AGENDA FOR A REGULAR MEETING OF THE
TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION
TO BE HELD THURSDAY NOVEMBER 12TH, 2026,
COMMENCING AT IMMEDIATELY AFTER THE ORGANIZATIONAL MEETING, AT ALBERTA BEACH COUNCIL CHAMBERS, 4935-50 AVE ALBERTA BEACH, AND VIA ZOOM

1) Call to Order:

2) Acceptance of Agenda:
   a) November 12, 2026 regular meeting agenda

Pg. 1-2

3) Adoption of the Previous Minutes:

Pg. 3-4

   a) September 9, 2026 regular meeting minutes

4) Appointments/Delegations:

5) Reports:

Pg. 5-7

   a) Chief Administrative Officer's Report

Pg. 8

   b) Financial: Year-to-Date as of October 31, 2026

Pg. 9

   c) Operation Managers Report

6) Bylaws & Policies:

7) Old Business:

RFD pg. 10-14
Feedback pg. 15-38
Bylaw pg. 39-46

   a) Request for Decision – Member Bylaw Review and Inspection Program

Pg. 47-47

   b) Request for Decision – System Fees Bylaw and Revitalization Levy

8) New Business:

To be sent once available.

   a) Draft 2027 Operating & Capital Budget

      Administration is still working on details for the draft 2027 Operating and Capital Budget. The Budget will be forwarded to the Board once it is available and is typically passed at the January meeting so that requisitions can go out March 1, 2027 to TVRSSC members.

Pg. 49-78

   b) TVRSSC Emergency Management Plan

      Chairperson Jones requested that this be added to the Agenda. Included in your package is the current TVRSSC Emergency Management Plan.

c) Strategic Energy Management for Industry (SEMI) Program

Administration recently learned about the SEMI program and started looking into it. This is a grant program that covers up to 100% of the capital costs for energy efficient capital upgrades, amongst other things. Information can be found at https://www.eralberta.ca/semi/. Unfortunately, the program is waitlisted. We reached out to the program administration and confirmed that we can still apply and be placed on the waitlist. We have created a portal account and have paused to confirm with the board prior to proceeding. It may take some time to input the information needed to be put on the waitlist, and this would be subject to additional billing.

9) Information Items:

10) Next Meeting Date & Location: January 13, 2027 at 7:00 p.m., Alberta Beach Council Chambers and via Zoom.

11) Confidential Matters:

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, September 9, 2026, at Alberta Beach Council Chambers & via Zoom,
Commencing at 7:00 p.m.

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

ABSENT

GALLERY Online – 0 In-person – 0

CALL TO ORDER Chairperson Gwen Jones called the meeting to order at 7:01 p.m.

ACCEPTANCE OF AGENDA

Res. 26-063 **MOVED** by Director Rodney Janz that the September 9, 2026 Regular Board Meeting Agenda be approved as presented.

CARRIED

APPROVAL OF MINUTES

Res. 26-064 **MOVED** by Director Daryl Weber that the Minutes of the July 9, 2026 Regular Board Meeting be approved as presented.

CARRIED

DELEGATIONS

REPORTS

Res. 26-065 **MOVED** by Vice Chairperson Kelly Muir that the Administration Report be accepted for information.

CARRIED

Res. 26-066 **MOVED** by Director Barrie Ronaldson that the Year-to-Date Financial Report, as of July 31, 2026, be accepted for information.

CARRIED

Res. 26-067 **MOVED** by Director Kent Galusha that the Operation Managers' Report be accepted for information.

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, September 9, 2026, at Alberta Beach Council Chambers & via Zoom,
Commencing at 7:00 p.m.

BYLAWS & POLICIES

OLD BUSINESS

NEW BUSINESS

Res. 26-068 **MOVED** by Chairperson Gwen Jones that administration proceed with the System Fees Bylaw amendments based on the September 9, 2026 Briefing Note, *System Fees Bylaw and Sewer Revitalization Levy,* with the direction and changes discussed at meeting time.

CARRIED

Res. 26-069 **MOVED** by Chairperson Gwen Jones that the November 11, 2026 regular board meeting be moved to November 12, 2026, commencing at 7 p.m.

CARRIED

INFORMATION ITEMS

NEXT MEETING DATE The next meeting date is set for November 12, 2026 at 7:00 p.m. in Alberta Beach Council Chambers.

CONFIDENTIAL ITEMS

ADJOURNMENT As all matters have been addressed, Chairperson Gwen Jones declared the meeting adjourned at 8:22 p.m.

These minutes approved this 12th day of November, 2026.

_____
Chairperson, Gwen Jones

_____
Chief Administrative Officer, Angela Duncan

UNAPPROVED

CHIEF ADMINISTRATIVE OFFICER'S REPORT
November 12, 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

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.

Apr 1 26 Emails have been sent on February 10 and March 18 with no response.

26-049 MOVED by Chairperson Gwen Jones that TVRSSC send a response, as discussed, regarding Lac Ste Anne County's May 12, 2026 email in relation to the potential Darwell Lagoon Commission connection to TVRSSC.

May 2026 Email response was sent to LSAC. LSAC administration requested a meeting to discuss and dates were provided. No response since.

July 30 26 Had brief verbal discussion with LSAC CAO Mitchell regarding this. She said she would follow up with a meeting date. No follow up as of yet.

BOARD

Sewer Inspection & Bylaw Review

26-035 MOVED by Chairperson Gwen Jones that the planned 2027 fogging project not proceed and FURTHER THAT the Communication Plan be amended to replace the fogging project with an inspection program and FURTHER THAT the Communication Plan be brought back to the next meeting for review and FURTHER THAT the bylaw review proceed with a lens of ensuring the Operations Manager is able to lawfully carry out inspections of all properties connected to the TVRSSC collection system.

Apr 1, 26 Quotes were received from McLennan and Ross and Patriot Law. They were comparable. Administration chose to move forward with McLennan and Ross.

May 4 26 Initial bylaw review is slated for completion the week of May 11, 2026. If available, further information will be brought to the meeting.

26-046 MOVED by Director Barrie Ronaldson that the Bylaw Review and 2027 Inspection Program Timeline and Communication Plan by approved as presented.

26-057 MOVED by Chairperson Gwen Jones that the draft Sewer Bylaw be amended to reflect escalating penalties for subsequent occurrences with each new penalty doubling the previous and FURTHER that property owners will have 90 days to correct issues before the next penalty can be levied and FURTHER that the amended bylaw for sent to member municipalities, as outlined in the Bylaw Review and 2027 Inspection Program Timeline and Communication Plan.

Aug 13 26 On August 13 all three member municipality CAOs were emailed the updated proposed member bylaw, along with a cover letter explaining the project, a summary of key changes, the current member bylaw, and the approved communication plan. We have requested to receive feedback by October 5, 2026 giving members a chance to review the documents and ask questions. Attached to this report are the cover letter, key changes, and revised bylaw that were sent to the member municipalities. Also attached is the blacklined bylaw showing changes made after the July 2026 Board Meeting.

Oct 23 26 A briefing note has been prepared for the November 12, 2026 Board meeting.

System Fees Bylaw

26-060 MOVED by Chairperson Gwen Jones that administration prepare amendments to the System Fees Bylaw to revise the revitalization levy to account for parcels containing multiple uses and FURTHER that this be brought back to a future meeting.

Sep 4 26 A briefing note has been included on the September Agenda.

26-068 MOVED by Chairperson Gwen Jones that administration proceed with the System Fees Bylaw amendments based on the September 9, 2026 Briefing Note, System Fees Bylaw and Sewer Revitalization Levy, with the direction and changes discussed at meeting time.

Oct 23 26 The updated table was sent to the Board via email which resulted in some questions, clarifications, and feedback. A briefing note has been prepared for the November 12, 2026 Board Meeting.

Connection Bylaw and Service Bylaw

26-062 **MOVED** by Director Daryl Weber that administration work with legal counsel to draft two bylaws:
- Connection Bylaw
- Service Bylaw

Jul 17 26 The request has been sent to legal.

Oct 23 26 A draft copy of the bylaw was received and reviewed by Administration and Operations. We have sent it back to legal for further review.

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.

26-037 MOVED by Vice Chairperson Kelly Muir that Alberta Community Partnership Grant Approval letter be accepted for information and FURTHER THAT Operations Manager Madge is authorized to proceed with the project.

May 6 26 Stantec is reviewing documents and scheduled flow monitoring for Spring 2027.

2. Administration Meetings and Other Engagements

a.

3. Reports and Other Items

4. Attachments

a.

TRIVILLAGE REGIONAL SEWAGE

SERVICES COMMISSION
BOX 277
ALBERTA BEACH, AB T0E 0A0

Profit & Loss [Budget Analysis]

January 2026-October 2026

2026-11-05
4:25:56 PM

	Selected Period	Budgeted	$ Difference	% Difference
INCOME				
OPERATING REQUISITION	$374,013.00	$498,684.00	-$124,671.00	(25.0%)
SEWER REVITALIZATION	$193,200.00	$268,996.00	-$75,796.00	(28.2%)
DEBENTURE - LAGOON	$135,314.00	$135,314.00	$0.00	0.0%
DEBENTURE - LIFT STN	$0.00	$117,404.00	-$117,404.00	(100.0%)
INTEREST	$29,872.35	$24,000.00	$5,872.35	24.5%
PERMIT FEES	$7,500.00	$2,500.00	$5,000.00	200.0%
LAND LEASE/RENT	$650.00	$650.00	$0.00	0.0%
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	$740,549.35	$1,432,548.00	-$691,998.65	(48.3%)
EXPENSES				
CAP PROJ-'25 ML AIR/'26 CAMERA	$169,837.51	$250,000.00	-$80,162.49	(32.1%)
CAP PROJ-'25 MANHOLE/'26 GENER	$0.00	$110,000.00	-$110,000.00	(100.0%)
SEWER MASTER PLAN	$771.96	$0.00	$771.96	NA
CASUAL LABOUR & WCB	$1,790.24	$1,700.00	$90.24	5.3%
ADVERTISING & PROMOTION	$127.50	$1,500.00	-$1,372.50	(91.5%)
AUDIT	$5,800.00	$5,800.00	$0.00	0.0%
LEGAL & PROFESSIONAL FEES	$1,400.00	$3,750.00	-$2,350.00	(62.7%)
MEMBER SEWER BYLAW REVIEW	$6,454.00	$5,000.00	$1,454.00	29.1%
CONTRACTED MANAGEMENT FEES	$24,670.00	$32,760.00	-$8,090.00	(24.7%)
MGMT FEES SPECIAL PROJECTS	$0.00	$4,000.00	-$4,000.00	(100.0%)
HONORARIA	$2,960.00	$6,400.00	-$3,440.00	(53.8%)
INTEREST & BANK CHARGES	$29.00	$150.00	-$121.00	(80.7%)
MEMBERSHIPS	$65.00	$310.00	-$245.00	(79.0%)
OFFICE & MISCELLANEOUS	$3,655.73	$5,750.00	-$2,094.27	(36.4%)
CONTRACTED RENTAL SERVICES	$6,000.00	$6,000.00	$0.00	0.0%
TRAVEL	$667.31	$1,000.00	-$332.69	(33.3%)
INSURANCE	$9,663.12	$27,356.00	-$17,692.88	(64.7%)
PROFESSIONAL DEVELOPMENT	$680.00	$0.00	$680.00	NA
CONTRACTED MGMT & OPERATIONS	$46,220.65	$62,360.00	-$16,139.35	(25.9%)
CONTRACTED OPERATOR (HOURS)	$36,091.97	$40,000.00	-$3,908.03	(9.8%)
SUPPLIES & MISCELLANEOUS	$0.00	$500.00	-$500.00	(100.0%)
LAGOON DISCHARGE	$8,422.37	$16,500.00	-$8,077.63	(49.0%)
REPAIRS/MAINTENANCE LAGOON	$50,397.16	$15,000.00	$35,397.16	236.0%
REPAIRS & SUPPLIES LIFT STNS	$124,898.56	$55,000.00	$69,898.56	127.1%
REPAIRS & SUPPLIES MANHOLES	$0.00	$5,000.00	-$5,000.00	(100.0%)
FLUSH/DISCHARGE LINES	$64,544.09	$67,500.00	-$2,955.91	(4.4%)
REPAIRS & SUPPLIES SEWER LINES	$0.00	$40,000.00	-$40,000.00	(100.0%)
PREVENTATIVE MAINTENANCE	$58,743.30	$57,500.00	$1,243.30	2.2%
UTILITIES & TELEPHONE	$34,655.23	$40,000.00	-$5,344.77	(13.4%)
INTEREST ON LONG TERM DEBT	$57,038.44	$80,098.00	-$23,059.56	(28.8%)
Total EXPENSES	$715,583.14	$940,934.00	-$225,350.86	(23.9%)
Operating Profit	$24,966.21	$491,614.00	-$466,647.79	(94.9%)
Other Expenses				
DEBENTURE COSTS - LAGOON UPGR	$101,903.11	$101,903.00	$0.11	0.0%
DEBENTURE COSTS - LIFT STNS	$35,073.12	$70,715.00	-$35,641.88	(50.4%)
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	$136,976.23	$491,614.00	-$354,637.77	(72.1%)
Net Profit/(Loss)	-$112,010.02	$0.00	-$112,010.02	NA

