AGENDA FOR A REGULAR MEETING OF THE
TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION
TO BE HELD WEDNESDAY MARCH 11TH, 2026,
COMMENCING AT 7:00PM, AT ALBERTA BEACH COUNCIL CHAMBERS, 4935-50 AVE
ALBERTA BEACH, AND VIA ZOOM

1) Call to Order:

2) Acceptance of Agenda:

P. 1-2 a) March 11, 2026 regular meeting agenda

3) Adoption of the Previous Minutes:

P. 3-6 a) January 14, 2026 regular meeting minutes

4) Appointments/Delegations:

P. 7-24 a) Steven Kim, Doyle & Company, TVRSSC Auditor

Mr. Kim will be in attendance to review the 2025 Draft Audited Financial Statements. None of the 2025 budgeted reserve transfers have been included in the draft statements. The surplus, before any reserve transfers, is $270,175. Administration has two recommendations:

1. Pass a resolution to move the Surplus to the Sewer Revitalization Reserve (or another reserve as determined by the Board).
2. Pass a resolution to approve the 2025 Audited Financial Statements as amended.

5) Reports:

P. 25-28 a) Chief Administrative Officer's Report

P. 29 b) Financial: Year-to-Date as of January 31, 2026

P. 30-31 c) Operation Managers Report

6) Bylaws & Policies:

P. 32-33 a) Bylaw 18-2026, Protection of Privacy Bylaw

P. 34-35 b) Bylaw 19-2026, Access to Information Bylaw

These bylaws are in relation to the new Access to Information Act (ATIA) and Protection of Privacy Act (POPA), which have replaced the Freedom of Information and Protection of Privacy Act (FOIPP), and were drafted by legal counsel. The Bylaws must be passed by June 11, 2026. Administration is still waiting on the Privacy Management Program, which will be brought to the Board once available. The Board may pass 0, 1, 2, or 3 readings of these bylaws.

7) Old Business:

a)

8) New Business:

P. 36-37 a) Request for Decision: Lagoon Fence Theft – Insurance Claim Decision

P. 38-49 b) Request for Decision: Fogging & Bylaw Review Project – Direction to Proceed

c) Sewer Line Inspection Request for Proposals

Information regarding this agenda item will be provided at meeting time.

P. 50-51 d) Alberta Community Partnership Grant Approval - $200,000

Included in your package is our approval letter. This project was already awarded to Stantec, pending grant funding (Motion 25-066). The Board should pass a motion accepting the letter for information and directing administration to proceed with the project.

9) Information Items:

P. 52 a) January 27, 2026 letter from Brownlee LLP: Commission/Board of Directors Orientation Training Sessions

P. 53-54 b) February 2, 2026 letter from ACE Water Corp.: RWWAI Update – Initial Findings and Next Steps

10) Next Meeting Date & Location: March 13, 2026 @ 7:00 p.m., Alberta Beach Council Chambers. A Lift Station and Lagoon Tour will precede the meeting with the start time to be determined.

11) Confidential Matters:

a)

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, January 14, 2026, at Alberta Beach Council Chambers & via Zoom,
Commencing at 7:00 p.m.

IN ATTENDANCE Gwen Jones, Chairperson
Kelly Muir, Vice Chairperson
Daryl Weber, Director
Rodney Janz, Director
Barrie Ronaldson, Director
Angela Duncan, Chief Administrative Officer
Jason Madge, Manager/Operator

ABSENT Kent Galusha, Director

GALLERY Online – 0 In-person – 0

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

ACCEPTANCE OF AGENDA

Res. 26-001 **MOVED** by Director Rodney Janz that the January 14, 2026 regular board meeting agenda be approved with the following additions:

- 7.d – Privacy Management Program
- 8.b – Letter of Support

CARRIED

APPROVAL OF MINUTES

Res. 26-002 **MOVED** by Director Daryl Weber that the minutes of the November 26, 2025 organizational Board meeting be approved as presented.

CARRIED

Res. 26-003 **MOVED** by Director Barrie Ronaldson that the minutes of the November 26, 2025 regular Board meeting be approved as presented.

CARRIED

DELEGATIONS

REPORTS

Res. 26-004 **MOVED** by Vice Chairperson Kelly Muir that the administration report be accepted for information.

CARRIED

Res. 26-005 **MOVED** by Director Barrie Ronaldson that the year-to-date financial report, as of December 31, 2025, be accepted for information.

CARRIED

Unapproved

Res. 26-006 **MOVED** by Chairperson Gwen Jones that administration request assistance from the Summer Village of Sunset Point to send letters to residents upstream of lift station SSP3 regarding cloths that are clogging the lift station.

CARRIED

Res. 26-007 **MOVED** by Director Daryl Weber that the Operation Managers Report be accepted for information.

CARRIED

BYLAWS & POLICIES

Res. 26-008 **MOVED** by Chairperson Gwen Jones that the *Request for Decision – Request for Changes to the System Fees Bylaw 16-2023* document and discussion be accepted for information.

CARRIED

OLD BUSINESS

Res. 26-009 **MOVED** by Vice Chairperson Kelly Muir that CAO Evaluation Policy TVRSSC-POL-3 be amended as follows:

- Change the date of the annual performance evaluation from September to May.

CARRIED

Res. 26-010 **MOVED** by Director Barrie Ronaldson that the 2026 TVRSSC Operating and Capital Budget be approved with the following amendments:

- Income – Transfer $20,000 from the revitalization reserve
- Expense – Increase Repairs and Maintenance by $20,000 to repair pumps.

CARRIED

Res. 26-011 **MOVED** by Chairperson Gwen Jones that CAO Duncan and Commission Manager Madge attend the February 26, 2026 Regional Water and Wastewater Assessment Initiative meeting and report back to the Board.

CARRIED

Res. 26-012 **MOVED** by Director Daryl Weber that the TVRSSC join with the WILD Water Commission to develop a Privacy Management Program as required by the Protection of Privacy Act and the Access to Information Act and FURTHER that WILD remain the lead on this project.

CARRIED

Unapproved

Minutes of a Regular Meeting of the
Board of the Tri Village Regional Sewage Services Commission
In the Province of Alberta,
Held on Wednesday, January 14, 2026, at Alberta Beach Council Chambers & via Zoom,
Commencing at 7:00 p.m.

NEW BUSINESS

Res. 26-013 **MOVED** by Vice Chairperson Kelly Muir that the 2027-2031 TVRSSC Capital Plan be approved as presented.

CARRIED

Res. 26-014 **MOVED** by Director Barrie Ronaldson that a letter be forward to 54416 Rge Rd 31, Lac Ste Anne County (Lot 1 Block 1 Plan 2521502) stating that the TVRSSC does not object to development that meets provincially legislated setbacks from the property boundary of the lagoon site located at ¼ SW Sec 25 Twp 54 Rge 3 W5 and FURTHER that the TVRSSC has no plans to expand at this time and FURTHER that we reserve the right to expand in the future.

CARRIED

INFORMATION ITEMS

NEXT MEETING DATE Confirmed as March 11, 2026 at 7:00 pm at Alberta Beach Council Chambers.

CONFIDENTIAL ITEMS

Res. 26-015 **MOVED** by Chairperson Gwen Jones that pursuant to section 197(2) of the Municipal Government Act the Board goes into closed session at 8:30 p.m. to discuss the following:

a) Update regarding external connection to TVRSSC System (ATIA Section 29(1)(a) & 30(1)(c))
b) CAO Evaluation (ATIA Section 22(2))

CARRIED

Present in Closed Session
Gwen Jones, Chairperson
Kelly Muir, Director
Daryl Weber, Director
Rodney Janz, Director
Barrie Ronaldson, Director
Angela Duncan, Chief Administrative Officer
Jason Madge, Manager/Operator

Res. 26-016 **MOVED** by Chairperson Gwen Jones that the Board comes out of closed session at 8:40 p.m.

CARRIED

Unapproved

Minutes of a Regular Meeting of the
Board of the Tri Village Regional Sewage Services Commission
In the Province of Alberta,
Held on Wednesday, January 14, 2026, at Alberta Beach Council Chambers & via Zoom,
Commencing at 7:00 p.m.

ADJOURNMENT As all matters have been addressed, Chairperson Gwen Jones declared the meeting adjourned at 8:40 p.m.

These minutes approved this 11th day of March, 2026.

_____
Chairperson, Gwen Jones

_____
Chief Administrative Officer, Angela Duncan

Unapproved

TriVillage Regional Sewage Services Commission

Financial Statements

December 31, 2025

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TriVillage Regional Sewage Services Commission

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DOYLE & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS

Edward Cheung, CPA, CA*
Scott T. Mockford, CPA, CA*
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INDEPENDENT AUDITOR'S REPORT

To the Members of the Board

Opinion

We have audited the financial statements of the Tri Village Regional Sewage Services Commission (the "Organization"), which comprise the statement of financial position as at December 31, 2025, and the results of its operations, changes in its net financial assets (debt) and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Tri Village Regional Sewage Services Commission as at December 31, 2025, and the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing these financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

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Doyle & Company

March 11, 2026
11210 107 Ave NW
Edmonton, Alberta T5H 0Y1

Chartered Professional Accountants

TriVillage Regional Sewage Services Commission

Statement of Financial Position

As at December 31, 2025

	2025 $	2024 $
FINANCIAL ASSETS		
Cash (Note 3)	**1,515,068**	1,484,007
Accounts receivable	**43,251**	112,537
Goods and services tax receivables	**10,861**	12,012
	1,569,180	1,608,556
LIABILITIES		
Accounts payable and accrued liabilities	**25,032**	57,794
Accrued interest payable	**10,217**	11,538
Long-term debt (Note 4)	**2,209,376**	2,375,233
	2,244,625	2,444,565
NET FINANCIAL ASSETS (DEBT)	**(675,445)**	(836,009)
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 2)	**9,811,362**	9,854,588
Prepaid expenses	**9,202**	18,604
	9,820,564	9,873,192
ACCUMULATED OPERATING SURPLUS (Note 7) (Schedule 1)	**9,145,119**	9,037,183

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The accompanying notes form part of these financial statements.

