission recognises a responsibility to train and educate waste water system personnel in the effective and safe construction, maintenance and trouble shooting of problems and potential problems inherent in a sewer system.

POLICY:

The Commission will:

- provide instruction in topics related to the maintenance and safe practises of working in and around a sewer system as well as preventing blockages and problems that may impair the proper function of the system.
- work at the continuous improvement of policies and procedures related to safe and effective operation of the system.
- Facilitate attendance at regular education upgrading seminars held by the Water and Waste Water Association.

The Contractor/employee will:

- Participate in specified and approved courses upon approval of the Commission.
- Maintain acceptable academic standing in all courses provided and provide a completion certificate within one month of the completion of the course.
- Inform themselves as much as possible about the specifics of the safe maintenance of the system.
- Sign an agreement prior to commencing a course to complete a work term upon completion of each course. (Appendix A)

- Reimburse the Commission for all costs associated with the course taken if the work term is not completed.

Work Term Duration

- The work term for a "ticket designation" will be months subsequent to the presentation of a completion certificate.
- The work term for an approved course will be subsequent to the presentation of a completion certificate.

TRIVILLAGE
REGIONAL SEWAGE SERVICES COMMISSON

APPENDIX A:

I, , agree to complete a work term of _____ in return for financial support as agreed to by the Commission on _____. I understand that if I failure to complete the 'work term', I will be required to reimburse the Commission for all costs associated with my taking of the course.

_____
Signature

For the Commission

_____
Signature

Date

TVRSSC – Briefing Note

Amended via motion 25-046

June 30, 2025

Connection Fees, Revitalization Levy, and Operating Requisitions

Background:

At the May 14, 2025 Board Meeting, the Board asked Administration to draft a briefing note regarding connection fees and revitalization levees. Administration has also included information regarding operating requisitions. This information is a snapshot of how things are currently done. It cannot be relied upon to provide information about how things were historically done nor how things will be done in the future. Bylaw 16-2023, System Fees Bylaw, outlines member requisitions.

There are a couple of factors that have led to the Board reviewing fees and levees. Lac Ste Anne County has requested to connect to the TVRSSC system a few times over the past years which has resulted in the board discussing our various fees and charges. Also, with different types of development potentially occurring in the area the Board wants to ensure that everyone is being treated equitably.

Connection Fees

The current TVRSSC Connection fee is $2500 per connection. Since the majority of the properties in our member municipalities are single family residential, this generally means that each property is charged $2500 when they connect to the sewer system. However, there has been recent developments that are not typical as well as potential developments that may not fit the norm.

Multi-unit Residential Complexes, Hotels, and Motels

Over the last 15 years Alberta Beach has had multi-unit developments, and a motel connect to the sewer system. Each multi-unit development has only one connection to the sewer system and was there for only charged 1 connection fee. The motel has two connections to the system and was thus charged for two connection fees.

Properties with Internal Collection Systems

There are currently two properties in the Tri-Village that have their own collection systems that feed into a single connection to the TVRSSC system, the campground in Alberta Beach and the Camp in Sunset Point. Each of these existed at the time the sewer system was built, and their connection fees were a part of the original system buildout. However, in the coming years the TVRSSC may need to navigate development that will have its own internal collection system feeding into a single connection.

Customer Connections

The TVRSSC does not have any customers. However, Lac Ste Anne County has pursued connections in the past and likely will again in the near future. Connection Fees have been a point of disagreement in the past. See the May 6, 2025, Briefing Note entitled Draft Connection Agreement – Lac Ste Anne County at SV of Val Quentin for more information.

System Revitalization Levy

The revitalization levy of $300 per year per serviceable lot was introduced in 2016 to help revitalize and refurbish the system, to build capital reserves, and to pay off the lift station upgrade debenture. The intent

Amended

is to ensure the long-term viability of the TVRSSC System. We charge our members $300 annually per serviceable lot and they in turn collect this from their property owners in the manner they see fit. There are a few circumstances that the board should note:

- The Sunset Point Camp has two physical connections to the system but pays the revitalization fee based on 103 serviceable lots. ~~-~~This is included within the System Fees Bylaw16-2023~~This was done via board motion~~. The reason for this is to account for the significant amount of effluent that originates from the camp and the associated degradation of the sewer system. The camp has a motel, church, numerous houses and cabins, as well as a campground, it is estimated that this is the equivalent of 103 single family connections.
- The Alberta Beach Campground does not pay a revitalization levy as it is not considered a serviceable lot. When the commission was created, municipally owned properties were exempt from paying for the sewer system. If the Board wishes to review this further, administration will need to review historical documentation to provide the Board advice.
- The Board also recently discussed motels, hotels, and multi-unit buildings. For these properties, a connection has been considered the equivalent of a serviceable lot, so the motel pays the fee twice but multi-unit buildings like four-plexes only pay once.