- The lagoon discharge was completed. There were no issues during the process.
- We had a sewer connection application for SSP, the contractor called to schedule the inspection and the morning of the inspection called again to cancel. They said the neighbour was not allowing them to dig in proximity to the property line due to building a home and garage. A few weeks later we received a request for a refund of the sewer connection permit fee. Upon speaking with the property owner, he already has a sewer connection tied in. The current connection was made to the neighbour's connection back when the system originally went in because his tie in was obstructed by an existing garage so the neighbours agreed to the connection. In an effort to not disturb the area where the new garage was to be built the neighbours again came up with a solution to allow the existing connection to stay where it is by relocating the new house/cabin a few feet so it did not interfere. As a result of the connections remaining as is, a refund was issued.
- The heavy winds causing power outages throughout the area have caused some issues. As a result of the extended outages and cooler temps, the UPS batteries at all the sites need to be replaced. Also, two vfd's need to be replaced.
- The contractor doing the sewer cctv is done for now. We will give the data to the engineers to incorporate in the sewer master plan. There will be projects to come from the master plan review.
- I have spoke with the engineers for the sewer master plan, we have scheduled the flow monitoring of four locations within the system for March/April of 2027.
- The standby generator project has hit some delays and now we are looking at 2027 now. The electrician has also informed me that due to the current electrical code, we will require an additional 10'x12' of space at the lift station sites. As we do not own the adjacent lands, we would need permission from AB and SSP to utilize this additional space and extend our fencing around it. Angela had emailed me about a grant (SEMI) one of her other communities was a part of securing for upgrades to their pumps and control panels. Upon review it is geared towards energy efficiency upgrades. I think it is worth trying for this funding stream as we can upgrade from single phase power to three phase power and include the stand by power as a part of this. Angela and I spoke and agreed. Angela started the registration process and was waiting to hear back from the program on specifics before we proceed any further as there will be some assessments that will need to be done upfront. We are requesting holding off on the standby power project until we can explore the possibility of this grant stream.

TVRSSC - Request for Decision

November 12, 2026

Member Sewer Bylaw Review and Sewer Inspection and Education Program

Background:

This project involves two phases, the member bylaw review and the sewer inspection program.

On August 13, 2026, the proposed Member Sewer Bylaw and supporting information were sent to the three member municipalities for review. Feedback has now been received from all three members and is included as an attachment to this report.

The Board previously approved a review of the member sewer bylaws and development of a 2027 inspection and communication program. Subsequently, the Board determined that the planned fogging project would not proceed because a contractor could not be secured at a reasonable cost; it was the Boards intention to transition to an education program.

The Operations Manager has since located a contractor able to complete sewer fogging and recommends the Board reconsider this through a targeted approach in areas where existing CCTV results and operating knowledge indicate the greatest likelihood of unauthorized connections. The estimated cost is approximately $100,000 and has been included in the draft budget to be presented to the Board. This development changes the basis of the previously approved inspection program and requires new Board direction.

Part 1 - Member Sewer Bylaw Review:

Summer Village of Val Quentin: The municipality reviewed the proposed bylaw and recommended proceeding.

Summer Village of Sunset Point: The municipality requested a clearer definition of a "significant expansion" that may notably increase discharge, including the examples of a secondary suite, guest house or two or more additional bathrooms.

Village of Alberta Beach: Detailed comments were provided by CAO Kathy Skwarchuk and Councillor Tara Elwood. Councillor Elwood's comments are individual comments and are not presented as the formal position of Alberta Beach Council. The complete comments are attached for the Board's review.

To assist the Board, a typed summary of CAO Skwarchuk's handwritten comments was prepared with the assistance of a chatbot and may contain errors or inconsistencies. If there is a discrepancy, the original handwritten comments should be treated as the authoritative source.

Based on my review of the comments, below are items that the Board may want to consider or confirm, in addition to any comments brought forward by the board at meeting time:

- Penalty and correction timing: The Board's direction referred to 90 days to correct an offence. The draft bylaw refers to 90 days to pay a municipal tag and separately provides 30 days to pay the outstanding amount to avoid prosecution. These provisions should be settled.

- Significant expansion and Change Form requirements: The bylaw should more clearly identify which property changes require approval, how the requirement relates to municipal permit processes, and who approves the form, criteria and applicable fees.
- Inspection procedures: The comments request greater clarity regarding notice, appointments, inspector qualifications, photographs and records, privacy, refusals, written findings, correction periods, reinspections and dispute handling. Much of this detail may be more appropriately addressed during the development of the inspection program or in an operating procedure, but the legal authority should be clear in the bylaw.
- Drafting corrections: The feedback identifies numbering, spelling, cross-reference, schedule, legacy bylaw and municipality-specific errors that should be corrected before adoption.

The comments include both bylaw concerns and matters that relate more directly to the design of the inspection program. Administration recommends that substantive bylaw changes be reviewed by legal counsel, while detailed inspection procedures be addressed through the implementation plan where appropriate.

Recommendation - Member Sewer Bylaw:

THAT the member municipality feedback on the proposed Member Sewer Bylaw be accepted for information; and FURTHER THAT Administration refer the matters identified by the Board to legal counsel and bring a revised Member Sewer Bylaw back to the Board for approval before it is provided to the member municipalities for adoption.

Part 2 - Sewer Inspection and Education Program:

The proposed program is intended to reduce stormwater inflow and other unauthorized flows entering the sanitary sewer system; protect system capacity, reliability and public health; reduce avoidable pumping, treatment, emergency and future capital costs; and support fair and consistent compliance.

Proposed Approach:

As fogging has become an option again, we are proposing a two-pronged approach for board consideration. Alternatively, the board could choose to move forward with one or the other of the below options.

Education and voluntary correction: To help residents identify potential concerns on their property, TVRSSC would provide a self-assessment checklist explaining what may and may not be discharged into, or connected to, the wastewater system. The checklist would be for residents' own use and would not need to be returned. Residents could also contact TVRSSC for assistance identifying concerns and possible solutions.

Before enforcement begins, residents would be given a Board-approved period of time to identify and correct illegal connections or other deficiencies without fines or penalties, provided they are cooperating and taking steps to complete the required work. Concurrently, or subsequently, we would proceed with the targeted fogging.

Targeted fogging and follow-up: Fogging would be completed in selected areas where CCTV results and operating knowledge indicate that the work is most likely to identify unauthorized connections and provide the best return on the investment. Staff would respond promptly when smoke is observed or reported, document the circumstances, and investigate and pursue correction where the evidence supports it.

It is not our intention that a CPO would be a part of the fogging process. Rather, the intention would be to work with property owners to bring their properties into compliance prior to enforcing. If, after the board-approved grace-period identified properties remain non-compliance, we would have documented a clear case for enforcement.

Communications and Coordination:

- TVRSSC will prepare consistent education and communication materials for use by all member municipalities.
- General education should be included with municipal property tax notices and distributed through applicable municipal and TVRSSC websites and social media channels.
- A separate direct mailout is recommended as well. It should explain the program and fogging process, state the date or date range, describe what residents may observe and identify who to contact if smoke enters a home.
- Newspaper advertising and notices posted in the affected communities should also be considered.
- The field plan must be coordinated with the member municipalities, the fire department and potentially fire dispatch. The Operations Manager has spoken with other municipalities that have completed fogging, and increased fire calls were commonly identified as an operational impact.

Implementation Requirements:

1. Prepare a protocol identifying the targeted areas, contractor scope, health and safety requirements, insurance, on-site roles, immediate response procedures, documentation standards and the process for confirming that deficiencies have been corrected.
2. Establish notice, contact and emergency-response procedures with the member municipalities, fire department and fire dispatch before public notice is issued.
3. Establish a consistent correction and enforcement policy, including the voluntary-correction period, extensions, when penalties may begin, treatment of deliberate or repeated non-compliance and a review or complaint process.
4. Report program results to the Board, including areas tested, deficiencies identified, voluntary contacts, corrective work completed, outstanding files, fire-related calls, enforcement actions, costs and measurable operating impacts.

Financial Implications:

The Operations Manager estimates the targeted fogging work at approximately $100,000. This amount is included in the draft budget presented to the Board at the same meeting.

Additional administration billing will apply as program development, coordination, communications, record keeping and follow-up are outside the normal administration contract.

There will be costs for operations staff to administer the fogging, inspections, and enforcement. Municipalities will be responsible for any follow up enforcement that may occur after the grace-period.

Recommendation - Sewer Inspection and Education Program:

Decision Points:

1. Does the Board wish to include resident education and voluntary correction as part of the program?

If yes:

THAT resident education, self-assessment and voluntary correction be included as part of the 2027 Sewer Inspection Program.

2. Does the Board wish to proceed with targeted sewer fogging in 2027?

If yes:

THAT the portion of Resolution 26-035 stating that the planned 2027 fogging project not proceed be rescinded; and FURTHER THAT targeted sewer fogging be included in the 2027 inspection program, subject to approval of the 2027 budget.

If no, Resolution 26-035 will remain in effect and the fogging component will not proceed.

3. If voluntary correction is approved, how long should residents have to disclose and correct a deficiency, and should this period occur before or at the same time as fogging?

The Board may also choose between:

- **Education first:** Residents would be given the approved period to identify and correct deficiencies before fogging begins; or
- **Concurrent implementation:** The voluntary correction period and targeted fogging would proceed at the same time. Residents who voluntarily disclose a concern, or whose deficiency is identified through fogging, would receive the same correction period and would not be subject to penalties while cooperating and taking reasonable steps to complete the work.

Administration recommends a 12-month correction period that runs concurrently with the fogging program.

If approved:

THAT residents be provided 12 months to voluntarily disclose and correct unauthorized connections or other deficiencies; and FURTHER THAT the voluntary correction period proceed concurrently with targeted fogging, with the same correction opportunity available to residents whose deficiencies are identified through fogging.

Following the Board's decisions, Administration will revise the 2027 Inspection Program Timeline and Communication Plan and bring the detailed plan back to the Board for approval before implementation.

Enclosures:

Summer Village of Val Quentin feedback

Summer Village of Sunset Point feedback

Village of Alberta Beach feedback

Current proposed Member Sewer Bylaw

Wildwillow Enterprises

From: Marlene Walsh <cao@valquentin.ca>
Sent: October 5, 2026 7:29 AM
To: Wildwillow Enterprises
Subject: Re: TVRSSC Member Bylaw Review and Sewer Inspection Program

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Angela

At its September 16, 2026 meeting, Council completed its review of the proposed updates and recommended approval to proceed.
Thank you

Marlene Walsh
CAO
Summer Village of Val Quentin
p: 780 668 3182
e: cao@valquentin.ca
Val Quentin: A Year-Round Community

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On Thu, Aug 13, 2026 at 6:37 PM Wildwillow Enterprises <angela@wildwillowenterprises.com> wrote:

> Hello Kathy, Marlene, and Jennifer,
>
> The TVRSSC is undertaking a review of the sewer bylaws used by its member municipalities and is preparing for a property inspection program in 2027.
>
> Attached for your / Council review are:
>
> - A cover letter explaining the project and requested review;
> - A summary comparing the substantive and administrative changes;

Wildwillow Enterprises

From: Gwen Jones <gwen.jones@sunsetpoint.ca>
Sent: September 4, 2026 3:34 PM
To: Wildwillow Enterprises; Rodney Janz; 'Kelly Muir'; Daryl Weber; Kent Galusha; Barrie Ronaldson
Cc: Jason Madge
Subject: RE: September 9, 2026 TVRSSC Board Meeting Agenda Package

Hello All,

Sunset Point Council reviewed the proposed changes to the bylaws as well as the timelines and communication package.