TriVillage Regional Sewage Services Commission

Statement of Operations and Changes in Net Assets

For the year ended December 31, 2025

	2025 Budget (Unaudited)	2025 Actual	2024 Actual
	$	$	$
REVENUE			
Member Levies			
Service fees charged to commission members	**746,579**	**745,381**	716,125
Debenture recognized as revenue	**252,718**	**252,717**	252,717
	999,297	**998,098**	968,842
Interest income	**30,000**	**39,142**	67,411
Other	**5,650**	**4,193**	15,650
	1,034,947	**1,041,433**	1,051,903
EXPENSES			
Administrative and general (Schedule 3)	**64,525**	**61,273**	62,870
Interest on long-term debt	**86,860**	**85,538**	92,086
Operating (Schedule 3)	**396,608**	**458,590**	402,522
	547,993	**605,401**	557,478
EXCESS OF REVENUE OVER EXPENSES BEFORE OTHER REVENUE (EXPENSES)	**486,954**	**436,032**	494,425
Amortization of tangible capital assets	**-**	**(328,096)**	(324,751)
EXCESS OF REVENUE OVER EXPENSES	**486,954**	**107,936**	169,674
ACCUMULATED OPERATING SURPLUS, BEGINNING OF YEAR		**9,037,183**	8,867,509
ACCUMULATED OPERATING SURPLUS, END OF YEAR		**9,145,119**	9,037,183

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The accompanying notes form part of these financial statements.

TriVillage Regional Sewage Services Commission

Statement of Changes in Net Financial Assets (Debt)

For the year ended December 31, 2025

	2025 Budget (Unaudited)	2025 Actual	2024 Actual
	$	$	$
EXCESS OF REVENUES OVER EXPENSES	**486,954**	**107,936**	169,674
Acquisition of tangible capital assets	**-**	**(284,870)**	(253,957)
Amortization of tangible capital assets	**-**	**328,096**	324,751
	-	**43,226**	70,794
Acquisition of prepaid assets	**-**	**(9,202)**	(18,605)
Use of prepaid assets	**-**	**18,604**	19,113
	-	**9,402**	508
DECREASE (INCREASE) IN NET DEBT	**486,954**	**160,564**	240,976
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR		**(836,009)**	(1,076,985)
NET FINANCIAL ASSETS (DEBT), END OF YEAR		**(675,445)**	(836,009)

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The accompanying notes form part of these financial statements.

TriVillage Regional Sewage Services Commission

Statement of Cash Flows

For the year ended December 31, 2025

	2025 $	2024 $
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenues over expenses	**107,936**	169,674
Non-cash items included in excess of revenues over expenses:		
Amortization of tangible capital assets	**328,095**	324,751
Non-cash charges to operations (net change):		
Decrease (increase) in trade and other receivables	**69,286**	86,380
Decrease (increase) in goods and services tax receivable	**1,151**	1,475
Decrease (increase) in prepaid expenses	**9,402**	508
Increase (decrease) in accounts payable and accrued liabilities	**(32,762)**	(29,578)
Increase (decrease) in accrued interest payable	**(1,321)**	(1,263)
Cash provided by operating transactions	**481,787**	551,947
CAPITAL		
Acquisition of tangible capital assets	**(284,870)**	(253,957)
FINANCING		
Long-term debt repaid	**(165,857)**	(159,368)
Cash provided by (applied to) financing transactions	**(165,857)**	(159,368)
CHANGE IN CASH DURING THE YEAR	**31,060**	138,622
CASH, BEGINNING OF YEAR	**1,484,007**	1,345,385
CASH, END OF YEAR	**1,515,067**	1,484,007

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The accompanying notes form part of these financial statements.

TriVillage Regional Sewage Services Commission

Schedule of Changes in Accumulated Operating Surplus - Schedule 1

For the year ended December 31, 2025

	Unrestricted Surplus	Internally Restricted Surplus	Equity in Tangible Capital Assets	2025	2024
	$	$	$	$	$
BALANCE, BEGINNING OF YEAR	**265,263**	**1,292,565**	**7,479,355**	**9,037,183**	8,867,509
Excess (deficiency) of revenue over expenses	**107,936**	**-**	**-**	**107,936**	169,674
Restricted funds used for tangible capital assets	**-**	**(284,870)**	**284,870**	**-**	**-**
Annual amortization expenses	**328,096**	**-**	**(328,096)**	**-**	**-**
Principal payment of long-term debt	**(165,857)**	**-**	**165,857**	**-**	**-**
Change in accumulated surplus	**270,175**	**(284,870)**	**122,631**	**107,936**	169,674
BALANCE, END OF YEAR	**535,438**	**1,007,695**	**7,601,986**	**9,145,119**	9,037,183

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The accompanying notes form part of these financial statements.

TriVillage Regional Sewage Services Commission

Schedule of Tangible Capital Assets - Schedule 2

For the year ended December 31, 2025

	Buildings	Engineered Structures Original	Engineered Structures New	Equipment	Sewage Lagoon	2025	2024
	$	$	$	$	$	$	$
COST:							
Balance, Beginning of Year	**403,691**	**4,852,673**	**9,272,978**	**1,033,796**	**780,162**	**16,343,300**	16,089,343
Acquisition of tangible capital assets	**-**	**-**	**61,892**	**-**	**222,978**	**284,870**	253,957
Balance, End of Year	**403,691**	**4,852,673**	**9,334,870**	**1,033,796**	**1,003,140**	**16,628,170**	16,343,300
ACCUMULATED AMORTIZATION:							
Balance, Beginning of Year	**266,057**	**3,266,923**	**2,313,886**	**513,943**	**127,903**	**6,488,712**	6,163,961
Annual amortization	**8,074**	**63,430**	**206,754**	**30,023**	**19,815**	**328,096**	324,751
Balance, End of Year	**274,131**	**3,330,353**	**2,520,640**	**543,966**	**147,718**	**6,816,808**	6,488,712
NET BOOK VALUE	**129,560**	**1,522,320**	**6,814,230**	**489,830**	**855,422**	**9,811,362**	9,854,588
2024 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	137,634	1,585,750	6,959,092	519,853	652,259		9,854,588

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The accompanying notes form part of these financial statements.

TriVillage Regional Sewage Services Commission

Schedule of Operating and Administrative and General Expenses - Schedule 3

For the year ended December 31, 2025

	2025 Budget (Unaudited)	2025 Actual	2024 Actual
	$	$	$
Administrative and General			
Advertising and promotion	**1,500**	**1,201**	986
Bank charges and interest	**125**	**143**	23
Contracted management services	**34,819**	**33,821**	31,065
Contracted office services	**6,000**	**6,000**	6,000
Honoraria	**6,400**	**5,080**	4,930
Legal	**2,500**	**2,060**	-
Memberships	**310**	**309**	321
Office	**5,746**	**5,418**	5,528
Professional fees	**5,625**	**5,500**	12,235
Salaries, wages and benefits	**1,500**	**1,741**	1,782
	64,525	**61,273**	62,870
Operating			
Insurance	**26,559**	**22,430**	22,872
Maintenance contract	**61,549**	**60,551**	59,074
Professional development	**-**	**-**	638
Repairs and maintenance	**222,500**	**314,172**	249,539
Repairs - line breaks	**40,000**	**26,995**	21,077
Travel	**1,000**	**433**	1,564
Utilities and telephone	**45,000**	**34,009**	47,758
	396,608	**458,590**	402,522

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The accompanying notes form part of these financial statements.

TriVillage Regional Sewage Services Commission

Schedule of Expenses by Object - Schedule 4

For the year ended December 31, 2025

	2025 Budget (Unaudited)	2025 Actual	2024 Actual
	$	$	$
EXPENSES BY OBJECT			
Salaries, wages and benefits	**7,900**	**6,821**	6,712
Contracted and general services	**351,108**	**426,209**	354,703
Materials, goods, and utilities	**102,000**	**86,690**	103,954
Bank charges and interest	**125**	**143**	23
Interest on long-term debt	**86,860**	**85,538**	92,086
Amortization of tangible capital assets	**-**	**328,096**	324,751
	547,993	**933,497**	882,229

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The accompanying notes form part of these financial statements.

Nature of the Operations

The Tri Village Regional Sewer Services Commission (the "Organization") is constituted under the Municipal Government Act and was approved by the Minister of Municipal Affairs on March 22, 1990, for the purpose of constructing, maintaining, controlling, and managing a sanitary sewage transmission and treatment facility to serve their respective municipalities.

The members of the Organization are Alberta Beach, Summer Village of Val Quentin, and Summer Village of Sunset Point.

The Organization is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. SIGNIFICANT ACCOUNTING POLICES

(a) Basis of Presentation

The financial statements of the Organization are the representation of management prepared in accordance with generally accepted accounting principles recommended for governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Organization are as follows:

(b) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses, and change in financial position of the Organization.

