South Pigeon Lake Regional Wastewater Commission
AGENDA

Thursday, August 20, 2020
7:00 PM
Council Chambers
County Administration Building

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. MINUTES APPROVAL
   3.1 Organization Meeting Minutes, November 28, 2019
   3.2 SPL General Meeting Minutes November 28, 2019

4. DELEGATION - 7:00 P.M. - Dan Luymes, BDO Canada LLP
   4.2 Appointment of SPL Auditor 2020 – Report

5. REPORTS
   5.1 Utility Foreman Report to July 31, 2020 – Report
   5.2 South Pigeon Lake Regional Wastewater Commission Financial Variance Report – Report

6. UNFINISHED BUSINESS
   6.1 SPL Administrative Process—County Resolution Correspondence – Report

7. NEW BUSINESS
   7.1 Legislative Changes to Regional Service Commissions Impacting SPL – Report
7.2 Update Regarding Bylaw 2019/01 – Report

Rod Hawken, Ben Cowan

7.3 Summer Village of Grandview Wastewater Resolutions – Report

Rod Hawken

7.4 Draft Emergency Response Plan Discussion – Report

Rod Hawken

8. INFORMATION ITEMS

9. ADJOURN
South Pigeon Lake Regional Wastewater Commission

MINUTES

Thursday, November 28, 2019, 6:30 PM
Council Chambers
County Administration Building

Present
Director, Brian Keeler (Summer Village of Norris Beach)
Director, Ron LaJeunesse (Summer Village of Crystal Springs)
Director, Ken Adair (County of Wetaskiwin)
Director, Don Davidson (Summer Village of Grandview)
Director, Brian Meaney (Summer Village of Poplar Bay)
Alternate Director, Pete Langelle (Summer Village of Ma-Me-O Beach)

Also attending, County of Commission Manager, Rod Hawken
Wetaskiwin Staff: Municipal Intern, Ben Cowan

1. CALL TO ORDER

The South Pigeon Lake Regional Wastewater Commission Meeting was held in the Council Chambers of the County of Wetaskiwin on Thursday, November 28, 2019.

Commission Manager R. Hawken called the meeting to order at 6:32 p.m.

2. APPROVAL OF AGENDA

Resolution PL20191128.1001
MOVED: by Director, R. LaJeunesse
to approve the agenda for the South Pigeon Lake Regional Services Commission Meeting, November 28, 2019, as amended with the following:

Remove:
3.3 SPL 2019-20 Mileage Rate and Per Diem

Add:
3.3 SPL 2019-20 Appointment of Commission Manager and Acting Manager

Carried Unanimously

3. NEW BUSINESS

3.1 SPL 2019-20 Election of Chairperson-Report

Annually, the South Pigeon Lake Regional Wastewater Commission holds an Organizational Meeting. At this Meeting, the Commission Directors elect an individual for the position of Chairperson.

Per Ministerial Order No. MSL:049/18, which was signed June 7th, 2018, Brian Keeler was designated as Chairperson of the Commission for the 2018/2019 year.

Nominations will be called for the position of Chairperson no less than three times. Once a Director is nominated and subsequently elected as Chairperson by the majority vote of Commission Directors, they will assume the role of Chair.

Administration recommended that the Directors of the South Pigeon Lake Regional Wastewater Commission elect a Chairperson for the 2019/2020 year.

Commission Manager R. Hawken called for nominations three times.

Director D. Davidson nominated Director R. LaJeunesse as Chairperson of the South Pigeon Lake Regional Wastewater Commission, and Director R. LaJeunesse declined the nomination.

Director B. Meaney nominated Director B. Keeler, and Director B. Keeler accepted the nomination.

Director D. Davidson nominated Director J. Slater; however, as Director J. Slater was absent from this meeting, the nomination was withdrawn.
Resolution PL20191128.1002
MOVED: by Director, K. Adair

that nominations cease, and that the Directors of the South Pigeon Lake Regional Wastewater Commission elect Director B. Keeler as Chairperson for the 2019/2020 year.

Carried Unanimously

Director B. Keeler assumed the role of Chair for the remainder of the meeting at 6.34 PM.

3.2 SPL 2019-20 Election of Vice-Chairperson-Report

Annually, the South Pigeon Lake Regional Services Commission holds an Organizational Meeting. At this Meeting, the Commission Directors elect an individual for the position of Vice-Chairperson.

Nominations will be called for the position of Vice-Chairperson no less than three times. Once a Director is nominated and subsequently elected by the majority vote of Commission Directors, they will assume the position of Vice-Chairperson.

Administration recommended that the Directors of the South Pigeon Lake Regional Wastewater Commission elect a Vice-Chairperson for the 2019/2020 year.

Chairperson B. Keeler called for nominations three times.

Director D. Davidson nominated Director R. LaJeunesse as Vice-Chairperson of the South Pigeon Lake Regional Services Commission, and Director R. LaJeunesse accepted the nomination.

Resolution PL20191128.1003
MOVED: by Director, D. Davidson

that nominations cease, and that the Directors of the South Pigeon Lake Regional Wastewater Commission elect R. LaJeunesse as Vice-Chairperson for the 2019/2020 year.

Carried Unanimously

3.3 SPL 2019-20 Appointment of Commission Manager and Acting Manager-Report

The Commission Manager acts as the administrative head of the South Pigeon Lake Regional Services Commission, and may be an employee of a Member municipality, an employee of the Commission, or an individual, firm, or non-Member municipality engaged on a contractual basis. In the absence of the Commission Manager, an Acting Commission Manager may be appointed to carry out the Manager’s duties until such time as the Manager returns.

Administration recommended that the South Pigeon Lake Regional Services Commission appoint a Commission Manager and Acting Commission Manager.

Resolution PL20191128.1004
MOVED: by Director, D. Davidson

that the South Pigeon Lake Regional Wastewater Commission appoint Rod Hawken as Commission Manager and Jeff Chipley as Acting Commission Manager.

Carried Unanimously

3.4 SPL 2019-20 Signing Authority-Report

Banking institutions require signature cards which provide the signatures of those authorized to sign on behalf of the South Pigeon Lake Regional Wastewater Commission.

The proposed signing procedures for accounts payable cheques are as follows:
1. Cheques less than $1,000 shall have affixed by the auto cheque signer both the Chairperson and the Commission Manager’s signatures.

2. Cheques greater than $999.99 but less than $10,000 shall have affixed by the auto cheque signer the Chairperson’s signature. The Commission Manager or their designate shall sign the cheques manually.

3. Cheques greater than $9,999.99 shall require signatures from both the Chairperson and the Commission Manager, or their designates.

Administration recommended that the South Pigeon Lake Regional Services Commission approve the proposed signing procedures and signing authority for the following positions:

1. South Pigeon Lake Regional Wastewater Commission Chairperson.
2. South Pigeon Lake Regional Wastewater Commission Vice-Chairperson.
3. South Pigeon Lake Regional Wastewater Commission Manager.
4. South Pigeon Lake Regional Wastewater Acting Commission Manager.

Administration further recommended the following additional signing procedures for accounts payable cheques:

Accounts Payable vouchers shall be initialed by the South Pigeon Lake Regional Wastewater Commission Manager or their designate prior to the release of any cheques. For signed cheques with a value of less than $10,000, the Commission Manager will have the authority to mail out these cheques in advance of approval from the Chairperson.

Commission Manager R. Hawken noted that approving signing authority would require a separate bank account.

Questions ensued surrounding the current standing balance of the Commission’s accounts.

Resolution PL20191128.1005

MOVED: by Director, D. Davidson

that the South Pigeon Lake Regional Wastewater Commission approves signing authority for the following positions:

1. South Pigeon Lake Regional Wastewater Commission Chairperson.
2. South Pigeon Lake Regional Wastewater Commission Vice-Chairperson.
3. South Pigeon Lake Regional Wastewater Commission Manager.
4. South Pigeon Lake Regional Wastewater Acting Commission Manager.

and further that the Commission approves the following signing procedures for accounts payable cheques:

Accounts Payable vouchers shall be initialed by the South Pigeon Lake Regional Wastewater Commission Manager or their designate prior to the release of any cheques. Accounts payable cheques shall be signed as follows:

1. Cheques less than $1,000 shall have affixed by the auto cheque signer both the Chairperson and the Commission Manager’s signatures.

2. Cheques greater than $999.99 but less than $10,000 shall have affixed by the auto cheque signer the Chairperson’s signature. The Commission Manager or their designate shall sign the cheques manually.

3. Cheques greater than $9,999.99 shall require signatures from both the Chairperson and the Commission Manager, or their designates.
For signed cheques with a value of less than $10,000, the Commission Manager will have the authority to mail out these cheques in advance of approval from the Chairperson.

Carried Unanimously

4. ADJOURN

Resolution PL20191128.1006

MOVED: by Director, P. Langelle

that the South Pigeon Lake Regional Wastewater Commission Meeting adjourn at 6:43 p.m.

Carried Unanimously

MINUTES APPROVED:

__________________________
Chairman

__________________________
Commission Manager
South Pigeon Lake Regional Wastewater Commission

MINUTES

Thursday, November 28, 2019, 6:45 PM
Council Chambers
County Administration Building

Present
Director, Ken Adair (County of Wetaskiwin)
Chairperson, Brian Keeler (Summer Village of Norris Beach)
Director, Don Davidson (Summer Village of Grandview)
Vice-Chairperson, Ron LaJeunesse (Summer Village of Crystal Springs)
Director, Brian Meaney (Summer Village of Poplar Bay)
Alternate Director, Pete Langelle (Summer Village of Ma-Me-O Beach)

Also attending, County of Wetaskiwin Staff:
Commission Manager, Rod Hawken
Director of Public Works, Neil Powell
Municipal Intern, Ben Cowan

1. CALL TO ORDER

The South Pigeon Lake Regional Wastewater Commission Meeting was held in Council Chambers at the County of Wetaskiwin on Thursday, November 28, 2019.

Chairperson B. Keeler called the meeting to order at 6:45 p.m.

2. APPROVAL OF AGENDA

Resolution PL20191128.2001
MOVED: by Vice-Chairperson, R. LaJeunesse
to approve the agenda for the South Pigeon Lake Regional Wastewater Commission Meeting, November 28, 2019, amended as follows:

Additions: 5.11 SPL Operations Agreement
5.12 SPL 2019-20 Mileage Rate and Per Diem
5.13 Tour of Lift Station #3
5.14 Composition of Orientation Binders

Carried Unanimously

3. MINUTES APPROVAL

3.1 South Pigeon Lake Regional Wastewater Commission Minutes, Tuesday, December 4, 2018

Resolution PL20191128.2002
MOVED: by Director, K. Adair
to approve the minutes for the South Pigeon Lake Regional Wastewater Commission Meeting, Tuesday, December 4, 2018, as presented.

Carried Unanimously

Director of Public Works, N. Powell, entered the meeting at 6.48 p.m.

4. DELEGATION - 7:00 P.M. - Neil Powell, Director of Public Works

4.1 SPL Operations Report - Report

The County of Wetaskiwin Utilities Foreman has compiled an operations report for the South Pigeon Lake Regional Wastewater Commission. This report outlines all issues, concerns, and pertinent operational details related to the Wastewater system for the period of January 1 to November 25, 2019.
Neil Powell, Director of Public Works for the County of Wetaskiwin, will discuss the report. A copy of the report has also been provided for the Commission’s review.