The only concern that was flagged was regarding point 2 on the Summary of Changes: Sunset Point would appreciate a clearer definition:

significant expansion that may notably
increase discharge, such as a secondary
suite, guest house or two or more
additional bathrooms.

Please give some thought to this so we can discuss at the meeting next week.

Thanks, Gwen

From: Wildwillow Enterprises <angela@wildwillowenterprises.com>
Sent: September 4, 2026 2:45 PM
To: Gwen Jones <gwen.jones@sunsetpoint.ca>; Rodney Janz <rodney.janz@sunsetpoint.ca>; 'Kelly Muir' <kbmuir@gmail.com>; Daryl Weber <darylweb@telus.net>; Kent Galusha <kent.galusha@valquentin.ca>; Barrie Ronaldson <barrie.ronaldson@valquentin.ca>
Cc: Jason Madge <jasonmadge2@gmail.com>
Subject: September 9, 2026 TVRSSC Board Meeting Agenda Package

Hello Board,

Attached is your agenda package for the TVRSSC Board Meeting on Wednesday.

Zoom link is below for anyone who cannot attend in-person.

See you then,

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

aboffice@albertabeach.com CC: Angela

From: taraelwood@albertabeach.com
Sent: September 2, 2026 12:51 PM
To: aboffice@albertabeach.com
Subject: Re: TVRSSC Member Bylaw Review and Sewer Inspection Program

Here is my feedback.

I support the Commission's overall objective of reducing stormwater and other unauthorized flows entering the regional sanitary sewer system. The additional cost of $76,512.64 resulting from the June 2026 rainfall event clearly demonstrates the financial and operational importance of addressing this issue.

After reviewing the documents, I have several comments and questions that I believe should be addressed before the proposed bylaw is brought forward for adoption.

Inspection procedures and resident safeguards

My primary concern is that the proposed bylaw establishes broad inspection and enforcement authority while many of the details surrounding the inspection program are still being developed.

Before the bylaw is adopted, I would like the member municipalities to receive a complete inspection protocol addressing:

- The amount and method of notice provided to property owners
- Appointment and scheduling procedures
- Permitted inspection hours
- Identification, qualifications, and background requirements for inspectors
- The specific areas of a home or property that may be inspected
- Whether photographs or other records will be taken
- How personal information and inspection records will be stored and protected
- Accommodations for seniors, vulnerable residents, people with disabilities, and seasonal property owners
- The process when an owner is absent or declines access
- Written inspection findings and correction requirements
- Reinspection procedures and any related costs
- A process for disputing findings or filing a complaint

The term "extraordinary circumstances" in section 5(k) should also be clearly and narrowly defined. The draft permits entry without notice during an emergency or extraordinary circumstances, but only "Emergency" is defined. Legal counsel should confirm that this wording and the intended authority are fully consistent with section 542 of the Municipal Government Act.

Compliance before penalties

I strongly recommend that the inspection program take an education- and compliance-first approach.

Some unauthorized connections may have existed for decades and may have been installed by a previous owner. A current property owner may have purchased the home without knowing that a problem existed. Residents should receive written findings, clear instructions, and a reasonable opportunity to correct the issue before significant penalties are imposed.

The program should include:

- An initial education and voluntary-disclosure period
- A reasonable correction period without penalties
- Extensions where contractor availability, weather, permits, cost, disability, or other legitimate circumstances create delays
- Consideration of financial assistance, financing, or phased compliance where repairs are particularly expensive
- Penalties focused on deliberate, repeated, or continued noncompliance after reasonable opportunities to correct the problem have been provided

Penalty provisions

The municipal-tag provisions require clarification.

Section 12(b) refers to allowing at least 90 days to pay before another tag may be issued, while section 12(c)(vi) says the total outstanding amount must be paid within 30 days to avoid prosecution.

The bylaw also permits four municipal tags totaling $10,000, followed by a possible $10,000 fine upon conviction. At the same time, a Peace Officer may bypass the municipal-tag process and continue directly to a violation ticket.

The bylaw should clearly explain:

- Whether the payment deadline is 30 or 90 days
- Whether paying a municipal tag resolves the offence
- Whether another tag can be issued if the tag is paid but the problem has not been corrected
- When an offence is considered continuing or repeated
- How correction deadlines relate to payment deadlines
- Under what circumstances the tag process may be bypassed
- Whether the maximum cumulative financial exposure is intended to reach $20,000 for the same underlying issue

Change Forms and fees

Section 4(d) introduces a Commission Change Form and a possible change fee, but the form, fee schedule, and approval criteria were not included with the review package.

Before adoption, Council should know:

- Who establishes and approves the Change Form and fees
- Whether fees can be changed without approval from the member Councils
- How the fees will be calculated
- What constitutes a "significant expansion"

- How "may notably increase discharge" will be interpreted
- Why two additional bathrooms automatically trigger the requirement
- How the process will be coordinated with municipal development permits and safety-code approvals

I would be cautious about adopting an open-ended requirement that could subsequently be changed administratively without appropriate municipal oversight.

Authority, delegation, and accountability

Section 6 makes the Commission responsible for administering and enforcing the municipal bylaw and permits the Commission to further delegate that authority as it deems appropriate.

I would like legal counsel to confirm:

- The extent to which the Commission may administer and enforce a bylaw adopted by a member municipality
- Whether the Commission may independently delegate municipal enforcement authority
- Whether Council approval is required for any additional delegation
- Who will supervise inspectors and contracted service providers
- Who will receive and investigate complaints
- Who is responsible for property damage, privacy breaches, errors, or inappropriate inspector conduct
- Whether inspectors and contractors will carry appropriate insurance

Repair responsibilities and costs

The program should clearly explain which portions of a service connection belong to the property owner, municipality, and Commission.

It should also address:

- Who pays for investigative work when the source of excess flow is uncertain
- Who pays when excavation or other intrusive work is required
- Who is responsible for restoring landscaping, driveways, walls, or flooring
- What happens when the source is ultimately found to be municipal or Commission infrastructure rather than a private connection

Program costs and performance reporting

Before implementation, the member municipalities should receive information on:

- The estimated total cost of the inspection program
- How program costs will be allocated among the three municipalities
- The estimated number of properties to be inspected
- Whether every property will be inspected or inspections will be risk-based
- How properties and municipalities will be prioritized
- The number and qualifications of inspectors
- Expected program savings

- How reductions in inflow and infiltration will be measured

Each Council should receive regular reports showing the number of inspections completed, issues identified, compliance rates, program expenditures, and measurable reductions in unauthorized flows.

Drafting corrections

I also noted the following drafting and document-control matters:

- "Vai Quentin" should be corrected to "Val Quentin."
- "TriVillage" should be corrected and written consistently as either "Tri-Village" or "Tri Village."
- The definition of "Alberta Plumbing Code" refers to the National Plumbing Code of Canada 2015. The provincial reference should be reviewed and updated to the code currently in force.
- Section 5(b) begins its numbered list at iii and continues through vi. It should begin at i.
- Section 5(j) says "in the exercise of performance of their powers." This should likely read "in the exercise or performance of their powers."
- Section 12 repeats subsection letters (a) and (b) after already using subsections (a), (b), and (c). The subsections need to be renumbered.
- "Muncipal Tag" should be corrected to "Municipal Tag."
- "The Person whom allegedly contravened these Bylaws" requires grammatical correction and should refer to "this Bylaw" in the singular.
- The reference to the "Provincial Offenses Procedures Act" should be corrected to the "Provincial Offences Procedure Act."
- Schedule A still identifies the document as Bylaw No. 231-10, even though this is intended to be a new bylaw.
- Section 5(e) of Schedule A ends with two periods.
- Municipality-specific references should be reviewed so Alberta Beach's bylaw does not inadvertently assign authority, obligations, or liability to all three municipalities collectively.
- The communication plan says the Board will consider feedback and finalize the bylaw at its September meeting, while the cover letter says feedback is due October 5 and will be considered by the Board on November 11, 2026. These timelines should be reconciled.
- The communication plan says it was approved on May 13, 2026, while the footer continues to identify it as a "May 5, 2025 DRAFT" and "Protected 'A' until approved."
- The spelling, capitalization, numbering, and terminology used throughout the bylaw and schedules should receive a final consistency review.



Tara Elwood
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From: aboffice@albertabeach.com <aboffice@albertabeach.com>
Sent: Wednesday, August 26, 2026 1:13 PM
To: taraelwood@albertabeach.com <taraelwood@albertabeach.com>; Debbie Durocher <debbiedurocher@albertabeach.com>; DecolynneJo Burns <decolynnejoburns@albertabeach.com>; kellymuir@albertabeach.com <kellymuir@albertabeach.com>; taraelwood@albertabeach.com <taraelwood@albertabeach.com>
Subject: FW: TVRSSC Member Bylaw Review and Sewer Inspection Program

Good afternoon,
I am re-sending out the TVRSSC Member Bylaw Review and Sewer Inspection Program information that was in the August 18th Council Meeting Agenda package. If you could please any comments or concerns you may have as soon as possible that would be great.

Thanks,

Cathy McCartney
Assistant CAO
Alberta Beach
Box 278
Alberta Beach, AB
T0E 0A0
Phone: 780-924-3181
Fax: 780-924-3313
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From: Wildwillow Enterprises <angela@wildwillowenterprises.com>
Sent: August 13, 2026 6:37 PM
To: Office Sunset Point <office@sunsetpoint.ca>; Marlene Walsh <cao@valquentin.ca>; aboffice@albertabeach.com
Cc: Jason Madge <jasonmadge2@gmail.com>
Subject: TVRSSC Member Bylaw Review and Sewer Inspection Program

Hello Kathy, Marlene, and Jennifer,

The TVRSSC is undertaking a review of the sewer bylaws used by its member municipalities and is preparing for a property inspection program in 2027.

Attached for your / Council review are:

- A cover letter explaining the project and requested review;
- A summary comparing the substantive and administrative changes;
- The current Alberta Beach Sewer Bylaw
- The proposed Member Sewer Bylaw; and
- The Board approved Bylaw Review and 2027 Inspection Program Timeline and Communication Plan.

Your feedback is appreciated. Please provide any Council or administrative feedback no later than October 5, 2026.

Please feel free to contact me with any questions.

Have a great day,

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

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Alberta Beach Administration Comments on the Proposed Member Sewer Bylaw

Typed transcription of handwritten review comments

The following comments were transcribed by ChatGPT from the handwritten notes provided by Alberta Beach Administration. The wording has been lightly edited for readability and organized by subject. Questions and concerns are recorded as comments for review and have not been converted into recommendations or legal conclusions.

Document Formatting

Reference	Typed comment
Proposed bylaw, page 1	Add page numbers to the bylaw.
Proposed bylaw, section 16	Add a provision stating that, upon final reading, the new bylaw will rescind the existing bylaw.

Connections Demolition and Property Changes

Reference	Typed comment
Proposed bylaw, section 4(c)	Clarify whether this provision applies to a new connection.
Proposed bylaw, section 4(d)	The Commission owns the portion of the connection outside the property, while the property owner owns the pipe on the owner's property.
Proposed bylaw, section 4(d)	When a property is demolished, the owner must obtain a municipal demolition permit. Consider requiring the demolition permit to state that the owner must cap the sanitary sewer connection and consider whether the capping should be inspected by TVRSSC. There have been instances where a property owner or contractor did not cap the pipe.
Proposed bylaw, section 4(e)	Subdivision owners are required to pay all costs for a sewer connection. Where an owner consolidates two side-by-side parcels, the owner may no longer pay for the second connection. This may be fair where the lots are consolidated to build one house and will never be separated again. However, an owner may consolidate to reduce taxes, later subdivide and sell the parcel, and then receive the benefit of the connection without paying the related costs. Consider requiring those costs to be paid upon a future subdivision. It is unclear how the amount should be calculated; one possible approach could be an annual amount multiplied by the number of years.
Proposed bylaw, section 4(h)	In what circumstances would the municipality construct a service connection?
Inspection and connection history	Who will perform the inspections? Historically, when residents obtained a permit to connect, they only needed to have the connection inspected before backfilling. Later, residents were required to add a cleanout at the connection.
Inspection and connection history	When the requirements increased, residents were encouraged to obtain a connection permit, have the work inspected and cap the connection for later use. The understanding was that piping on private property remained the property owner's responsibility. If a cabin was demolished, the owner could obtain a demolition permit, cap the connection, and later rebuild or place a modular structure and reconnect to the sewer line on the property.

