

**AGENDA FOR A REGULAR MEETING OF THE  
TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION  
TO BE HELD WEDNESDAY, MARCH 12<sup>th</sup>, 2025, AT 7:00 P.M.  
AT ALBERTA BEACH COUNCIL CHAMBERS**

1) Call to Order:

2) Acceptance of Agenda:

- a) March 12<sup>th</sup>, 2025 regular meeting agenda (*approve as presented / amended*)

3) Adoption of the Previous Minutes:

- a) January 9<sup>th</sup>, 2025 regular meeting minutes (*approve as presented / amended*)

4) Appointments/Delegations:

5) Reports:

- a) Administration: (*accept for information*)
- i) 2025 Budget & Capital Plan
  - ii) December Power Bill
  - iii) Non-Member Customer Connection Policy
  - iv) Audit
  - v) March 1 Requisition
  - vi) LSAC Letter re: request for reimbursement

- b) Financial: Year-to-Date as of February 28<sup>th</sup>, 2025 (*accept for information*)

- c) Operations: System update – Jason Madge (*accept for information*)

6) Bylaws & Policies:

- a) Draft Non-Member Municipality Customer Service Connection Policy, TVRSSC-POL-25-4

At the January Board meeting a motion was passed to draft a customer connection policy for new customers. The draft policy is quite prescriptive and is based upon the draft agreement that had been previously developed; however, the Board may prefer to have a less prescriptive policy. The draft policy was emailed out to the Board on February 10 and no comments were received back. The Board is asked to review the document and provide feedback or, if you are happy with the policy, approve it.

*(for review and/or approval)*

- b) Policy – Hook up of properties outside the boundaries of the three villages

Pg. 11

This is an old policy which expressly prohibits properties outside the member municipality boundaries from connecting to the TVRSSC system. If the above policy TVRSSC-POL-25-4 is passed, then this policy must be rescinded. However, considering that the Board has expressed it is open to considering outside connections, you may want to rescind this policy regardless.

*(to accept the discussion for information or to rescind the policy)*

7) Old Business:

- a) Water for Life Grant – Sewer Master Plan *(for discussion and / or approval)*

Sent under Separate Cover

At the January meeting, the Board passed a motion to apply for a Water for Life Grant to create a sewer master plan. I have reviewed the administration contract, and I believe the expense to write the grant application is not covered under our normal agreement and would be considered an extra expense. The cost to write the grant may or may not be an eligible grant expense, if we are successful. Additional information on pricing and options for writing this grant will be sent under separate cover.

*(direction as provided at meeting time.)*

- a) Lac Ste Anne County request for reimbursement

Pg. 12-14

The Board is welcome to discuss this in either open or closed meeting session. Based on a motion passed at the January Board meeting, Chairperson Jones sent a letter to Lac Ste Anne County requesting reimbursement for fifty percent of the legal costs incurred to develop a draft connection agreement. A letter of response has been received. Both letters are included in your agenda package.

*(response as discuss at meeting time.)*

8) New Business:

- a) Special Meeting - 2024 Audited Financial Statements

No attachment

Unfortunately, we were not able to complete the 2024 Financial Audit in time to have it presented at this meeting. Our Audited Financial Statement must be approved and filed with the province by May 1, 2025. Therefore, a special meeting will be needed to approve the financial statements.

*(that a special meeting is called for \_\_\_\_\_ for the purpose of meeting with the TVRSSC auditor and approving the 2024 Audited Financial Statements.)*

9) Information Items:

- Pg. 15-16 a) February 4, 2025 email from Alberta Municipalities: 2025 Annual Membership renewal
- Pg. 17 b) February 26, 2025 letter from Minister McIver: Provincial Priorities Act  
(Accept for information)

10) Next Meeting Date & Location: May 14, 2025 @ 7:00 p.m., Alberta Beach Council Chambers

11) Confidential Matters:

a)

*(Pursuant to section 197(2) of the Municipal Government Act, that the Board go into a closed meeting at \_\_\_\_\_ p.m. to discuss the following:*

*(that the Board come out of closed meeting at \_\_\_\_\_ p.m.)*

*(further direction as given 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 Thursday, January 9, 2025, at Alberta Beach Council Chambers, Commencing at 7 p.m.**

**IN ATTENDANCE**

Gwen Jones, Chairperson  
Keir Packer, Vice Chairperson (Via Zoom)  
Roger Montpellier, Director  
Kelly Muir, Director  
Daryl Weber, Director  
Angela Duncan, Chief Administrative Officer  
Jason Madge, Manager/Operator

**ABSENT**

Alan Christiansen, Director

**CALL TO ORDER**

Chairperson Gwen Jones called the meeting to order at 7:13 p.m.