(c) Cash

Cash consist of cash on deposit in a Canadian financial institution.

(d) Revenue Recognition

Service fees and sales of goods are recognized as revenue in the period in which the service is delivered or in which the transactions or events occurred that gave rise to the revenue.

The Commission follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributions specified for capital purposes are recorded as deferred capital asset contributions. These deferred contributions are recognized as revenue equal to the amount of the amortization of the assets.

(e) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution.

Tangible capital assets are amortized on a straight-line basis over the follows periods:

Buildings	50 years
Engineering structures	45 years
Equipment	20 years
Sewage lagoon	45 years

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1. SIGNIFICANT ACCOUNTING POLICES - continued

(f) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets (Debt) for the year.

(g) Financial Instrument

(i) Measurement of financial instruments

The Organization initially measures all of its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The Organization subsequently measures all of its financial assets and liabilities at amortized cost, except in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, accrued interest payable and long-term debt.

(ii**)** Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

(h) Reserves for Future Expenditures

Reserves are established at the discretion of the Board to set aside funds for future operating or capital expenditures. Transfers to and/or reserves are reflected as adjustments to the respective fund.

2. MEASUREMENT UNCERTAINTY

The preparation of financial statements in conformity with Canadian Accounting Standards for Public Sector Accounting Board requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of the tangible capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in the revenue or expenses in the period in which they become known. Actual results could differ from those estimates.

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3. CASH

	2025 $	2024 $
Cash	**1,515,068**	1,484,007

The Board has designated funds of $715,300 (2024 - $715,300) for capital replacement and $252,394 (2024 - $537,264) for sewer revitalization. The total designated funds is $967,694 (2024 - $1,252,564).

4. LONG-TERM DEBT

	2025 $	2024 $
Alberta Capital Financing Authority		
Debenture payable at $67,657 on March 15 and September 15, of each year including interest at 4.59%, matures March 15, 2032.	**753,072**	850,454
Debenture payable at $58,702 on June 15 and December 15 of each year including interest at 3.245%, matures December 15, 2041.	**1,456,304**	1,524,779
	2,209,376	2,375,233
Less: current portion	**172,618**	165,857
Long-term portion	**2,036,758**	2,209,376

DRAFT

The debentures are secured by the tangible capital assets of the Commission as well as borrowing By-laws passed by the member municipalities. Interest on long-term debt amounted to $85,538 (2024 - $92,086).

Principal and interest payments are as follows:

	Principal $	Interest $	Total $
2026	**172,618**	**80,098**	**252,716**
2027	**179,663**	**73,054**	**252,717**
2028	**187,003**	**65,714**	**252,717**
2029	**194,650**	**58,066**	**252,716**
Thereafter	**1,475,442**	**271,680**	**1,747,122**
	2,209,376	**548,612**	**2,757,988**

5. DEBT LIMIT

Section 276(2) of the Municipal Government Act requires that total debt limit as defined by Alberta Regulation 255/2000 for the Organization are to be disclosed as follow:

	2025 $	2024 $
Total Debt Limit	**2,082,866**	2,103,806
Total Debt	**(2,209,376)**	(2,375,233)
Amount of debt over the debt limit	**(126,510)**	(271,427)
Debt Service Limit	**364,502**	368,166
Debt Service	**(252,718)**	(252,718)
Amount of debt servicing limit unused	**111,784**	115,448

The debt limit is calculated at 2 times revenue of the regional services commission excluding transfers from the governments of Alberta and Canada for the purposes of capital property (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.35 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. The regional services commission received approval to exceed these debt limits as part of ministerial order MSL:063/16 dated August 4th, 2016. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

Total debt includes long-term debt less debt charges recoverable. Debt servicing includes principle and interest payments due on long-term debt in the 12 months subsequent to year-end less amounts that are recoverable.

6. EQUITY IN TANGIBLE CAPITAL ASSETS

	2025 $	2024 $
Tangible capital assets	**16,628,170**	16,343,300
Accumulated amortization	**(6,816,808)**	(6,488,712)
Long-term debt	**(2,209,376)**	(2,375,233)
	7,601,986	7,479,355

DRAFT

7. ACCUMULATED OPERATING SURPLUS

	2025 $	2024 $
Unrestricted surplus	**535,438**	265,263
Internally restricted surplus:		
Capital Replacement	**715,300**	715,300
Sewer Revitalization	**252,395**	537,265
Operating Reserve	**40,000**	40,000
Equity in tangible capital assets	**7,601,986**	7,479,355
	9,145,119	9,037,183

8. RELATED PARTY TRANSACTIONS

Alberta Beach, Summer Village of Val Quentin and the Summer Village of Sunset Point are members of the Commission and, as such, have been identified as related.

Service fees are based on the budgeted net operating and replacement reserve costs of the Commission and are allocated between the commission members based on an agreed upon percentage.

Amounts due from commission members are payable on receipt of the invoice. These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

Included in revenue were amounts received from Commission member municipalities as follows:

	2025				2024
	Alberta Beach $	Summer Village of Val Quentin $	Summer Village of Sunset Point $	Total $	Total $
Service fees	**301,599**	**62,003**	**111,881**	**475,483**	445,028
Debentures	**160,294**	**32,950**	**59,475**	**252,719**	252,718
Sewer revitalization	**169,132**	**40,190**	**60,574**	**269,896**	271,096
	631,025	**135,143**	**231,930**	**998,098**	968,842

DRAFT

9. FINANCIAL INSTRUMENTS

Credit Risk

Tri Village Regional Sewer Services Commission is subject to credit risk with respect to accounts receivables. Credit risk arises from the possibility that clients the Commission provided services to may experience financial difficulty and be unable to fulfil their obligations. The larger receivable is from the federal government for the Goods and Services Tax refund claimed. The credit risk of the federal government is minimal.

Interest Rate Risk

Interest risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rate. The Commission is exposed to interest rate risk on its bank account balances and long-term debt. The interest rate risk on the long-term debit is minimized as the interest rate is fixed for the loan.

Liquidity Risk

Liquidity risk is the risk that Tri Village Regional Sewer Services Commission will encounter difficulty in meeting its obligations associated with financial liabilities. Tri Village Regional Sewer Services Commission manages its liquidity risk by monitoring its operating requirements and cash forecasts to ensure it has sufficient funds to fulfil its financial obligations.

DRAFT

10. ECONOMIC DEPENDENCE

The Commission is economically dependent upon the three participating member municipalities.

11. BUDGETED FIGURES

Budget figures are included in the financial statements for information purposes and are unaudited. The budget was approved by the Board.

12. APPROVAL OF FINANCIAL STATEMENTS

The Board and Management have approved these financial statements.

CHIEF ADMINISTRATIVE OFFICER'S REPORT
March 11, 2026

This report does not cover daily administrative tasks. It outlines outstanding resolutions, administrative meetings, notable administrative duties, and issues outside of normal operations.

1. Active Motions and Things to Do

This list is as of the July 9, 2026 Board meeting.

ADMINISTRATION

External Connections

25-092 MOVED by Chairperson Gwen Jones that administration pursue an external connection agreement as discussed at meeting time.

Jan 14 26 An update was provided in closed session.

Mar 4, 26 Administration has been unable to connect with LSAC.

SSP Resident Letters

26-006 MOVED by Chairperson Gwen Jones that administration request assistance from the Summer Village of Sunset Point to send letters to residents upstream of lift station SSP3 regarding cloths that are clogging the lift station.

Mar 4, 26 Confirmation was received from Sunset Point on February 24 that they would send us the addresses to complete the mailout. Addresses have not yet been received. Attached to this report is a copy of the letter that will be going out, once addresses have been provided.

2026 Operating and Capital Budget

26-010 MOVED by Director Barrie Ronaldson that the 2026 TVRSSC Operating and Capital Budget be approved with the following amendments:
- Income – Transfer $20,000 from the revitalization reserve
- Expense – Increase Repairs and Maintenance by $20,000 to repair pumps.

Jan 20 26 Budget has been updated and posted to the website. Municipalities have been informed of their requisition amounts for the year.

RWWAI

26-011 MOVED by Chairperson Gwen Jones that CAO Duncan and Commission Manager Madge attend the February 26, 2026 Regional Water and Wastewater Assessment Initiative meeting and report back to the Board.

Jan 21 26 The date of this meeting has been changed to March 12, 2026.

2027-2031 Capital Plan

26-013 MOVED by Vice Chairperson Kelly Muir that the 2027-2031 TVRSSC Capital Plan be approved as presented.

Mar 4, 26 Capital Plan has been posted to the website.

Letter of Support

26-014 MOVED by Director Barrie Ronaldson that a letter be forward to 54416 Rge Rd 31, Lac Ste Anne County (Lot 1 Block 1 Plan 2521502) stating that the TVRSSC does not object to development that meets provincially legislated setbacks from the property boundary of the lagoon site located at ¼ SW Sec 25 Twp 54 Rge 3 W5 and FURTHER that the TVRSSC has no plans to expand at this time and FURTHER that we reserve the right to expand in the future.

Jan 19 26 Letter has been sent.

BOARD

CAO Evaluation Policy

26-009 MOVED by Vice Chairperson Kelly Muir that CAO Evaluation Policy TVRSSC-POL-3 be amended as follows:

- Change the date of the annual performance evaluation from September to May.

Jan 16 26 Policy has been updated and added to the website.

