

**AGENDA FOR A REGULAR MEETING OF THE  
TRI-VILLAGE REGIONAL SEWAGE SERVICES COMMISSION  
TO BE HELD WEDNESDAY, NOVEMBER 13<sup>th</sup>, 2024, IMMEDIATELY FOLLOWING  
THE ORGANIZATIONAL MEETING,  
AT ALBERTA BEACH COUNCIL CHAMBERS**

1) Call to Order:

2) Acceptance of Agenda:

- Pg. 1-3
- a) November 13<sup>th</sup>, 2024 regular meeting agenda (*approve as is or with additions or deletions*)

3) Adoption of the Previous Minutes:

- Pg. 4-7
- a) September 11<sup>th</sup>, 2024 regular meeting minutes (*approve as is or with amendments*)

4) Appointments/Delegations:

5) Reports:

- a) Chairperson:

*(that the Chairperson's Report, as verbally presented by Gwen Jones, be accepted for information)*

- b) Administration:

- Tri-Village Community Meet and Greet
- Lac Ste Anne County/TVRSSC Memorandum of Agreement
- 2025 Budget and 5-year capital plan
- EIL Insurance

*(that the Administration Report, as presented by Chief Administrative Officer Angela Duncan, be accepted for information)*

- c) Financial: Year-to-Date as of October 31, 2024

Pg. 8

*(that the year-to-date financial report, as of October 31, 2024 be accepted for information)*

- d) Operations: System update – Jason Madge

*(that the Operator's Report, as presented by Jason Madge, be accepted for information)*

6) Bylaws & Policies:

a) CAO Evaluation Policy

Included in your package is a draft CAO Evaluation Policy and 2 evaluation forms for the Board's consideration.

Pg. 9-20

*(that Policy TVRSSC-POL-24-3, Chief Administrative Officer Performance Evaluation Policy be approved as presented/amended and further that the evaluation form be adopted as presented/amended,*

Or,

*Some other direction as provided by the Board.)*

7) Old Business:

8) New Business:

Pg. 21-25

a) 2025 Draft Operating & Capital Budget *(For discussion and/or approval)*

Pg. 26

b) 2026-2030 Draft Capital Plan *(For discussion and/or approval)*

c) 2025 Interim Operating Budget

Pg. 21-25

*(that an Interim 2025 Operating Budget be passed at ½ the 2024 Approved Operating and Budget, and that this Interim 2025 Operating Budget cease to have any force and effect once the 2025 Operating and Capital Budget is approved)*

d) Alberta Regional Water and Wastewater Commissions Forum

Pg. 27-30

Our Chair and CAO have been invited to attend the Alberta Regional Water and Wastewater Commissions Forum in Edmonton on November 18, 2024 at a cost of \$150/attendee. Information and the Agenda are in your package.

*(That \_\_\_\_\_ are approved to attend the Alberta Regional Water and Wastewater Commissions Forum on November 18, 2024,*

Or,

*That the correspondence regarding the Alberta Water and Wastewater Commissions Forum be accepted for information.)*

9) Information Items:

Pg. 31-33

a) October 11, 2024 email from RMA Insurance: RMA Insurance: important Information Regarding Insurance Renewal

Pg. 34

b) Letter from RMA: Membership Fee Increase

- c) October 30, 2024 Letter from Alberta Beach: Alberta Beach Organizational Meeting

*(that the information items be accepted for information.)*

- 10) Next Meeting Date & Location: January 8, 2025 @ 7:00 p.m., Alberta Beach Council Chambers

- 11) Confidential Matters:

- a) Memorandum of Agreement with Lac Ste Anne County
- b) Long-Term Planning and Potential Land Purchase

*(Pursuant to section 197(2) of the Municipal Government Act, that the Board go into a closed meeting at \_\_\_\_\_ p.m. to discuss the following: Memorandum of Agreement with Lac Ste Anne County – FOIPP Act Section 21, privileged information; long-term planning and potential land purchase – FOIPP Act Section 25, disclosure harmful to economic and other interests of a public body.)*

*(that the Board come out of closed meeting at \_\_\_\_\_ p.m.)*

*(further direction as given by Board at meeting time.)*

- 12) Adjournment:

MINUTES OF A REGULAR MEETING OF THE BOARD OF THE TRIVILLAGE  
REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA,  
HELD ON WEDNESDAY, SEPTEMBER 11, 2024, AT ALBERTA BEACH  
COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.

**IN ATTENDANCE**

Gwen Jones, Chairperson  
Keir Packer, Vice Chairperson (Via Zoom until 8:36 p.m.)  
Alan Christiansen, Director  
Roger Montpellier, Director  
Kelly Muir, Director  
Daryl Weber, Director  
Angela Duncan, Chief Administrative Officer  
Jason Madge, Manager/Operator  
Wendy Wildman, Wildwillow Enterprises (Via Zoom, 7:24 p.m. until 7:50 p.m.)

**ABSENT**

n/a

**CALL TO ORDER**

Chairperson Gwen Jones called the meeting to order at 7:02 p.m.

