Minutes of a Regular Meeting of the
Board of the Tri Village Regional Sewage Services Commission
In the Province of Alberta,
Held on Wednesday, March 11, 2026, at Alberta Beach Council Chambers & via Zoom,
Commencing at 7:00 p.m.

IN ATTENDANCE Gwen Jones, Chairperson
Kelly Muir, Vice Chairperson
Barrie Ronaldson, Director
Kent Galusha, Director (via Zoom)
Lee Landsperg, Mayor, Summer Village of Sunset Point (Observer, via Zoom)
Angela Duncan, Chief Administrative Officer
Jason Madge, Manager/Operator
Heather Luhtala, Finance Officer (via Zoom)
Steven Kim, Commission Auditor, Doyle & Company

ABSENT Rodney Janz, Director
Daryl Weber, Director

GALLERY Online – 0 In-person – 0

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

ACCEPTANCE OF AGENDA

Res. 26-017 **MOVED** by Vice Chairperson Kelly Muir that the March 11, 2026 regular board meeting agenda be approved as presented.

CARRIED

APPROVAL OF MINUTES

Res. 26-018 **MOVED** by Director Barrie Ronaldson that the minutes of the January 14, 2026 regular Board meeting be approved as presented.

CARRIED

DELEGATIONS Steven Kim, Commission Auditor, Doyle & Company presented the 2025 draft audited financial statements for the Commission.

Res. 26-019 **MOVED** by Vice Chairperson Kelly Muir that the surplus, in the amount of $270,175, be moved to the sewer revitalization reserve.

CARRIED

Res. 26-020 **MOVED** by Director Barrie Ronaldson that the 2025 audited financial statements be approved as amended.

CARRIED

Steven Kim and Heather Luhtala left the meeting.

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REPORTS

Res. 26-021 **MOVED** by Director Barrie Ronaldson that the administration report be accepted for information.

CARRIED

Res. 26-022 **MOVED** by Chairperson Gwen Jones that the year-to-date financial report, as of January 31, 2026, be accepted for information.

CARRIED

Res. 26-023 **MOVED** by Vice Chairperson Kelly Muir that the property line at the lagoon site be surveyed for the purpose of establishing the site boundaries to place barriers at access points.

CARRIED

Res. 26-024 **MOVED** by Chairperson Gwen Jones that cement barriers be purchased to block access points to the lagoon site and FURTHER THAT Operations Manager Jason Madge follow up with the Hay Lease Holder to discuss access to the site.

CARRIED

Res. 26-025 **MOVED** by Director Barrie Ronaldson that the Operation Managers' Report be accepted for information.

CARRIED

BYLAWS & POLICIES

Res. 26-026 **MOVED** by Vice Chairperson Kelly Muir that Bylaw 18-2026, Protection of Privacy Bylaw, be given first reading.

CARRIED

Res. 26-027 **MOVED** by Director Barrie Ronaldson that Bylaw 18-2026 be given second reading, as presented.

CARRIED

Res. 26-028 **MOVED** by Chairperson Gwen Jones that unanimous consent be given to have three readings of Bylaw 18-2026 in one sitting.

CARRIED UNANIMOUSLY

Res. 26-029 **MOVED** by Chairperson Gwen Jones that Bylaw 18-2026 be given third reading, as presented.

CARRIED

Res. 26-030 **MOVED** by Vice Chairperson Kelly Muir that Bylaw 19-2026, Access to Information Bylaw, be given first reading.

CARRIED

Res. 26-031 **MOVED** by Director Barrie Ronaldson that Bylaw 19-2026 be given second reading, as presented.

CARRIED

Res. 26-032 **MOVED** by Director Kent Galusha that unanimous consent be given to have three readings of Bylaw 19-2026 in one sitting.

CARRIED UNANIMOUSLY

Res. 26-033 **MOVED** by Director Kent Galusha that Bylaw 19-2026 be given third reading, as presented.

CARRIED

OLD BUSINESS

NEW BUSINESS

Res. 26-034 **MOVED** by Chairperson Gwen Jones that the TVRSSC not proceed with the insurance claim for the February 14, 2026 lagoon fencing theft and FURTHER THAT any part of the $16,558.75 repair cost that cannot be absorbed in the 2026 Operating Budget by paid through the capital reserve.

CARRIED

Res. 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.

CARRIED

Res. 26-036 **MOVED** by Director Barrie Ronaldson that Cam-Trac be awarded the sewer line CCTV inspection project.

CARRIED

Res. 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.

CARRIED

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INFORMATION ITEMS

Res. 26-038 **MOVED** by Chairperson Gwen Jones that the following information items be accepted for information:

- January 27, 2026 letter from Brownlee LLP: Commission/Board of Directors Orientation Training Sessions
- February 2, 2026 letter from ACE Water Corp: RWWAI Update – Initial Findings and Next Steps

CARRIED

NEXT MEETING DATE Confirmed as May 13, 2026 at 7:00 pm at Alberta Beach Council Chambers and via Zoom. A lift station and lagoon tour will commence at 6:00 p.m. for all Board Members and Member Municipality Councillors who wish to attend.

CONFIDENTIAL ITEMS

ADJOURNMENT As all matters have been addressed, Chairperson Gwen Jones declared the meeting adjourned at 8:38 p.m.

These minutes approved this 13th day of May, 2026.

(Original Signed)

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Chairperson, Gwen Jones

(Original Signed)

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Chief Administrative Officer, Angela Duncan