Reference	Typed comment
Proposed bylaw, section 4(d)	Historically, the Commission did not need to be notified of these private-property changes. The proposed bylaw would now require a Change Form when an owner upgrades, resizes, relocates or otherwise changes a sanitary sewer connection, or undertakes a significant expansion that will increase discharge.

Significant Expansion and Increased Discharge

Reference	Typed comment
Proposed bylaw, section 4(d)(ii)	What practical difference does it make whether two people or a larger family live in a house? The system may be used more, but these are still residential properties. The focus may be better placed on higher-volume non-residential users such as motels, hotels and car washes rather than penalizing a larger family residence.
Proposed bylaw, section 4(d)(ii)	There is concern that an owner renovating to add a second bathroom could be subject to the new requirement, while a larger house that already has several bathrooms would not.
Proposed bylaw, section 4(d)(ii)	A development permit may not be required for a renovation where there are no structural changes. If an owner adds a bathroom without requiring a development permit, how will the Commission or municipality know? How will this requirement be enforced?
Summary of changes, substantive changes table	The existing sewer connection is not necessarily altered when bathrooms are added; only the owner's internal plumbing changes.

Prohibited Discharges and Penalties

Reference	Typed comment
Proposed bylaw, sections 5(c) and 5(d)	Consider whether a business or home occupation involving a hair salon or dog-grooming operation should be required to have an appropriate cleanout, filter or interceptor to prevent hair from entering the sanitary sewer system.
Schedule A, section 5(e)	Consider whether the penalties should be higher where a person has connected a stormwater system to the sanitary sewer system.

Authorized Persons and Municipal Responsibilities

Reference	Typed comment
Proposed bylaw, sections 6 and 7	Will the Commission cover the municipalities' legal costs associated with appointing or designating officers? Alberta Beach's peace officers are ratified as designated officers. Would Sunset Point and Val Quentin also have to designate Alberta Beach's peace officer as a designated officer?
Proposed bylaw, section 7	Can a person challenge an order issued under the bylaw?
Proposed bylaw, section 7 and Schedule B	Does Council need to pass a motion approving designated officers annually at the organizational meeting? If all positions listed in Schedule B are designated officers, does each position need to be ratified annually by all member municipalities?

Reference	Typed comment
Schedule B	Identify the individuals or positions intended by Maintenance Manager, Maintenance Operator and Operations Manager. The handwritten notes indicate that Jason is the Maintenance Manager and ask who occupies the other positions.
Schedule B	Does a Peace Officer need to be expressly added to the list of Authorized Persons?

Municipal Tags Enforcement and Costs

Reference	Typed comment
Proposed bylaw, section 12(c)	Add the address of the property for which the municipal tag was issued to the required contents of the tag.
Proposed bylaw, section 12(c)(vii)	Clarify whether additional information may be required by the municipality's Chief Administrative Officer or the Commission's Chief Administrative Officer.
Proposed bylaw, sections 6 and 12	Section 6 states that the Commission is responsible for administration and enforcement. Consider whether the Chief Administrative Officer of the affected municipality should receive a copy of any order or municipal tag issued.
Enforcement generally	If a municipal tag or violation ticket is challenged in court, who is responsible for the legal and lawyer costs?

Add page numbers. to bylaw.

BYLAW NO.
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 Vai 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 (the "Commission");

AND WHEREAS Section 7(g) of the *Municipal Government Act*, R.S.A 2000, c. M-26, as amended or replaced from time to time (the "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 Act, the 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 2015, adopted and in force in the Province of Alberta pursuant to Alberta Regulation 119/2007, 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) "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.

(g) "Council" means the council of the Municipality.

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

(i) "Emergency" shall be as defined in s. 541(a) of the Act.

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

(k) "Municipal Tag" means a notice issued by the Municipality pursuant to s. 7(i)(vi) of the Act, for the purpose of providing a Person who contravenes this Bylaw with an opportunity to pay a penalty directly to the Municipality, in order to avoid prosecution for the contravention.

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

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

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

(o) "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.

(p) "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.

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

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

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

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

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

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

(w) "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 Act.

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

(y) "Violation Ticket" means a ticket issued pursuant to Part 2 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.*

for new connection ? —> (c) Prior to commencing work to access the Sanitary Sewer System, the Owner or their 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) Prior to:

Commission owns the piping & connection (to the connection) the property owner owns the pipe on his property.

i. upgrading, re-sizing, relocating or otherwise changing a connection to the Sanitary Sewer System; or

ii. commencing a significant expansion to the Premises which may notably increase discharge into the Sanitary Sewer System, such as addition of a secondary suite, guest house, or two or more new bathrooms,

When someone demos their property, they

the Owner or their representative shall fill out a Commission "Change Form" and pay the resulting change fee, if any. All provisions of the Change Form must be adhered to.

need to get a demo permit from the municipality. In that permit to demo, it should say the owner must cover the sanitary sewer connection and should this be inspected by TVRSSC? I have often heard that the property owner or contractor did not cover the pipe.

Subdivision - owner is required to pay all costs for connection to sewer. But lot consolidation, sometimes a property owner that owns 2 properties side by side will consolidate their lots to save tax dollars, then they no longer have to pay for their 2nd connection. I think its fair if they are consolidating the lots to build a house & they will never be split back out.

But for the property that does it to save tax dollars can one day subdivide the parcels & sell it, they have the benefit for no costs. its not fair unless upon subdivision they are made to repay those costs. But not sure how you would calculate those costs other than $300.00 per yr x — years.

(e) 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 applicant 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.

(f) 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 Owner's expense.

(g) 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.

in what example would we construct a service connection? →

(h) The Municipality may, but is not required to, construct a Service Connection from the Commission's main line to the street line. The cost of such Service Connection shall be imposed against the Premises that benefits from it and the Owner of the parcel has no right to petition against its construction.

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 prior 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:

iii. the Alberta Plumbing Code;

iv. the *Safety Codes Act*, or any code thereunder;

v. any other applicable regulation or legislation;

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

hair? →

(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. Without limiting the generality of the foregoing, no Person shall dispose of wipes (whether or not labeled as flushable), grease or other foreign objects.

Maybe any business or home occupation for hair dresser shop or dog groomer needs a clean out or filter . . . ?

(d) No Person shall dispose of, or permit the disposal of, a substance into the Sanitary Sewer System in an amount, concentration or level or at a rate of release that may impair the integrity or operation of the Sanitary Sewer System or any part thereof.

(e) No Person shall connect, or permit the connection of, a stormwater system to the Sanitary Sewer System, without the prior written authorization of the Commission, including (without limiting the generality of the foregoing) a weeping tile system, storm drain, sump pump, eaves trough or yard drain.

(f) 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.

(g) Except as authorized in writing 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.

(h) 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.

(i) 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.

(j) No Person shall obstruct or hinder any person in the exercise of performance of their powers pursuant to this Bylaw.

(k) 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, or without notice in an Emergency or extraordinary circumstances, enter into any Premises for the purpose of conducting an inspection under s. 542 of the Act.

PART III - ADMINISTRATION

Authority of Authorized Persons

will commission cover legal costs for the municipalities for the actions of Designated officers ? or the legal fees for

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 Act, and shall have the authority to exercise any powers, duties or functions identified in this Bylaw.

in Alberta Beach our Peace officers are ratified as designated officers But does SVSP and SVVCO have to designate our Peace officer as a designated officer?

Doesn't council have to motion to approve designated officers Annually at organizational Mtg?

any property owner that challenges an order?

8. In the event of an Emergency, a Commission member or designee, any Authorized Person or a Peace Officer, may enter onto any Premises, without prior notice to any Person and at any hour, 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 Act, as applicable, directing that the Owner, Occupant and/or Person responsible for the contravention 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 fine set out in Schedule "A" herein.

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 fine 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. A Municipal Tag shall be served upon:

i. an individual personally, by registered mail or by leaving the Tag with a Person on the Premises who has the appearance of being at least eighteen (18) years of age.

ii. a corporation or other entity, by serving the Municipal Tag personally upon an 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 to their registered office, address for service for mail or their agent for service's address as shown in public records.

(b) A Peace Officer is authorized to issue up to four (4) Municipal Tags per offence, provided that the Person whom allegedly contravened these Bylaws shall be given at least ninety (90) days after the service of a Municipal Tag to pay the stated amount before a subsequent Municipal Tag for the same offence may be served.

(c) 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 number of the applicable section of this Bylaw that was contravened and the date on which the offence occurred;

Add Address

iv. Whether this is the 1st, 2nd, 3rd or 4th Muncipal Tag for the described offence; the address of the property for which the municipal tag was issued

v. The amount imposed by the new Municipal Tag, determined in accordance with Schedule "A", along with the total outstanding amount to be paid including the prior Municipal Tag(s) issued for the same offence, if any;

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

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

(a) 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 amount specified on the Municipal Tag, within the time period provided.

(b) 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 this Bylaw; or

ii. prevent any Peace Officer, in lieu of serving a Municipal Tag, from issuing a Violation Ticket to a person or Registered Owner pursuant to the *Provincial Offenses Procedures Act.*

13. Violation Tickets

(a) In those cases where four Municipal Tags have been issued and the amount specified on the 4th 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 2 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, or that less than four Municipal Tags have 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 Alberta Court of Justice, 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 or applicable law 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 their employees.

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

In Part III section 6 states the commission is responsible for administration & enforcement. (however I think the CAO of municipality needs a copy of the order issued.

or the CAO of the commission

if any violation tag is challenged in court, who pays legal & Lawyer costs?

Add: the Bylaw upon final reading etc will rescind Bylaw #—.

BYLAW NO.
VILLAGE OF ALBERTA BEACH

READ a first time this ____ day of _____, 2026.

READ a second time this ____ day of _____, 2026.

READ a third and finally passed this ____ day of _____, 2026.

SIGNED by the Mayor and C.A.O. this ____ day of _____, 2026.

VILLAGE OF ALBERTA BEACH

PER: _____
_____, Mayor

VILLAGE OF ALBERTA BEACH

PER: _____
_____, C.A.O.

SCHEDULE "A"

FINES & PENALTIES FOR OFFENCES

FINE AND MUNCIPAL TAG PENALTY AMOUNT

The following amounts shall apply to fines or Municipal Tags (as applicable) issued under this Bylaw.

FINE (if convicted of an offence): $10,000.00

1ST MUNICIPAL TAG: $1,000.00

2ND MUNICIPAL TAG: $1,500.00

3RD MUNICIPAL TAG: $2,500.00

4TH MUNICIPAL TAG: $5,000.00

I think if someone has connected their storm water systems then the fines should be higher for that.

OFFENCES

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

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.

hair ? →

5(c) Disposing or permitting the disposal of, any chemical, toxic or dangerous substance, or other form of pollutant into the Sanitary Sewer System including wipes (whether or not labeled as flushable), grease or other foreign objects.

Business of hair salon or dog grooming not having a proper clean out or whatever to stop hair from getting into the sewer.

5(d) Disposing or permitting the disposal of, a substance into the Sanitary Sewer System in an amount, concentration or level or at a rate of release that may impair the integrity or operation of the Sanitary Sewer System or any part thereof.

5(e) Connecting or permitting the connection of, a stormwater system to the sanitary sewer, unless approved in writing by the Commission, including (without limiting the generality of the foregoing) a weeping tile system, storm drain, sump pump, eaves trough or yard drain..

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

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

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

5(i) 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.

5(j) Obstructing or hindering any person in the exercise of performance of their powers pursuant to this Bylaw.

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.

SCHEDULE "B"

AUTHORIZED PERSONS

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

Jason ? → a. Maintenance Manager

Who are these people ? { b. Maintenance Operator
c. Operations Manager of the Commission

Does Peace officer need to be added?

if all the above positions are Designated officers then each needs to be ratified annually by all municipalities,

what difference does it make if 2 people live in a house or a larger family. Yes system is being used more but they are residential properties. we need to go after the motels/hotels, car wash etc I guess. Not penalize family Residential

SUMMARY OF CHANGES

This summary compares the proposed model Member Sewer Bylaw with the Village of Alberta Beach Sewer Bylaw No. 231-10. The member municipalities currently have substantially similar sewer bylaws. Municipality-specific titles, bylaw numbers, signing provisions and related references will be required when final bylaws are prepared.