Administration recommends that the South Pigeon Lake Regional Wastewater Commission accept the Operations report for the period of January 1 to November 25, 2019, as information.

Discussion ensued on prior communication expenses and the impact of the new radio towers on those expenses, infiltration of groundwater in system components, the lack of grinder pumps at Pump Stations #2 and #3, and the configuration of the various lift stations.

Vice-Chairperson R. LaJeunesse asked what could have been done differently in system construction given the benefit of hindsight. Director of Public Works N. Powell highlighted initial contractor issues as the major consideration.

A discussion ensued on the comparison between the SPL system and the NEPL system.

**Resolution PL20191128.2003**

MOVED: by Vice-Chairperson, R. LaJeunesse

that the South Pigeon Lake Regional Wastewater Commission accept the Operations report for the period of January 1 to November 25, 2019, as information.

Carried Unanimously

### 4.2 SPL Phase 2 Update and Capital Report-Report

Since the last South Pigeon Lake Regional Wastewater Commission meeting held on December 4th, 2018, progress has been made on Phase 2 of the Wastewater system, particularly with respect to commissioning, site work, and the correction of deficiencies.

Neil Powell, Director of Public Works for the County of Wetaskiwin, has prepared a report outlining this progress and the total financial costs incurred so far. This report has been provided for the Commission’s review.

Administration recommends that the South Pigeon Lake Regional Wastewater Commission accept the SPL Phase 2 Update and Capital Report as information.

Director D. Davidson asked whether the radio upgrade was paid for as part of the "Water for Life" grant, and Director of Public Works N. Powell confirmed that it was covered under a later grant.

A discussion ensued on the remaining grant funding of approximately $2,000,000 that has yet to be spent; due to the terms of grant funding, any funds left over in the grant cannot be claimed or used for other purposes.

Director D. Davidson expressed the Commission’s sincere thanks and appreciation for all of the work carried out by the County’s Public Works department in order to get the wastewater system up and running.

**Resolution PL20191128.2004**

MOVED: by Director, K. Adair

that the South Pigeon Lake Regional Wastewater Commission accept the SPL Phase 2 Update and Capital Report as information.

Carried Unanimously

Director of Public Works, N. Powell left the meeting at 7.13 PM.
5. **NEW BUSINESS**

5.1 **SPL Assignment of Contracts-Report**

An Assignment of Contracts Agreement between the County of Wetaskiwin and the South Pigeon Lake Regional Wastewater Commission was prepared by Brownlee LLP for the Commission's consideration.

This Agreement outlines contracts currently held by the County that are to be transferred to the Commission’s control.

Administration recommended that the South Pigeon Lake Regional Wastewater Commission approve the Assignment of Contracts Agreement as presented.

Discussion ensued on the nature of contracts and agreements that this Agreement would cover.

**Resolution PL20191128.2005**

MOVED: by Director, B. Meaney

that the South Pigeon Lake Regional Wastewater Commission approve the Assignment of Contracts Agreement as presented.

Carried Unanimously

5.2 **SPL General Conveyance-Report**

A General Conveyance agreement between the County of Wetaskiwin and the South Pigeon Lake Regional Wastewater Commission was prepared by Brownlee LLP for the Commission’s consideration.

This agreement outlines assets currently held by the County of Wetaskiwin that are to be transferred to the Commission, and the terms under which these assets will be transferred.

Administration recommended that the South Pigeon Lake Regional Wastewater Commission approve the General Conveyance Agreement as presented.

**Resolution PL20191128.2006**

MOVED: by Director, K. Adair

that the South Pigeon Lake Regional Wastewater Commission approve the General Conveyance Agreement as presented.

Carried Unanimously

5.3 **SPL Transfer of Land-Report**

A Transfer of Land Agreement between the County of Wetaskiwin and the South Pigeon Lake Regional Wastewater Commission was prepared by Brownlee LLP for the Commission’s consideration.

This agreement outlines the transfer of two pieces of land from the County’s ownership to the Commission’s ownership.

Administration recommended that the South Pigeon Lake Regional Wastewater Commission approve the Transfer of Land as presented.

**Resolution PL20191128.2007**

MOVED: by Director, B. Meaney

that the South Pigeon Lake Regional Wastewater Commission approve the Transfer of Land for the following properties:

- Plan 1325110 Block 1 Lot 1
- Plan 1522208 Block 3 Lot 31

Carried Unanimously
5.4 SPL Master Transfer Agreement-Report

A Master Transfer Agreement between the County of Wetaskiwin and the South Pigeon Lake Regional Wastewater Commission was prepared by Brownlee LLP for the Commission’s consideration.

This agreement outlines the terms and requirements for assets to be transferred from the County to the Commission, as well as the applicable purchase price for the assets.

Administration recommended that the South Pigeon Lake Regional Wastewater Commission approve the Master Transfer Agreement as presented.

Resolution PL20191128.2008
MOVED: by Vice-Chairperson, R. LaJeunesse

that the South Pigeon Lake Regional Wastewater Commission approve the Master Transfer Agreement as presented.

Carried Unanimously

5.5 SPL Bylaw 201901-Report

The Municipal Government Act, Statutes of Alberta 2000, Section 602.07 ”By-laws” states; "that the Board of a commission must pass bylaws respecting the appointment of its directors and the designation of its chair."

Administration recommends that the Directors of the South Pigeon Lake Regional Wastewater Commission approve three readings of Bylaw 2019/01, for the purposes of establishing the makeup of the Board of Directors and providing for the designation of the Chairperson of the Commission.

General discussion ensued on the contents of the proposed bylaw. Specific areas of discussion included the lack of provisions for the appointment of Alternates, the term of office for the Chair and Vice-Chair, the inclusion of a clause providing for the revocation of a Director through a majority vote, and whether an amendment to this bylaw need be brought up at the annual organizational meeting.

Resolution PL20191128.2009
MOVED: by Director, D. Davidson

that Bylaw 2019/01, as amended, be given First Reading.

Carried Unanimously

Resolution PL20191128.2010
MOVED: by Director, K. Adair

that Bylaw 2019/01, as amended, be given Second Reading.

Carried Unanimously

Resolution PL20191128.2011
MOVED: by Chairperson, B. Keeler

that Bylaw 2019/01, as amended, be presented for Third Reading.

Carried Unanimously

Resolution PL20191128.2012
MOVED: by Vice-Chairperson, R. LaJeunesse

that Bylaw 2019/01, as amended, be given Third Reading and it be declared finally passed and the Chairman and the Commission Manager be authorized to sign and affix thereto the corporate seal of the South Pigeon Lake Regional Wastewater Commission.

Carried Unanimously
5.6 SPL Bylaw 2019/02-Report

The Municipal Government Act, Statutes of Alberta 2000, Section 602.07(3) (b) states; “The Board of a Commission may pass bylaws governing the administration of the Commission.”

Administration recommends that the Directors of the South Pigeon Lake Regional Wastewater Commission approve three readings of Bylaw 2019/02, for the purposes of outlining the administrative governance of the Commission.

General discussion ensued on the contents of the proposed bylaw. Specific discussion ensued on the requirements for majority votes, the payment of meeting fees, administrative representation at Commission meetings, powers of the Board, provisions for the appointment of an acting chair, the process to be used to bring forth amendments to this bylaw, and terms for withdrawal of membership.

Resolution PL20191128.2013
MOVED: by Director, D. Davidson

that Bylaw 2019/02, as amended, be given First Reading.

Carried Unanimously

Resolution PL20191128.2014
MOVED: by Vice-Chairperson, R. LaJeunesse

that Bylaw 2019/02, as amended, be given Second Reading.

Carried Unanimously

Resolution PL20191128.2015
MOVED: by Chairperson, B. Keeler

that Bylaw 2019/02, as amended, be presented for Third Reading.

Carried Unanimously

Resolution PL20191128.2016
MOVED: by Director, K. Adair

that Bylaw 2019/02, as amended, by given Third Reading and that it be declared finally passed and the Chairman and the Commission Manager be authorized to sign and affix thereto the corporate seal of the South Pigeon Lake Regional Wastewater Commission.

Carried Unanimously

5.7 SPL Administration of Connecting Pipelines-Report

On November 22, 2019, Administration received correspondence from Director D. Davidson regarding a proposed administrative process for allocating costs relating to connecting pipelines that are owned by the Commission. A copy of this correspondence has been provided for the Commission's review.

Administration recommended that the South Pigeon Lake Regional Wastewater Commission review and discuss the correspondence and, further, that they provide Administration with direction on if and how they would like to see this process proceed.

Discussion ensued on whether to refer this correspondence to each respective Member municipality, the difference between regular and emergency maintenance costs, the nature of the operation of the internal lines, and coordination with the County on line maintenance.
Resolution PL20191128.2017
MOVED: by Vice-Chairperson, R. LaJeunesse

that the proposal from Director D. Davidson be returned to the member municipalities for review, following comments from County Administration.

Carried Unanimously

5.8 SPL 2019 Budget Variance- Report

At the November 15, 2018 Pigeon Lake Regional Wastewater Planning Committee meeting, the Committee approved the 2019 Operational Budget as presented with a $0.00 balanced budget including a total of $181,285.85 in expenses. (Ref. Resolution #PL20181204.1007)

The current operational costs of Phase 1 of the Pigeon Lake Regional Wastewater System, as of November 15, 2019, have been provided to the Commission for their review. Operational costs for Phase 1 of the Pigeon Lake Regional Wastewater System are allocated among the member municipalities based upon the proportionate usage of each municipality by volume as contained within the current Operations Agreement between the County of Wetaskiwin and the Summer Villages of Crystal Springs, Grandview, Ma-Me-O Beach, Norris Beach, and Poplar Bay, as well as the County of Wetaskiwin.

Furthermore, it is important to note that transfers for insurance expenses and all capital replacement costs have not been made as of November 15, 2019, but will be done by December 31, 2019. Additionally, it is important to note that these operational costs are for approximately ten and a half months of full operations from January 1, 2019 to November 15, 2019. The 2019 actuals appear to be in line with the values used in the approved 2019 Operating Budget, except in the case of repairs, salaries and equipment costs. The actuals are currently over the budgeted amount because of unexpected costs to repair the muffin monster grinder pump at lift station one. Communication costs were lower than expected because of the changes to the communication system. Minor changes are proposed for the 2020 Operational Budget that will be deliberated later.

In closing, Phase 1 of the Pigeon Lake Regional Wastewater System appears to be operating effectively and on budget.

Administration recommended that the Pigeon Lake Regional Wastewater Planning Committee accept the 2019 Budget Variance Report as information.

Clarification was asked for on how the total expense figure for the 2019 budget was determine, and discussion ensued on whether the Commission should consider passing an interim budget based on the figures provided.

Resolution PL20191128.2018
MOVED: by Director, D. Davidson

that the South Pigeon Lake Regional Wastewater Commission accept the 2019 Budget Variance Report as information.