**ACCEPTANCE OF  
AGENDA**

Res. 25-001

**MOVED** by Director Daryl Weber that the January 9<sup>th</sup>, 2025 Regular Meeting Agenda be approved as presented.

**CARRIED**

**APPROVAL OF  
MINUTES**

Res. 25-002

**MOVED** by Director Kelly Muir that the minutes of the November 13<sup>th</sup>, 2024 Organizational Meeting be approved as presented.

**CARRIED**

Res. 25-003

**MOVED** by Director Roger Montpellier that the minutes of the November 13<sup>th</sup>, 2024 Regular Board Meeting be approved as presented.

**CARRIED**

**DELEGATIONS**

n/a

**REPORTS**

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.

**CARRIED**

**Minutes of a Regular Meeting of the  
Board of the Tri Village Regional Sewage Services Commission  
In the Province of Alberta,**

**Held on Thursday, January 9, 2025, at Alberta Beach Council Chambers, Commencing at 7 p.m.**

Res. 25-005            **MOVED** by Director Daryl Weber that the administration report, as presented by Chief Administrative Officer, Angela Duncan, be accepted for information.

**CARRIED**

Res. 25-006            **MOVED** by Vice Chairperson Keir Packer that the year-to-date financial report, as of December 31, 2024 be accepted for information.

**CARRIED**

Res. 25-007            **MOVED** by Director Kelly Muir that the Operations Report, as presented by Jason Madge, be accepted for information.

**CARRIED**

**BYLAWS & POLICIES**

**OLD BUSINESS**

Res. 25-008            **MOVED** by Director Daryl Weber that the 2025 TVRSSC Operating and Capital Budget be approved with the following amendments:

- Repair and Maintenance Budget increased by \$10,000 to \$205,500;
- Operating Requisition increased by \$10,000 to \$475,483.

**CARRIED**

Res. 25-009            **MOVED** by Director Roger Montpellier that the 2026-2030 Capital Plan be approved as presented.

**CARRIED**

Res. 25-010            **MOVED** by Director Kelly Muir that Chairperson Gwen Jones send a letter to Lac Ste Anne County Reeve Blakeman requesting reimbursement of fifty percent of the legal costs associated with TVRSSC drafting a Connection Agreement between the County and TVRSSC at Val Quentin.

**CARRIED**

Res. 25-011            **MOVED** by Chairperson Gwen Jones that Customer Connection Policy, regarding new customer connections to the TVRSSC system, be drafted and brought to the March 12, 2025 TVRSSC Board Meeting.

**CARRIED**

**NEW BUSINESS**

**INFORMATION ITEMS**

**NEXT MEETING DATE** Confirmed as March 12, 2025 at 7:00 pm at the Alberta Beach Council Chambers

**Minutes of a Regular Meeting of the  
Board of the Tri Village Regional Sewage Services Commission  
In the Province of Alberta,**

**Held on Thursday, January 9, 2025, at Alberta Beach Council Chambers, Commencing at 7 p.m.**

**CONFIDENTIAL**

**ITEMS**

Res. 25-012

**MOVED** by Vice Chairperson Keir Packer that the 2024 Chief Administrative Officer Evaluation, as discussed at the January 9, 2025 Regular Board Meeting, be approved as presented.

**CARRIED**

**ADJOURNMENT**

As all matters have been addressed, Chairperson Gwen Jones declared the meeting adjourned at 8:35 p.m.

These minutes approved this 12<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
Chairperson, Gwen Jones

\_\_\_\_\_  
CAO, Angela Duncan

# Tri Village Regional Sewage Services Commission

## CAO Report

March 12, 2024

- i) 2025 Budget & Capital Plan  
The 2025 Budget has been signed and both the budget and capital plan have been added to the TVRSSC website.
  