**ACCEPTANCE OF AGENDA**

Res. 24-049

**MOVED** by Director Kelly Muir that the September 11<sup>th</sup>, 2024 Regular Meeting Agenda be approved as presented.

**CARRIED**

**APPROVAL OF MINUTES**

Res. 24-050

**MOVED** by Director Roger Montpellier that the minutes of the July 10<sup>th</sup>, 2024 Regular Board Meeting be approved as presented.

**CARRIED**

**DELEGATIONS**

n/a

**REPORTS**

Res. 24-051

**MOVED** by Chairperson Gwen Jones that the Chairpersons report, as verbally provided by Gwen Jones, be accepted for information.

**CARRIED**

Res. 24-052

**MOVED** by Chairperson Gwen Jones, because it has been a year since CAO Angela Duncan assumed the role, that a proforma Chief Administrative Officer (CAO) evaluation be sent to the board for review and comment.

**CARRIED**

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE TRIVILLAGE  
REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA,  
HELD ON WEDNESDAY, SEPTEMBER 11, 2024, AT ALBERTA BEACH  
COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.**

Res. 24-053            **MOVED** by Director Daryl Weber that the administration report, as presented by Chief Administrative Officer, Angela Duncan, be accepted for information.

**CARRIED**

Res. 24-054            **MOVED** by Director Kelly Muir that the year-to-date financial report, as of August 31, 2024 be accepted for information.

**CARRIED**

Res. 24-055            **MOVED** by Vice Chairperson Keir Packer that the Operations Report, as presented by Jason Madge, be accepted for information.

**CARRIED**

**BYLAWS & POLICIES**

Res. 24-056            **MOVED** by Chairperson Gwen Jones that Bylaw 14-2024, being a bylaw for the purpose specified in section 256 of the Municipal Government Act, be given first reading.

**CARRIED**

Res. 24-057            **MOVED** by Director Kelly Muir that Bylaw 14-2024, being a bylaw for the purpose specified in section 256 of the Municipal Government Act, be given second reading.

**CARRIED**

Res. 24-058            **MOVED** by Director Roger Montpelier that Bylaw 14-2024 be considered for 3 readings in one sitting.

**CARRIED UNANIMOUSLY**

Res. 24-059            **MOVED** by Director Alan Christiansen that Bylaw 14-2024, being a bylaw for the purpose specified in section 256 of the Municipal Government Act, be given third and final reading.

**CARRIED**

**OLD BUSINESS**

n/a

**NEW BUSINESS**

Res. 24-060            **MOVED** by Director Daryl Weber that the TVRSSC Administration participate in the Tri Village Community Meet and Greet occurring on September 14, 2024 in Alberta Beach.

**CARRIED**

**MINUTES OF A REGULAR MEETING OF THE BOARD OF THE TRIVILLAGE  
REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA,  
HELD ON WEDNESDAY, SEPTEMBER 11, 2024, AT ALBERTA BEACH  
COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.**

**INFORMATION ITEMS**

Res. 24-061                    **MOVED** by Director Kelly Muir that the July 3, 2024 letter from RMA Insurance regarding additional coverage options for members be accepted for information.

**CARRIED**

**NEXT MEETING DATE**    Confirmed as November 13, 2024 at 7:00 pm at the Alberta Beach Council Chambers

**CONFIDENTIAL  
ITEMS**

Res. 24-062                    **MOVED** by Chairperson Gwen Jones that, pursuant to section 197(2) of the Municipal Government Act, the Board go into closed meeting at 7:23 p.m. to discuss: Administration Update and Memorandum of Agreement with Lac Ste Anne County – FOIPP Act Section 21, privileged information; potential land purchase – FOIPP Act Section 25, disclosure harmful to economic and other interests of a public body.

**CARRIED**

**IN ATTENDANCE:**

Gwen Jones, Chairperson  
Keir Packer, Vice Chairperson (Via Zoom, until 8:36 p.m.)  
Alan Christiansen, Director  
Roger Montpellier, Director  
Kelly Muir, Director  
Daryl Weber, Director  
Angela Duncan, Chief Administrative Officer  
Jason Madge, Manager/Operator  
Wendy Wildman, Wildwillow Enterprises (Via Zoom, 7:24 p.m. until 7:50 p.m.)

Res. 24-063                    **MOVED** by Chairperson Gwen Jones that the Board come out of Closed Session at 8:48 p.m.

**CARRIED**

Res. 24-064                    **MOVED** by Chairperson Gwen Jones that a pros and cons list regarding a potential land purchase be developed.

**CARRIED**

MINUTES OF A REGULAR MEETING OF THE BOARD OF THE TRIVILLAGE  
REGIONAL SEWAGE SERVICES COMMISSION IN  
THE PROVINCE OF ALBERTA,  
HELD ON WEDNESDAY, SEPTEMBER 11, 2024, AT ALBERTA BEACH  
COUNCIL CHAMBERS, COMMENCING AT 7:00 P.M.

Res. 24-065            **MOVED** by Director Alan Christiansen that the Memorandum of Agreement be forwarded to Lac Ste Anne County, as amended, for comment.