Carried Unanimously

5.9 2020 Operating Budget-Report

As was discussed during the July 29, 2015 Pigeon Lake Regional Wastewater Planning Committee meeting, for subsequent years, the proportionate share of operational costs responsible will be recalculated based upon the actual percentage of usage from the previous year by each respective municipality. This would then be used to determine the actual costs charged by the Committee to each respective municipality for the operational costs of the Regional Line under the ownership of the Committee and the Mulhurst Lagoon operational costs that are passed onto the Committee by the Northeast Pigeon Lake Regional Services Commission (NEPL).

However, at the December 4, 2018 Pigeon Lake Regional Wastewater Planning Committee meeting, a motion was passed to use the 2017 hauling percentages for both 2019 and 2020 budget years. (Resolution No. PL20181204.1007)
2017 Hauling Totals
County of Wetaskiwin: 58.67%
Crystal Springs: 8.26%
Grandview: 8.79%
Ma-Me-O Beach: 12.61%
Norris Beach: 4.24%
Poplar Bay: 7.43%
Administration noted that the proposed 2020 Operational Budget remains fairly stable in terms of both costs allocated to the respective municipalities due to the use of the 2017 hauling percentages, as well as in terms of an actual dollar amount other than a small cost of living adjustment and minor budget adjustments. Budget adjustments include: less dollars allocated to communications due to decreased telecommunication costs, an increase to equipment costs and salaries for repairs, no allocation for legal costs, an increase in utilities for a new lift station, and a decreased allocation to insurance as per actual costs.
A copy of the proposed 2020 Operational Budget along with a breakdown of the total operational costs that each individual municipality is responsible for as estimated using the 2017 proportionate share percentages was provided for review by the Commission.
Administration recommended that the South Pigeon Lake Regional Wastewater Commission approve the 2020 Operational Budget as presented with a $0 balanced budget including a total of $192,500 in expenses, with the cost allocation among the Member Municipalities being based on the 2017 hauling percentages.
Discussion again ensued on whether to pass a final budget and amend it at a later meeting if necessary, or to pass an interim budget and schedule a final budget meeting for early in 2020.
Resolution PL20191128.2019
MOVED: by Director, D. Davidson
that the South Pigeon Lake Regional Wastewater Commission accept the 2020 Operating Budget as presented.
Carried Unanimously

5.10 SPL Minutes Process-Report
At the County of Wetaskiwin’s Council General Meeting held on June 6, 2019, Council resolved to contract with Transitional Solutions Inc. (TSI) to conduct a Service Capacity Review. At the meeting held on October 22, 2019, the final report of the Service Capacity Review was accepted by Council.
(Ref. Resolution No. CG20191022.008)
Also at the meeting held on October 22, 2019, Council resolved to adopt a number of recommendations from the final report. One recommendation adopted was: “Minutes should be recorded without comment. The Minutes should not be verbatim, but should only record the specific directions/decisions of Council. See Alberta Municipal Affairs handbook for examples.”
(Ref. Resolution No. CG20191022.011)
Prior to forming as a Commission, minutes for the Pigeon Lake Regional Wastewater Planning Committee were recorded with comments beyond the specific directions/decisions of the Committee. Administration is now seeking direction from Commission Directors as to the process to undertake for minute taking at future Commission meetings.
There were are three alternatives for Commission Directors to consider, which are as follows:
1. That the Commission direct Administration to modify the current minute taking procedure for Commission meetings to make it consistent with the new minute taking procedure for the County of Wetaskiwin.

2. That the Commission direct Administration to modify the current minute taking procedure in some other manner as decided by the Directors.

3. That the Commission accept this report as information.

Administration recommended that the Commission direct Administration to modify the current minute taking procedure for Commission meetings to make it consistent with the new minute taking procedure for the County of Wetaskiwin.

Discussion ensued on the value of detailed minutes, particularly in the case of this Commission, which has just started full operations. The Directors expressed a general consensus that the more detail that could be provided for review in future meetings, the better the Commission would operate.

Resolution PL20191128.2020
MOVED: by Director, D. Davidson

that the South Pigeon Lake Regional Wastewater Commission accept this report as information, and maintain status quo for the minutes process.

Carried Unanimously

Resolution PL20191128.2021
MOVED: by Director, D. Davidson

that Administration be directed to send draft minutes to all Member municipalities prior to being approved by the Commission, for review by Directors.

Carried Unanimously

5.11 SPL Operations Agreement - Report

An Operations Agreement between the County of Wetaskiwin and the South Pigeon Lake Regional Wastewater Commission was prepared by Brownlee LLP for the Commission’s consideration.

An interim Operations Agreement has been in place between the County and the member municipalities of the Commission since March 16th, 2016. The Operations Agreement now being presented is the final version and would be in place between the County and the Commission as a whole.

Administration recommends that the South Pigeon Lake Regional Wastewater Commission approve the Operations Agreement as presented.

Resolution PL20191128.2022
MOVED: by Director, K. Adair

that the South Pigeon Lake Regional Wastewater Commission approve the Operations Agreement as presented, and that Administration bring the Agreement back to the Commission for review as necessary.

Carried Unanimously

5.12 Mileage Rate and Per Diem

During discussions surrounding the adoption of Bylaw 2019/02, it was agreed upon by the Directors that any compensation to Directors—including mileage and a per diem fee—would be the responsibility of each Member municipality as determined through their policies and practices. As such, there was consensus among the Directors that no decision needed to be made on this issue.
**5.13 Tour of Lift Station #3-Report**

*Resolution PL20191128.2023*

MOVED: by Director, D. Davidson

that the South Pigeon Lake Regional Wastewater Commission direct Administration to arrange a tour of Regional Pump Station No. 3 for available Directors on Friday, December 6, at 10:00 a.m.

**Carried Unanimously**

**5.14 Composition of Orientation Binders**

Directors of the Pigeon Lake Regional Wastewater Planning Committee were previously been provided with orientation binders. These binders contain copies of agreements related to the Commission, copies of recent agendas and minutes, information regarding the formation of the Commission, and information related to budgets and funding.

Now that the South Pigeon Lake Regional Wastewater Commission has been formed and is operational, there have been discussions over updating the orientation binders and providing the updated information to each Member municipality.

*Resolution PL20191128.2024*

MOVED: by Vice-Chairperson, R. LaJeunesse

that the South Pigeon Lake Regional Wastewater Commission direct Administration to update and provide electronic copies of the Orientation Binders to all Member municipalities.

**Carried Unanimously**

**6. ADJOURN**

*Resolution PL20191128.2025*

MOVED: by Director, B. Meaney

that the South Pigeon Lake Regional Wastewater Commission Meeting adjourn at 8.49 p.m.

**Carried Unanimously**

Meeting Date (Report Reference Only): 2020/08/20
Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

Background

Commencing in 2019, and in accordance with provincial law, the South Pigeon Lake Regional Wastewater Commission (SPLRWC) is required to conduct a financial audit for which the financial statements must be submitted to the Ministry of Municipal Affairs.

In conjunction with the County of Wetaskiwin, BDO Canada LLP has completed their audit for the year ending December 31, 2019 and the documents will be submitted to Municipal Affairs as required when the statements are approved by the commission. The financial statements are attached for review with highlights as follows:

Statement of Financial Position:

- Cash and cash equivalents are $121,500 which is an accumulation of operational reserves for the sewer system while it was operated by the County. These funds have been transferred to SPLRWC as an operating grant from the County.
- Tangible capital assets as summarized in Note 2, are $9,418,295 which is the cost of the land and the net book value of the sewer system at the end of 2019.

Statement of Operations:

- Revenues and expenses have been summarized as an operating grant from the County as per Note 4 in the financial statements. Future year statements will break these items out specifically to SPLRWC activities.

Recommendations

that the South Pigeon Lake Regional Wastewater Commission accept the Audited Financial Statements for the year ending December 31, 2019 as presented.

Recommended Resolution

that the South Pigeon Lake Regional Wastewater Commission accept the Audited Financial Statements for the year ending December 31, 2019 as presented.
South Pigeon Lake Regional Wastewater Commission
Financial Statements
For the year ended December 31, 2019
South Pigeon Lake Regional Wastewater Commission  
Financial Statements  
For the year ended December 31, 2019

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<td>Notes to the Financial Statements</td>
<td>12</td>
</tr>
</tbody>
</table>
To the Board of the South Pigeon Lake Regional Wastewater Commission

Opinion

We have audited the financial statements of South Pigeon Lake Regional Wastewater Commission (the Commission), which comprise the statement of financial position as at December 31, 2019, and the statement of operations, statement of changes in net financial assets, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2019 and its results of operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

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

Comparative Information

The financial statements of the Commission for the period ended December 31, 2018 are unaudited.

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

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

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

Those charged with governance are responsible for overseeing the Commission’s financial reporting process.
Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission’s internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management’s use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Commission to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Chartered Professional Accountants
Lacombe, Alberta
August 20, 2020
South Pigeon Lake Regional Wastewater Commission
Statement of Financial Position

As at December 31

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$121,500</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net financial assets</strong></td>
<td>121,500</td>
<td>-</td>
</tr>
<tr>
<td><strong>Non-financial assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible capital assets (Note 2)</td>
<td>9,418,295</td>
<td>-</td>
</tr>
<tr>
<td><strong>Accumulated surplus (Note 3)</strong></td>
<td>$9,539,795</td>
<td>-</td>
</tr>
<tr>
<td><strong>Commitments (Note 5)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Unaudited)
South Pigeon Lake Regional Wastewater Commission
Statement of Operations

For the period ended December 31 2019
(12 months) 2018
(9 months)
(Unaudited)

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants (Note 4)</td>
<td>$121,500</td>
<td>$-</td>
</tr>
<tr>
<td>Contributed assets (Note 4)</td>
<td>9,418,295</td>
<td>$-</td>
</tr>
<tr>
<td>Annual surplus</td>
<td>9,539,795</td>
<td>$-</td>
</tr>
<tr>
<td>Accumulated surplus, end of year</td>
<td>$9,539,795</td>
<td>$-</td>
</tr>
</tbody>
</table>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.
South Pigeon Lake Regional Wastewater Commission
Statement of Change in Net Financial Assets

<table>
<thead>
<tr>
<th>For the period ended December 31</th>
<th>2019 (12 months)</th>
<th>2018 (9 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Unaudited)</td>
<td></td>
</tr>
<tr>
<td>Annual surplus</td>
<td>$ 9,539,795</td>
<td>$ -</td>
</tr>
<tr>
<td>Acquisition of tangible capital assets</td>
<td>(9,418,295)</td>
<td>-</td>
</tr>
<tr>
<td>Net change in net financial assets</td>
<td>121,500</td>
<td>-</td>
</tr>
<tr>
<td>Net financial assets, beginning of year</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net financial assets, end of year</td>
<td>$ 121,500</td>
<td>$ -</td>
</tr>
</tbody>
</table>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.
South Pigeon Lake Regional Wastewater Commission
Statement of Cash Flows

For the period ended December 31

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(12 months)</td>
<td>(9 months)</td>
</tr>
<tr>
<td></td>
<td>(Unaudited)</td>
<td></td>
</tr>
</tbody>
</table>

**Operating transactions**

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual surplus</td>
<td>$ 9,539,795</td>
<td>$-</td>
</tr>
<tr>
<td>Items not involving cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisition of tangible capital assets from</td>
<td>(9,418,295)</td>
<td>-</td>
</tr>
<tr>
<td>restructuring transaction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net change in cash and cash equivalents**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net change in cash and cash equivalents</td>
<td>121,500</td>
<td>-</td>
</tr>
</tbody>
</table>

**Cash and cash equivalents, end of year**

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents, end of year</td>
<td>$ 121,500</td>
<td>$-</td>
</tr>
</tbody>
</table>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.
Management’s Responsibility for the Financial Statements

The financial statements of the Commission are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. The South Pigeon Lake Regional Wastewater Commission (the “Commission”) was constituted under the Municipal Government Act (MGA) and approved by the Minister of Municipal Affairs on April 4, 2018, for the purpose of controlling and managing a regional wastewater collection system.