- ii) December Power Bill  
Administration noticed an anomaly on the December power Bill. There was a significant charge for electricity at the lagoon site, but the power there had been turned off. I contact ABmunis regarding the charge. Basically, the December bill was an estimate based on our power consumption at the site in November. Our November consumption included our annual discharge, leading to an overestimate in December which will be accounted for at a later date when they do their next meter read.
  
- iii) Non-Member Customer Connection Policy  
A draft has been completed and is included coming up on the agenda.
  
- iv) Audit  
We are working on the audit and had hoped to have it completed for this meeting but were not able to. So we'll need to set a date for a special meeting. This is coming up later on the agenda.
  
- v) March 1 Requisition  
These have been emailed out to the respective administrations.
  
- vi) LSAC Letter re: request for reimbursement  
This letter was drafted and sent off under the Chairs signature. A response has been received and is coming up in the agenda.

Policy:	<b>Non-Member Municipality Customer Service Connection Policy</b>
Policy Number:	TVRSSC-POL-25-4
Approved on:	
Resolution:	
Reviewed on:	

**Purpose:**

To provide guidance to TVRSSC board and administration with respect to requests from non-member municipalities to connect to the TVRSSC collection or treatment facilities.

**Policy Statement:**

Currently the TVRSSC only provides services to its member municipalities. Development has and continues to occur near Lac Ste Anne in close proximity to the TVRSSC member municipalities and requests have been made by Lac Ste Anne County, the Darwell Lagoon Commission, and property owners within Lac Ste Anne County to connect to the TVRSSC. Therefore, the board finds it prudent to develop a policy to guide the Board and Administration when requests are made to connect to the TVRSSC collection and/or treatment system.

**Definitions:**

1. Administration – means the Chief Administrative Officer and Operations Manager, or their designate.
2. Board – means the board of the TVRSSC, as appointed by the member municipalities.
3. CAO – means the Chief Administrative Officer, as appointed by the TVRSSC Board.
4. Connection Agreement – means a written agreement between a Customer and the TVRSSC which lays out the conditions and expectations for the TVRSSC and the Customer with regards to their Service Connection to the TVRSSC System.
5. Connection Fee – The fee agreed to in the Connection Agreement that will be paid upon approval of the connection to the TVRSSC and before the Service Connection is constructed.
6. Customer – means a non-member municipality who is connected to either the TVRSSC collection or treatment system.
7. Member Municipalities – means Alberta Beach, the Summer Village of Sunset Point, and the Summer Village of Val Quentin.
8. Operations Manager – means the person responsible for the operation of the TVRSSC system.
9. Potential Customer – means a non-member municipality who is requesting their first, or subsequent new connections, to the TVRSSC system.
10. Service Connection – means the point where a customer service line physically connects to the TVRSSC collection or treatment system to allow effluent to discharge into the TVRSSC system.
11. TVRSSC – means the Tri Village Regional Sewer Services Commission.
12. TVRSSC System – means the collection and/or treatment system as the case may be.

**Guidelines when a Potential or existing Customer requests to connect to the TVRSSC System:**



1. The TVRSSC will only consider Customer Service Connection requests from municipalities. If a property owner in a non-member municipality would like to connect to the TVRSSC, they must arrange it through the municipality that the property falls within, who will work directly with the TVRSSC.
2. Potential Customers must put their request in writing before administration will forward it to the Board for consideration. The written request should include:
  - a. The number and locations of service connections being requested;
  - b. Information regarding the amounts and types of effluent that will discharge into the TVRSSC System;
  - c. Information regarding the anticipated number of properties that will be serviced and their uses including information on the number of anticipated connections within each property;
  - d. Anticipated flow rates and engineered drawings, if available;
  - e. Any expectations, assumptions, or additional information that the Potential Customer has regarding the Service Connection request.
3. No costs will be borne by the TVRSSC for the Service Connection request until the (Potential) Customer provides a deposit, in an amount to be determined by the Board. When considering the amount of the deposit, the board will consider:
  - a. The costs associated with drafting a connection agreement;
  - b. Time required by Administration in drafting and negotiating a Connection Agreement;
  - c. If the municipality making the request is an existing customer of the TVRSSC;
  - d. The number of Service Connections requested;
  - e. Any other information the Board believes is relevant.
4. If the Potential Customer becomes a Customer the TVRSSC System, the deposit will be deducted from the Connection Fee. If they do not become a Customer, Administration will deduct any expenses incurred with regards to the request and refund any remaining funds.
5. Each Service Connection request will be reviewed independently of other requests.
6. When contemplating a potential Service Connection, the Board will consider:
  - a. The amount of effluent that will be received by the TVRSSC System;
  - b. Capacity of the TVRSSC treatment system;
  - c. Capacity of the TVRSSC collection system;
  - d. The requested point of connection
  - e. anticipated short- and long-term impacts on the TVRSSC System;
  - f. potential for more users utilizing the connection;
  - g. any relevant operational or infrastructure implications;
  - h. anything else the Board deems appropriate.
7. For clarity, the Board shall only consider a new Service Connection if, in the opinion of the Board, there is sufficient capacity for the supply of services to the Customer and that the Connection is in the best interests of the TVRSSC.