**CARRIED**

**ADJOURNMENT**        As all matters have been addressed, Chairperson Gwen Jones declared the meeting adjourned at 8:52 p.m.

These minutes approved this 13<sup>th</sup> day of November, 2024.

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Chairperson, Gwen Jones

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CAO, Angela Duncan

5.c

**TRIVILLAGE REGIONAL SEWAGE  
SERVICES COMMISSION  
BOX 277  
ALBERTA BEACH, AB T0E 0A0**

**Profit & Loss [Budget Analysis]**

**January 2024-October 2024**

2024-11-06  
12:39:26 AM

	Selected Period	Budgeted	\$ Difference	% Difference
<b>INCOME</b>				
OPERATING REQUISITION	\$333,771.00	\$445,029.00	-\$111,258.00	(25.0%)
SEWER REVITALIZATION	\$135,548.35	\$271,096.00	-\$135,547.65	(50.0%)
DEBENTURE - LAGOON	\$135,314.00	\$135,314.00	\$0.00	0.0%
DEBENTURE - LIFT STN	\$58,701.65	\$117,404.00	-\$58,702.35	(50.0%)
INTEREST	\$58,138.81	\$50,000.00	\$8,138.81	16.3%
PERMIT FEES	\$12,500.00	\$5,000.00	\$7,500.00	150.0%
LAND LEASE/RENT	\$650.00	\$650.00	\$0.00	0.0%
TSF FROM RESERVES	\$0.00	\$415,000.00	-\$415,000.00	(100.0%)
<b>Total INCOME</b>	<b>\$734,623.81</b>	<b>\$1,439,493.00</b>	<b>-\$704,869.19</b>	<b>(49.0%)</b>
<b>EXPENSES</b>				
CAPITAL PROJ-'24 CONTROL PANEL	\$136,233.46	\$175,000.00	-\$38,766.54	(22.2%)
CAPITAL PROJ-'24 MLS PUMP REPL	\$117,723.68	\$100,000.00	\$17,723.68	17.7%
CAPITAL PROJ-'24-FLIGHT PUMPx2	\$0.00	\$140,000.00	-\$140,000.00	(100.0%)
LSAC CONNECTION	\$6,735.00	\$0.00	\$6,735.00	NA
CASUAL LABOUR & WCB	\$1,277.57	\$2,200.00	-\$922.43	(41.9%)
ADVERTISING & PROMOTION	\$985.66	\$2,000.00	-\$1,014.34	(50.7%)
AUDIT	\$5,500.00	\$5,775.00	-\$275.00	(4.8%)
LEGAL & PROFESSIONAL FEES	\$0.00	\$20,000.00	-\$20,000.00	(100.0%)
CONTRACTED MANAGEMENT FEES	\$23,298.75	\$31,500.00	-\$8,201.25	(26.0%)
MGMT FEES SPECIAL PROJECTS	\$0.00	\$2,500.00	-\$2,500.00	(100.0%)
HONORARIA	\$3,460.00	\$6,300.00	-\$2,840.00	(45.1%)
INTEREST & BANK CHARGES	\$64.64	\$125.00	-\$60.36	(48.3%)
MEMBERSHIPS	\$60.00	\$260.00	-\$200.00	(76.9%)
OFFICE & MISCELLANEOUS	\$4,266.30	\$5,600.00	-\$1,333.70	(23.8%)
CONTRACTED RENTAL SERVICES	\$6,000.00	\$6,000.00	\$0.00	0.0%
TRAVEL	\$1,065.66	\$800.00	\$265.66	33.2%
INSURANCE	\$19,144.26	\$23,130.00	-\$3,985.74	(17.2%)
CONTRACTED MGMT & OPERATIONS	\$49,228.61	\$59,989.00	-\$10,760.39	(17.9%)
CONTRACTED OPERATOR (HOURS)	\$33,903.16	\$40,000.00	-\$6,096.84	(15.2%)
SUPPLIES & MISCELLANEOUS	\$0.00	\$500.00	-\$500.00	(100.0%)
LAGOON DISCHARGE	\$2,006.30	\$15,000.00	-\$12,993.70	(86.6%)
REPAIRS/MAINTENANCE LAGOON	\$39,069.41	\$15,000.00	\$24,069.41	160.5%
REPAIRS & SUPPLIES LIFT STNS	\$73,128.18	\$59,000.00	\$14,128.18	23.9%
FLUSH/DISCHARGE LINES	\$48,811.70	\$50,000.00	-\$1,188.30	(2.4%)
REPAIRS & SUPPLIES SEWER LINES	\$0.00	\$45,000.00	-\$45,000.00	(100.0%)
PREVENTATIVE MAINTENANCE	\$14,450.00	\$15,000.00	-\$550.00	(3.7%)
UTILITIES & TELEPHONE	\$34,672.12	\$45,000.00	-\$10,327.88	(23.0%)
INTEREST ON LONG TERM DEBT	\$68,066.93	\$93,349.00	-\$25,282.07	(27.1%)
<b>Total EXPENSES</b>	<b>\$689,151.39</b>	<b>\$959,028.00</b>	<b>-\$269,876.61</b>	<b>(28.1%)</b>
<b>Operating Profit</b>	<b>\$45,472.42</b>	<b>\$480,465.00</b>	<b>-\$434,992.58</b>	<b>(90.5%)</b>
<b>Other Expenses</b>				
DEBENTURE COSTS - LAGOON UPGR	\$93,061.45	\$93,062.00	-\$0.55	0.0%
DEBENTURE COSTS - LIFT STNS	\$32,886.29	\$66,307.00	-\$33,420.71	(50.4%)
TRANSFER TO RESERVE- SEWER REV	\$0.00	\$271,096.00	-\$271,096.00	(100.0%)
TRANSFER TO RESERVE- CAPITAL	\$0.00	\$50,000.00	-\$50,000.00	(100.0%)
<b>Total Other Expenses</b>	<b>\$125,947.74</b>	<b>\$480,465.00</b>	<b>-\$354,517.26</b>	<b>(73.8%)</b>
<b>Net Profit/(Loss)</b>	<b>-\$80,475.32</b>	<b>\$0.00</b>	<b>-\$80,475.32</b>	<b>NA</b>