Note: This summary is provided to assist municipal review. The proposed bylaw itself governs and should be reviewed in full.

Example: I am concerned that the properties that renovate to add the 2nd bathroom will get penalized however that huge house that houses a huge family or the fancy huge house with all extra bathrooms won't.

SUBSTANTIVE CHANGES

The following table compares the current bylaw with the proposed bylaw and explains the practical effect of each substantive change.

Current bylaw	Proposed bylaw	What this changes
There is no Change Form requirement for altering an existing sewer connection.	Before upgrading, resizing, relocating or otherwise changing a connection, the owner or the owner's representative must submit a Commission Change Form and pay any resulting change fee.	Creates a new approval and fee requirement before an existing connection is changed.
There is no separate application requirement for property expansions that may increase sewer discharge.	A Change Form and any resulting change fee are required before a significant expansion that may notably increase discharge, such as a secondary suite, guest house or two or more additional bathrooms.	Requires Commission review before certain property expansions that may increase use of the sewer system.
The current bylaw does not authorize the municipality to construct a service connection from the Commission's main line to the street line and charge the benefiting property.	The municipality may, but is not required to, construct the service connection. The cost may be imposed against the benefiting property, and the owner has no right to petition against the construction.	Creates a new mechanism for the municipality to undertake necessary service-connection work and recover the cost from the benefiting property.
The current bylaw generally prohibits chemicals, toxic or dangerous substances and other pollutants.	The prohibition is expanded to specifically identify wipes, including those labelled flushable, grease and other foreign objects.	Makes these commonly problematic materials expressly prohibited.
There is no separate provision addressing the amount, concentration, level or rate of a discharge.	A person may not discharge a substance in an amount, concentration, level or at a rate that may impair the integrity or operation of the sanitary sewer system.	Creates a broader prohibition against discharges that could damage or interfere with the system, even if the substance is not otherwise specifically listed.

← existing connection is not altered only the owners. plumbing lines.

← Development permit is not required for renovations if no structural changes so if someone is adding a bathroom, how will you know.

why would we construct a service connection?

hair →

Current bylaw	Proposed bylaw	What this changes
The current bylaw specifically prohibits connecting a weeping tile system to the sanitary sewer unless approved in writing by the Commission.	The prohibition is expanded to any stormwater system, including weeping tile systems, storm drains, sump pumps, eavestroughs and yard drains, unless prior written authorization is provided by the Commission.	Broadens the prohibition to address multiple sources of stormwater and unauthorized inflow.
A person may not lift, remove, raise or tamper with a manhole cover or other system appurtenance unless authorized by the Commission. The current provision does not expressly require written authorization.	Any Commission authorization must be provided in writing.	Creates a clear written-authorization requirement.
An Authorized Person may enter premises to conduct an inspection after providing reasonable notice.	Reasonable notice remains the general requirement, but an Authorized Person may enter without notice in an emergency or extraordinary circumstances, in accordance with section 542 of the Municipal Government Act.	Adds authority to inspect without notice in limited circumstances.
The current bylaw does not expressly prohibit obstructing or hindering someone exercising authority under the bylaw.	Obstructing or hindering a person exercising or performing powers under the bylaw becomes an offence.	Creates a new offence intended to prevent interference with inspections and enforcement.
Schedule B identifies the Maintenance Manager and Maintenance Operator as Authorized Persons.	The Commission's Operations Manager is added as an Authorized Person.	Makes the Operations Manager a designated officer for the purposes of the bylaw and provides the position with the inspection, administration and enforcement authority assigned to an Authorized Person.
The current bylaw generally establishes a $500 penalty for each listed offence.	The proposed bylaw establishes a $10,000 fine upon conviction. It also establishes municipal-tag amounts of $1,000 for the first tag, $1,500 for the second, $2,500 for the third and $5,000 for the fourth.	The proposed bylaw establishes a $10,000 fine upon conviction. It also establishes municipal-tag amounts of $1,000 for the first tag, $1,500 for the second, $2,500 for the third and $5,000 for the fourth.

Fines shd be higher for this

Who is Maintenance Op Operations Manager Maintenance Manager is Jason)

Current bylaw	Proposed bylaw	What this changes
The current bylaw does not establish an escalating multi-tag process. If a municipal tag is not paid within the required period, a Peace Officer may issue a violation ticket.	Up to four municipal tags may be issued for the same offence. A person must be given at least 90 days after service of one tag to pay the stated amount before another tag for the same offence may be served. A violation ticket may be issued if the fourth tag is not paid within the required period.	Creates an escalating municipal-tag process before prosecution. The proposed wording describes the 90-day period as time to pay the tag before another tag may be issued.
A Peace Officer may proceed directly to a violation ticket without first issuing a municipal tag.	This authority is retained. A Peace Officer may issue a violation ticket immediately, even if no municipal tags or fewer than four municipal tags have been issued.	Preserves the ability to proceed directly to prosecution when appropriate.

ADMINISTRATIVE AND MODERNIZATION CHANGES

The following changes update legislation, terminology and administrative procedures or clarify existing provisions.

1. **Preamble and legislative references**
   - The preamble is reorganized and simplified.
   - References to the historic Commission regulations and Part 15.1 of the Municipal Government Act are removed.
   - The term "Commission" is established in the preamble rather than in the definitions section.
   - The separate definition of Municipal Government Act is replaced by the defined term "Act" in the preamble.
   - The Alberta Plumbing Code reference is updated from the 1995 edition adopted under Alberta Regulation 219/97 to the 2015 National Plumbing Code adopted under Alberta Regulation 119/2007. The definition continues to apply if the legislation is amended or replaced.
2. **Definitions**
   - A definition of Council is added.
   - The definition of Registered Owner is retained with minor wording changes.
   - The definition of Owner is updated to refer to the defined term Registered Owner.
   - The unused definition of Development Authority is removed.
   - The definition of Occupant is simplified by removing the unused reference to a dwelling unit.
   - The definition of Municipal Tag is updated to cite the specific Municipal Government Act authority.
   - The existing option to pay a municipal-tag amount instead of being prosecuted is retained, while the reference to acknowledging the contravention is removed.

3. **Applications, connections and ownership wording**

- References to the "sewer system" are standardized to "Sanitary Sewer System."
- The existing requirement for written Commission authorization before connecting a pipe, device or service connection is clarified to require authorization before the connection is made.
- In the subdivision and development provisions, "developer" is replaced by the broader term "applicant."

4. **Administration and enforcement procedures**

- The wording for remedial orders under sections 545 and 546 of the Municipal Government Act is simplified while retaining the authority to require that a contravention be corrected within a specified time.
- The bylaw no longer states that Schedule A penalties may be amended by Council resolution. Penalty amounts are established directly in the bylaw.
- Municipal-tag service provisions are reorganized and expanded. An individual may be served personally, by registered mail or by leaving the tag with a person at the premises who appears to be at least 18 years of age.
- The current requirement that personal service first be unsuccessful before a tag may be left with an apparently adult person at the premises is removed.
- A municipal tag must identify whether it is the first, second, third or fourth tag for the offence.
- A municipal tag must identify the amount of the new tag and the total outstanding amount from any previous tags issued for the same offence.
- The court name is updated from Provincial Court to the Alberta Court of Justice.
- References to Part II of the Provincial Offences Procedure Act are modernized to Part 2.
- The existing general notice methods of registered mail, personal service and posting at the premises are retained. Wording is added to recognize that the bylaw or other applicable law may require a different method.

5. **General wording**

- Liability wording is adjusted for consistency.
- Minor grammar, capitalization, punctuation and formatting changes are made throughout the bylaw.

REVIEW REQUESTED

Member municipalities are invited to comment on any aspect of the proposed bylaw. Feedback may address legal or administrative wording, property-owner impacts, inspection authority, enforcement, penalties, implementation concerns or any other matter the municipality considers relevant.

Please provide feedback no later than October 5, 2026, for consideration by the TVRSSC Board on November 11, 2026.

~~Who is doing the inspection.~~

when the residents took out the permit to connect they only needed to get the connection inspected before back filling later on they required residents to add the clean out at connection.

When rates increased we suggested to our residents to get a connection # permit # get inspected # cap it off for later on.

So the ~~pvt~~ Piping is responsibility of property owner on their own property. ↑ this was approved by commun

If they demo their cabin they can take out Dev. Permit & the cap off their connection then rebuild or place modular & re-connect. to the sewer line on your property

We never had to tell commission but now they want property owners to take out a "Change Form"

or if an owner is upgrading, resizing relocating or otherwise changing a connection to the sanitary sewer system.

or if an owner is commencing a significant expansion which will increase discharge to the sewer system such as:

addition of secondary suite, guest house or 2 or more new bathrooms ← how will they police this.

they ~~get~~ are required to get a Dev. Permit for secondary suite, guest house but not necessarily new bathrooms if no structural reno's

BYLAW NO.
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 Vai 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 (the "Commission");

AND WHEREAS Section 7(g) of the *Municipal Government Act*, R.S.A 2000, c. M-26, as amended or replaced from time to time (the "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 Act, the 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 2015, adopted and in force in the Province of Alberta pursuant to Alberta Regulation 119/2007, 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) "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.

(g) "Council" means the council of the Municipality.

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

(i) "Emergency" shall be as defined in s. 541(a) of the Act.

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

(k) "Municipal Tag" means a notice issued by the Municipality pursuant to s. 7(i)(vi) of the Act, for the purpose of providing a Person who contravenes this Bylaw with an opportunity to pay a penalty directly to the Municipality, in order to avoid prosecution for the contravention.

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

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

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

(o) "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.

(p) "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.

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

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

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

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

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

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

(w) "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 Act.

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

(y) "Violation Ticket" means a ticket issued pursuant to Part 2 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 Sanitary Sewer System, the Owner or their 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) Prior to:

i. upgrading, re-sizing, relocating or otherwise changing a connection to the Sanitary Sewer System; or

ii. commencing a significant expansion to the Premises which may notably increase discharge into the Sanitary Sewer System, such as addition of a secondary suite, guest house, or two or more new bathrooms,

the Owner or their representative shall fill out a Commission "Change Form" and pay the resulting change fee, if any. All provisions of the Change Form must be adhered to.

(e) 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 applicant 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.

(f) 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 Owner's expense.

(g) 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.

(h) The Municipality may, but is not required to, construct a Service Connection from the Commission's main line to the street line. The cost of such Service Connection shall be imposed against the Premises that benefits from it and the Owner of the parcel has no right to petition against its construction.

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 prior 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:

iii. the Alberta Plumbing Code;

iv. the *Safety Codes Act,* or any code thereunder;

v. any other applicable regulation or legislation;

vi. 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. Without limiting the generality of the foregoing, no Person shall dispose of wipes (whether or not labeled as flushable), grease or other foreign objects.

(d) No Person shall dispose of, or permit the disposal of, a substance into the Sanitary Sewer System in an amount, concentration or level or at a rate of release that may impair the integrity or operation of the Sanitary Sewer System or any part thereof.

(e) No Person shall connect, or permit the connection of, a stormwater system to the Sanitary Sewer System, without the prior written authorization of the Commission, including (without limiting the generality of the foregoing) a weeping tile system, storm drain, sump pump, eaves trough or yard drain.

(f) 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.

(g) Except as authorized in writing 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.

(h) 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.

(i) 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.

(j) No Person shall obstruct or hinder any person in the exercise of performance of their powers pursuant to this Bylaw.

(k) 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, or without notice in an Emergency or extraordinary circumstances, enter into any Premises for the purpose of conducting an inspection under s. 542 of the 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 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, any Authorized Person or a Peace Officer, may enter onto any Premises, without prior notice to any Person and at any hour, 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 Act, as applicable, directing that the Owner, Occupant and/or Person responsible for the contravention 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 fine set out in Schedule "A" herein.

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 fine 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. A Municipal Tag shall be served upon:

i. an individual personally, by registered mail or by leaving the Tag with a Person on the Premises who has the appearance of being at least eighteen (18) years of age.

ii. a corporation or other entity, by serving the Municipal Tag personally upon an 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 to their registered office, address for service for mail or their agent for service's address as shown in public records.

(b) A Peace Officer is authorized to issue up to four (4) Municipal Tags per offence, provided that the Person whom allegedly contravened these Bylaws shall be given at least ninety (90) days after the service of a Municipal Tag to pay the stated amount before a subsequent Municipal Tag for the same offence may be served.