ATIA / POPA / PMP

25-061 MOVED by Director Barrie Ronaldson that a new bylaw be drafted to replace Bylaw 4 (FOIP Bylaw) which meets the requirements of the Access to Information Act and the Protection of Privacy Act as per the quote provided at meeting time, FURTHER, that any expenses that cannot be absorbed in the operating budget come out of unrestricted surplus.

26-012 MOVED by Director Daryl Weber that the TVRSSC join with the WILD Water Commission to develop a Privacy Management Program as required by the Protection of Privacy Act and the Access to Information Act and FURTHER that WILD remain the lead on this project.

CAO Evaluation

26-068 MOVED by Chairperson Gwen Jones that the CAO evaluation proceed with the three (3) previous board members (2021-2025 term) who are still on the Board completing the evaluation and FURTHER that the CAO Evaluation Policy TVRSSC-POL-24-3 be brought to the January Board meeting for review and potential amendments.

OPERATIONS

Sewer Masterplan

25-047 MOVED by Director Daryl Weber that administration identify a managing partner to apply for an Alberta Community Partnership (ACP) grant on behalf of the TVRSSC for the sewer masterplan project, in addition to the Water for Life grant application, and FURTHER that a letter of support be requested from the three TVRSSC member municipalities as well as Lac Ste. Anne County.

25-066 MOVED by Chairperson Gwen Jones that the Sewer Masterplan Project be awarded to Stantec Engineering, FURTHER that should awarded grants amount to less than the project costs that the project will be brought back to the Board for further direction, and FURTHER that $20,000 for the project initiation and grant application be funded

through unrestricted surplus should the grant applications not be successful or the project not move forward.

2. Administration Meetings and Other Engagements

a.

3. Reports and Other Items

a. Alberta Municipalities Appointment – I am pleased to be appointed to the Alberta Municipalities Governance Committee.

b. Theft of Fence from Lagoon Site – as has been previously reported to the Board, approximately 240ft of chain link fence was stolen from the lagoon site and another 50 feet has been damaged. The incident was reported to administration by Gwen Jones. Operator Jason Madge attended the site and confirmed the theft. He put up red caution tape to mark the area, installed a trail cam, and file a report with the RCMP. CAO Angela Duncan filed an insurance claim and informed the Board.

4. Attachments

a. Letter to SSP3 upstream users – not yet mailed.

NOT SENT YET

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

January 2026

Important Sewer System Reminder – SSP3 Lift Station

Dear Residents and Property Owners,

We are writing to address recent issues at the SSP3 sewer lift station. Your property is upstream of this lift station. There has been an increase in blockages and equipment failures resulting from inappropriate items entering the sewer system. The pumps at SSP3 have failed a number of times over the last 2 months due to improper materials in the sewer system, notably microfiber cloths and wipes.

We remind everyone: **Toilets are intended for the 3 P's – Pee, Poop, and (Toilet) Paper.** Wipes, including those marketed as "flushable," should be placed in the garbage, not the toilet. The same applies to grease, rags, and any other materials aside from toilet paper. Even if a product claims to be flushable, it can still cause major issues in the sewer system. Only grey and black water should be entering your drains.

Please also note that connecting yard drains, sump pumps, or eavestroughs to the sanitary sewer system is illegal. These connections significantly increase water volume in the system, which can overwhelm lift stations and lead to costly repairs.

Is it worth the cost? In 2025, emergency repairs to the Tri Village Sewer System due to improper disposal cost $130,000—over $100 per household. These expenses are directly linked to non-compliant items like wipes and grease clogging sewer lines and damaging pumps. Continued misuse could lead to higher sewer levies and increased taxes for all residents. Please dispose of wipes in the garbage and place grease in a container before discarding it in the trash.

Your cooperation helps protect our infrastructure, control costs, and ensure reliable service for the community. Should you have any questions, please contact our office for more information.

Sincerely,

Tri Village Regional Sewage Services Commission

TRIVILLAGE REGIONAL SEWAGE

SERVICES COMMISSION
BOX 277
ALBERTA BEACH, AB T0E 0A0

Profit & Loss [Budget Analysis]

January 2026

2026-02-05
4:02:00 PM

	Selected Period	Budgeted	$ Difference	% Difference
INCOME				
OPERATING REQUISITION	$0.00	$498,684.00	-$498,684.00	(100.0%)
SEWER REVITALIZATION	$0.00	$268,996.00	-$268,996.00	(100.0%)
DEBENTURE - LAGOON	$0.00	$135,314.00	-$135,314.00	(100.0%)
DEBENTURE - LIFT STN	$0.00	$117,404.00	-$117,404.00	(100.0%)
INTEREST	$3,313.02	$24,000.00	-$20,686.98	(86.2%)
PERMIT FEES	$0.00	$2,500.00	-$2,500.00	(100.0%)
LAND LEASE/RENT	$0.00	$650.00	-$650.00	(100.0%)
TSF FROM RESERVES PUMP REPAIRS	$0.00	$20,000.00	-$20,000.00	(100.0%)
TSF FROM RESERVES CAPITAL	$0.00	$360,000.00	-$360,000.00	(100.0%)
TSF FROM RESERVERS OPERATING	$0.00	$5,000.00	-$5,000.00	(100.0%)
Total INCOME	$3,313.02	$1,432,548.00	-$1,429,234.98	(99.8%)
EXPENSES				
CAP PROJ-'25 ML AIR/'26 CAMERA	$0.00	$250,000.00	-$250,000.00	(100.0%)
CAP PROJ-'25 MANHOLE/'26 GENER	$0.00	$110,000.00	-$110,000.00	(100.0%)
CASUAL LABOUR & WCB	$0.00	$1,700.00	-$1,700.00	(100.0%)
ADVERTISING & PROMOTION	$0.00	$1,500.00	-$1,500.00	(100.0%)
AUDIT	$0.00	$5,800.00	-$5,800.00	(100.0%)
LEGAL & PROFESSIONAL FEES	$0.00	$3,750.00	-$3,750.00	(100.0%)
MEMBER SEWER BYLAW REVIEW	$0.00	$5,000.00	-$5,000.00	(100.0%)
CONTRACTED MANAGEMENT FEES	$0.00	$32,760.00	-$32,760.00	(100.0%)
MGMT FEES SPECIAL PROJECTS	$0.00	$4,000.00	-$4,000.00	(100.0%)
HONORARIA	$130.00	$6,400.00	-$6,270.00	(98.0%)
INTEREST & BANK CHARGES	$0.00	$150.00	-$150.00	(100.0%)
MEMBERSHIPS	$0.00	$310.00	-$310.00	(100.0%)
OFFICE & MISCELLANEOUS	$0.00	$5,750.00	-$5,750.00	(100.0%)
CONTRACTED RENTAL SERVICES	$4,800.00	$6,000.00	-$1,200.00	(20.0%)
TRAVEL	$0.00	$1,000.00	-$1,000.00	(100.0%)
INSURANCE	$9,663.12	$27,356.00	-$17,692.88	(64.7%)
CONTRACTED MGMT & OPERATIONS	$0.00	$62,360.00	-$62,360.00	(100.0%)
CONTRACTED OPERATOR (HOURS)	$0.00	$40,000.00	-$40,000.00	(100.0%)
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	$0.00	$15,000.00	-$15,000.00	(100.0%)
REPAIRS & SUPPLIES LIFT STNS	$0.00	$55,000.00	-$55,000.00	(100.0%)
REPAIRS & SUPPLIES MANHOLES	$0.00	$5,000.00	-$5,000.00	(100.0%)
FLUSH/DISCHARGE LINES	$0.00	$67,500.00	-$67,500.00	(100.0%)
REPAIRS & SUPPLIES SEWER LINES	$0.00	$40,000.00	-$40,000.00	(100.0%)
PREVENTATIVE MAINTENANCE	$0.00	$57,500.00	-$57,500.00	(100.0%)
UTILITIES & TELEPHONE	$521.75	$40,000.00	-$39,478.25	(98.7%)
INTEREST ON LONG TERM DEBT	$0.00	$80,098.00	-$80,098.00	(100.0%)
Total EXPENSES	$15,114.87	$940,934.00	-$925,819.13	(98.4%)
Operating Profit	-$11,801.85	$491,614.00	-$503,415.85	(102.4%)
Other Expenses				
DEBENTURE COSTS - LAGOON UPGR	$0.00	$101,903.00	-$101,903.00	(100.0%)
DEBENTURE COSTS - LIFT STNS	$0.00	$70,715.00	-$70,715.00	(100.0%)
TRANSFER TO RESERVE- SEWER REV	$0.00	$268,996.00	-$268,996.00	(100.0%)
TRANSFER TO RESERVE- CAPITAL	$0.00	$50,000.00	-$50,000.00	(100.0%)
Total Other Expenses	$0.00	$491,614.00	-$491,614.00	(100.0%)
Net Profit/(Loss)	-$11,801.85	$0.00	-$11,801.85	NA