8



Policy:	<b>Chief Administrative Officer Performance Evaluation Policy</b>
Policy Number:	TVRSSC-POL-24-3
Approved on:	
Resolution:	
Reviewed on:	

**Purpose:**

To outline the Annual Performance Evaluation of the Chief Administrative Officer.

**Policy Statement:**

The Tri Village Regional Sewage Services Commission shall implement best practices in the governance function.

**Guidelines:**

1. The Tri Village Regional Sewage Services Commission is committed to following good governance principles and practices.
2. The Board will complete an Annual Performance Evaluation for the Chief Administrative Officer.
3. The Annual Evaluation is to be led by the Board Chair but completed by the Board, in its' entirety.
4. The annual performance evaluation will be discussed in a closed meeting session at the Commissions September meeting or next available meeting.

TEMPLATE ①

**Tri Village Regional Sewage Services Commission  
C.A.O. PERFORMANCE EVALUATION**

(If additional pages are needed for comments, please attach them.)

1. *Communication with the Board, including effective written and oral presentation and openness to Board feedback or direction.*

Exceeds Standards  
 Meets Standards  
 Fails to Meet Standards  
 Unable to Rate

2. *Implementation of Board policy and assists the Board in the development of annual and long-range goals.*

Exceeds Standards  
 Meets Standards  
 Fails to Meet Standards  
 Unable to Rate

3. *Staff support for the Board; anticipates and provides reports and recommendations as required by the Board.*

Exceeds Standards  
 Meets Standards  
 Fails to Meet Standards  
 Unable to Rate

4. *Staff relations; demonstrates leadership and promotes professional staff performance.*

Exceeds Standards  
 Meets Standards  
 Fails to Meet Standards  
 Unable to Rate

5. *Financial planning and administration; prepares and administers annual budget, which maintains a multiyear vision.*

Exceeds Standards  
 Meets Standards  
 Fails to Meet Standards  
 Unable to Rate

**Tri Village Regional Sewage Services Commission**  
**C.A.O. PERFORMANCE EVALUATION**

6. *Personal and professional development; strives to maintain current knowledge and skill levels.*

- Exceeds Standards
- Meets Standards
- Fails to Meet Standards
- Unable to Rate

7. *Effective delivery of TVRSSC services and community relations.*

- Exceeds Standards
- Meets Standards
- Fails to Meet Standards
- Unable to Rate

8. *Intergovernmental relationship at the Provincial, Regional and local levels.*

- Exceeds Standards
- Meets Standards
- Fails to Meet Standards
- Unable to Rate

9. *Overall evaluation of the C.A.O.'s performance.*

- Satisfactory
- Unsatisfactory

10. *Accomplishments: Has the C.A.O. accomplished or worked toward accomplishing the goals established by the Board? Why or why not?*

**Tri Village Regional Sewage Services Commission  
C.A.O. PERFORMANCE EVALUATION**

11. *Strengths: Based upon your overall evaluation of the C.A.O., what areas would you list as his/her strong points as a manager?*
12. *Improvements suggested: Based upon your evaluation, what areas would you suggest the C.A.O. work on to improve his/her skills and to be more effective in specific areas or situations?*
13. *Goals for next year: What are the major goals on which the C.A.O. needs to focus in the coming year?*

Reviewed by Chair and the C.A.O this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer's  
Signature

\_\_\_\_\_  
Date

**CAO Performance Evaluation: MANAGEMENT AND LEADERSHIP EFFECTIVENESS**

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide comments or examples to illustrate the rating.