The members of the Commission are the County of Wetaskiwin No. 10, and the Summer Villages of Crystal Springs, Grandview, Ma-Me-O Beach, Norris Beach and Poplar Bay.

Cash and Cash Equivalents

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital assets including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

- Wastewater infrastructure 20 to 75 years

Deferred Revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

Government Transfers

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.
Revenue Recognition
Charges for wastewater usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.
Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable.
Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.
Sales of service and other revenue is recognized on an accrual basis.

Liability for Contaminated Sites
A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the organization is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries.

Use of Estimates
The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.
## 1. Debt Limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation for the Commission be disclosed as follows:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total debt limit</td>
<td>$243,000</td>
<td>-</td>
</tr>
<tr>
<td>Total debt</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total debt limit available</td>
<td>$243,000</td>
<td>-</td>
</tr>
<tr>
<td>Debt servicing limit</td>
<td>$42,525</td>
<td>-</td>
</tr>
<tr>
<td>Debt servicing</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total debt servicing limit available</td>
<td>$42,525</td>
<td>-</td>
</tr>
</tbody>
</table>

The debt limit is calculated at 2.0 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.35 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.
## South Pigeon Lake Regional Wastewater Commission
### Notes to Financial Statements

December 31, 2019

### 2. Tangible Capital Assets

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Land</td>
<td>Equipment</td>
</tr>
<tr>
<td><strong>Cost, beginning of year</strong></td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Additions</strong></td>
<td>280,006</td>
<td>-</td>
</tr>
<tr>
<td><strong>Disposals</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Cost, end of year</strong></td>
<td>$ 280,006</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Accumulated amortization, beginning of year</strong></td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Amortization</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Disposals</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Accumulated amortization, end of year</strong></td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Net carrying amount, end of year</strong></td>
<td>$ 280,006</td>
<td>$ -</td>
</tr>
</tbody>
</table>
3. Accumulated Surplus

The Commission segregates its accumulated surplus into the following categories:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment in tangible capital assets</td>
<td>$ 9,418,295</td>
<td>-</td>
</tr>
<tr>
<td>Reserve funds</td>
<td>121,500</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>$ 9,539,795</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>
5. Commitments

The Commission has agreed to have the County of Wetaskiwin No. 10 ("the County") provide all administrative, operational and maintenance services for an indefinite period. Either party can opt out of the agreement by providing one year notice.

The Commission has agreed to provide waste water disposal and transmission facilities to all residents of the County of Wetaskiwin and the Summer Villages of Crystal Springs, Grandview, Ma-Me-O Beach, Norris Beach and Poplar Bay on a volumetric basis. Each municipal member is to pay a proportionate share of the total operating costs of the Commission. The agreement may be terminated by either party through a written notice.

The Commission has an agreement with the North East Pigeon Lake Regional Services Commission ("NEPL") and the County to transmit waste water to facilities jointly owned by NEPL and the County for a fee based on the volume of waste water transmitted by the Commission.

6. Related Party Transactions

Members of the Commission consist of the County of Wetaskiwin No. 10 and the Summer Villages of Grandview, Poplar Bay, Crystal Springs, Norris Beach and Ma-Me-O Beach and as such, are identified as related parties. Each member municipality is charged their share of operating costs, including a reserve allocation, based on agreed upon percentages.

Prior to the restructuring transaction on December 30, 2019, the County controlled the wastewater system assets and charged and collected revenues from the members and used those revenues to pay for wastewater system operating costs. Net income derived from reserve charges has been allocated to the Commission reserve account.

The County held all cash and cash equivalents on behalf of the Commission.

7. Subsequent Events

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly.

If the impacts of COVID-19 continue there could be further impact on the Commission and its major customers, suppliers and other third party business associates that could impact the timing and amounts realized on the Commission’s assets and future profitability. At this time, the full potential impact of COVID-19 on the entity is not known.
8. Approval of Financial Statements

The Commission Board and Management have approved these financial statements.
August 20, 2020

South Pigeon Lake Regional Wastewater Commission
PO Box 6960 Station Main
Wetaskiwin, Alberta
T9A 2G5

Attention: Rod Hawken

Re: Report to the Audit committee for the year ending December 31, 2019

Dear Board of Directors:

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit, including audit risks, the nature, extent, timing, and results of our audit work and the terms of our engagement. This report forms a significant part of our overall communication strategy with the Board of Directors and is designed to promote effective two-way communication throughout the audit process so that we may both share timely information. We are communicating only those matters of governance interest that come to our attention as a result of the performance of the audit. We are not required to design audit procedures for the specific purpose of identifying matters of governance interest.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Board of Directors in fulfilling its responsibilities.

This report has been prepared solely for the use of the Board of Directors and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

Terms of Reference

Our overall responsibility is to form and express an opinion on the financial statements based on our audit procedures. The financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter, are set out below.

Engagement Objectives

- Forming and expressing an audit opinion on the financial statements.
- Present significant findings to the Board of Directors including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Consult regarding accounting, income taxes and reporting matters are requested throughout the year.
- Work with management towards the timely issuance of financial statements.
Audit Strategy

Our overall audit strategy involved extensive partner and manager involvement in all aspects of the planning and execution of the audit and was based on our overall understanding of South Pigeon Lake Regional Wastewater Commission.

We performed a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Board of Directors.

To assess risk accurately, we gained a detailed understanding of South Pigeon Lake Regional Wastewater Commission’s business and the environment it operates in. This allowed us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtained an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

Based on our risk assessment, we designed an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We chose audit procedures that we believed were the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls (when appropriate), substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we performed audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

Risks and Planned Audit Responses

Based on our knowledge of South Pigeon Lake Regional Wastewater Commission’s business, our past experience, and knowledge gained from management and you, we identified the following financial statement areas with significant risks; those risks of material misstatement that, in our judgment, required special consideration.

These risks arose mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them.

<table>
<thead>
<tr>
<th>Financial Statement Areas</th>
<th>Audit Procedures Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>• Reviewed revenue recognition policy for consistency with the professional standards.</td>
</tr>
<tr>
<td>Non-monetary transactions</td>
<td>• Determined whether criteria for fair value measurement are met and determined reasonableness of fair value measurements.</td>
</tr>
</tbody>
</table>
Materiality

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, preliminary materiality was set at $25,000 for the year ended December 31, 2019. We communicated all corrected and uncorrected misstatements identified during our audit to the Board of Directors, other than those which we determined to be “clearly trivial”. Misstatements are considered to be clearly trivial for purposes of the audits when they are inconsequential both individually and in aggregate.

We encouraged management to correct any misstatements identified throughout the audit process.

Independence

Our annual communication confirming our independence is included as an Appendix. Except as noted in the Appendix, we are not aware of any relationships between the entity and us that, in our professional judgment, may reasonably be thought to bear on our independence to date.

Auditor’s Considerations of Possible Fraud and Illegal Activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we performed risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the Company’s internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and made inquiries of management regarding:

- Management’s assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management’s process for identifying and responding to the risks of fraud in the Company, including any specific risks of fraud that management has identified or that
have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;

Management’s communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in South Pigeon Lake Regional Wastewater Commission; and

Management’s communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we performed procedures to address the assessed risks, which may have included:

- Inquired of management, the Board of Directors, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Performed disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporated an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Performed additional required procedures to address the risk of management’s override of controls including:
  - Testing internal controls designed to prevent and detect fraud;
  - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
  - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years’ estimates; and
  - Evaluated the business rationale for significant unusual transactions.

### Adjusted and Unadjusted Differences

We have disclosed all significant adjusted and unadjusted differences and disclosure omissions identified through the course of our audit engagement. Each of these items, if any, has been discussed with Management.

Management has determined that the unadjusted differences, if any, are immaterial both individually and in aggregate to the financial statements taken as a whole. Should the Board of Directors agree with this assessment, we do not propose further adjustments.

Uncorrected misstatements aggregated during the audit that were determined by management to be immaterial amounted to $nil. A summary of the statement of likely aggregate misstatements is attached to this letter.

### Significant Findings, Accounting Policies, Estimates and Judgments

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of operations of the Company. The application of those policies often involves significant estimates and judgments by management.

Our comments below are intended to provide you with some thoughts on the qualitative aspects
of the significant accounting policies chosen by management, and the significant estimates and judgements made by management, so that you can assess the appropriateness of management's choices.

<table>
<thead>
<tr>
<th>Accounting Policy / Judgment / Estimate</th>
<th>Discussion of Qualitative Aspects of Significant Accounting Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Recognition</td>
<td>Revenue Recognition policies are appropriate.</td>
</tr>
</tbody>
</table>

We are of the view that nothing has come to our attention that indicates that the significant accounting policies, estimates and judgments made by management are not reasonable in the context of the financial statements taken as a whole.

**Management Representations**

During the course of the audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base the audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

We will provide you a copy of the management representation letter, which summarizes the representations we have requested from management.

**Management Letter**

We have submitted to management a letter on internal controls and other matters that we feel should be brought to their attention.

We wish to express our appreciation for the co-operation we received during the audit from South Pigeon Lake Regional Wastewater Commission's management and staff who have assisted us in carrying out our work. We would be pleased to discuss with you the contents of this report and any other matters that you consider appropriate.

Yours truly,

Casey Kooyman, CPA, CA
Partner through a Corporation
BDO Canada LLP
Chartered Professional Accountants

cc: Board of Directors
APPENDIX: INDEPENDENCE
August 20, 2020

Dear Board of Directors Members:

At the core of the provision of external audit services is the concept of independence. We are communicating all relationships between BDO Canada LLP and its related entities and South Pigeon Lake Regional Wastewater Commission and its related entities that, in our professional judgment, may reasonably be thought to have influenced our independence during the audit.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/order covering such matters as the following:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are aware of the following relationships between the Company and us that, in our professional judgment, may reasonably be thought to have influenced our independence. The following relationships represent matters that have occurred from November 15, 2019 to August 20, 2020.

- We have provided assistance in the preparation of the financial statements, including adjusting journal entries and/or bookkeeping services. These services created a self-review threat to our independence since we subsequently expressed an opinion on whether the financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with (relevant GAAP).