**Guidelines regarding the drafting of a Connection Agreement:**

1. Connection Agreements will be drafted by Administration for approval by the Board.

2. Wherever possible, an existing Connection Agreement will be used as the basis for future Connection Agreements.
3. The cost to draft the agreement will be:
  - a. Borne by the TVRSSC, if a connection agreement is entered into;
  - b. Split evenly between the TVRSSC and Potential Customer, should a Connection Agreement not be entered into.
4. Notwithstanding section 3(a), should the Potential Customer request significant or complex changes to the agreement, the expense shall be borne by the Potential Customer.
5. Connection Agreements should include:
  - a. Obligations of the TVRSSC and Customer;
  - b. Assurance that TVRSSC minimum engineering design standards, or in the absence of such standards, generally accepted municipal engineering design standards are adhered to;
  - c. Agreement termination clause;
  - d. Dispute resolution clause;
  - e. Liability and indemnification clause;
  - f. Schedule of Fees and Charges which should include:
    - i. Connection fees,
    - ii. Operating Fees,
    - iii. Capital Fees
    - iv. System revitalization levy,
    - v. Over-strength charges,
    - vi. Any other fees and charges as the Board deems appropriate,
    - vii. Consideration of charges levied against TVRSSC member municipalities.
  - g. Water quality standards;
  - h. Statement that the Customer is responsible for the operation and maintenance of the infrastructure within their municipality and up to the approved connection point;
  - i. Requirement that the Customer is responsible for 100% of the capital and operating cost of their collection and/or transmission system;
  - j. Statement that the Customer is responsible for the entire cost of the Service Connection, including but not limited to metering vaults and equipment, engineering, and construction. Further, TVRSSC operations staff shall have unrestricted access to site during construction, commissioning, and operations.
  - k. The Service Connection will be signed off by TVRSSC Operation's Manager before effluent will be accepted;
  - l. Additional hook-ups to the Customer's approved system require approval from the TVRSSC Board;
  - m. Customer is responsible for any relevant federal or provincial government regulatory approvals, including but not limited to Water Act approvals., to be submitted to the TVRSSC prior to the commencement of construction.
  - n. Any other provisions the Board deems relevant or necessary.

# TRI VILLAGE REGIONAL SEWER SERVICES COMMISSION

## POLICY

### SUBJECT - HOOK UP OF PROPERTIES OUTSIDE THE BOUNDARIES OF THE THREE VILLAGES

#### BACKGROUND:

SOME REQUESTS WERE RECEIVED FOR INDIVIDUAL, ADJACENT LOTS TO HOOK-UP TO THE TRI-VILLAGE SYSTEM.

#### CONCERNS:

LAGOON CAPACITY - ALTHOUGH THE CURRENT CAPACITY IS CURRENTLY ADEQUATE, ONLY 60% OF PROPERTIES ELIGIBLE FOR THE SERVICES HAVE BEEN CONNECTED.

THE COUNTY HAS INDICATED THEY WILL HAVE NO PART IN COLLECTING YEARLY FEES.

CONSIDERATION OF HOOKING UP INDIVIDUAL PROPERTIES WOULD LEAVE THE COMMISSION OPEN TO ACCEPTING OTHER REQUESTS FOR THE SURROUNDING PROPERTIES

WHEN THE SYSTEM NEEDS MAJOR EXPANSION OR THE LAGOON REQUIRES FURTHER EXPANSION, ONLY THOSE IN THE THREE VILLAGE AREA COULD BE REQUISITIONED FOR THE FUNDS.