0 - Don't Know

1 - Falls short of requirements

Rating from 0 - 4: 2 - Meets requirements

3 - Performing beyond requirements

4 - Exceptional

1. Leadership style fits the Municipality's needs. Rating:

2. Obtains and allocates resources consistent with strategic objectives. Rating:

3. Demonstrates a good understanding of the major issues facing the Council and the Municipality. Rating:

4. Exercises good judgment in dealing with major issues. Rating:

5. Demonstrates consistent values of high ethical awareness, honesty, fairness and courage. Rating:

6. Demonstrates a clear understanding of the local, regional, provincial and national and global issues impacting the Municipality. Rating:

7. Provides positive leadership to staff and elected officials. Rating:

8. Identifies, assesses and manages the principal risks to the Municipality. Rating:

CAO Performance Evaluation: MANAGEMENT AND LEADERSHIP EFFECTIVENESS

CATEGORY TOTAL

0

## CAO Performance Evaluation: RELATIONSHIP WITH COUNCIL

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide comments or examples to illustrate the rating.

0 - Don't Know

1 - Falls short of requirements

Rating from 0 - 4: 2 - Meets requirements

3 - Performing beyond requirements

4 - Exceptional

1. Presents matters to Council within appropriate timelines.

Rating:

2. Acts on Council resolutions/motions and direction in a timely manner.

Rating:

3. Facilitates Council's governance, decision-making and committee work.

Rating:

4. Facilitates the orientation and training of Councillors.

Rating:

5. Keeps Council fully informed on all important aspects of the status and development of the Municipality.

Rating:

6. Respects the division of authority between Council and the CAO.

Rating:

7. Maintains a positive working relationship with the Mayor and Councillors.

Rating:

CATEGORY TOTAL

0

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## CAO Performance Evaluation: RELATIONSHIP WITH STAFF

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide

- 0 - Don't Know  
1 - Falls short of requirements  
Rating from 0 - 4: 2 - Meets requirements  
3 - Performing beyond requirements  
4 - Exceptional

1. Actively supports and encourages professional development among the staff. Rating:

2. Effectively attracts, retains, motivates and leads a team capable of achieving municipal Rating:

3. Ensures staff succession, including long-term development of candidates for the CAO Rating:

4. Promotes a clear understanding of roles between staff and elected officials. Rating:

5. Ensures an effective participative process of strategic planning to achieve the vision and Rating:

6. Ensures staff are involved in a meaningful way with decision making. Rating:

7. Effectively communicates Council's decisions to staff. Rating:

CATEGORY TOTAL

0



## CAO Performance Evaluation: RELATIONSHIP WITH THE PUBLIC AND MEDIA

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide

- 0 - Don't Know  
1 - Falls short of requirements  
Rating from 0 - 4: 2 - Meets requirements  
3 - Performing beyond requirements  
4 - Exceptional

1. Serves as chief administrative spokesperson, communicating effectively with all Rating:

2. Appropriately represents Council's direction. Rating:

3. Appropriately represents the Municipality and Council in the community. Rating:

4. Appropriately represents the Municipality and Council outside of the community. Rating:

5. Ensure that the public perceive the Council and the Municipality in a positive light. Rating:

6. Ensure that the Municipality maintains appropriate public engagement. Rating:

CATEGORY TOTAL

0

## CAO Performance Evaluation: OBJECTIVES AND ACCOMPLISHMENTS

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide

- 0 - Don't Know  
 1 - Falls short of requirements  
**Rating from 0 - 4:** 2 - Meets requirements  
 3 - Performing beyond requirements  
 4 - Exceptional

1. Leads the operations of the Municipality and communicates a clear plan that reflects Rating:

2. Establishes objectives, operating, and financial plans for the Municipality that meet the Rating:

3. Continuously monitors and evaluates objectives and plans to ensure they are being Rating:

4. Ensures the Municipality meets or exceeds the financial and operating performance Rating:

5. Reviews and where appropriate, adjusts the long term strategies and objectives of the Rating:

6. Effectively manages both the short and long term growth of the Municipality in a Rating: 0

**CATEGORY TOTAL** 0

**EVALUATION TOTAL** 0

### OBJECTIVES

These should be developed by the CAO and reviewed by the Mayor and Council

Key Objectives	Results

Overall impression of performance and results achieved.



## CAO Performance Evaluation: COMMENTS

Rate each of the following according to your perception of the performance of the CAO in the past year. Please provide

- Rating from 0 - 4:
- 0 - Don't Know
  - 1 - Falls short of requirements
  - 2 - Meets requirements
  - 3 - Performing beyond requirements
  - 4 - Exceptional

1. What are the CAO's greatest strengths?

2. What are the things that you have most appreciated that the CAO has accomplished so far this year?

3. What are specific areas where the CAO needs to turn his/her attention in the coming year?

4. Are there any specific training opportunities that the CAO should be utilizing?

Signature of CAO (this indicates only that this appraisal has been discussed with you, not that you agree with the ratings).