- We, therefore, required that the following safeguards be put in place related to the above:
  - Management provided us with a trial balance and draft financial statements, including notes, prior to completion of our audit.
  - Management created the source data for all the accounting entries.
  - Management developed any underlying assumptions required with respect to the accounting treatment and measurement of the entries.
  - Management reviewed advice and comments provided and undertook their own analysis considering the Commission’s circumstances and generally accepted accounting principles.
  - Management reviewed and approved all journal entries prepared by us, as well as changes to financial statement presentation and disclosure.
  - Someone other than the preparer reviewed the proposed journal entries and financial statements.

The total fees charged to the entity for audit services were $4,500.

We hereby confirm that we are independent with respect to the entity within the meaning of the

This communication is intended solely for the use of the Board of Directors, management and others with the entity and should not be used for any other purposes.

Yours truly,

Chartered Professional Accountants
August 20, 2020

South Pigeon Lake Regional Wastewater Commission
PO Box 6960 Station Main
Wetaskiwin, Alberta
T9A 2G5

Dear Mr. Hawken

The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

During the course of our audit of the financial statements of South Pigeon Lake Regional Wastewater Commission for the year ended December 31, 2019, we did not encounter any significant matters which we believe should be brought to your attention. This communication is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the cooperation and assistance which we received during the course of our audit from Eric Hofbauer and Chantel Nakonechny.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

Casey Kooyman, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants
August 20, 2020

BDO Canada LLP
Chartered Professional Accountants
5820B Highway 2A
Lacombe, Alberta
T4L 2G5

This representation letter is provided in connection with your audit of the financial statements of South Pigeon Lake Regional Wastewater Commission for the year ended December 31, 2019, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian public sector accounting standards.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

**Financial Statements**

We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated November 15, 2019, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith.

- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
- All events subsequent to the date of the financial statements and for which Canadian public sector accounting standards require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.

**Information Provided**

- We have provided you with:
  - access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - additional information that you have requested from us for the purpose of the audit; and
  - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
• We have disclosed to you all known instances of non-compliance or suspected non-compliance
with laws and regulations whose effects should be considered when preparing the financial
statements.

• We have disclosed to you the identity of the entity’s related parties and all the related party
relationships and transactions of which we are aware.

Fraud and Error

• We have disclosed to you the results of our assessment of the risk that the financial statements
may be materially misstated as a result of fraud.

• We have disclosed to you all information in relation to fraud or suspected fraud that we are
aware of and that affects the entity and involves:
  • management;
  • employees who have significant roles in internal control; or
  • others where the fraud could have a material effect on the financial statements.

• We have disclosed to you all information in relation to allegations of fraud, or suspected fraud,
affecting the entity’s financial statements communicated by employees, former employees,
analysts, regulators, or others.

General Representations

• Where the value of any asset has been impaired, an appropriate provision has been made in the
financial statements or has otherwise been disclosed to you.

• We have provided you with significant assumptions that in our opinion are reasonable and
appropriately reflect our intent and ability to carry out specific courses of action on behalf of
the entity when relevant to the use of fair value measurements or disclosures in the financial
statements.

• We confirm that there are no derivatives or off-balance sheet financial instruments held at
year end that have not been properly recorded or disclosed in the financial statements.

• Except as disclosed in the financial statements, there have been no changes to title, control
over assets, liens or assets pledged as security for liabilities or collateral.

• The entity has complied with all provisions in its agreements related to debt and there were no
defaults in principal or interest, or in the covenants and conditions contained in such
agreements.

• There have been no plans or intentions that may materially affect the recognition,
measurement, presentation or disclosure of assets and liabilities (actual and contingent).

• The nature of all material uncertainties have been appropriately measured and disclosed in the
financial statements, including all estimates where it is reasonably possible that the estimate
will change in the near term and the effect of the change could be material to the financial
statements.

• There were no direct contingencies or provisions (including those associated with guarantees or
indemnification provisions), unusual contractual obligations nor any substantial commitments,
whether oral or written, other than in the ordinary course of business, which would materially
affect the financial statements or financial position of the entity, except as disclosed in the
financial statements.
Other Representations Where the Situation Exists

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.

Yours truly,

_________________________________________  _______________________________________
Signature                                      Position

_________________________________________  _______________________________________
Signature                                      Position
Appointment of SPL Auditor 2020-Report

Meeting Date (Report Reference Only): 2020/08/20

Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

Background
Each year, the South Pigeon Lake Regional Wastewater Commission (SPLRSC) appoints an Auditor for the Commission. SPLRSC appointed BDO Canada LLP to complete a review of the 2019 year and BDO Canada LLP provided a comprehensive review of the procedures and financial information of the Commission. BDO Canada LLP is a Canada wide company with a vision of making a difference through valued relationships with people, clients, and communities and the following is what is important to them as a company:

**Quality**
- Strong sense of professionalism, urgency, commitment and loyalty
- An enthusiastic devotion to service

**Honesty and Integrity**
- Honesty means being open and transparent
- Integrity means they do what they say.

**Accountability** for their actions and results
- They take ownership at both an individual and collective level

**Respect** for ourselves, each other, our clients and our communities
- Understanding that we are all different and that we all have great things to offer.

BDO means performance isn’t measured on what they achieved, it’s also about how they:
- **Communicate** effectively and collaboratively
- **Lead** towards a common goal – no matter your role
- **Collaborate** to accomplish common goals and objectives
- **Solve Problems** and recommend/implement solutions
- **Act with Professionalism** by working in a respectful, ethical, confidential, and independent manner
- **Complete Quality Work** in an effective and timely manner
- **Serve Clients**, internally externally, by providing excellent service and fulfilling client expectations pull together your financial results, present them professionally in easily readable formats, and provide specific information needed to make smart business decisions.
BDO Canada LLP completed the Audited Financial Statements for the year ending December 31, 2019, which has been delivered on time with quality documents.

**Recommended Resolution**

that the South Pigeon Lake Regional Wastewater Commission appoint BDO Canada LLP as Auditor for the year ending December 31, 2020.

Meeting Date (Report Reference Only): 2020/08/20
Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

Background

The County of Wetaskiwin Utilities Foreman completes a report for each South Pigeon Lake Regional Wastewater Commission meeting outlining any issues or concerns which have arisen with the wastewater system of the Commission.

Neil Powell, Director of Public Works, will discuss the Utilities Foreman’s Report for the period of November 1, 2019 to July 31, 2020.

Recommendations

Administration recommends that the South Pigeon Lake Regional Wastewater Commission approve the Utility Foreman’s Report for the period of November 1, 2019 to July 31, 2020 as presented.

Recommended Resolution

that the South Pigeon Lake Regional Wastewater Commission approve the Utility Foreman’s Report for the period of November 1, 2019 to July 31, 2020 as presented.
SSPL August 2020 Report

- Contravention Reference #365791 – 250mm PVC Sanitary Forcemain Break. On April 27 2020 it was discovered that the forcemain between South Side Lift Station #1 (Westerose) and South Side Lift Station #2 (Hwy 780) had broken and was leaking sewage into the surrounding area. Alberta Environment and Parks was notified, and County Utilities staff performed sampling of the area. Cobra Plumbing was contacted and performed the line repair. It appears the line broke due to stress from poor pipe alignment.

- Utilities Staff performed changes to the recirculation line at South Side Lift Station #1 and South Side Lift Station #2. The submersible pumps at both stations were designed to handle 3” solids, but the recirculation lines were swedged down to a 2” outlet. This would cause the line to plug off constantly. Operators removed the 2” outlet, and the system went 1 month before it plugged off again. The recirculation lines at both stations were a poorly engineered design. The valves and actuators at both sites are prone to crude build up which prevents the valve from being able to open and close. Operators must do a confined space entry into a live wastewater wet well to clean the valve stem and actuator threads on a regular basis. The issue has been on going and has been reported to WSP Engineering.

- Operators discovered an issue with the Rotork control valve at the Mulhurst Lagoon for the forcemain coming into the Lagoon from South Side #2. The threaded connection stripped (valve was attempting to open or close and could not, and consequently destroyed the threads). Parts have been received and operators will perform a repair in the coming weeks.
• Contractor Chandos had made an error when installing the back up generators at South Side #1 Lift Station and South Side #3 Lift Station. The generator set intended for the Lift Station #1 site was installed at the Lift Station #3 site. The generator that was installed at the Lift Station #1 site was too under powered to properly run the pumps at the Lift Station #1 location. On initial investigation by WSP and Schneider Electric the problem appeared to be the soft starts installed at Lift Station #1. The idea of changing the soft starts to VFD’s was brought up, and another investigation was done. It was then determined that the generators were installed at the wrong locations. A swap was performed in April of 2020 and there has not been any issues since.

• A lengthy deficiency list remains for Lift Station #3. A design error was noticed with the flygt bulbs in June 2020, and a plan has been put forth to correct the design error. Currently Chandos is having difficulty getting contractors to the site to perform repairs.

• Generator Annual Maintenance program completed in July at SS1, SS2, and SS3 by Total Power.
South Pigeon Lake Regional Wastewater Commission
Financial Variance Report – Report

Meeting Date (Report Reference Only): 2020/08/20

Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

Background

Administration has provided a budget variance financial report for the period ending July 31, 2020, outlining significant budget variances. As of July 31st, 58.33% of the year has passed and with expectations that 58.33% of budget would be expended.

Two financial reports have been provided to the board for review as the bank account for the South Pigeon Lake Regional Wastewater Commission (SPLRWC) just became operational in July. Therefore, all expenses of the SPLRWC were expensed through the County of Wetaskiwin’s bank account and will be invoiced to the SPLRWC. The first report provided outlines the budget that was allocated to the SPLRWC, but the actual expenses are shown in the second report until the County invoices SPLRWC.

Revenues:

- Cost sharing revenue will be invoiced and collected at year-end once all the costs for the year are finalized. These invoices are charged to each of the SPLRWC members to recover the expenses for the year.
- Transfers from reserves are completed at year-end and only if they are necessary.

Expenses:

- The Audit fees have not been expensed yet this year.
- Insurance for the year will not be expensed until year-end.
- General Sewer expenses are under budget as there have been no major repair and maintenance expenses in 2020.
- Contracted work is at 99.26% of the budget as there was a forcemain break east of Ma-Me-O.
- Communications costs are below budget as invoices from Sunco Communications are lower than anticipated because of installation of the radio towers.
- The transfer to capital reserves will be completed at year-end.
- Salary expenses for the year are at 65.80% of the budget.
- Utilities are slightly under budget at 45.58% due to invoices being slightly lower than anticipated.
Overall, total expenses are at 47.19% of the budgeted amount. It is expected that expenses for the year will be close to budget by year-end as some costs, such as audit fees and insurance, are not expensed until year-end.

**Recommendations**

Administration recommends that the South Pigeon Lake Regional Wastewater Commission accept the presented financial variance reports as information.

**Recommended Resolution**

that the South Pigeon Lake Regional Wastewater Commission accept the presented financial variance reports as information.
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<th>Entity</th>
<th>Activity/Budget GL#</th>
<th>Current Amount</th>
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*Entity Note: Old Entity#: SSUT0030 made inactive until SPL bank account ready

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SPL Administrative Process—County Resolution

Correspondence - Report

Meeting Date (Report Reference Only): August 20, 2020

Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

Background

At the November 28, 2019 meeting of the South Pigeon Lake Regional Services Commission, the topic of a proposed administrative process for allocating relating to connecting pipelines that are owned by the Commission was discussed. At the meeting, Directors resolved to forward the issue to each member municipality's respective Council.