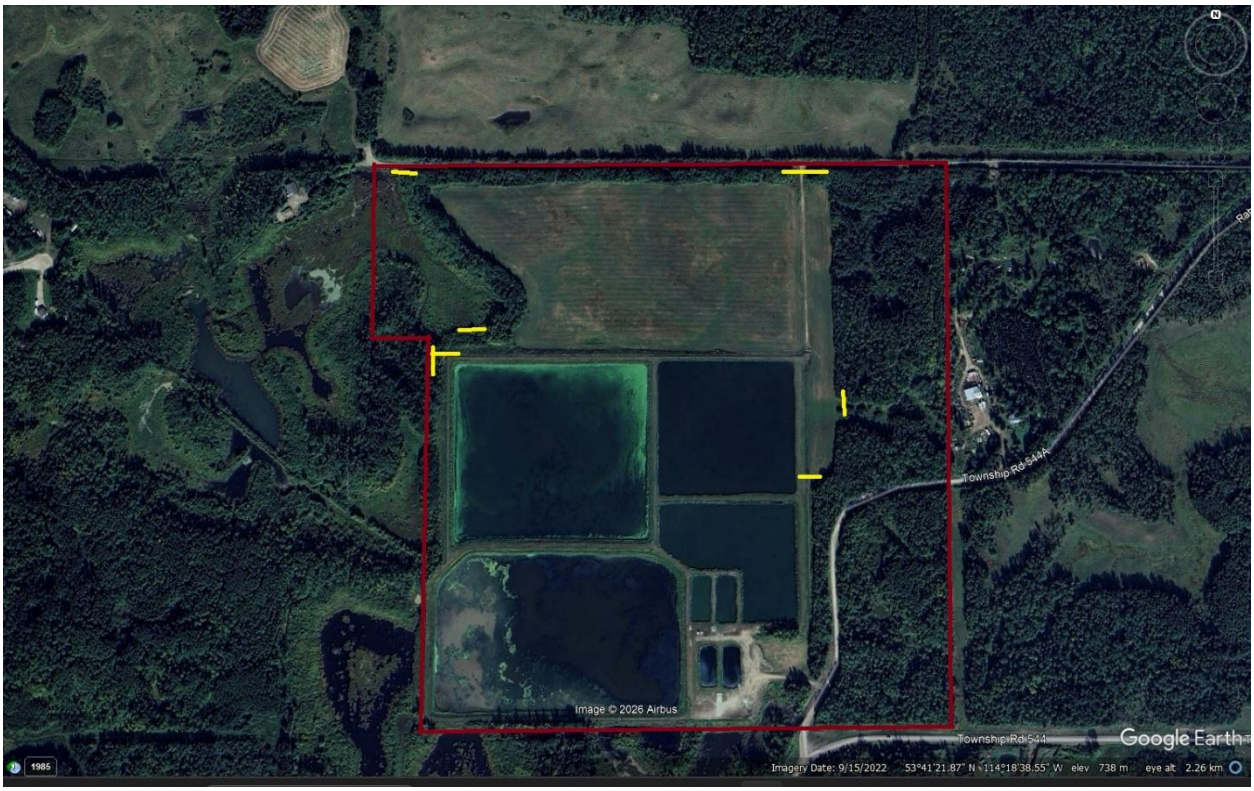
- The RFP for the Sanitary Sewer Inspection (CCTV) was posted and completed.
- We continue to have an issue with micro fibre cloths.
- There was approx.. 240ft of fence stolen from the NW corner of the lagoon and approx.. another 50ft damaged during the theft. The incident was reported to the RCMP and an insurance claim was made. The fence was repaired promptly.







- Request to have the lagoon property line surveyed and marked so we can block off accesses to the site and post signage.



- Initial discussion with electricians on the generator project has revealed that costs have gone up significantly on generators and components due to tariffs. I plan to release this tender in March to see where we end up.
- I have spoken with some of the contractors that were doing sewer system fogging, and none of them are doing it anymore.
- The pump service work has been completed.

DRAFT

Protection of Privacy Act, SA 2024 c P-28.5

PROTECTION OF PRIVACY BYLAW

BEING A BYLAW OF THE TRI VILLAGE REGIONAL SEWER SERVICES COMMISSION, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSES OF THE PROTECTION OF PRIVACY ACT, TO ESTABLISH A DIRECTORY OF PERSONAL INFORMATION BANKS, AND TO ESTABLISH A PRIVACY MANAGEMENT PROGRAM

BYLAW NO. 18-2026

WHEREAS pursuant to section 55(1) of the *Protection of Privacy Act*, SA 2024, c P-28.5, Tri Village Regional Sewage Services Commission (hereinafter called the "Commission") may delegate to any person any power, duty, or function of the head under the Act, except the power to delegate;

AND WHEREAS pursuant to section 55(2) of the *Protection of Privacy Act*, SA 2024, c P-28.5, a delegation must be in writing and may contain any conditions or restrictions the head of the public body considers appropriate;

AND WHEREAS pursuant to section 57(2) of the *Protection of Privacy Act*, SA 2024, c P-28.5 the head of the Commission must publish a directory, in printed or electronic form, that lists the Commission's Personal Information Banks;

AND WHEREAS pursuant to section 6(1) of the *Protection of Privacy Act* (Ministerial) Regulation, Alta Reg 143/2025, the Commission must establish a Privacy Management Plan;

NOW THEREFORE under the authority of the *Municipal Government Act*, RSA 2000, c M-26, the Board of the Commission enacts as a Bylaw as follows:

PART 1 TITLE

1.1 This Bylaw shall be known as the "Protection of Privacy Bylaw."

PART 2 DEFINITIONS

2.1 "Act" means the *Protection of Privacy Act*, SA 2024, c P-28.5, as amended;

2.2 "Chief Administrative Officer" means the Chief Administrative Officer of the Tri Village Regional Sewer Services Commission'

2.3 "Commission" means the Tri Village Regional Sewer Services Commission;

2.4 "Regulations" means the Protection of Privacy Act (Ministerial) Regulation, Alta Reg 143/2025.

PART 3 INTERPRETATION

3.1 The headings in this Bylaw are for reference purposes only.

PART 4 DESIGNATED HEAD

4.1 For the purposes of the Act, the Chief Administrative Officer is designated as the head of the Commission.

DRAFT

PART 5 PRIVACY OFFICER

5.1 For the purposes of the Act, the Chief Administrative Officer is the Privacy Officer or shall designate a member of the Commission staff or contractor as the Privacy Officer.

PART 6 PERSONAL INFORMATION BANKS DIRECTORY

6.1 For the purposes of the Act, the head of the Commission is empowered to publish a directory, in printed or electronic form, that lists the Commission's personal information banks.

PART 7 PRIVACY MANAGEMENT PROGRAM

7.1 The Commission's privacy management program may be approved by the Board of the Commission by resolution.

PART 8 SEVERABILITY

8.1 Should any provision of this Bylaw be invalid, then such provision shall be severed, and the remainder of the Bylaw shall remain in force.

PART 9 TRANSITION AND COMING INTO FORCE

9.1 This Bylaw takes effect on the final passing and signing thereof.

READ A FIRST TIME THIS 11th DAY OF MARCH, 2026

READ A SECOND TIME THIS 11th DAY OF MARCH, 2026

UNANIMOUS CONSENT to proceeding to third reading this THIS 11th DAY OF MARCH, 2026

READ A THIRD TIME THIS 11th DAY OF MARCH, 2026

TRI VILLAGE REGIONAL SEWAGE SERVICES COMMISSION

_____

Chair, Gwen Jones

_____

Chief Administrative Officer, Angela Duncan

DRAFT

ACCESS TO INFORMATION BYLAW

BEING A BYLAW OF THE TRI VILLAGE REGIONAL SEWER SERVICES COMMISSION, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSES OF THE ACCESS TO INFORMATION ACT AND TO SET FEES THEREUNDER

BYLAW NO. 19-2026

WHEREAS pursuant to section 98(a) of the *Access to Information Act*, SA 2024, c A-1.4, Tri Village Regional Sewage Services Commission (hereinafter called the "Commission") must designate a person or group of persons as the head of the Commission for the purpose of the Act;

AND WHEREAS pursuant to section 98(b) of the *Access to Information Act*, SA 2024, c A-1.4, the Commission may set any fees the Commission requires to be paid under section 96, which must not exceed the fees provided for in the Regulations;

NOW THEREFORE under the authority of the *Municipal Government Act*, RSA 2000, c M-26, the Board of the Commission enacts as a Bylaw as follows:

PART 1 TITLE

1.1 This Bylaw shall be known as the "Access to Information Bylaw."

PART 2 DEFINITIONS

2.1 "Act" means the *Access to Information Act* SA 2024, c A-1.4, as amended;

2.2 "Applicant" means a person who makes a request for access to information under the Act;

2.3 "Chief Administrative Officer" means the Chief Administrative Officer of the Tri Village Regional Sewer Services Commission'

2.4 "Commission" means the Tri Village Regional Sewer Services Commission;

2.5 "Regulations" means the Access to Information Act Regulation, Alta Reg 133/2025.

PART 3 INTERPRETATION

3.1 The headings in this Bylaw are for reference purposes only.

PART 4 DESIGNATED HEAD

4.1 For the purposes of the Act, the Chief Administrative Officer is designated as the head of the Commission.

4.2 The head of the Commission, or designate, will recommend policy guidelines in accordance with the Act and they may be implemented or amended from time to time by Board resolution.

DRAFT

PART 5 FEES

5.1 Where an Applicant is required to pay a fee for services, the fee payable shall be in accordance with the Act and the regulations, as amended from time to time, or any successor regulation that sets fees for requests to access information.

PART 6 SEVERABILITY

6.1 Should any provision of this Bylaw be invalid, then such provision shall be severed, and the remainder of the Bylaw shall remain in force.

PART 7 TRANSITION AND COMING INTO FORCE

7.1 This Bylaw takes effect on the final passing and signing thereof and, on such final passing, Bylaw #4 is hereby repealed.