\_\_\_\_\_  
Mayor or Deputy Mayor

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# DRAFT 2025 BUDGET

8.a/c

## TRI-VILLAGE REGIONAL SEWER SERVICES COMMISSION

	2024 APPROVED BUDGET	Actual - as at October 10, 2024	Variance	% of Actual Budget	2024 BUDGET vs. ACTUAL NOTES	2025 DRAFT BUDGET
<b>REVENUE:</b>						
OPERATING REQUISITION (%)	445,029	445,029	0	100%	Will be the actual at Dec 1st	465,872 *
SEWER REVITALIZATION (SR Levy - Lot Count)	271,096	271,096	0	100%	Will be the actual at Dec 1st	271,096
DEBENTURE - LAGOON (2032) (%)	135,314	135,314	0	100%	Will be the actual at Dec 1st	135,314
DEBENTURE - LIFT STNS (2041) (SR Levy - Lot Count)	117,404	117,404	0	100%	Will be the actual at Dec 1st	117,404
SERVICE FEES	0	0	0			0
INTEREST INCOME	50,000	52,773	2,773	106%	Interest rates are trending down	30,000
PERMIT FEES	5,000	10,000	5,000	200%		5,000
LAND LEASE/RENT	650	650				650
TRANSFER FROM RESERVES (FOR CAPITAL PROJECT(S))	415,000	0	415,000	0%		295,000
TRANSFER FROM OPERATING RESERVES (OFFSET LEGAL)(Offset LSAC at SVVQ)	0	0			transfer costs from reserves if LSAC doesn't connect	10,000
AMORT-DEFERRED CONTRIBUTION	0	0	0			0
LSAC (Connection at SVVQ) - Operating					Dependant on LSAC Connection at SVVQ, annual operating	
LSAC (Connection at SVVQ) - Annual revitalization Levy					Dependant on LSAC Connection at SVVQ, Sewer Revitalization	
LSAC (Connection at SVVQ) - Start-up					Dependant on LSAC Connection at SVVQ, connection fees	
<b>TOTAL REVENUE:</b>	<b>1,439,493</b>	<b>1,032,266</b>	<b>407,227</b>	<b>72%</b>		<b>1,330,336</b>

\* represents a 4.7% increase to operating requisitions.

DRAFT

EXPENSES:	2024 APPROVED BUDGET	Actual - as at October 10, 2024	Variance	% of Actual Budget	2023 BUDGET vs. ACTUAL NOTES	2025 DRAFT BUDGET
CAPITAL PROJECT - FUNDED BY RESERVES; Lagoon Control Panel Replacement - 2024; Main Lift Station Air Handling - 2025	175,000	136,233	38,767	78%		60,000
CAPITAL PROJECT - FUNDED BY RESERVE; Main Lift Station Base Pump Replacement-2024; Manhole Lining - 2025	100,000	117,724	17,724	118%	may be able to finish the lining with this, unless there unexpected repairs that come up.	125,000
CAPITAL PROJECT - FUNDED BY RESERVES; 2 FLIGHT PUMPS- 2024; lagoon rehabilitation - 2025	140,000	0	140,000	0%	New - was not included in capital plans	90,000
CAPITAL PROJECT - FUNDED BY RESERVES, rebuild spare pump - 2024	0	0	0	#DIV/0!		20,000
LSAC CONNECTION - NEW ACCOUNT (Legal)	0	6,735	6,735	#DIV/0!	NEW ACCOUNT 2025-legal fees Expenses for connection, should it move forward	10,000
LSAC CONNECTION - CONNECTION EXPENSES	2,200	1,278	922	58%		1,500
CASUAL LABOUR & WCB	2,000	986	1,014	49%		1,500
ADVERTISING & PROMOTION	5,775	5,500	275	95%		5,625
AUDIT					Are there any special Projects the Board would like to consider? If, so do we need to increase this?	2,500
LEGAL & PROF. FEES	20,000	0			3% COLA (will have more accurate numbers by Jan)	32,445
CONTRACTED MANAGEMENT FEES	31,500	23,299	8,201	74%		2,500
MANAGEMENT FEES SPECIAL PROJECTS	2,500	0			6 Board Meetings and 2 additional meetings	6,400
HONORARIA	6,300	2,940	3,360	47%		125
INTEREST & BANK CHARGES	125	65	60			310
MEMBERSHIPS	260	200	200	23%	RMA membership increased \$54	5,768
OFFICE & MISCELLANEOUS	5,600	4,266	1,334	76%	3% COLA	6,000
CONTRACTED RENTAL SERVICES	6,000	6,000	0	100%		1,000
TRAVEL	800	874	74	109%		
INSURANCE	23,130	19,144	3,986	83%	EIL - \$11,508 (firm, was \$8658); 4% increase anticipated for rest	26,569
PROFESSIONAL DEVELOPMENT	0	0	0	#DIV/0!		0
CONTRACTED OPERATOR (MGMT & OPERATIONS)	59,989	44,306	15,683	74%		61,790
CONTRACTED OPERATOR (HOURS)	40,000	29,350	10,650	73%	3% COLA	40,000
SUPPLIES & MISCELLANEOUS	500	0	500	0%		500
REPAIRS & MAINTENANCE	199,000	145,379	53,621	73%	Have included all R&M in this line. This will allow us more flexibility with expenses but we will still track the various lines and where R&M is occurring. Increase is mainly due to new testing regulations regarding our discharge, more pump inspections to ensure pumps are operating well, and moving back to a full system flush as it saves money in the long run on R&M.	212,000
UTILITIES & TELEPHONE	45,000	34,128	10,872	76%		45,000

See detailed R&M at end of Budget.