At the June 23, 2020 Council General Meeting, the County of Wetaskiwin’s Council resolved to “approve the operating, maintenance, and future capital costs for any connecting pipeline be the responsibility of those municipalities using that pipeline for connection to the Regional facilities; and further, the allocation of these costs would be based on the lot counts in each municipality using that line with the specific allocation to be determined by the pertinent municipalities.”

Correspondence reflecting this is attached for the Commission’s information.

Recommendations

Administration recommends that the South Pigeon Lake Regional Wastewater Commission accept the correspondence from the County of Wetaskiwin regarding their resolution as information.

Recommended Resolution

that the South Pigeon Lake Regional Wastewater Commission accept the correspondence from the County of Wetaskiwin regarding their resolution as information.
South Pigeon Lake Regional Wastewater Commission  
Box 6960  
Wetaskiwin, AB  
T9A 2G5  

August 11, 2020  

Dear Commission Directors:  

RE: South Pigeon Lake Regional Wastewater Commission—Administration of Connecting Pipelines  

At the November 28, 2019 meeting of the South Pigeon Lake Regional Wastewater Commission (SPLRWC), the topic of a proposed administrative process for allocating costs relating to connecting pipelines that are owned by the Commission was discussed. This discussion was initiated by correspondence received from Director Don Davidson of the Summer Village of Grandview.  

The Commission ultimately resolved to return Director Davidson’s correspondence to each member municipality for review by Councils.  

At the June 23, 2020 Council General Meeting of the County of Wetaskiwin, County Council resolved to "approve the operating, maintenance, and future capital costs for any connecting pipeline be the responsibility of those municipalities using that pipeline for connection to the Regional facilities; and further, the allocation of these costs would be based on the lot counts in each municipality using that line with the specific allocation to be determined by the pertinent municipalities.”  

This letter serves as notice to the SPLRWC of the County of Wetaskiwin’s position on this matter. If there are any questions or concerns, please contact the undersigned.  

Sincerely,  

Rod Hawken  
Chief Administrative Officer  
County of Wetaskiwin No. 10
Legislative Changes to Regional Service Commissions Impacting SPL - Report

Meeting Date (Report Reference Only): August 20, 2020

Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

Background

On July 23, 2020, Bill 22, the Red Tape Reduction Implementation Act, 2020, was given Royal Assent. This Act included several changes to the Municipal Government Act respecting the operation of Regional Service Commissions. A copy of the provincial government’s fact sheet regarding these changes has been provided for the Commission’s benefit, as has a copy of correspondence received from the Minister of Municipal Affairs.

The most substantive changes in this Act impacting the South Pigeon Lake Regional Wastewater Commission are as follows:

- Alberta Regulation 44/2018, which establishes the Commission, names its members, and outlines the assets transferred to the Commission from the County, will be repealed as of September 1, 2020; and
- Section 602.07(1) of the MGA is amended to Section 602.09(1) and states that Regional Service Commissions are required to pass bylaws respecting:
  - the provision of the commission’s services;
  - the administration of the commission;
  - the process for changing the directors and chair of the commission, and for setting the terms of office of the board and chair;
  - the process for adding or removing members;
  - the fees to be charged by the commission for services provided to its customers or to any class of its customers;
  - the disposal of assets by the commission; and
  - the process for disestablishment of the commission, including the treatment of assets and liabilities on disestablishment.

Currently, the South Pigeon Lake Regional Wastewater Commission has two Bylaws in force: Bylaw 2019/01, which outlines the appointment of directors and designation of the chairperson, and Bylaw 2019/02, which outlines the general administration of the Commission. Administration is of the opinion that these two Bylaws cover the second, third, and fourth points listed above.

There are three primary options for the Commission to consider with respect to this issue:

1. Direct Administration to draft a bylaw that would incorporate the remaining required provisions under Section 602.09(1).
2. Direct Administration to draft amendments to current bylaws that would incorporate the remaining required provisions under Section 602.09(1).
3. Direct Administration in any other manner that the Commission sees fit.

Recommendations

Administration recommends that the South Pigeon Lake Regional Wastewater Commission direct Administration to draft a bylaw that would incorporate the remaining required provisions under Section 602.09(1), and present it to the Commission at the next meeting.

Recommended Resolution

that the South Pigeon Lake Regional Wastewater Commission direct Administration to draft a bylaw that would incorporate the remaining required provisions under Section 602.09(1), and present it to the Commission at the next meeting.
Mr. Brian Keeler, Chairperson
South Pigeon Lake Regional Wastewater Services Commission
PO Box 6960
Wetaskiwin, AB T9A 2G5

Dear Chairperson Keeler and Board of Directors,

Regional service commissions (RSCs) have been a highly effective tool that have strengthened municipal collaboration and regional service delivery across the province for over 30 years. Alberta’s 75 RSCs provide vitally important services to their member municipal authorities and many non-member municipal customers.

As part of our government’s efforts to reduce red tape, I am pleased to inform you of recent amendments to the Municipal Government Act that will streamline the legislative framework for RSCs. The amendments are intended to reduce many administrative burdens while maintaining most of the substance of the legislation that has enabled RSCs to be so successful.

The changes will also ensure greater accountability to the member municipalities by reducing the role of the province in approving many business decisions. The legislative and regulatory changes will take effect September 1, 2020, and will include the repeal of 80 regulations, including the establishing regulations for each of the 75 RSCs. Instead, RSCs will be approved by way of a single ministerial order listing all approved RSCs.

The amendments have been drafted to ensure a smooth transition for all RSCs. For instance, RSCs will continue to be incorporated entities, maintain all of the powers and duties they currently have, and existing boards of directors will continue.

Changes have been made to the list of required bylaws to address matters previously established in the regulations. RSCs will have one year from the effective date to ensure their bylaws address the requirements; my ministry remains available to provide advice through the transition.

Recently, all municipal chief administrative officers and RSC managers received a fact sheet from my ministry outlining the changes when they were proposed. I encourage you to review this information with your managers.
Should you have any questions regarding the RSC legislative framework, you can speak with a Municipal Affairs advisor toll-free at 310-0000, then 780-427-2225.

I trust this enabling legislation will be a positive change for RSCs and support their continued success.

Thank you for your leadership. I wish you much success in your future endeavours.

Yours very truly,

Kaycee Madu, QC
Minister
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Note

All persons making use of this document are reminded that it has no legislative sanction. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.
Establishment

1 A regional services commission to be known as the South Pigeon Lake Regional Wastewater Commission is established.

Members

2 The following municipalities are members of the Commission:

   (a) County of Wetaskiwin No. 10;
   (b) Summer Village of Crystal Springs;
   (c) Summer Village of Grandview;
   (d) Summer Village of Ma-Me-O Beach;
   (e) Summer Village of Norris Beach;
   (f) Summer Village of Poplar Bay.

Services

3 The Commission is authorized to provide and operate a regional wastewater collection system.

Operating deficits

4 The Commission may not assume operating deficits that are shown on the books of any of the member municipalities.
Property

5(1) The member municipalities shall execute all documents and do all things necessary to transfer to the Commission all property listed in the Schedule within one year of the establishment of the Commission.

(2) The Commission may not, without the approval of the Minister, sell any of its land, buildings or personal property whose purchase has been funded wholly or partly by grants from the Government of Alberta.

(3) The Minister may give approval under subsection (2) if satisfied

(a) as to the repayment of grants from the Government of Alberta and outstanding debt associated with that portion of the property to be sold,

(b) that the sale would not have a significant adverse effect on the services the Commission provides, and

(c) that the sale will be properly reflected in the rates subsequently charged to the member municipalities of the Commission.

Non-profit corporation

6(1) The Commission must operate as a non-profit corporation unless otherwise approved by the Minister.

(2) The Commission may not distribute any of its surpluses to its member municipalities unless otherwise approved by the Minister.

(3) The Minister’s approval may contain any terms or conditions that the Minister considers appropriate.

Assumption of debts, etc.

7 All debts and liabilities, all titles, easements and rights of way and crossing and all service, construction and consulting agreements incurred, held or entered into by any of the member municipalities with respect to the applicable land, buildings and other property listed in the Schedule are assumed by the Commission, and the Commission shall enter into any agreements, execute any documents and do any other things that are necessary to assume those debts, liabilities, titles, easements, rights of way and crossing and agreements.
Schedule

Assets transferred from the County of Wetaskiwin No. 10

1 The South Pigeon Lake Regional Wastewater Line, consisting of

   a) Gravity Line and Associated Fixtures

      The line consisting of 1050 metres of 250 mm PVC pipe and 750 metres of 300 mm PVC pipe originating east of the hamlet of the Village at Pigeon Lake in SW 13-46-1-W5 to a connection point located at the Westerose Lift Station at SE 13-46-1-W5 (Plan #1522208).

      Related pipeline appurtenances, including two 1800 mm concrete gravity collection manholes and nine 1200 mm concrete gravity manholes.

   b) Forcemain Line and Associated Fixtures

      The line consisting of 19 250 metres of 250 mm PVC pipe and 1100 metres of 100 mm PVC pipe originating at a connection point located at the Westerose Lift Station at SE 13-46-1-W5 (Plan #1522208) and discharging at a connection point at the Mulhurst Lagoon (NW 13-47-28 W4).

      Related pipeline appurtenances, including 14 250 mm gate valves, two 100 mm gate valves, two 150 mm gate valves, seven automatic air-release valves, two 1200 mm concrete pinch valve manholes, two 1200 mm concrete ultra-sonic flow metre manholes, and one actuated valve and electromagnetic flow metre concrete vault.

2 Westerose Lift Station (Lift Station #1)

   All land, facilities and appurtenances located at SE 13-46-1-W5 (Plan #1522208) used for the operation of the South Pigeon Lake Regional Wastewater Line.

3 Lift Station #2

   All land, facilities and appurtenances located at SW 30-46-27-W4 (Plan #1325110) used for the operation of the South Pigeon Lake Regional Wastewater Line.
4 Mulhurst Lagoon Site — Additions
   (a) Programmable logic controller and access closet exterior panel
   (b) Rotophase (600V 1 to 3 phase generator)

5 Miscellaneous Items
   84hp submersible sewage pump
Update Regarding Bylaw 2019/01 - Report

Meeting Date (Report Reference Only):  

Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

Background

At the November 28, 2019 meeting of the South Pigeon Lake Regional Wastewater Commission, the Directors gave three readings to Bylaw 2019/01, respecting the appointment of a board of directors and designation of the Commission’s chairperson (Ref Resolution No. PL20191128.2012).

As per Section 602.07(2) of the Municipal Government Act, a Bylaw respecting the appointment of a Commission’s board members and chairperson must be approved by the Minister of Municipal Affairs before coming into force. This approval was granted to Bylaw 2019/01 on January 27, 2020; as such, Bylaw 2019/01 is now in force.

Additionally, in order for Bylaw 2019/01 to be considered, an amendment to Ministerial Order No. MSL:049/18 was required, to extend the initial term of the first board and chair of the South Pigeon Lake Regional Wastewater Commission to December 31, 2020. This amendment has been granted and is attached for the Board’s information.