READ A FIRST TIME THIS 11th DAY OF MARCH, 2026

READ A SECOND TIME THIS 11th DAY OF MARCH, 2026

UNANIMOUS CONSENT to proceeding to third reading this THIS 11th DAY OF MARCH, 2026

READ A THIRD TIME THIS 11th DAY OF MARCH, 2026

TRI VILLAGE REGIONAL SEWAGE SERVICES COMMISSION

_____

Chair, Gwen Jones

_____

Chief Administrative Officer, Angela Duncan

TVRSSC - Request for Decision

March 11, 2026

Lagoon Fence Theft – Insurance Claim Decision

Background:

On February 14, 2026 Administration received a report that a portion of the lagoon fencing had been stolen. The Operator attended the site and confirmed that approximately 240 feet of fencing had been stolen and an additional approximately 50 feet had been damaged. A police report was filed with Parkland RCMP. The theft has been reported to insurance and a claim has been opened.

Caution tape was installed immediately to secure the area. The fence was repaired/replaced on February 18, 2026. Trail cameras were installed following the incident to help deter future theft.

Financial Implications:

- Total Cost of Repairs: $16,558.75
- Insurance Deductible: $5,000

If the Commission submits the claim through insurance, TVRSSC would be responsible for the $5,000 deductible, and insurance would reimburse approximately $11,558.75, subject to policy approval. If the Commission does not submit the claim, the full repair cost of $16,558.75 would be absorbed by TVRSSC. This is an unbudgeted expense.

Administration has confirmed with insurance that if there is no payout, there is no impact on our premiums. If there is a payout there will be an impact, but they cannot say what it will be until the claim is processed.

Projected Reserve Balances at the End of 2025:

- Capital Reserve: $717,178
- Sewer Revitalization Reserve: $537,452
- Operating Reserve: $40,000

We will try to absorb the expense in the 2026 operating budget. However, if the expense cannot be absorbed within the approved budget, the Board should direct Administration to fund either the deductible or the full repair cost from the Operating Reserve, Capital Reserve, or Sewer Revitalization Reserve.

Conclusion:

The Board must determine whether to proceed with the insurance claim or to absorb the repair cost directly. Submitting the claim would reduce the Commission's financial

impact to the $5,000 deductible. Absorbing the cost would avoid a claim but require payment of the full $16,558.75.

Recommendation:

1. That the TVRSSC move forward with the insurance claim related to the February 14, 2026 lagoon fencing theft and FURTHER THAT any part of the $5,000 deductible that cannot be absorbed in the 2026 Operating Budget be paid through the _____ Reserve.

OR

2. That the TVRSSC not proceed with the insurance claim for the February 14, 2026 lagoon fencing theft and FURTHER THAT any part of the $16,558.75 repair cost that cannot be absorbed in the 2026 Operating Budget be paid through the _____ Reserve.

OR

3. Some other direction as provided by the Board at meeting time.

TVRSSC - Request for Decision

March 11, 2026

Fogging and Bylaw Review Project – Direction to Proceed

Background:

In the approved 2026 Operating Budget, the Board allocated funds for Administration to undertake preparatory work in 2026 for a system-wide sewer fogging project planned for 2027, along with a review and update of enabling bylaws.

A draft Tri Village Regional Sewage Services 2027 Bylaw Review and Fogging Project: Timeline and Communication Plan has been prepared for Board consideration. The Timeline and Communication Plan has not yet been approved by the Board.

The original estimated cost for 2027 fogging services was approximately $75,000. Operations Manager Jason Madge has since obtained updated pricing from contractors. Current quotes are in the range of approximately $200,000. Contractors have cited escalating safety concerns as the primary reason for the increase, including increased incidents of verbal and physical abuse directed at field personnel during similar projects and have little interest in providing this service as such.

The significant cost variance requires Board direction before Administration proceeds further.

Financial Implications:

- Original Estimated Fogging Cost: $75,000
- Updated Estimated Fogging Cost: ~$200,000
- Estimated Increase: ~$125,000

Additional 2026 preparatory costs include:

• Legal review of bylaws: ~$5,000

• Resident communications (printing/postage): $3,000–$5,000

The 2026 budget includes funding for preparatory work only.

Decision Points:

1. Does the Board want to proceed with the Fogging and Bylaw Review Project based on the updated pricing of approximately $200,000 for fogging services?

If yes, the Board should review and approve the Timeline and Communication Plan and direct Administration action the plan.

If no, the fogging component will not proceed at this time.

2. If the Board does not proceed with the Fogging Project, does the Board still wish to proceed with the Bylaw Review in 2026 as a standalone initiative?

Encl: Draft Bylaw Review and Fogging Project Timeline and Communication Plan
Current Municipal Bylaw

DRAFT

Tri Village Regional Sewage Services 2027 Bylaw Review and Fogging Project: Timeline and Communication Plan

1. Purpose and Scope

This document establishes the timeline, communication process, governance structure, and budget framework for the Tri Village Regional Sewage Services Commission's (TVRSSC) 2027 sewer system fogging project and associated bylaw review to be undertaken by its member municipalities.

2. Governance and Authority

TVRSSC owns and operates the regional sewage system and develops sewer-related bylaws for adoption by its member municipalities. Enforcement authority rests with the member municipalities.

3. Communication Phases and Timelines

The project will proceed through the following phases to ensure orderly communication, legal readiness, and coordinated implementation.

Date	Event/Action
March 2026	TVRSSC Board approval of timeline and communication plan; bylaws sent for legal review upon approval of timeline and communication plan
May 2026	Board approves notification letter to send to member municipalities; Send letter to member municipalities
July 2026 – subject to change	Member municipalities adopt enabling bylaws
August 2026 – subject to change	Public pre-notification letter sent to residents, after confirmation that members have adopted new bylaws
May 2027	Reminder issued with municipal tax notices
Spring 2027	Coordination with municipalities to ensure designated officers are in place and available
Summer 2027	Sewer system fogging conducted

4. Roles and Responsibilities

Activity	Responsible Party
Project oversight	TVRSSC Board
Project coordination	CAO
Legal review coordination	CAO

Bylaw adoption	Member Municipal Councils
Public notifications	TVRSSC Board and CAO
Enforcement and penalties	Member Municipalities
Fogging operations	Operator and Contractor

5. Dependencies and Assumptions

- Enabling bylaws must be adopted prior to fogging.
- Legal review timelines may affect implementation dates.
- Final enforcement approaches may vary by municipality.
- Weather and contractor availability may impact scheduling.

6. Draft Budget Framework

This is a draft budget for information purposes, subject to change.

Category	Estimated Range	Notes
Legal review of bylaws (2026)	$5000	Dependent on legal counsel retained, quotes to be obtained from Patriot Law and McLennan & Ross.
Resident communications (printing/postage)	$3,000 – $5,000	Letters and notices
Fogging contractor services (2027)	$75,000	System-wide testing
Operational support and reporting	$2,500-$5,000	Documentation and coordination

BYLAW NO. 231-10
VILLAGE OF ALBERTA BEACH

A BYLAW OF THE VILLAGE OF ALBERTA BEACH, IN THE PROVINCE OF ALBERTA, RESPECTING THE SUPPLY OF SEWER SERVICES

WHEREAS the Municipal Councils of the Village of Alberta Beach, the Summer Village of Sunset Point, and the Summer Village of Val Quentin (collectively, the "Municipalities") have determined it to be expedient to establish a Bylaw to regulate the provision of Sewer Services in the Municipalities;

AND WHEREAS the Municipalities are all served by the TriVillage Regional Sewage Services Commission, established and operated in accordance with the *TriVillage Regional Sewage Services Commission Regulation,* Alta. Reg. 70/1990, *TriVillage Regional Sewage Services Commission Municipal Utilities Acquisition Regulation,* Alta. Reg. 368/1992, and Part 15.1 of the *Municipal Government Act,* R.S.A. 2000, c.M-26, as amended;

AND WHEREAS Section 7(g) of the *Municipal Government Act* provides the Municipalities with the authority to enact bylaws regarding public utilities;

NOW THEREFORE, under the authority and subject to the provisions of the *Municipal Government Act,* R.S.A. 2000 c.M-26, as amended, Municipal Council for the Village of Alberta Beach, duly assembled enacts as follows:

PART I – INTERPRETATION

1. This Bylaw may be referred to as the "Sewer Bylaw".

2. Definitions

(a) "Address of Permanent Residence" means the address constituting the Consumer's primary dwelling place, which may or may not be the Premises receiving Sanitary Sewer Services.

(b) "Alberta Plumbing Code" means the National Plumbing Code of Canada 1995, adopted and in force in the Province of Alberta pursuant to Alberta Regulation 219/97, as amended or repealed and replaced from time to time.

(c) "Appurtenance" means any fixture, receptacle, apparatus or other device which is attached to and forms a part of a Service Connection.

(d) "Authorized Person" means a Person employed or under contract to the Commission or the Municipalities and occupying a position listed at Schedule "B" to this Bylaw.

(e) "Black Water" means domestic wastewater containing human excrement or matter contaminated with human excrement, discharged from a toilet.

(f) "Commission" means the TriVillage Regional Sewage Services Commission.

(g) "Consumer" means any Person whose Premises is connected to the Sanitary Sewer System, or any lessee or Occupant of such a Premises for the purpose of providing Sanitary Sewer Service under this Bylaw.

(h) "Designated Officer" means a Person appointed pursuant to s. 210(1) of the *Municipal Government Act,* and includes for the purpose of this Bylaw, an Authorized Person.