#### RESOLUTIONS:

OCTOBER 18, 1995:

MOVED BY MARGO HERVIEUX THAT THE COMMISSION NOT CONSIDER ANY HOOK-UPS FOR PROPERTIES OUTSIDE THE BOUNDARIES OF THE THREE VILLAGES.

CARRIED UNANIMOUSLY

SEPTEMBER 8, 1997:

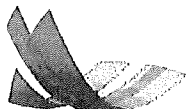
MOVED BY Barb Goode that the Commission adhere to the policy set in October 1995 which stated "MOVED BY Margo Hervieux that the Commission not consider any hook-ups for properties outside the boundaries of the three villages."

Opposed - Art Wilson

CARRIED

MOVED BY Dan Hinds that all policies be review in on years time and that all current policies be strictly adhered to.

CARRIED



February 3<sup>rd</sup>, 2025

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

Attention: Ms. Gwen Jones, Chairperson

**RE: LEGAL COSTS – DRAFT MEMORANDUM OF AGREEMENT**

Dear Ms. Jones:

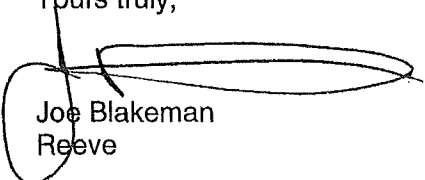
Lac Ste. Anne County (LSAC) acknowledges receipt of your January 27<sup>th</sup>, 2025, letter with respect to legal costs. We agree in the proposed 50/50 cost share and will forward payment of \$3,282.50 upon receipt of invoice. This payment is on condition that LSAC may use the draft Memorandum of Agreement for our own use once payment has been made.

I will be scheduling a meeting with you to discuss the failed connection and the proposed revenue ideas that would have been applied to only Lac Ste. Anne County residents. The following issues are relevant to our decision to find an alternative solution, as this is not a partnership. Here are some of the **concerns that only applied to the County**:

1. Only location that would be metered.
2. Only customer paying for an over-strength charge that showed in Schedule B as an estimated annual cost of \$14,638.70, in addition to all other fees proposed.
3. 10% and 15% Administration fees for various charges.
4. Annual fees tied to the budget that LSAC had zero input based on meter readings; and
5. One connection location and one meter yet charged for 16 connection fees (16 x \$2,500 = \$40,000).

We manage multiple low-pressure systems, lagoons, and Lagoon Commissions and we treat all customers the same, regardless of location. Unfortunately, this does not appear to be the case and with the concerns listed above, we elected to spend our time and effort in other areas of importance. I can be reached at [JBlakeman@lsac.ca](mailto:JBlakeman@lsac.ca) or 780-918-1916 anytime to discuss further.

Yours truly,



Joe Blakeman  
Reeve



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

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January 27, 2025

Lac Ste Anne County  
Box 219  
Sangudo AB T0E 2A0

Sent via email: [JBlakeman@lsac.ca](mailto:JBlakeman@lsac.ca)

Attention: Reeve Blakeman

Re: **Legal Costs, Draft Memorandum of Agreement**

Dear Reeve Blakeman:

On May 8, 2024 you attended the Tri-Village Regional Sewer Services Commission (TVRSSC) meeting where you requested Lac Ste Anne County (LSAC) be permitted to tie into the TVRSSC collection system at Val Quentin, as per your April 5, 2024 letter. The TVRSSC was amicable to LSAC's request. Based on the discussion, TVRSSC had legal counsel draft an agreement upon which our negotiations with the County would be based.

TVRSSC fully intended to allow LSAC to connect to our system and, in good faith, incurred expenses to further that connection. As had been laid out in our CAO's emails, we were looking for feedback on the draft agreement. Instead of providing feedback, LSAC abruptly withdrew from the discussion. This withdrawal was done without negotiation or a clear indication (apart from cost uncertainty) as to what the concerns were or why you were unable or unwilling to negotiate.

As a result, TVRSSC is requesting reimbursement for fifty percent (50%) of the costs incurred, in good faith, to draft the Memorandum of Agreement. The total cost incurred for the draft agreement was \$6,565, and the TVRSSC is requesting that LSAC reimburse us for \$3282.50.