Recommendations

Administration recommends that the South Pigeon Lake Regional Wastewater Commission accept the update regarding Bylaw 2019/01 as information.

Recommended Resolution

that the South Pigeon Lake Regional Wastewater Commission accept the update regarding Bylaw 2019/01 as information.
MINISTERIAL ORDER NO. MSL:006/20

I, Kelechi Madu, Minister of Municipal Affairs, pursuant to Section 602.04(2) of the Municipal Government Act, make the following order:

1. That Ministerial Order No. MSL:049/18 be amended as follows:

   That clause 3 be deleted and replaced with:

   "3. The appointment of the board of directors is effective as of the date of signing and expires on December 31, 2020."

Dated at Edmonton, Alberta, this 27th day of January, 2020.

[Signature]

Kelechi Madu
Minister of Municipal Affairs
JAN 27 2020

Mr. Brian Keeler
Chairman
South Pigeon Lake Regional Wastewater Commission
c/o County of Wetaskiwin
PO Box 6960
Wetaskiwin AB T9A 2G5

Dear Mr. Keeler,

Thank you for the letter of December 9, 2019, requesting approval of Bylaw 2019/01 – Appointment of Directors and Designation of the Chairperson for the South Pigeon Lake Regional Wastewater Commission.

The first board of directors and chair were appointed and designated under Ministerial Order No. MSL:049/18 for a term of one year which expired on June 7, 2019.

In order to consider Bylaw 2019/01 which was approved by the board of directors on November 28, 2019, Ministerial Order No. MSL:049/18 must be amended. As such, attached is Ministerial Order No. MSL:006/20 which extends the term of the first board and chair to December 31, 2020.

As the ministerial order has been amended, I am pleased to support your request and have attached the signed bylaw.

Yours very truly,

Kaycee Madu
Minister

Attachments: Ministerial Order No. MSL:006/20
Bylaw 2019/01 South Pigeon Lake Regional Wastewater Commission

cc: Rod Hawken, Commission Manager
South Pigeon Lake Regional Wastewater Commission
**Summer Village of Grandview Wastewater Resolutions - Report**

Meeting Date (Report Reference Only): August 20, 2020

Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

**Background**

On June 23, 2020, Administration received correspondence from the Summer Village of Grandview summarizing the various resolutions regarding wastewater system designs passed by Grandview since 2015. The most recent resolution was passed in 2020, affirming that effluent from grinder pumps will not be routed through the Grandview municipal wastewater system.

A copy of the correspondence is attached for the Commission’s information.

**Recommendations**

Administration recommends that the South Pigeon Lake Regional Wastewater Commission accept the correspondence from the Summer Village of Grandview regarding wastewater resolutions as information.

**Recommended Resolution**

that the South Pigeon Lake Regional Wastewater Commission accept the correspondence from the Summer Village of Grandview regarding wastewater resolutions as information.
June 23, 2020

Mr. Rod Hawken, CAO
County of Wetaskiwin
P.O. Box 6960
Wetaskiwin, AB T9A 2G5

Dear Mr. Hawken,

Re: Grandview Wastewater Resolutions & Information

1. Res #16-15: Moved by Mayor Davidson that residents of the Summer Village of Grandview be required to have two chamber wastewater holding tank and the optional placement for the cc valve adjacent to holding the holding tank.

2 Res. #16-16: Moved by Deputy Mayor Read that the pipeline sharing agreement specify that municipalities sharing the Grandview line be required to have two chamber holding tanks or equivalent.

3. Southside Wastewater Committee Minutes 2016 03 30: Item 8. Requirement for Two Chambered Tanks - Don indicated that the Summer Villages already have requirements for two chambered tanks, and recommended that the County of Wetaskiwin Development staff advise that two chambered tanks be required for new developments in order to reduce the costs of retrofitting a pump chamber in the future.

4. Grandview residents have expended in excess of one half million dollars in retrofitting existing single chamber tanks and installing new two chamber tanks in order to comply with the design of Grandview's pipeline system as an "effluent only" system.

5. The SSWW committee accepted the recommendations made by the engineering consultants for a pipeline system with STEP pumps. Grandview followed through with this recommendation in the design and construction of its wastewater facilities.

6. See attached letter from February 28, 2016 encouraging the requirement for 2-chambered tanks.

7. Res. #2020-130
Moved by Deputy Mayor Read that in accordance with the recommendation of wastewater system engineers, effluent from grinder pumps will not be routed through the Grandview municipal wastewater system.

Please let me know if you have any questions or require further information.

Sincerely,

Sylvia Roy, CLGM
Chief Administrative Officer
Summer Village of Grandview

Grandview – committed to watershed stewardship
February 26, 2016

Frank Coutney, CLGM  
Chief Administrative Officer  
County of Wetaskiwin No. 10  
P.O. Box 5960  
Wetaskiwin, AB T9A 2G5

Dear Mr. Coutney,

Re: Proposed Pipeline Sharing Agreement – Summer Village of Grandview

The Summer Village of Grandview Council passed a resolution at the Regular Council Meeting of February 26, 2016 specifying that Grandview residents be required to have a two chambered wastewater holding tank (or equivalent) for the proposed local wastewater system.

It is believed that this requirement will avoid significant operational and maintenance concerns over the life of the system. The occurrence of foreign objects and sediment in the pipeline will be minimized with this specification. It will be a requirement that other municipalities using the Grandview pipeline to also install two chambered wastewater holding tanks.

To facilitate this requirement and to reduce the costs to County residents, we encourage development activities in Grandview Meadows or other adjacent areas be required to install two chambered tanks.

The south side wastewater committee has tasked MPE to develop engineering specifications for new tank installations which will include two chambered tanks.

Yours truly,

Sylvia Roy, CLGM  
Chief Administrative Officer

Cc: Jarvis Grant, Development Officer

Grandview – committed to watershed stewardship
Draft Emergency Response Plan Discussion – Report

Meeting Date (Report Reference Only): 2020/08/20
Meeting (Report Reference Only): South Pigeon Lake Regional Wastewater Commission

Background

On August 4, 2020, Administration received correspondence regarding a proposed draft emergency response plan for the Commission. A copy of the draft plan has been provided for review by the Commission.

Recommendations

Administration recommends that the South Pigeon Lake Regional Wastewater Commission review and discuss the proposed draft plan and, further, that they provide Administration with further direction.

Recommended Resolution

that the South Pigeon Lake Regional Wastewater Commission review and discuss the proposed draft plan and further, that they provide Administration with further direction.
South Pigeon Lake Local Wastewater Systems
Emergency Response Plan

Part 1 General

1. PURPOSE
This Emergency Response Plan (ERP) is a reference document for pipeline operators, municipal staff and emergency responders in the event of a wastewater system emergency in the local collection systems for the south side Pigeon Lake Municipalities.

This document provides information on:
- Contact information for critical personnel;
- Procedures to be used for isolation of a critical zone and possible re-directing of pipeline flows;
- Record keeping and contravention reporting requirements; and
- List of certified operators.

2. EMERGENCY SITUATIONS
For the purpose of this ERP, an emergency includes:
- a failure within the local pipeline system or regional system causing wastewater not being able to be delivered to the Regional Wastewater System; and
- a failure of the local system causing sewage to escape the pipeline system to the environment.

A failure causing the inability to deliver to the Regional Wastewater System requires coordination and communication to ensure residents are not inconvenienced; however an escape of wastewater to the environment requires immediate attention, both with action and coordination.

This response plan is not intended to cover operational matters relating to “on-lot” systems including pump failures or freezing problems within the holding tank.

It is recommended that each municipality provide notification to its residents of actions which should be taken if they encounter a situation involving a high level alarm or the release of wastewater effluent into the environment. This is a critical part of the pre-planning stage of this ERP.
3. **SYSTEM DESIGN**

The 6 municipalities on the south shore of Pigeon Lake, namely the County of Wetaskiwin and its various developments, and the Summer Villages of Ma Me O, Norris Beach, Crystal Springs, Grandview, and Poplar Bay, have each installed low pressure wastewater systems (the “local system”). Each local system is in large part integrated so that wastewater from one municipality flows through or can flow through another municipality. Flexibility is also incorporated in the overall design which allows re-routing certain sections of the system in the event of an emergency (“emergency bypass system”). The system delivers wastewater to the South Pigeon Lake Regional Wastewater System (“Regional System”) operated by the County of Wetaskiwin. This ERP applies only to the local systems although it is recognized that in the event of an emergency in either system, the operators of both systems have important roles to play.

There are 2 Regional Pump Stations which accept wastewater flows from the local systems. These are the Regional Pump Station No.1, located on RR 14 at Westerose, and the Regional Pump Station No. 3 located on Hwy 771 at Aspen Acres. In the event of an emergency requiring a portion of the pipeline system to be shut in, there is some flexibility to re-direct flows through the emergency bypass systems.

The Local Systems are HDPE low pressure sanitary sewers without gravity sewers. Wastewater is pumped to the Local System with grinder pumps in Norris Beach, Viola Beach, Poplar Bay and County developments in the vicinity of the Village at Pigeon Lake. Grandview, Crystal Springs and Ma-Me-O Beach, and any County developments flowing through these systems, operate STEP (septic pump effluent pump) systems. The ownership of the pumping systems, and hence the boundary of the municipal system, varies between municipalities. In Grandview, Ma-Me-O, and the County of Wetaskiwin, the pumping systems are owned by the residents, whereas in Poplar Bay, Crystal Springs and Norris Beach, each Summer Village owns the on-lot pumping systems. Each lot has a CC valve to isolate the lot from the Local System. In addition, the demarcation divide between the municipal system and the residential ownership also varies. For The County and Ma-Me-O, this ownership changes at the property line, and for the remaining Summer Villages, the complete service line is of municipal ownership.

The design of the Local System incorporates plug valves throughout the layout to provide for isolation of segments of the system and for maintenance considerations. Also included are air relief valves (ARV’s) to provide for the release of air and to prevent airlocks in the pipeline system. The system also includes isolation valves which are used for emergency and temporary use to redirect flows. These valves are located at the boundaries of PB/GV, GV/CS, CS/ RR11 and Viola Beach/RR10. Changes in flow path can be achieved through the use of these valves and consequently, these valves play an important part of the emergency response.

The design requirement for this hybrid system is that grinder pump systems cannot flow through municipalities using STEP systems. As such, the emergency procedures clearly outline
which flow paths which are acceptable and those which are not: Poplar Bay cannot flow through Grandview and Norris Beach/County cannot flow through Crystal Springs.

Curb stop (CC) valves are also incorporated in the system design. Each lot has a CC valve either at the lot line, adjacent to the mainline, or at the holding tank, depending on the municipality.

**PART 2 REGULATORY REQUIREMENTS**

4. **REGULATIONS**
   The operation of the low pressure system is governed by the *Code of Practice for Low Pressure Wastewater Systems Consisting Solely of a Wastewater Collection System* (Alberta Government, September 2003). Each Local System is registered under the Regional Wastewater System, Approval #244850. The Code of Practice is included as Appendix A to this ERP.

   The operation of the Local Systems must be performed by a Certified Operator. The required certification is Small System Wastewater Collection Certificate.

   No release of effluent from the Local Systems to the environment is permitted.