Operating Requisitions

Operating requisitions for our member municipalities are set out in Bylaw 16-2023 – System Fees Bylaw which sees Alberta Beach pay 63.43%, Val Quentin pay 13.04%, and Sunset Point pay 23.53% of the total operating costs as determined in the annual budget. These percentages are generally reflective of the amount of wastewater generated by each municipality as per the rate model study undertaken in 2021.

Recommendations:

1. Accept the Briefing Note for information.
2. Some other direction as decided at meeting time.

Amended

TVRSSC - Request for Decision

July 2, 2025

Sewer Master Plan Project & Grant Opportunities

Background:

The TVRSSC Board has directed Administration to apply for a Water for Life Grant to complete the Sewer Master Plan Project:

Res. 25-004 ***MOVED*** *by Chairperson Gwen Jones that the TVRSSC apply for a water for Life Grant to develop a sewer masterplan, to include:*

- *Long-term growth plan, to include a financial and infrastructure plan to take on additional customers, in addition to member growth;*
- *Onsite wastewater treatment and/or expansions options and cost estimates;*
- *Opportunities to reduce environmental impacts;*
- *Anything else as determined by the Board or Administration.*

Subsequently the Board carried the following motions:

Res. 25-020 ***MOVED*** *by Director Alan Christiansen that Angela Duncan o/a Municipal Rising Tides Administration and Consulting be retained to draft the Sewer Master Plan – Water for Life grant application as per the terms presented at meeting time.*

Res. 25-034 ***MOVED*** *by Chairperson Gwen Jones that administration is authorized to proceed with an invitational request for proposals for the sewer masterplan project with invitations being sent to Associated Engineering, Stantec Engineering, and Bolson Engineering.*

Res. 25-035 ***MOVED*** *by Chairperson Gwen Jones that administration investigate alternate grants that may be available for the sewer masterplan project.*

After further researching grant options, administration reached out to the provincial grant advisors to determine if the project is eligible for an Alberta Community Partnership (ACP) grant. The email response is enclosed, but the short answer is we are 'likely' eligible. There are a number of things that the Board should consider regarding which grant(s) should be applied for.

As noted in the Operations Managers report, the Request for Proposals has been drafted and will be sent out pending direction from this meeting.

Water for Life Grant:

- Applications are due November 30, 2025 and grants are typically awarded in May/June.
- This is a competitive grant. However, it is a fairly specific grant with limited opportunities and as such is occasionally undersubscribed.
- The TVRSSC is eligible to apply for this grant.
- If we are successful, the W4L program only covers transmission and treatment systems, not collection systems. If successful, they will cover up to 100% of the costs for the transmission and

treatment portion. The TVRSSC will be responsible for all costs of the study related to our collection system, which is likely to be 70% of the costs.
    - We can budget for the collection portion of the study under our 2026 capital budget.
    - When requesting quotes/bids, we will request that they break out the costs related to the collection system so that we have an idea of the financial impact on the TVRSSC.
- If approved via policy or motion, invitational tenders are allowed for this project.
- The W4L Grant Advisor has informed us that we should have the RFPs completed and a tentative proponent selected prior to applying for this grant as that information will form a key part of the application.

Alberta Community Partnership (ACP) Grant:

The 2025/2026 Program Guidelines are not yet available, so this information is based off of the website and the 2024/2025 Program Guidelines.

- Applications are due October 1, 2025 and grants are typically awarded 10 to 12 weeks later, so January of 2026.
- This is a highly competitive grant.
- The TVRSSC is not eligible to apply for this grant. However, our member municipalities are. We would need to work with our members to identify a managing partner who would be responsible to submit the application on our behalf and would be responsible for grant reporting. The managing partner would then contract the TVRSSC to manage the project.
    - TVRSSC would still organize the application and the provide to be provided to the managing partner to submit.
    - We would need a motion from the managing partner indicating that they will apply for the grant as the managing partner. We would also need letters of support (and the corresponding motions) from our other two members and could request one from Lac Ste Anne County as well.
    - It should be noted that is none of our members are willing to be the managing partner we cannot apply for this grant.
- If we are successful, the ACP grant could cover 100% of the costs up to $200,000. We can budget for any costs not covered by the grant under our 2026 capital budget.
- Invitational tenders may not be allowed for this project. We will be bound by the New West Partnership Trade Agreement and the Canadian Free Trade Agreement.
- I do not see anything is the program guidelines that prevents us from tendering before this project is approved.