Please do not hesitate to contact me if you would like to discuss this further. The TVRSSC looks forward to working with you and Lac Ste Anne County again in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gwen Jones', with a stylized flourish extending to the right.

Gwen Jones  
Chairperson

Cc: Mike Primeau, CAO, Lac Ste Anne County

Encl: August 27, 2024 McLennan Ross Invoice  
September 27, 2024 McLennan Ross Invoice

## Wildwillow Enterprises

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**From:** Membership Renewal <renewal@abmunis.ca>  
**Sent:** February 4, 2025 4:20 PM  
**To:** Wildwillow Enterprises  
**Subject:** 2025 Annual Membership Renewal - Associate Member

**Importance:** High

Dear Alberta Municipalities Associate Member:

### 2025 Annual Membership

Greetings from your dedicated team at Alberta Municipalities. We greatly appreciate your continued participation in Alberta's largest municipal government network.

Our Association is proud to represent the wonderful municipalities that are home to over 85% of Albertans, including cities, towns, villages, summer villages, and specialized municipalities. The collective power of our members enables us to support Alberta's thriving communities.

**With our members' collective support and assistance, ABmunis was able to move the needle on several member priorities in 2024.** As one voice, we repeatedly raised our concerns and presented alternative solutions to the provincial government's Bills 18, 20, and 21, drawing a great deal of public attention. We scored an advocacy "win" in late September when the provincial government announced it was reverting to its former policy on interest rates for provincial loans to local authorities for capital projects. And we advocated on infrastructure funding, health care, policing, and many other priorities.

As a member of ABmunis, you are part of something bigger. Your support of our products and services allows us to re-invest in the things that matter most to you. It is because of our members' continued investment in our business services that we can provide innovative offerings and support Alberta's community organizations.

And, by combining our members' support, we are able to continue providing opportunities for members to achieve cost savings & budget certainty, for example:

- Our Insurance & Risk Services has again offset premiums by providing a rebate of \$2.5 million to shield members of our insurance reciprocal from market shocks and dramatic premium increases.
- Our Employee Benefits renewal rates continue to reflect our commitment to sustainable benefits plans while helping our members avoid the impactful fluctuations witnessed in the marketplace.

- And looking ahead, we will maintain contribution percentages at the same rate as last year for our APEX Supplementary Pension plan to help you manage the changes in the maximum pensionable salary cap.

We thank you for your continued commitment to Alberta Municipalities and we look forward to creating more opportunities to serve your needs in 2025.

**Your 2025 Membership invoice has been sent to your Accounts Payable contact for payment processing.** If you have any questions please call us at **310.MUNI** (6864) or [e-mail us](#).





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR118277

February 26, 2025

Dear Chief Elected Officials/Associations/Library Boards/Regional Services  
Commissions/Municipally Controlled Corporations:

In May 2024, our government passed the *Provincial Priorities Act* to establish a process for provincial oversight of agreements between provincial entities and the federal government. The *Act* will come into force on April 1, 2025, and will ensure Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans. Under the *Act*, provincial entities, such as municipalities, are required to obtain prior approval from the Alberta government before entering into, amending, or renewing an agreement with the federal government.

Throughout last summer, Alberta's government led a comprehensive stakeholder engagement with provincial entities to inform the supporting regulations. The Provincial Priorities Regulation (attached), which also comes into force on April 1, 2025, designates additional municipal entities that are subject to the *Act*. These entities include library boards, regional services commissions, municipally controlled corporations, and any entity that is established by bylaw, with the exception of business improvement areas. In addition, the regulation sets out the approval process for proposed intergovernmental agreements and includes some exceptions for the municipal sector where no provincial approvals will be needed. Examples of these exceptions include agreements under \$100,000, agreements that are in-kind contributions only, agreements with the Canadian Armed Forces, and agreements for disaster response and assistance; these will not require provincial approval.

Effective April 1, 2025, municipalities and municipal entities will be required to submit information on all new agreements with the federal government, agreement amendments and agreement renewals, along with a copy of the agreement, to Municipal Affairs, regardless of the monetary value of the agreement. Information on agreements eligible for an exception must also be submitted to Municipal Affairs in order for the exception to apply. Additional details on the process for submitting required information on federal agreements to Municipal Affairs will be shared in March.

I am looking forward to working together with you to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550