   Copies of all registrations, authorizations, contraventions, inspection reports, drawings, SOP’s, annual reports, and past and current operators, must be maintained for the life of the system. This information will be maintained in the Municipal Office for each municipality.

5. **Contravention Reporting**
   For any contravention to the Code of Practice, such as effluent release to the environment, the following must happen:
   a. The certified operator must report the contravention immediately by telephone to AEP (780-422-4505). A reference number will be given at the end of the call which must be recorded. The certified operator must provide the following information:
      i. Name and title of person calling
      ii. Date and time of contravention
      iii. AEP Approval Number (Approval #244850)
      iv. Location of incident
      v. Damage at scene
      vi. Explanation of what happened.

   When reporting to AEP, a contact name and number of a representative from Environment Canada will be given for further reporting to them. If no contact is given, contact Environment Canada 1-819-994-4674 for further instructions.

   b. After the emergency has been dealt with, it must be followed up with a 7 day contravention report to the Director. The requirements of this report are given in the Code of Practice and must include at a minimum:
i. Description of the contravention
ii. Reference number given at time of reporting contravention
iii. Date of the contravention
iv. The legal land description of the location of the contravention.
v. An explanation as to why the contravention occurred
vi. A summary of all preventative measures and actions that were taken prior to the contravention
vii. A summary of all measures and actions that were taken to mitigate any effects and potential effects related to the contravention
viii. A summary of all measures that will be taken to address the remaining effects and potential effects related to the contravention.
ix. The number of the registration issued under the Act for the wastewater system and the name of the person who held the registration at the time the contravention occurred.
x. The name, address, phone number and responsibilities of all persons who had charge, management or control of the wastewater collection system at the time that the contravention occurred.
xi. A summary of proposed measures that will prevent future contraventions, including a schedule of implementation for these measures
xii. Any information that was maintained or recorded under this Code of Practice, as a result of the incident, and
xiii. Any other information required by the Director in writing

6. **MONITORING REQUIREMENTS AND MITIGATION**

   In the event of an unauthorized release into the environment:
   
   a. All steps possible must be taken to stop the release;
   b. All steps possible must be taken to mitigate all adverse effects of the releases; and
   c. If the release may enter or has entered a watercourse, all adverse effects of the release shall be monitored in accordance with Table 5-1 in the Code of Practice.
   d. The total volume of any unauthorized release shall be measured, or, if not possible, estimated, and recorded.
TABLE 5-1: UNAUTHORIZED RELEASE MONITORING REQUIREMENTS

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Sample Type</th>
<th>Monitoring Location</th>
<th>Minimum Monitoring Frequency and Minimum Number of Samples</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 day Biochemical Oxygen Demand</td>
<td></td>
<td>At the release point, before any dilution</td>
<td>One sample during the unauthorized release</td>
</tr>
<tr>
<td>Total Suspended Solids</td>
<td>Grab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ammonia-Nitrogen</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total Coliform</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fecal Coliform</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART 3 EMERGENCY RESPONSE ACTION PLANS

The key elements of the emergency actions are:

- Assess the type and severity of the emergency;
- Notify key contacts and authorities;
- Take appropriate and timely emergency response actions;
- Take action to minimize system damage;
- Return system to normal operation.

Wastewater Release into the Environment

There are many possible causes for a release but the most common would be from an equipment failure (such as a failed ARV), holding tank overflow, a plugged force main, or a ruptured force main. Depending on the specific situation, the responsibility may be with the municipality or the homeowner but in any event, it is important to implement the necessary steps to mitigate damage to property and the environment. The first step is to assess the severity of the release and to mitigate the escape flow, if possible, by shutting off a pump or closing a valve(s). After notification of appropriate contacts, assess what actions could be taken to minimize damage to personal property and to the environment. Each situation will be different and it is important to carefully assess the situation, get the required assistance to stop the flow and to reduce impact to the environment.

Ruptured force main or equipment failure:
The immediate action is to isolate that section of the line which has failed by closing plug valves immediately upstream and downstream of the failure. Pipeline drawings are available for each municipality and an overall schematic is included as Appendix B. Valve keys are located within the municipalities if the operator doesn’t have a key at the time of the emergency.

After the flow is curtailed by isolating the defective section, action must be made to contain the release as much as possible. Possible actions include blocking culverts to contain the release in the ditches. Each situation will require assessment for specific action. A vacuum truck should be immediately called to recover as much effluent as possible.

On-lot pump systems must be turned off at each lot on the isolated section to prevent further wastewater release. This would be done by walking to each lot and switching off the pump or closing cc valves. If possible advise the homeowner at this time of the curtailment.

System bypass should be activated based on the template for bypass operations (Appendix C).

Report, record and repair. Advise homeowners when system is operational.

**Failed Service Connection or CC valve**

The actions to be taken for a failure in the service connection or cc valve will be similar to those for a ruptured force main except that the CC valve will be closed to determine the location of the failure. The flow may be from the CC valve stem however this could also indicate a force main failure.

- Close the CC valve. Manually operate the residential pump to see if the leak is observed between the CC valve and the holding tank.
- If the leak is not isolated with the CC valve, isolate the section of the mainline containing the failure and conduct further investigation.
- Curtail and recover any released wastewater. Call vacuum truck if required.
- If necessary, open bypass systems. Shut down pumps in isolated section; advise homeowners.
- Report, record and repair. Advise homeowners when system is operational.

**Failed Air Release Valve (ARV)**

An ARV can fail due to freezing or collision with the vent pipe, and cause a release of wastewater. Or the failure could be due to an internal failure within the ARV. This release will be seen as a flow from the top of the manhole cover. The following is the general outline of actions to be taken:

- Close pipeline plug valves immediately upstream and downstream from the ARV.
- Call vacuum truck to depressurize the isolated section of line at a cleanout valve and also to pump out the manhole.
- Contain released effluent and recover with vacuum truck.
- Close ball valve below ARV.
- Open one plug valve and observe if leak is contained; then open the second plug valve.
- If leak cannot be curtailed with the closing of the ARV ball valve, shut off all pumps in the isolated section and re-direct flows with the emergency bypass system to the extent possible.
g. Advise lot owners in isolated section to reduce water consumption until repairs have been completed.
h. Report, record and repair. Reactive system and advise residents.

**Wastewater Leaking from a Holding Tank or Sewage Backup**

There are many reasons for sewage backup or leak from a holding tank but the most likely would be a frozen section of the discharge piping, or a failed pump. With tanks which have been equipped with frost plugs (foam insulating discs placed at the top of the riser), it is unlikely that fluid would escape from the top of the tank but would back up into the house. The high level alarm should be sounding.

The recommended action includes the following general steps:

a. Assess the cause of the problem including the removal of tank lid.
b. If the discharge piping is frozen, the pump will be running. Shut off pump.
c. Advise home owner to curtail the use of all water.
d. Call a vacuum truck to pump out excess fluid. For STEP systems, only empty the main tank. Recover any spilled wastewater if possible.
e. Thaw piping by installing heat source such as heat tape or steam out piping.
f. For pump failure (pump not running), replace pump.
g. Report, record, and repair as required.

Note: MaMeO will have a separate section on mainline freezing/heat tape failures. The process will have to be addressed by that municipality.

**Plugged Force Main**

General pipeline maintenance, including flushing, should minimize the risk of a pipeline becoming plugged and each pipeline system should develop its maintenance schedule depending on history and circumstance. It will become apparent that a plug has formed when several high level alarms are sounded. Monitoring normal pipeline operating pressure should provide guidance on the condition of the pipeline.

1. Advise homeowners to reduce water consumption. Keep them advised of any updates to the situation.
2. Determine the location of the plug. A useful technique would be to install a pressure gauge on the pipeline to verify that plugging has occurred. This can be placed at different clean out locations until the location of the plug is found. Another technique could be using pumps in manual mode to determine if they are able to pump down. (Depth to fluid in holding tank measurements should be used to determine if fluid is moving.)
3. When plugged section is found, determine if a bypass option is available. Operate mainline valves as necessary to activate bypass system. (Note: grinder pumps sections cannot be re-routed through Grandview or Crystal Springs which use STEP systems). Also shut off pumps in affected zone.
4. Plan a flushing operation to clear the plug. This might include the use of a flush truck and a vacuum truck.
5. Report, record as necessary. Advise residents when line is operational.

**Regional System Failure**

The operation of the local collection lines is dependent on the successful operation of the Regional System. A failure of the Westerose Pump Station could shut down the entire South Side wastewater system unless the wastewater was able to be collected there and trucked to the lagoon. The failure of the Regional Pump Station No. 3 only impacts a part of the system.

**Failure of the Regional Pump Station No. 1 (Westerose) or Pump Station No. 2**

1. Receive notification from the Regional operators of a curtailment on the Regional System.
   Record pertinent information including severity impact, expected duration and ability to receive wastewater.
2. Municipalities to advise all residents to reduce water consumption during curtailment and advise of pump out requirements and arrangements. Note: the obligation for pumpouts may vary between municipalities depending on their bylaws and service agreements. Municipalities should have a communications plan in place for advising residents.
3. If Regional Operator will be trucking waste, maintain reduced water consumption. If not, implement force majeure provisions as per municipal practices.
4. When situation is rectified, remove restrictions.

**Failure of Regional Pump Station No. 3 (Aspen Acres)**

1. Receive notification, record pertinent information including expected duration and ability to receive wastewater.
2. Close Poplar Bay/Grandview isolation valve and open Crystal Springs/Grandview bypass valve. If Pump Station no. 3 is able to accept reduced wastewater flows (with trucking abilities), advise Poplar Bay residents to reduce water use (to reduce trucking requirements). If Pump Station 3 is unable to receive any wastewater, Poplar Bay must institute holding tank pump outs (force majeure provisions).
3. When situation is rectified, change to normal flow path and remove restrictions.

**Power Failure**

Power Failures are generally for only a short period of time and also widespread. During this period of time, neither water well pumps nor sewage pumps would be able to operate. The regional system has emergency generators to keep their system running.

The only action to take is to observe the severity of the situation and determine if any special action is necessary.
Part 4 State of Local Emergency

The Alberta Emergency Management Act gives the authority to a local authority to make a declaration of a state of local emergency relating to all or any part of the municipality (S21(1)). When this declaration is made, the nature of the emergency and the area of the municipality in which it exists must be identified (Sec 21(2)). Also, the details of this declaration must be published in an effective manner to communicate to those residents affected by the declaration (Sec 21(3)).

For the municipalities at Pigeon Lake, a Regional Emergency Management Agency has been established to coordinate and handle all matters considered to be an emergency. When a situation exists which may be considered to be an emergency, the Council of the affected municipality should be informed of the situation in order to determine if a state of local emergency should be declared. Immediate information can be received from the Director of Emergency Management (Clinton Boyda 780-619-2466) or Alternate Director of Emergency Management (Sylvia Roy 780-719-8456).

An emergency is defined as an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property.

Appendix [work in progress]

- List of vacuum truck operators: Jims, etc.
- Pipeline repairs: THS
- Flushing trucks

Also include list of recommendations: provisions for pressure gauges, coordination with regional operators, discussion of force majeure provisions, communications plans, recommendation for each municipality to clearly mark isolation valves, etc.