Grant Stacking:

According to the Alberta Government Grant Stacking Page on their website, these grants are eligible for grant stacking. If the Board would like to pursue this, administration will have to do a bit more research to ensure that we are able to successfully meet the requirements for both grants simultaneously.

If the Board chooses to go down this route there will be additional administrative costs associated navigating and coordinating the grant stacking. There are opportunities to offset this by having the selected firm manage the grant application. Under the ACP grant there may also be possible to bill these costs back to the grant.

Additional Considerations:

Jason has already put together the RFP but will modify it as needed based on any decisions of the Board. There are a number of things that the Board should consider:

1. Is the Board prepared to move forward with this project in 2026 regardless of grant funding? (Does not need to be decided today.)
2. Does the Board want to apply for both grants and attempt to stack them?
    a. If we apply for both, are we prepared to move forward if we only receive one of them? This is an important point as we should hear back regarding the ACP grant a few months prior to the W4L grant.
3. If we are only applying for one grant, which one is appropriate?
4. Administration does not have capacity to complete both grant applications. Notwithstanding previous motions, we would like the Board to allow administration flexibility to request the selected firm to draft one or both of these grant applications regardless of how many we apply for, at our discretion.

Additionally,

- The direction set today, regarding applications, will need to be final if we are going to have these application(s) in on time. If we are going to shift direction today, we will need to amend and/or rescind some motions to reflect the new direction.
- If we are applying for the ACP grant, we will need to work with our member municipalities to identify a managing partner.

Financial Implications:

1. There will be further costs associated with the RFP drafting and process as well as drafting grant applications. These costs are not included in our administration and operation manager contracts. As previously discussed, work on this grant will be billed hourly. We currently have $2500 budgeted for this.
2. The Board will need to decide if the project will go forward regardless of which, if any, grants are received.

Recommendation:

1. That the Board authorize administration to proceed with two grant applications, W4L and ACP. This will require:
    a. A motion approving the ACP grant application, in addition to the W4L grant application, and further authorizing administration to identify and select a managing partner and to request letters of support from our other 2 members (and LSAC?)
    b. An amendment to motion 25-020 with wording that allows administration flexibility to maneuver. Suggested wording as follows;
    MOVED *by Director Alan Christiansen that Angela Duncan o/a Municipal Rising Tides Administration and Consulting be retained to coordinate both Water for Life and Alberta Community Partnership (ACP) grant applications for the purpose of drafting and*

completing the Sewer Master Plan project ~~– Water for Life grant application as per the terms presented at meeting time.~~ and FURTHER that Angela be authorized to determine how or by whom the grant applications will be drafted.

c. An amendment to motion 25-034 as with the suggested wording as follows;
***MOVED** by Chairperson Gwen Jones that administration is authorized to proceed with an invitational request for proposals if allowed under the terms of both the Water for Life and Alberta Community Partnership (ACP) grant guidelines for the sewer masterplan project with invitations being sent to Associated Engineering, Stantec Engineering, and Bolson Engineering.*

Other Options:

1) That the Board proceed as previously determined with an application for the Water for Life Grant.
2) That the Board rescind the motions related to a Water for Life Grant application and instead proceed with an ACP grant application.
3) Some other direction as determined by the Board.

Encl: July 3, 2025 email: Re: ACP application – Eligibility Inquiry

Wildwillow Enterprises

From: MA Alberta Community Partnership <acp.grants@gov.ab.ca>
Sent: July 3, 2025 9:57 AM
To: Wildwillow Enterprises; MA Alberta Community Partnership
Cc: Jason Madge
Subject: Re: ACP application - Eligibility Inquiry

Hello Angela,

Thank you for your inquiry. Based on the information provided, the project you've described would likely be eligible under the ACP - Intermunicipal Collaboration component. That said, this component is competitive, so eligibility alone does not guarantee a successful submission. We hope to open this program for applications later this month; the deadline is typically around October 1.

As you've identified, a member municipality would need to act as the Managing Partner on the application, with the other member municipalities included as project participants. For these applications, we typically see the regional services commission integrated into the work plan, with the application outlining the commission's organizational structure and its role in the project.