(i) "Development Authority" shall have the meaning set out at s. 616(c) of the *Municipal Government Act.*

(j) "Emergency" shall be as defined in s. 541(a) of the *Municipal Government Act.*

(k) "Grey Water" means domestic wastewater from a hand basin, bath, shower, kitchen or laundry, excluding Blackwater.

(l) "*Municipal Government Act*" means R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time.

(m) "Municipal Tag" means a notice issued by the Municipality pursuant to s. 7 of the *Municipal Government Act,* for the purpose of providing a Person with an opportunity to acknowledge a contravention of this Bylaw, and to pay a penalty directly to the Municipality, in order to avoid prosecution for the contravention.

(n) "Municipality", in the singular, means the Village of Alberta Beach.

(o) "Municipalities", in the plural, means the Village of Alberta Beach, the Summer Village of Sunset Point, and the Summer Village of Val Quentin, collectively.

(p) "Occupant" means a Person occupying a Premises or Dwelling Unit, including a lessee or licensee, who has actual use, possession or control of the Premises or Dwelling Unit.

(q) "Owner" means the registered owner of real property to which a Utility Service is provided pursuant to this Bylaw, and includes a purchaser under an agreement for sale of real property.

(r) "Peace Officer" means a member of the Royal Canadian Mounted Police, a Community Peace Officer appointed by any of the Municipalities, or a Peace Officer or Bylaw Enforcement Officer appointed to enforce the Municipalities' Bylaws.

(s) "Person" includes any individual, firm, partnership or body corporate.

(t) "Premises" means real property and all buildings, structures and improvements thereon.

(u) "*Provincial Offences Procedure Act*" means R.S.A. 2000 c.P-34, as amended or repealed and replaced from time to time.

(v) "Registered Owner" means the Registered Owner of a Premises, as evidenced on a Certificate of Title for that Premises.

(w) "*Safety Codes Act*" means R.S.A. 2000, c. S-1, as amended or repealed and replaced from time to time.

(x) "Sanitary Sewer Service(s)" means the supply of sewage disposal services to a Premises by the Commission pursuant to this Bylaw.

(y) "Sanitary Sewer System" means that system of pipes, fittings, fixtures, Appurtenances, treatment plants, pumping stations, feeder mains, portions of Service Connections, and all other equipment and machinery of whatever kind owned by the Commission which is required for the collection and disposal of sewage, and which is deemed to be a Public Utility within the meaning of the *Municipal Government Act.*

(z) "Service Connection" means that pipe which connects a Consumer's Premises to the Commission's main line of the Sanitary Sewer System.

(aa) "Violation Ticket" means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act.*

PART II – SANITARY SEWER SERVICES

3. Services Provided by Commission

(a) The provision of Sanitary Sewer Services in the Municipalities shall be the responsibility of the Commission.

(b) The Commission may establish standards, guidelines, and specifications for the design, construction and maintenance of the Sanitary Sewer System.

4. Terms of Service

(a) The provisions of this Bylaw shall constitute terms of service for the provision of Sanitary Sewer Services, and all Persons shall comply with the provisions herein.

(b) All work performed on any portion of the Sanitary Sewer System, pursuant to the terms of this Bylaw by a Consumer shall be performed in accordance with the required standards set out in the Alberta Plumbing Code, and any other applicable Code under the *Safety Codes Act*.

(c) Prior to commencing work to access the sewer system, the Owner or representative shall fill out a Commission "Application for Connection and Service" and pay the required connection fee. All provisions of the Application must be adhered to.

(d) As a condition of a subdivision or development approval issued pursuant to the Municipality's Land Use Bylaw, the applicant for subdivision or development approval will be made responsible for the construction of the sewer Service Connection located on Municipal or Commission property. The Developer shall ensure such construction is to Commission standards, is subject to Commission inspection and may be required to enter into a Development Agreement with the Commission. A clean-out will be required at the property line of each new installation.

(e) Those portions of the Service Connection located within the boundaries of the Premises shall be constructed by the Owner at his or her sole expense, pursuant to the terms of this Bylaw and any specifications provided by the Commission, and the Owner shall be responsible for the continued maintenance and repair of the sewer Service Connection thereafter. Such construction will be subject to Commission inspection and any requirements of the Commission such as engineering studies at the Owners expense.

(f) The Commission shall, at all times, remain the Owner of that portion of the Service Connection between the Commission's main line and the property line of the road or boundary of an easement granted to the Commission or Municipality for its Sewer System notwithstanding that the Commission's portion of the Service Connection may have been constructed by, or its construction funded by, an applicant for a subdivision or development approval.

Use and Protection of Sewer System

5. Prohibitions

(a) No Person shall connect, or permit the connection of, any pipe, device or Service Connection to the Sanitary Sewer System without the written authorization of the Commission.

(b) No Person shall connect, or permit the connection of, any pipe, device or Service Connection to the Sanitary Sewer System that is not installed in accordance with:

i. the *Alberta Plumbing Code*;

ii. the *Safety Codes Act,* or any Code thereunder;

iii. any other applicable regulation or legislation;

iv. any other conditions or requirements imposed by the Commission with respect to the standards or requirements for a Service Connection.

(c) No Person shall dispose of, or permit the disposal of, any chemical, toxic or dangerous substance, or other form of pollutant into the Sanitary Sewer System.

(d) No Person shall connect, or permit the connection of, a weeping tile system to the sanitary sewer, unless approved in writing by the Commission.

(e) No Person shall dispose of any substance other than Black Water or Grey Water into any sewage Service Connection connected to the Sanitary Sewer System.

(f) Except as authorized by the Commission, no Person shall turn, lift, remove, raise or tamper with the cover of any manhole or other Appurtenance of the Sanitary Sewer System.

(g) No Person shall cut, break, connect to or otherwise interfere with any part of the Sanitary Sewer System, except as authorized in writing by the Commission.

(h) No Person shall interfere with the free discharge of the Sanitary Sewer System, or any part thereof, or do any act or thing which may impede or obstruct the flow of substances within the Sanitary Sewer System.

(i) For the purpose of determining compliance with the provisions of this Bylaw, an Authorized Person may, upon providing reasonable notice to the Owner or Occupant, enter into any Premises for the purpose of conducting an inspection under s. 542 of the *Municipal Government Act*.

PART III – ADMINISTRATION

Authority of Authorized Persons

6. The Commission is responsible for the administration and enforcement of this Bylaw, and may further delegate this authority as it deems appropriate.

7. A Person occupying a position identified as an Authorized Person under this Bylaw is a Designated Officer of the Municipalities pursuant to Section 210(1) of the *Municipal Government Act*, and shall have the authority to exercise any powers, duties or functions identified in this Bylaw.

8. In the event of an Emergency, a Commission member or designee or any Authorized Person or Peace Officer, may enter onto any Premises, without prior notice to any Person, for the purpose of disconnecting the supply of a utility, the prevention of flooding, or to prevent the release of sewage from the Sanitary Sewer System.

9. Where an Authorized Person or Peace Officer finds that a Person is contravening any provision of this Bylaw, in addition to any other remedy provided, the Authorized Person may issue an Order to the Owner, Occupant or Person responsible for the contravention pursuant to ss. 545 or 546 of the *Municipal Government Act*, as applicable, directing that the Owner, Occupant, Person responsible for the contravention or any or all of them take the steps necessary to remedy the contravention in a time period set by the Authorized Person.

PART IV – OFFENCES AND PENALTIES

Offences

10. Upon Summary Conviction, any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable to the applicable penalties set out in Schedule "A" herein, as amended by Resolution of Council from time to time.

11. Any Person who provides false information to the Commission, the Municipalities, an Authorized Person or to any other Person empowered to enforce the terms of this Bylaw, is, upon summary conviction, liable to the applicable penalties set out at Schedule "A" herein.

Enforcement

12. Municipal Tags

(a) A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

i. A Municipal Tag shall be served upon such a Person personally, or in the case of a corporation, by serving the Municipal Tag personally upon the Manager, Secretary or other Officer of the corporation, or a Person apparently in charge of a branch office, or by mailing a copy to such Person by registered mail.

ii. Where personal service cannot be effected upon a Person, the Peace Officer may serve the Municipal Tag by leaving the Tag with a Person on the Premises who has the appearance of being at least eighteen (18) years of age.

(b) A Municipal Tag shall be in a form approved by Council, and shall contain the following information:

i. The name of the Person to whom the Municipal Tag is issued;

ii. The date of issuance;

iii. A description of the offence, the section number of the Bylaw, and the date on which the offence occurred;

iv. The appropriate penalty for the offence as specified at Schedule "A" of the Bylaw;

v. That the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag, in order to avoid prosecution; and

vi. Any other information as may be required by the Chief Administrative Officer from time to time.

(c) Where a Municipal Tag has been issued pursuant to Section 12(a), the Person to whom the Municipal Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Municipality, the penalty specified on the Municipal Tag, within the time period provided.

(d) Nothing in this Section shall:

i. prevent any person from exercising his right to defend any charge of committing a breach of any Section of the Bylaw or

ii. prevent any Peace Officer, in lieu of serving a tag, from issuing a Violation Ticket to a person or registered owner pursuant to the Provincial Offenses procedures Act, R.S.A. 2000, c. S-1.

13. Violation Tickets

(a) In those cases where a Municipal Tag has been issued and the penalty specified on the Municipal Tag has not been paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act.*

(b) Notwithstanding Section 13(a) above, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any Person to whom the Peace Officer has reasonable grounds to believe has contravened

any provision of this Bylaw, notwithstanding that a Municipal Tag has not first been issued.