(c) 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 number of the applicable section of this Bylaw that was contravened and the date on which the offence occurred;

iv. Whether this is the 1st, 2nd, 3rd or 4th Muncipal Tag for the described offence;

v. The amount imposed by the new Municipal Tag, determined in accordance with Schedule "A", along with the total outstanding amount to be paid including the prior Municipal Tag(s) issued for the same offence, if any;

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

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

(a) 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 amount specified on the Municipal Tag, within the time period provided.

(b) 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 this Bylaw; or

ii. prevent any Peace Officer, in lieu of serving a Municipal Tag, from issuing a Violation Ticket to a person or Registered Owner pursuant to the *Provincial Offenses Procedures Act*.

13. Violation Tickets

(a) In those cases where four Municipal Tags have been issued and the amount specified on the 4th 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 2 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, or that less than four Municipal Tags have 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 Alberta Court of Justice, 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 or applicable law 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 their employees.

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

BYLAW NO.
VILLAGE OF ALBERTA BEACH

READ a first time this ____ day of _____, 2026.

READ a second time this ____ day of _____, 2026.

READ a third and finally passed this ____ day of _____, 2026.

SIGNED by the Mayor and C.A.O. this ____ day of _____, 2026.

VILLAGE OF ALBERTA BEACH

PER: _____
_____, Mayor

VILLAGE OF ALBERTA BEACH

PER: _____
_____, C.A.O.

SCHEDULE "A"

FINES & PENALTIES FOR OFFENCES

FINE AND MUNCIPAL TAG PENALTY AMOUNT

The following amounts shall apply to fines or Municipal Tags (as applicable) issued under this Bylaw.

FINE (if convicted of an offence): $10,000.00

1ST MUNICIPAL TAG: $1,000.00

2ND MUNICIPAL TAG: $1,500.00

3RD MUNICIPAL TAG: $2,500.00

4TH MUNICIPAL TAG: $5,000.00

OFFENCES

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

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.

5(c) Disposing or permitting the disposal of, any chemical, toxic or dangerous substance, or other form of pollutant into the Sanitary Sewer System including wipes (whether or not labeled as flushable), grease or other foreign objects.

5(d) Disposing or permitting the disposal of, a substance into the Sanitary Sewer System in an amount, concentration or level or at a rate of release that may impair the integrity or operation of the Sanitary Sewer System or any part thereof.

5(e) Connecting or permitting the connection of, a stormwater system to the sanitary sewer, unless approved in writing by the Commission, including (without limiting the generality of the foregoing) a weeping tile system, storm drain, sump pump, eaves trough or yard drain..

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

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

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

5(i) 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.

5(j) Obstructing or hindering any person in the exercise of performance of their powers pursuant to this Bylaw.

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.

SCHEDULE "B"

AUTHORIZED PERSONS

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

    a. Maintenance Manager

    b. Maintenance Operator

    c. Operations Manager of the Commission

TVRSSC - Request for Decision

November 12, 2026

System Fees Bylaw – Revitalization Levy and Member Consultation

Background:

At the request of the Board, Administration presented a briefing note at the September 9, 2026 meeting outlining how changes could be made to the revitalization levy with the purpose of making it more equitable.

Following the Board's discussion, Administration prepared a revised schedule of proposed Serviceable Lot Equivalents reflecting the changes discussed at the meeting. This was circulated to the Board, and few questions and comments were received.

The proposal subsequently came to the attention of Alberta Beach Administration, which identified significant administrative and implementation concerns.

Discussion:

The System Fees Bylaw has been a renewed subject of Board discussion over the past year. Changes to the revitalization levy could affect member municipality budgets and costs for businesses serving the three communities. Given the types of properties potentially affected, the greatest impact of the proposed changes is expected to be in Alberta Beach.

Alberta Beach Administration and Chairperson Gwen Jones have suggested a joint meeting involving the TVRSSC Board, Operations Manager and Administration, and the full Councils and Administrations of Alberta Beach, Sunset Point and Val Quentin. This would provide an opportunity for all parties to put their concerns and considerations on the table and discuss how the revitalization levy can be allocated fairly.

The meeting could also consider whether the existing operating cost allocation remains appropriate or warrants further examination. The revitalization levy and operating cost allocation serve different purposes, but both have a material impact on member municipality budgets and would benefit from a shared discussion before further changes are developed.

Given the time needed for consultation, analysis, bylaw amendments and municipal budgeting, any changes would likely take effect in 2028. Implementation in 2027 would likely require delaying the first round of member requisitions and would be challenging to implement at the same time as the Member Bylaw Review and Inspection Project.

Financial Implications:

Future changes could affect member requisitions, municipal billing processes and businesses in the service area. The financial and administrative impacts would need to be identified as part of any subsequent proposal.

Decision Points:

1. Does the Board wish to arrange a joint meeting with all member Councils and Administrations early in 2027 to discuss the System Fees Bylaw, the revitalization levy and the existing operating cost allocation?

2. Does the Board wish to defer further development of the proposed Serviceable Lot Equivalent amendments until after that discussion?

Suggested Motion:
THAT Administration arrange a joint meeting of the TVRSSC Board and Administration and the Councils and Administrations of Alberta Beach, Sunset Point and Val Quentin in early 2027 to discuss the System Fees Bylaw; and FURTHER THAT further development of the proposed Serviceable Lot Equivalent amendments be deferred pending that discussion.

TVRSSC

Emergency Response Plan

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1.0 Plan Activation and Hazard Analysis

1.1 Plan Activation

The plan is to be activated as required if there is a severe disruption to the normal day-to-day operations.
Refer to various sections of the plan as required. Wherever practical, note deficiencies and use these to continuously update the plan.

1.2 Definitions

Command Post - a location near the site of the incident where emergency operations can be coordinated.

Site Coordinator - the person in charge of coordinating emergency operations. This is a senior person who has the authority to make decisions.

Disaster - a disruption caused by man or nature that can impact people of property inn terms of safety, operations, or environment.

First Responder - the first person on the scene who discovers the incident.

Hazard – exposure or vulnerability to injury or loss.

Hazard Analysis - a method to identify potential emergencies.

Local Authority - The council of a city, town, village, hamlet, county, Municipal District or Commission Board.

Municipality - the area encompassing a city, town, village, hamlet, county, Municipal District, improvement district, or special area that has local self-government.

NFPA - National Fire Protection Association
OH & S – (Canadian Center for) Occupational Health and Safety
PPE - Personal Protective Equipment
SCBA - Self-Contained Breathing Apparatus
WCB – Workman's Compensation Board

1.3 Risk Hazard Analysis

A risk hazard analysis should be completed at least once a year, or whenever there is a change to processes, or situations that affect rankings.

The basic steps involved to successfully determine and prioritize risks are as follows:

1. As a group, if possible, compile a list of all possible hazards, whether natural or man-made. This is a "wide open" brainstorming session - there are no restrictions or criticisms. What may first appear as an insignificant hazard may trigger discovery of another hazard.

2. From this list, determine the probability of the event occurring, using Table #1 below.

3. Determine the severity of the consequences if each event occurred, using Table #2 below.

4. Using Table #3 matrix, determine what the risk level would be based on the selection in steps 2 and 3 above. For example, an "Occasional" probability with "Critical" severity would be a "Medium" risk level.

5. Sort these risks according to High, Medium, or Low.
Concentrate on methods to remove, reduce, or mitigate the High risks first.

When these methods are successfully completed, subsequent years' reviews should indicate a change in the Probability and/or Severity of the original risks. This should change a "High" risk to a "Medium" or "Low" risk.

Risk list

#	Risk	Probability	Severity	Risk Ranking
1	Unauthorized SCADA access	Occasional	Critical	Medium
2	Power failure	Probable	Marginal	Medium
3	Engine failure	Occasional	Critical	Medium
4	Vandalism	Occasional	Critical	Medium
5	Equipment breakdown	Occasional	Critical	Medium
6	Sabotage	Occasional	Critical	Medium
7	Contamination - reservoir	Occasional	Marginal	Low
8	Contamination – collection	Improbable	Marginal	Low
9	Loss of wet well pumps	Occasional	Critical	Low
10	Collection main break	Occasional	Marginal	Low
11	Fire	Remote	Marginal	Low
12	Chemical spill	Improbable	Marginal	Low
13	Flood	Remote	Negligible	Low
14	Sump (pump) failure	Occasional	Marginal	Low
15	Weather – storm	Occasional	Marginal	Low
16	Lightning	Remote	Critical	Low
17	Disgruntled employee	Remote	Critical	Low
18	Unauthorized operation	Remote	Critical	Low
19	SCADA failure	Occasional	Critical	Low

Table #1 - Probability

Descriptor	Description
FREQUENT	Likely to occur numerous times
PROBABLE	Likely to occur several times
OCCASIONAL	Likely to occur sometime
REMOTE	Unlikely to occur
IMPROBABLE	Extremely unlikely to occur

Table #2 – Severity

Descriptor	Health/Injury	Business impact	Environmental Impact	Attention/ concern
CATASTROPHIC	Fatality	Affects entire locality	Major, long term impact (many years)	Nationwide attention
CRITICAL	Permanent or serious injury/illness	Affects numerous facilities or businesses	Medium impact (a few years' maximum)	Provincial attention
MARGINAL	Injury requiring medical assistance (reportable)	Affects localized areas	Minimal impact	Local attention
NEGLIGIBLE	First Aid – minor injury or illness	None	None	Plant/Single person/none

Table #3 – Risk Levels

Probability vs. Severity	Frequent	Probable	Occasional	Remote	Improbable
CATASTROPHIC	**High**	**High**	**High**	Medium	Low
CRITICAL	**High**	**High**	Medium	Low	Low
MARGINAL	Medium	Medium	Low	Low	Low
NEGLIGIBLE	Low	Low	Low	Low	Low

2.0 Roles and Responsibilities

2.1 Responsibilities

Site Coordinator (may also be the Emergency Response Planner)

- Responsible for maintaining, updating, exercising, & activating the emergency response plan.
- Work with internal and external personnel, agencies, etc. under normal operating conditions, and during emergencies.
- Responsible for dealing with the media and providing information as required during emergency incidents.

Personnel and visitors

- Work with the Site Coordinator to ensure that the plan is kept current.
- Be aware of potential safety or emergency conditions during daily operations.

2.2 Dealing with the Media

In the event of an emergency involving the water treatment and/or distribution system, it may be necessary to provide information to various groups, including the media. To maintain accurate and timely dialogue, consider the following points:

- Collect and disseminate information through a single person. This could be the Site Coordinator, but it would be preferable to communicate through the CAO. This will "free up" the Site Coordinator to handle the emergency. If any form of emergency services is on site, eg. RCMP, Fire Department, etc., then they could also be a media contact.
- Do NOT allow the media, or any unauthorized personnel, on site. This is a safety issue.
- The media contact dictates where and when an interview will be held. If the contact is not available, he should give them a time and place when he will be available.
- If you're being interviewed, you should provide the following information:
  -Who you are and what you do.
  -What happened, and when it occurred.
  -Present status – any immediate danger or effect on the public (Health).
  -Casualties, if any. Do NOT provide names or seriousness of injury.
  -When you (or someone else) can update them again.
- If you're not the person being interviewed, you may have to provide this information to the person who is in contact with the media.

- Stay away from any questions regarding fault, cause, costs, or personal opinions. Instead, say that you are focusing on the immediate problems, and your first concern is for the safety and welfare of the people involved.
- Also decline any questions that are hypothetical. They would start "What if this happens…", or "Suppose that…".
- If you don't have an answer to a question, tell them that. However, try to get the answer, or find someone else who knows. Then get back to them.
- Talk in plain language and don't be dramatic with your explanations. Most people will not know the technical details of your operation.
- "Off the Record" doesn't exist. If you don't want something repeated, don't say it.

2.3 Command Post

If it becomes necessary to activate a Command Post to deal with a water related emergency, it will be set up at the water treatment plant. Its purpose is to:

- Provide a focal point for communication and to deal with all involved entities, including (but not limited to) the village council, the media, internal and external emergency response teams such as fire and ambulance, and the public.
- Assess the extent of the emergency and maintain records of all activities.
- Obtain materials and equipment as required to control the emergency.

To function properly, the Command Post should have basic equipment, including:

- Communication – telephone landline, cell phone, radio, fax, photocopier.
- Networked computer (SCADA connection?), TV, radio.
- Emergency power and lighting.
- First Aid kit.
- Basic safety equipment for each person involved with the Command Post – hard hat, safety boots and glasses, vest.