Please let us know if you have any other questions,
Fiona Robertson

Fiona Robertson (she/her)
Grant Advisor, Provincial Regional and Operating Programs
Municipal Affairs, Government of Alberta
(780) 427-1778
fiona.robertson@gov.ab.ca

Alberta Municipal Affairs

Classification: Protected A

From: Wildwillow Enterprises <angela@wildwillowenterprises.com>
Sent: Wednesday, July 2, 2025 10:39 AM
To: MA Alberta Community Partnership <acp.grants@gov.ab.ca>
Cc: Jason Madge <jasonmadge2@gmail.com>; Wildwillow Enterprises <angela@wildwillowenterprises.com>
Subject: ACP application - Eligibility Inquiry

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hello,

I am enquiring regarding project eligibility for an ACP Grant. I am the CAO of the Tri Village Regional Sewage Services Commission (TVRSSC); I am aware that the TVRSSC is not eligible to apply for an ACP grant, but we would partner with our member municipalities who would apply on our behalf.

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The TVRSSC is an established sewer commission, and we are looking to plan for the future to ensure a viable system by developing a sewer masterplan. During the development of the plan, the selected proponent would collect and review relevant data, evaluate and make recommendations on system performance, complete an asset condition assessment, develop a capital improvement plan, identify potential lagoon expansion or treatment options, and prepare a sewer master plan. Additionally, we would look at options to allow out surrounding county to hook into our system as a part of their larger sewer project.

Before we confirm a managing partner and go through the application process, can you please tell me if this would be considered an eligible project?

Thank you,

Angela Duncan
Chief Administrative Officer
Tri Village Regional Sewer Services Commission (TVRSSC)
780-967-0271
http://tvrssc.com/

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8.a

Box 277,
Alberta Beach, AB T0E 0A0
Phone: 780-967-0271
Fax: 780-967-0431
Email: angela@wildwillowenterprises.com

May 23, 2025

Sent via email:
tbf.minister@gov.ab.ca

Minister Horner,

Re: Regional Water Commission Systems Planning and Assessment Project – Phase 1

We are in support of the efforts of Minister Dreeshen to obtain funding through Treasury Board to provide a grant improve water and wastewater services in "Rural Alberta". This grant will allow us to proceed with Phase 1 of our long-range planning and study. This will benefit all of the regional water and wastewater systems, many of whom met at a Forum last November at Government House with Minister McIver and Dreeshen as hosts. The 39 Commissions represent over 100 municipalities.

Improving the quality of Water and Wastewater services for many Albertans is a very important initiative. We look forward to your, and your Treasury Board colleagues, support of the funding request for the first phase of this project.

We would be happy to attend your Treasury Board meeting in person to show our support or answer any questions.

Yours truly,

Gwen Jones
Chair
TVRSSC

Cc: Premier Daniele Smith
Minister Devin Dreeshen
Minister Dan Williams
Minister Rebecca Shultz
Angela Aalbers, Chair SRDRWC
Don Gulayec, President ACE Water Corporation
Rhonda King - CAO ACE / Project Partner
Michael Wuetherick – CAO SRD / Project Partner

Wildwillow Enterprises

From: CAO SRDRWC <cao@srdrwc.com>
Sent: May 21, 2025 4:52 PM
Subject: Alberta Water Forum - Upate
Attachments: 20250521 - Water Forum Grant Support Letter.docx; 20250521 - Alberta Water Forum Grant Proposal Update V0.4.pdf

Good afternoon,

Please find attached an update from the SRD/ACE sponsors of the Water Forum held in November 2024. We are pleased to announce that Minister Dreeshan has advised that the request for funding to complete Phase 1 of the Regional Water and Wastewater Assessment initiative will be presented to the Treasury Board for consideration of a special grant.

Within the attached update, you will find a sample letter that we ask you to copy onto your Commission's letterhead and send to Minister Horner and the Minister's of Municipal Affairs, Environment and Protected Areas, and Transportation and Economic Corridors. This matter is expected to be presented to the Treasury Board in short order, therefore the timeliness of the support letters from Commission's is time sensitive.

Michael Wuetherick, P.Eng
Chief Administrative Officer
South Red Deer Regional Wastewater Commission
Bay 1, 7889 - 49th Avenue
Red Deer, AB T4P 2B4
Tel: (403) 507.5139

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SRD
REGIONAL WASTEWATER COMMISSION

ACE
WATER CORP.

Alberta Regional Water Services Forum

Update – Treasury Board

May 21, 2025



May 21, 2025

Dear Chairs and Chief Administrative Officers of Alberta's Regional Water and Wastewater Commissions Forum,

In a continued effort to advance and keep you up to speed with the Regional Water Forum initiative we have attached for your reference, two items:

1. Letter from Minister of TEC Devin Dreeshen announcing he is taking the first phase application (circulated previously) to Treasury Board.