DRAFT

INTEREST ON LONG TERM DEBT (DEBENTURE INTEREST)	93,349	93,349	0	100%	Will be the actual at Dec 1st	86,860
AMORTIZATION	0	0	0			0
TOTAL EXPENSES:	959,028	671,616	287,412	70%		843,382
SURPLUS / DEFICIT:	480,465	360,650	119,815			486,954

DRAFT

	2024 APPROVED BUDGET	Actual - as at October 10, 2024	Variance	% of Actual Budget	2023 BUDGET vs. ACTUAL NOTES	2025 DRAFT BUDGET
<b>EQUITY/RESERVE FUND:</b>						
9-8800 AMORT OF DEFERRED CONTRIBUTION	0	0	0			0
9-8805 AMORT OF CAPITAL ASSETS	0	0	0			0
9-8825 DEBENTURE COSTS - LAGOON UPGRADE (2032)	93,062	93,062	0	1.00		97,383
9-8830 DEBENTURE COSTS - LIFT STN UPGRADE (2041)	66,307	66,307	0	1.00	Will be the actual at Dec 1st	66,475
9-8850 TRANSFER TO RESERVES (SEWER REVITALIZATION)	271,096	0	271,096	0.00		271,096
9-8852 TRANSFER TO RESERVES (OPERATING RESERVE)	0	0	0			0
9-8854 TRANSFER TO RESERVES (CAPITAL RESERVE)	50,000	0	50,000			50,000
<b>TOTAL OTHER EXPENSES</b>	<b>480,465</b>	<b>159,369</b>	<b>321,096</b>	<b>0.33</b>		<b>486,954</b>
<b>NET SURPLUS / DEFICIT:</b>	<b>0</b>	<b>201,281</b>	<b>201,281</b>			<b>0</b>

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Detailed R & M

DRAFT

REPAIRS & MAINTENANCE	199,000	145,379	53,621	73%	Have included all R&M in this line. This will allow us more flexibility with expenses but we will still track the various lines and where R&M is occurring. Increase is mainly due to new testing regulations regarding our discharge, more pump inspections to ensure pumps are operating well, and moving back to a full system flush as it saves money in the long run on R&M.	212,000
LAGOON DISCHARGE	15,000	0	0	0%	Not yet done in 2024, increase to cover anticipated additional sampling requirements due to low flow in the river.	16,500
REPAIRS/Maintenance LAGOON	15,000	13,881	1,119	93%		14,000
REPAIR LIFT STATIONS	59,000	69,436	10,436	118%	high last year due to pump repairs	60,000
REPAIR MANHOLES	0	0	0			0
FLUSH/DISCHARGE LINES	50,000	48,812	1,188	98%	reduced this last year and were able to do less than half the system. We would like to go back to doing the whole system this year. The longer we wait between, the more expensive it gets	65,000
REPAIR EQUIPMENT	0	0	0	#DIV/0!		0
REPAIR SEWER LINES	45,000	0	45,000	0%	2024 was an unusual year and we usually use the bulk of this budget line	40,000
PREVENTATIVE MAINTENANCE	15,000	13,250	1,750	88%	Budgeting for additional pump inspections, if we are keeping these pumps	16,500

# DRAFT

8.6

## TVRSSC 5yr Capital Plan 2026-2030

Year	Project Description	Cost Estimate
2026	Camera all gravity mains	250,000
	Generator at SSP1 & AB2	110,000
	Fog System	75,000
	<b>2026 TOTAL</b>	<b>435,000</b>
2027	Line sewer Mains	350,000
	<b>2027 TOTAL</b>	<b>350,000</b>
2028	Desludge Anaerobic and Facultative cells	500,000
	<b>2028 TOTAL</b>	<b>500,000</b>
2029	Rip Rap Lagoon	60,000
	discharge line clearing	50,000
	<b>2029 TOTAL</b>	<b>110,000</b>
2030	Main Lift Station Piping Rehab	325,000
	<b>2030 TOTAL</b>	<b>325,000</b>
	<b>TOTAL</b>	<b>1,720,000</b>

Anticipated Capital Reserves at the end of 2024	
Capital Replacement	651,560
Sewer Revitalization	312,481
Unrestricted Surplus	378,782
<b>TOTAL</b>	<b>1,342,823</b>

8.d

## Wildwillow Enterprises

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**From:** Darwin Durnie <dkdurnie@gmail.com>  
**Sent:** November 8, 2024 8:48 AM  
**Subject:** Alberta Regional Water and Wastewater Commissions Forum – November 18, 2024 - Edmonton  
**Attachments:** Alberta Regional Water and Wastewater Commission Agenda.pdf

We are pleased to invite you to attend the **Alberta Regional Water and Wastewater Commissions Forum** on **November 18, 2024**, at **0830** at **Government House in Edmonton**. This forum will be an excellent opportunity to discuss key issues and ideas with fellow Chairs and CAOs from regional water and wastewater commissions across Alberta.