3.0 Initial Response

3.1 Emergency Telephone Numbers

Group or contact person	Nature of Emergency	Phone Number(s)
Emergency Response: Fire or ambulance	Fire, explosion, chemical spill, loss of (fire) pressure	911
RCMP (Stony Plain)	Intrusion, threat, complaint	911 1-780-963-2217 (Dispatch)
Alberta Environment	Approval violation, spill, contamination, or equipment failure	1-780-422-4505, or 1-800-222-6514
Hospital	Medical	1-780-968-3600 (Stony Plain)
Poison Center	Poisoning	1-800-332-1414, if busy 1-403-944-1414 (Calgary)
(Canadian Center for) Occupational Health & Safety	Injury or fatality related to work or worksite	1-800-263-8466, or 1-780-427-8848
Transportation of Dangerous Goods (TDG)	Loss or leakage of substance during handling, transport, or unloading	1-800-272-9600
Workers' Compensation Board - Alberta	Injury reporting	310-0000, then 1-780-498-3999
Fortis (Power company)	Loss of Power	310-9473 (toll free)
Telephone company (Telus)	Loss of communication	611 or 310-7353 (toll free)
Atco Gas Alberta One-Call	-Loss of gas service, leak or gas fire -Pipe locating	424-5222 (daytime) 420-5585 (24hr emergency) 1-800-242-3447
TVRSSC CAO	General reporting	780-868-5103
Operations Manager		Manager-Jason 780-868-4467

3.2 Notification Procedures

The following should be contacted as required, in the order shown if possible:
(This should be coordinated with the Village's Municipal Emergency Plan)

ACCIDENT/OCCURRENCE

Site Coordinator

Operations Manager

Emergency Services – Fire, ambulance

Health Authority

Alberta Environment

CAO

Lift Station Location:

5016 49 ave Alberta Beach Ab T0E0A0

Directions to the Main Lift Station:

- From the junction of Highway 43 and Secondary Highway 633:

-West on Hwy633 to RR32
-North (Right) on RR32 to 3-way stop
-West (left) on 50 ave to 50st
-South (left) on 50st. Lift station is straight ahead

3.3 Reporting of Approval Violations or Environmental Releases

3.3.1 Verbal reporting

Condition:

- A violation of the Approval to Operate, or an environmental release occurs

Notify:

- Co-workers and other employees.
- Alberta Environment (verbal initially)
- Commission personnel
- Public Health Authority

Item	**Action by:**
Notify a co-worker. Do not work alone.	First responder
Notify others as per the telephone listing in Section 3.1 (within 2 hrs of the incident.)	First responder
If safety conditions permit, isolate the cause of the violation or leak.	First responder if qualified (operator)
Confirm a Site Coordinator to handle the collecting of information and reporting as required.	First responder
Set up response review meeting (quickly).	Site Coordinator
Notify Alberta Environment – Enforcement and Monitoring Division. The 24-hour toll free and industrial reporting numbers are listed in Section 3.1. This covers any terms or conditions of the Approval that have not been met, or the failure of any disinfection equipment. Include date, time, location, and nature of violation. Include any mitigation if it has been done.	Site Coordinator
Alberta Environment will issue a reference number. Use it with all future correspondence. They may also request a (7 day) written report. (See Section 3.4)	Site Coordinator or higher.
Notify the Health Authority if: -effluent has entered the lake -other conditions?? Provide specific information on occurrence & expected duration to Health Authority. See also Section 3.1 for phone numbers.	Site Coordinator or higher.

As per the Approval to Operate, reporting is required if any of the following limits are exceeded.

Waterworks Limits

Parameter	Limit	Sampling Location
BOD/CBOD	<25mg/L	Entering the discharge point
TSS	<25mg/L	Entering the discharge point
Un ionizedAmmonia	<1.25mg/L	Entering the discharge point
Acute Lethality	No trout died	Entering the discharge point

Waterworks Monitoring Requirements

Note: Monitoring is not required if the lagoon is not operational (discharged), but the annual report must indicate that that no discharge occurred.

Transportation of Dangerous Goods (TDG) Immediate Reporting Table	
Class and Division	**Reporting Quantity**
1 Explosives	Any
2.1 Flammable Gases	More than 100 L (based on container capacity)
2.2 Non Flammable, Non Poisonous, Non Corrosive Gases	More than 100 L (based on container capacity)
2.3 Poisonous Gases	Any
2.4 Corrosive Gases	Any
3 Flammable Liquids	More than 200 L
4.1 Flammable Solids	More than 25 Kg
4.2 Spontaneously Combustible	More than 25 Kg
4.3 Dangerous When Wet	More than 25 Kg
5.1 Oxidizers	More than 50 Kg or 50 L
5.2 Organic Peroxides	More than 1 Kg or 1 L
6.1 Poisonous	More than 5 Kg or 5 L
6.2 Infectious	Any
7 Radioactive	-Any discharge of radioactive material -Radiation level exceeding 10mSv/h at the package surface and 200 uSv/h at 1 m from the package surface.
8 Corrosive	More than 5 Kg or 5 L
9.1 Miscellaneous	More than 50 Kg
9.2 Environmentally Hazardous	More than 1 Kg
9.3 Dangerous Wastes	More than 5 Kg or 5 L

The chemicals listed below are in use at the water treatment facility:

Product	**Identification #**	**Class #**
N/A		

3.3.2 Written Reporting

As mentioned previously, Alberta Environment may request a written report, in addition to the verbal one presented initially. A written report MUST be submitted to Alberta Environment within seven (7) days of the occurrence.

Item	**Action by:**
Approval violation requires: -AEP reference number -Date, time, and location of violation -Type and duration of violation -Concentrations (max/min) -Quantity of water affected (including flow rate) -Cause -Measures taken to stop the violation. -Mitigation to prevent a repeat occurrence.	Site coordinator, or person who was most closely involved with the incident.
Environmental Release requires: -AEP reference number -Date, time and location (point of release) -Release flow rate, and duration -Breakdown of the release contents – concentration, weight, or quantity of each component -Description of events that caused the release -Measures taken to stop/control the release -Mitigation to prevent a repeat occurrence	Site coordinator, or person who was most closely involved with the incident.
The report should be sent to: Environmental Service Response Center Alberta Environment 111 Twin Atria Building 4999 – 98 Avenue Edmonton, Alberta. T6B 2X3 Fax: 1-780-427-3178 Send copies of the violation report to: Operations Manager, TVRSSC	

3.3.3 Equipment Failure/ Shutdown Reporting

Failure or shutdown of any equipment used for disinfection must be reported.
(See Section 3.1 for phone numbers).

Item	Action by:
Operate under *Section 4.4 – Emergency Operation* of Approval to Operate, until all parameters are back within specified limits.	Site Coordinator or higher.

3.4 Alarms

The following audible or visual alarms exist at the liftstation. (and are monitored remotely):
-levels
-Entry
-Smoke
-Building temperature
-Pump fault
-Comms loss

All employees should be aware of the specific alarm sound for each condition, and know how to react should they occur.
See Section 3.5.1 for Evacuation Procedures.

3.5 Response/Procedures for Specific Conditions

Hazards that were ranked "High" in the Risk Hazard Analysis should be in this section.

3.5.1 Evacuation

Item	Action by:
Notify all other people on site. Activate the fire alarm	
If you are safe, call the fire department & any emergency service with details of the incident – what and where. If not safe, start evacuation.	
Procedure for all staff: -STOP everything. -Take your coat if applicable. -Close doors behind you, but do NOT lock them. -Proceed to your pre-determined evacuation meeting point. -If you suspect smoke or fire behind a closed door that you need to get through, open it cautiously, just a crack. Be prepared to close it again quickly. -Check for people in other areas that are on your way out. -Check windsock for direction (chemical leak or smoke). Direct everyone upwind of the incident. -Ensure that everyone is accounted for. -Provide details and work with Emergency teams as required.	-All -First Responder -First Responder -First Responder or higher.

-The **EVACUATION MEETING POINT** is located at the North-West corner of the parking lot.

-The **WINDSOCK** is located at: the south west corner of the roof

3.5.2 Spills/Leaks

A spill has occurred at the lagoon or in the collection system due to escape of a chemical, fluids from the engine, or other substances.

Item	Action by:
Report the specific details of the spill. This would include other operators, Alberta Environment, TDG if required, Operations Manager.	First Responder or Site Coordinator.
Evaluate the spill. Can it be contained and cleaned up by staff, or does it require outside assistance? IF YOU ARE UNCERTAIN, DO NOT ATTEMPT.	Site Coordinator
If you CAN control the spill with your own staff: -Determine the substance that has escaped and obtain the personal protective equipment (PPE) required as stated in the Material Safety Data Sheet (MSDS). Table 3.1 provides some minimum requirements based on the specific chemical. -Ensure that there are at least two qualified people present to attempt the clean up. -Once you (both) have donned this equipment, isolate the area with flagging, tape, cones, etc. -Make sure none of the chemical can enter any storm drains, sewers, etc. Sandbag the area if required. -If accessible, isolate the leak at the source. This includes closing valves and stopping pumps. -Neutralize the chemical if possible. Follow directions in the MSDS. Additional information is available in Table 3.2. -Clean up area and any contaminated equipment or clothing. -Disposal must conform to all applicable bylaws and approvals.	Site Coordinator
If you CANNOT control the spill with your own staff: -Contact your local Fire Department/Emergency Response Team/Dangerous Goods Team. -Contact local police (RCMP). This is MANDATORY, as it is a TDG requirement. -Contact provincial authority (TDG – Phone # is in Section 3.1). -Assist response teams as required. Note conditions, procedures, and responses for Alberta Environment report if required.	Site Coordinator

Table 3.1 – Personal Protective Equipment and Hazard Guidelines

Chemical	Hazard type	Breathing	Clothing
Chlorine (gas or liquid)	Poisonous, acidic, corrosive gas	SCBA	Body suit, gloves, boots
Sodium hypochlorite (liquid)	Corrosive, alkaline	Minimum respirator. SCBA required at higher concentrations	Body suit, gloves, boots, goggles

Table 3.2 – Neutralization Information

Chemical	Neutralization method
Chlorine (gas or liquid)	Neutralize into alkaline solutions of caustic soda, lime, or soda ash. Avoid spraying with water as it creates hypochlorous and hydrochloric acids.
Sodium hypochlorite (liquid)	First, neutralize chlorine with sodium sulphite. Next, neutralize with hydrochloric acid until reaching pH of 7.

3.5.3 Loss of Power

A power outage occurs within the lifstation, or throughout the entire Village.
If the power fails in the main lifstation, the diesel fired engine will start automatically. In addition to running the pump, it also runs the scada system
This will provide power to emergency lighting, and the uninterruptible power supply (UPS). Effluent can be distributed to the lagoon.

Item	Action by:
Contact the power company to find out what caused the outage, and how long they expect it to be out. If it expected to be for an extended period of time, notify Village personnel. Notify Alberta Environment if monitoring requirements in the Approval to Operate cannot be met.	First responder or Site coordinator
Monitor operations. If reservoirs are full, and pump is not running at design flow, there is slightly more than 2 hours' storage available. This assumes NO significant precipitation	First responder or Site coordinator
Re-start plant once utility power has been restored.	Operator
Re-start pumps	Operator

Loss of (Secondary) Power

Failure of the backup generator will result in the inability to pump effluent if the power is out for more than 2 hours after this time effluent will need to trucked from reservoirs.
Failure of the engine results in possible backups.

Item	Action by:
Contact vac trucks (780-999-5594) to initiate hauling of effluent.	Operations Manager

3.5.4 Water Contamination

Contamination is discovered in one of the following:

- Lake
- Lagoon
- Storage reservoir
- Collection system

Contaminated water must not be allowed to reach the consumers.