(c) Where a Violation Ticket has been issued to a Person pursuant to this Bylaw, that Person may plead guilty to the offence by submitting to a Clerk of the Provincial Court, the specified penalty set out on the Violation Ticket at any time prior to the appearance date indicated on the Violation Ticket.

NOTICES

14. Unless a provision of this Bylaw dictates otherwise, any notice required to be given pursuant to this Bylaw may be given by registered mail, personal service, or by posting the notice at a location on the Premises where the notice is likely to come to the attention of the person to whom it has been issued.

GENERAL PROVISIONS

15. The Municipalities shall not be liable for any damages caused by the break, disruption, stoppage, maintenance or disrepair of the Sanitary Sewer System, unless such damages are due directly to the negligence of the Municipalities or its employees.

16. This Bylaw shall come into full force and effect on the date that third and final reading is completed.

READ a first time this 21st day of September, 2010.

READ a second time this 16th day of August, 2011.

READ a third and finally passed this 16th day of August, 2011.

SIGNED by the Mayor and C.A.O. this 16th day of August, 2011.

VILLAGE OF ALBERTA BEACH

PER: _____
LOU HUDON, MAYOR

VILLAGE OF ALBERTA BEACH

PER: Kathy Skwarchuk
KATHY SKWARCHUK, C.A.O.

SCHEDULE "A"

PENALTIES FOR OFFENCES

5(a) Connecting, or permitting the connection of, any pipe, device or Service Connection to the Sanitary Sewer System without the written authorization of the Commission.
PENALTY: $500.00

5(b) Connecting or permitting connection of, any pipe, device or Service Connection to the Sanitary Sewer System that is not installed in accordance with:

i. the *Alberta Plumbing Code*;

ii. the *Safety Codes Act,* or any Code thereunder;

iii. any other applicable regulation or legislation;

iv. any other conditions or requirements imposed by the Commission with respect to the standards or requirements for a Service Connection.

PENALTY: $500.00

5(c) Disposing or permiting the disposal of, any chemical, toxic or dangerous substance, or other form of pollutant into the Sanitary Sewer System.

PENALTY: $500.00

5(d) Connecting or permitting the connection of, a weeping tile system to the sanitary sewer, unless approved in writing by the Commission.

PENALTY: $500.00

5(e) Disposing of any substance other than Black Water or Grey Water into any sewage Service Connection connected to the Sanitary Sewer System.

PENALTY: $500.00

5(f) Turning, lifting, removing, raising or tampering with the cover of any manhole or other Appurtenance of the Sanitary Sewer System.

PENALTY: $500.00

5(g) Cutting, breaking, connecting to or otherwise interfering with any part of the Sanitary Sewer System, except as authorized in writing by the Commission.

PENALTY: $500.00

5(h) Interfering with the free discharge of the Sanitary Sewer System, or any part thereof, or doing any act or thing which may impede or obstruct the flow of substances within the Sanitary Sewer System.

PENALTY: $500.00

11. Providing false information to the Commission, the Municipalities, an Authorized Person or to any other Person empowered to enforce the terms of this Bylaw.

PENALTY: $500.00

BYLAW NO. 231-10
VILLAGE OF ALBERTA BEACH

SCHEDULE "B"

AUTHORIZED PERSONS

1. For the purposes of this Bylaw, Authorized Persons shall include the positions of:

   a. Maintenance Manager

   b. Maintenance Operator

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR121606

February 20, 2026

Her Worship Taralyn Elwood
Mayor
Alberta Beach
PO Box 278
Alberta Beach, AB T0E 0A0

Dear Mayor Elwood:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that build capacity and enhance shared services. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that Alberta Beach has been approved for a grant of $200,000 under the Intermunicipal Collaboration component of the 2025/26 ACP in support of your Tri Village Regional Sewer Services Commission (TVRSSC) Master Plan project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

…/2

Classification: Public

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Dan Williams, ECA
Minister of Municipal Affairs

cc: Shane Getson, MLA, Lac Ste. Anne-Parkland
Lee Landsperg, Mayor, Summer Village of Sunset Point
Kathy Dion, Mayor, Summer Village of Val Quentin
Kathy Skwarchuk, Chief Administrative Officer, Alberta Beach
Mike Primeau, Chief Administrative Officer, Summer Village of Sunset Point
Marlene Walsh, Chief Administrative Officer, Summer Village of Val Quentin

Classification: Public

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OR

Refer to: Marny Paul
Direct Line: 403-260-5314
E-mail: mpaul@brownleelaw.com

January 27, 2026

TriVillage Regional Sewage Services Commission
PO Box 277
Alberta Beach, AB T0E 0A0

Attention: Angela Duncan

Dear Angela,

Re: Commission/Board of Directors Orientation Training Sessions

We would like to let you know that Brownlee LLP is offering personalized and interactive Board of Director orientation/training sessions for the Board of TriVillage Regional Sewage Services Commission (plus any other corporate body that may be interested).

As all Regional Services Commissions are separate legal entities, separate and apart from their Municipal Members, any Councillor orientation training as required by Section 201.1 of the *Municipal Government Act* might not have been applicable to your Commission and your Board of Directors. There is an entirely different set of corporate legal principles and associated statutory obligations that may not have been covered by the Councillor orientation training. In short, the laws and the rules for Councillors are not always the same as the rules for Directors of your Commission. You should know the difference between the rules and confirm that both your Commission and your Directors comply with the law.

We have a team of lawyers who we will utilize for those presentations.

We have many options available to you:

- We can present via Zoom, Microsoft Teams, Webex or other platforms.
- We can travel to you, regardless where you are located in Alberta. We have lawyers in both our Calgary office and our Edmonton office who are available to you;
- You can travel to us and receive the training at the Brownlee offices in either Edmonton or Calgary; or
- We can provide you with the written materials only.

We can make the session as long or as short as you would like, but the session typically lasts about 2 hours.

These sessions also work as refresher training sessions as well.

Feel free to pass this onto any of your colleagues who might be interested in this. If you are interested, please contact John McDonnell at 780-497-4801 or jmcdonnell@brownleelaw.com, or Marny Paul at 403-260-5314 or mpaul@brownleelaw.com, and further details and options can be discussed to determine if this is suitable for you.

Yours truly,

BROWNLEE LLP

Per:
JOHN C. McDONNELL and MARNY PAUL

Feb 2, 2026

Subject: RWWAI Update – Initial Findings and Next Steps

Hi everyone,

We wanted to share a short update on the Regional Water and Wastewater Assessment Initiative (RWWAI) and thank you again for the time and effort you have put into submitting your data.

Data submissions

To date, we have received questionnaires and/or supporting documentation from 28 of 44 commissions. We appreciate the response so far. For those still working on submissions, we encourage you to send what you can — partial information is still very helpful. Data received after February 12th, we may not be able to reflect the findings in this Phase I report.

What the initial findings are telling us

While analysis is ongoing, several early themes are emerging:

- **Governance:** We have received over 100 bylaws that represent various components of governance. Under the Municipal Government Act (MGA), mandatory bylaws must address the following elements:
    - Provision of services
    - Administration
    - Board (chair, changes)
    - Members (adding/removing)
    - Rates (all customer classes)
    - Disposal of assets
    - Disestablishment
- At this stage, only four commissions appear to fully address all mandatory MGA requirements. This finding highlights an opportunity for greater consistency and clarity in governance frameworks across commissions.
- **Rates and funding pressure:** Commissions are experiencing increasing pressure on rates, largely driven by, capital replacement needs, aging infrastructure and limited funding programs for renewal and rehabilitation. A wide range of rate-setting approaches is currently in use, including:
    - Member Rate vs. Non-Member Rates

- Member Rates, proportional to line connection
- Direct Connection vs. Truck Fill/Septage Receiving
- Charge by Lot – Monthly Rate
- Annual Operating Budget, proportionally dived between member size

- **Financial statements:** As expected, there is minimal consistency in financial reporting methods across commissions. This variability reinforces the need for clearer frameworks to support comparability, transparency, and long-term financial planning.

N=20		N=19		N=21		N=16	
What percentage of annual depreciation are you recovering in your rate model?		What do you pay to your supplier (Hub facility)? $/m3 and total amount per year.		What percentage of the operating budget is spent on maintenance?		What percentage of your budget is due to hub facility costs, if applicable?	
Response	Count	Response	Count	Response	Count	Response	Count
0%	11	$0 – $1.50	5	0-10%	10	0-33%	2
1%-30%	8	$1.51 – $2.25	8	11-20%	6	34-66%	7
100%	2	They are Supplier	6	>20%	5	67-100%	3
						Don't Know/Commission is Hub	5

- **Emergency preparedness:** Commissions that provided documentation all demonstrate a strong commitment to regulatory compliance and operational response. However, our review of emergency response plans shows varying levels of maturity, with opportunities to improve regional coordination, governance escalation, training, and integration with municipal emergency operations.

These findings are helping us build a clearer picture of the current state of regional water and wastewater systems across Alberta.

What's next

Over the coming weeks, we will:

- Continue reviewing outstanding data submissions
- Translate findings into draft themes and areas for improvement
- Prepare a draft report for discussion with the Steering Committee in February

We will also provide a broader update and seek feedback at the March 12 Regional Forum, before any recommendations are finalized.

Once again, thank you for your collaboration and willingness to share information. This input is essential to ensuring the findings accurately reflect commission realities and help inform future provincial planning.

If you have questions or would like to discuss your submission, please don't hesitate to reach out.

Thanks,
Rhonda King

Manager, ACE Water Corp.