

TRI-VILLAGE SEWAGE SERVICES COMMISSION

The Commission agreed to operate the common facilities as project manager for each of the municipalities with the administration of the municipal sewage system located within the boundaries of each municipality of Alberta Beach, Sunset Point and Val Quentin.

ADMINISTRATION:

The TriVillage Sewer commission is administered by two councillors of each village.

REPORTS:

All reports should be directed to:

Chairperson - Administrative Committee concerning
administration problems and to

Chairperson - Operation Committee concerning operation
problems

before each board meeting or when problems occur during
working hours.

PUBLIC SPOKESPERSON:

No public statements should be made by any one
person/persons concerning the TriVillage Sewer Commission
business, other than the following committee members:

Chairperson
Administration Chair
Operation Chair

or alternate board members as may be indicated.

MEDIA RELEASES:

Any and all media releases must be released through the
Chairperson or alternate as decided by the board during a
committee meeting or as otherwise agreed to by 3 members of
the board.

WRITTEN COMPLAINTS:

Written complaints can be accepted by any board member for
discussion under new business at the regular scheduled
committee meeting.

COUNTER COMPLAINTS:

Any complaints which may be received at the office counter should be directed in writing to the chairperson before each regular meeting of the board.

Under no circumstances should any one person/persons including the board members make any statements or give any direction to any complainant for or against the complaint concerning the business of the Tri Village Sewer Commission.

OPERATIONAL COMPLAINTS:

To be directed to the Chairperson of Operations:
or Alternate if so indicated.

ADMINISTRATIVE BUSINESS OR COMPLAINTS:

To be directed to the Chairperson of Administration
or alternate

DAILY ENGINEERING PROBLEMS:

Any and all problems which may arise during the daily operation such as sewer lines/lift stations pumphouse - lagoon, etc. must be directed only to the chair of operations or as otherwise indicated.

The maintenance worker will report to the Operating Committee Chairman or the Operating Committee members all maintenance problems and emergencies. The maintenance operator and administrator have approval to expend \$500. on any emergency situation, however, any expenditures in excess of \$500. must have the approval of the Operating Committee Chairman or the Operating Committee members.

Any emergency procedure is to include a telephone consultation with Siemens Engineering to determine as quickly as possible the cause of the break-down.

Any documentation problems could be directed verbally or in writing to either member of the board.

These rules are put in place to enable the board to do a better job of managing the Tri Village Sewer Committee without undue outside influence of non committee members.