2. **A sample letter of support that we would ask you tailor to your needs and send on to Treasury Board President and Minister of Finance Nate Horner by May 30, 2025.** We ask that you copy your letter to Municipal Affairs Minister Dan Williams, Environment & Protected Areas Minister Rebecca Schultz, and of course Minister Devin Dreeshen. Please cc Don and Angela for our records.

A showing of strong support from Alberta's Water Commission leaders will be influential in getting the special grant request on the agenda for the next Treasury Board meeting. We realize some of you will have to wait for your Board meeting while others will send the support letter as prerogative of the Chair. Either way – Please send a note of support.

Thank you for your continued support, patience, and shared vision. If the Phase 1 grant is approved, we will convene a follow-up Water Forum session with all interested water commissions to ensure the next steps reflect our collective priorities.

ACE WATER CORP. Don Guyalec Don Guyalec, President, ACE Water Corporation	SRD REGIONAL WASTEWATER COMMISSION Angela Aalbers, Chair, South Red Deer Regional Wastewater Commission

ALBERTA

TRANSPORTATION and ECONOMIC CORRIDORS

Office of the Minister
MLA, Innisfail-Sylvan Lake

AR 101589

Ms. Angela Aalbers
Reeve
Mountain View County
Postal Bag 100
Didsbury, AB T0M 0W0
aaalbers@mvcounty.com

Dear Reeve Aalbers:

Thank you for your request regarding funding support for the proposed Regional Water and Wastewater Assessment initiative, submitted jointly by the South Red Deer Regional Wastewater Commission (SRDRWC) and ACE Water Corporation. We appreciate the collaborative efforts of both organizations in addressing regional water infrastructure challenges and advancing solutions to improve system efficiency across Alberta.

The Government of Alberta recognizes the importance of regional water infrastructure and the need for comprehensive assessment and planning. While the proposed study scope does not meet the criteria of the existing water grant programs, I am prepared to take this request to Treasury Board as a special grant, due to the importance of this study to the viability of water commissions and it's long term infrastructure planning.

Assessing water systems is essential to improving infrastructure planning and service delivery, and our government remains committed to aligning such initiatives with broader provincial priorities, including economic corridor development and sustainable water management.

.../2

127 Legislature Building, 10800 - 97 Avenue NW, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-2080 Fax 780-422-2002

It is important to note that submission of this request does not guarantee funding approval; however, I will ask my officials to take forward a funding request to Treasury Board. Additionally, any consideration of Phase 1 funding does not constitute a commitment to funding subsequent phases. Future phases will be assessed separately based on the outcomes of the initial study and available resources.

TEC appreciates the leadership of SRDRWC and ACE Water Corporation in addressing regional water infrastructure challenges. We will provide further updates as the request progresses.

Thank you for your continued leadership in advancing regional water and wastewater management in Alberta.

Sincerely,

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Darwin Durnie
Public Works Management Corporation

Michelle Tetreault
Public Works Management Corporation

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SAMPLE LETTER TO TREASURY BOARD PRESIDENT HORNER FROM EACH COMMISSION

Your letterhead

Minister Horner,

Regarding Regional Water Commission Systems Planning and Assessment Project – Phase 1

We are in support of the efforts of Minister Dreeshen to obtain funding through Treasury Board to provide a grant improve water and wastewater services in "Rural Alberta". This grant will allow us to proceed with Phase 1 of our long-range planning and study. This will benefit all of the regional water and wastewater systems, many of whom met at a Forum last November at Government House with Minister McIver and Dreeshen as hosts. The 39 Commissions represent over 100 municipalities.

Improving the quality of Water and Wastewater services for many Albertans is a very important initiative. We look forward to your, and your Treasury Board colleagues, support of the funding request for the first phase of this project.

We would be happy to attend your Treasury Board meeting in person to show our support or answer any questions.

Yours truly

<SIGNATURE>

Chair,
YOUR COMMISSION or CORPORATE NAME

Cc: Premier Daniele Smith
Minister Devin Dreeshen
Minister Dan Williams
Minister Rebecca Shultz
Angela Aalbers, Chair SRDRWC
Don Gulayec, President ACE Water Corporation
Rhonda King - CAO ACE / Project Partner
Michael Wuetherick – CAO SRD / Project Partner

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Yours truly

<SIGNATURE>

Chair,
YOUR COMMISSION or CORPORATE NAME

Cc: Premier Daniele Smith
Minister Devin Dreeshen
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Angela Aalbers, Chair SRDRWC
Don Gulayec, President ACE Water Corporation
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