Item	**Action by:**
Lake Contamination (suspected or confirmed): -Shut down the well pumps. Shut off the pumps as well if the contaminated water has reached the liftstation. If reservoir is OK, continue pumping into forcemain system. -Visually monitor and sample to determine when quality has improved to an acceptable level.	First responder or Site coordinator
Notify: -Alberta Environment -Village council -Health Authority -Emergency Services (Fire Dept.)	Site coordinator or higher
Lagoon contamination: -Attempt to determine the nature of the contaminant. This will determine if the flow needs to be stopped, and whether the system can treat the contaminant. -Drain, flush, and disinfect the affected sections of the lagoon. Based on the nature of the contaminant store as hazardous waste. -Continue testing until water returns to an acceptable level.	
Notify: -Alberta Environment -Village council -Health Authority -Emergency Services (Fire Dept.)	
Storage Reservoir or Collection system contamination: -Isolate, drain, flush, and disinfect the reservoir and affected sections of the collection system. Based on the nature of the contaminant, store as hazardous waste.	
Notify: -Alberta Environment (Violation reporting of Approval to	

Operate?) -Board members -Health Authority -Emergency Services (Fire Dept.) -Public if required. Depending on the nature and extent of the contaminant, additional flushing, or a Boil Water Advisory may be required (See below).	

3.5.5 Weather Warning

Weather may play a factor in the operation of the treatment plant and distribution system. It is possible to lose power and/or communication.

Item	Action by:
For loss of power, see Section 3.5.3	First Responder or Site Coordinator
For communication failure, monitor and operate the facilities locally until communication is restored.	Operator

3.5.6 Computer/Instrumentation Failure

Internal control systems within the plant or distribution system may malfunction.

Item	Action by:
Computer has failed. Reboot according to software instructions.	First responder or operator
PLC has failed – pinpoint source of failure if possible. Restart as per manufacturer's information in Operation & Maintenance (O&M) manual. Replace card(s) if required.	First responder or operator
Individual pieces of equipment – Refer to O & M manual for specific instructions for equipment troubleshooting.	First responder or operator
Operate the affected portions of the plant manually/locally until the problem is corrected. Ensure that reporting as per Approval to Operate is maintained.	Operator

3.5.7 Safety

This section covers numerous situations, including injury, sickness, vehicle accident, cave in, etc. Each situation would have its own unique response. Listed below is a general response procedure that would cover most instances.

It is advisable that at least 1/3 of the operations' staff has Standard First Aid training.

Item	Action by:
Before attending to victim, ensure that the area is safe to enter.	First responder
Provide First Aid to the extent possible.	First responder
-If another rescue person is present, have him/her contact emergency services If alone, contact them yourself. Do not leave victim if possible. -Notify Site coordinator. -Document everything for upcoming reports.	First responder
Notify authorities, OH & S, WCB and begin required paperwork.	Site Coordinator

3.5.8 Flooding

Flooding may play a factor in the operation of the treatment plant and distribution system. It is possible to lose equipment, power, communication, or access.

Item	Action by:
For loss of power, see Section 3.5.3	First Responder
For communication failure, monitor and operate the facilities locally until communication is restored.	Operator
For access problems, check approach from opposite direction.	Operator
Monitor flood water levels: -If wet well contamination is suspected, monitor water quality, and shut down pumps. -If storage contamination occurs, or is suspected, shut down the pumps. Drain, flush, and disinfect reservoir before re-using. See Section 3.5.11 for alternate supply.	Operator

3.5.9 Unauthorized SCADA Access

Unauthorized internal or external access to the SCADA control systems for the plant or collection system may result in disruption to service and pumping.

Item	Action by:
Locally log-off the HMI whenever the plant is unoccupied.	Operators
Access to the system requires – knowledge of the phone number, a computer with the proper software (pcAnywhere), and two sets of usernames and passwords.	
Don't choose simple, obvious passwords. Change them regularly. Limit who has access to the user names and passwords.	Operators

3.5.10 Vandalism/sabotage/unauthorized access

Item	Action by:
Contact RCMP. Do NOT put yourself in danger.	First Responder
Clean up any vandalism quickly. Don't "provide an audience" for his handiwork.	Operator
Repair/replace locks as soon as possible. Strengthen security, add additional locks if necessary. Ensure security system is enabled, and auto-dialer is functional.	Operator
Discuss situation with police. Is there anyone upset with the board members or the operator(s) personally?	Operators/RCMP

3.5.11 Wastewater system becomes inoperable/provision of alternate supply

Item	Action by:
Notify Board members, Health Authority, Alberta Environment, and emergency services as required.	Operations Manager
If there are existing Mutual Aid agreements, contact person or company who can provide an alternate supply – e.g. vac truck.	Operations Manager
Notify residents of situation, and inform them of temporary provisions. Keep them informed when service will be restored.	CAO

3.5.12 Collection system – break, repair and restoration

Item	Action by:
Isolate, repair, and disinfect affected section of system.	Utility - operator
Re-route flow if alternate piping is available.	Utility - operator
Provide alternate source – e.g. tanker truck, etc.	Utility - operator

4.0 Emergency Support

In the event of an emergency, it is necessary to have (access to) adequate materials and manpower.
This would include items such as communication, first aid kits, SCBA equipment, standby power, and specialty companies or resources.
It is important to check this list on a regular basis, especially if the potential hazards change. "Change" can be the addition or deletion of a hazard, or a "Low" risk suddenly becoming a "High" risk.
Not only is it important to confirm the specific items and quantities, but it is also necessary to inspect and exercise the equipment regularly. A generator that won't start, or a fire extinguisher with no pressure is of little value.

Item	Quantity	Location
Telephone (land line)	1	Main Liftstation
Cellular phone	1 each	Individuals
Wireless radio	0	
As-built drawings of system	1	Liftstation and individuals
Maps	1	Liftstation and individuals
Chemical spill kit	1	Fire Department
First Aid kit	1 each	Liftstation
First Aid kit	1	Individual (vehicle)
Self Contained Breathing Apparatus	1	Liftstation
Respirator (cartridge)	1	Liftstation
Eye Wash unit	1	Liftstation
Fire extinguisher/fire hose cabinet	5	Liftstation
Fire extinguisher	1	Individual
Portable generator		Individual
Pumps & Hoses: 3.0 H.P. – gas driven 1/3 H.P. – electric, sump Miscellaneous hoses	 1 2	individual
Resource	**Specialty**	**Location/contact number**
-Electrical/instrumentation specialist -Hazardous material clean-up -Mechanical/plumbing contractor -Rental company -Food supply (restaurant/caterer?)	I/E	Vector- Chris Brown 780-405-2177 QQR- Josh 780-903-9020 Standard Rentals-1-780-962-4298

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Note: For a resource that is a specific company or municipality, it is recommended that a **MUTUAL AID** agreement be pre-arranged to ensure that the support service will be adequate and reliable for both parties.

This would include those companies listed above under *"Resources".*

To ensure continued/uninterrupted service or rapid recovery of essential services, it is imperative that formal agreements be set up with the following:

Power Company

-Details – how to access, etc.

Gas Company

-Details – how to access, etc.

Phone Company

-Details – how to access, etc.

5.0 Training and Exercises

Having an Emergency Response Plan sitting on a shelf collecting dust, or being used as a doorstop, will not make it an effective tool. It is important that it be reviewed regularly, so that all employees are familiar with its location and contents.

One method to help with this is to perform regular training and exercises based on the "High" ranked risk hazards.

Training can be as simple as discussing a section of the Emergency Response Plan, to simulating a disaster, complete with equipment and response by all parties that would be involved in an actual event.

The following is a list of possible exercises, based on their complexity. The complex exercises require much more time to plan and execute, so they should be designed with critical risks in mind. A discussion, or fire drill requires a ½ hour of time, and can be done more frequently if desired.

It is important to note:
-All exercises, regardless of complexity, should be designed to succeed. They are intended to build confidence, and are never directed at individual responses.
-Safety must NEVER be compromised during any exercise.
-Ensure that all staff is told in advance when an exercise is scheduled, so that they know it is not a real emergency.

- Discussion

This is the simplest exercise. It is designed to ensure that personnel are comfortable with the Emergency Response Plan and familiar with its contents.
Pick a section and step through each item to make sure it's realistic. If it isn't, then revise it as required, and update that section of the plan.

- Tabletop

This is similar to a discussion, but it adds an additional step.
Determine a realistic situation, and create a series of probable events within it. The employees then "role play" their actual responses to the simulated emergency. This provides a more in-depth analysis of the portion of the plan, and is more likely to pick up any actions that need to be modified.

- Drill

This type of exercise involves actual physical participation by all individuals. They can be used to test a specific part of the plan and may be simple or very complex. Examples range from a fire drill/evacuation or fire extinguisher training to a confined space rescue or a simulated chemical spill.
These are the most realistic exercises. Even though they are only simulations, the participants usually find the stress level is raised.

Practical Application

- Decide what type of exercise you want to perform. This should be based on what you want to accomplish (i.e. high risk mitigation).
- Confirm date, time location, participants, and resources.
- Develop an exercise to test the objectives, and step through a "dry run".
- Complete the exercise, and debrief with all participants. This should be done as soon as the exercise is completed. The objective of a debriefing is to review a section of the Emergency Response Plan, and determine if any changes are required. As mentioned previously, focus on the actions, not the person.
- Provide written results and recommendations to all participants, as well as those who now have actions arising from the recommendations.

As a guideline, the following types and frequencies are suggested:

- Fire/evacuation drill or test of alarms – twice/year (if there is usually more than one person at the facility). This should be done for all employees.
- Fire extinguisher training – once/year. This should be done for all employees.
- Discussion, tabletop, drill – alternate one/year. This should include all employees, as well as emergency response personnel and Village representatives.

6.0 Distribution & Maintenance of Emergency Response Plan

6.1 Distribution

The Emergency Response Plan is not a static document. It should be reviewed and updated regularly.
There should be a minimal number of paper copies in circulation. The more copies in existence, the more likely they are to not get updated regularly.
One master copy should be kept on line. This is the version that should be accessed first in the event of an emergency.

Hard copies should exist with:

- Liftstation
- Village Administration Office(s)
- Administration office
- Operations Manager

Portions of the plan should be accessible to all employees, & kept in all sites.
These should include:
-Section 3.1 – Emergency telephone numbers
-Section 3.2 – Notification Procedures
-Section 3.3.1 & 3.3.2 – Standards and Environment reporting

6.2 Maintenance

Although the Emergency Response Plan will have ongoing maintenance, it is recommended that a specific review be performed annually to ensure that all the sections are up to date.
Section 3.1 – *Emergency phone numbers*, should be reviewed every 3-6 months to keep the phone numbers current. Pick a few at random and call them to confirm that they are correct. If there are errors, it may be advisable to check more (all?) of the numbers.

6.3 Updating the Plan

It is important to record the date and scope of any changes that are made to the plan.
Only one person should be responsible for this updating. It should be done with the input of all the employees, and a copy of the updates and tracking list kept with each manual.
(See following page)
From these updates, determine if any additional training is required.

Rev.	Date	Details & reason for change	Training required?
0	Mar.02/14	Draft presented and reviewed	No
1	Mar.02/14	1.3 – Risk Hazard Analysis 3.1 – Emergency Telephone Numbers 3.2 – Notification procedures 3.4 – Alarms – define what & how to respond 3.5 – Evacuation – liftstation (windsock location?) 3.5.7 – First Aid training – confirm version (e.g. Emergency, Standard) 4.0 – Emergency Support - details (Mutual Aid – set-up & access) 6.1 – ERP distribution	-Yes -No, but maintain No, confirm steps -Yes -Yes, work with Municipal ERP. -No, refer to Municipal ERP -No
2	Apr.15/14	3.5.8 – Flooding – section added 3.5.9 – Unauthorized SCADA access – added 3.5.10 – Vandalism/sabotage – added 3.5.11 – System Inoperable – added 3.5.12 – Collection system break - added	Review procedures Yes – create added sections with operators.
3	Sep.01/15	3.1 – Emergency Phone Numbers 3.2 – Notification Procedures 3.3.2 – Written Reporting – copies to 3.5.1 – Evacuation – meeting point 4.0 – Emergency Support – materials, resources 6.1 – Plan Distribution	-No, but maintain -No -No Yes – training -No, but maintain -No, but be aware for updating copies.
4	Dec.12/16	3.1- Emergency Phone Numbers 3.5.1- Windsock Location 3.5.3- Loss of Power 4.0- Emergency Support	- no, but maintain -Yes shown location -Yes reviewed procedure -Yes reviewed
5	Jan.02/18	Complete review and update phone numbers	-No
6	Jan.10/19	Complete review and update phone numbers	-No
7	Jan.3/20	Complete review and update phone numbers	-No
8	Feb.20/21	Complete review and update phone numbers	-No
9	Jan.12/22	Complete review and update phone numbers	-No
10	Aug.2/23	Complete review and update phone numbers	-No
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