The **ACE Water Corporation** from the Vermillion River area and the **South Red Deer Wastewater Commission** have taken on the roles of **Managing Partners** for this event and they have asked me to act as your facilitator for the day.

**Alberta Transportation and Economic Corridors** will outline their current thoughts regarding the integration of the **Water for Life** program with the **Integrated Water Grant Program**. Department staff from **Alberta Transportation, Alberta Environment and Protected Areas, Alberta Agriculture and Irrigation** and **Municipal Affairs** have been invited to attend as observers. **Minister Dreeshen** has been invited to address the group and has graciously approved our use of Government House.

Please note that due to limited capacity, we are able to accommodate two representatives from each commission - the **Chair and CAO**.

**Topics for Discussion** (a detailed agenda is attached).

- Operational models and rate recovery strategies
- Hub facilities and water treatment challenges
- Long-term sustainability and financial planning
- Water Supply: Drought, Emergencies, Licenses
- What's next: opportunities, and new ideas in water/wastewater management

We kindly ask you to confirm your attendance by **return email no later than November 13, 2024**.

The cost for this forum is **\$150.00 per attendee**.

[PLEASE CLICK HERE TO REGISTER](#)

**Payment by invoice** will be available on request.

We look forward to seeing you at the forum.

Darwin Durnie

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# Regional Water Service Forum

## Agenda

### Date/Time:

November 18, 2024  
8:30 am – 4:30 pm

### Location:

Government House - 12845 102 Ave NW, Edmonton

### Registration:

<https://www.eventbrite.ca/e/alberta-regional-water-and-wastewater-commissions-forum-tickets-1056176715989?aff=oddtcreator>

### Objectives:

1. **Share Best Practices:** Facilitate the exchange of approaches to operating, administering, and recovering costs for regional water and wastewater commissions.
2. **Identify Challenges:** Discuss emerging challenges around hub facilities and treatment plants that may no longer align with the original Water for Life strategy.
3. **Develop Collective Strategies:** Formulate solutions to common issues that will guide future actions, including policy recommendations for Government of Alberta: Transportation & Economic Corridors, Municipal Affairs and Environment and Protected areas
4. **Create a Long-term Platform for Dialogue:** Consider establishment of a recurring forum to promote ongoing dialogue, development of tools and procedures, and knowledge sharing across regional commissions.

Time	Agenda
8:15 am – 9:00am	<b>Registration and Coffee</b>
9:00 am – 9:15 am	<b>Introductions</b> <i>Hosts South Red Deer Regional Commission Chair and Ace Water Corporation President</i>  Acknowledgment of invited observers from Alberta Transportation and Economic Corridors, Alberta Municipal Affairs, Alberta Environment and Protected Areas, and Alberta Agriculture and Irrigation and Aboriginal Affairs
9:15 am – 9:30am	<b>Transportation and Economic Corridors</b>  Presenter: Robert Quinton, Executive Director – Strategic Procurement and Grants, Alberta Transportation & Economic Corridors  Overview on Branch Priorities





9:30 am – 10:30  
am

### **Topic 1: Operational Models and Rate Recovery Strategies**

Presenter: South Red Deer Regional Wastewater Commission - 10 minutes

Group: Overview of different operational models used by commissions, including examples of business models versus regional cooperative models.

Discussion: Rate recovery mechanisms: cost allocation, customer pricing, and long-term sustainability of operational plans, rate model templates

10:30 am – 11:00  
am

Networking Break

*Light refreshments available.*

11:00 am – 12:00  
pm

### **Topic 2: Hub Facilities and Water Treatment Challenges**

Presenter: Ace Water Corporation - 10 minutes

Group: Examination of hub facility challenges: outdated infrastructure, cascading costs through multiple systems, and operational inefficiencies.

Discussion: Analysis of whether current operations still align with the original intent of the Water for Life strategy, particularly regarding cost-sharing among regions. Solutions and future adjustment requirements.

12:00 pm – 12:30  
pm

Lunch

12:30 pm – 1:30  
pm

### **Topic 3: Long-term Sustainability and Financial Planning**

Presenters: Cold Lake Regional Water Commission – 10 minutes

Group; Discussion of strategies for building reserves, debt repayment, and creating sustainable financial models for the next decade.

Discussion: How much grant should be in place in future to help meet new standards imposed by Alberta Environment. Examples of successful capital planning initiatives, asset management and how much should this generation pay for replacement costs.

1:30 pm – 2:30 pm

### **Topic 4: Water Supply: Droughts, Emergencies and Licenses**

Presenter: Aqua Seven – 10 minutes

Group: Clarify human need for food and fire when creating policies and standards versus instream objectives set by Environment and Protected Areas especially with regards to drought. What should suppliers notify commissions of? What does EPA notify commissions of, quality, quantity, failures? Provincial readiness map

Discussion: open dialogue on new ideas, emerging technologies and sharing of information

2:30 pm – 3:00 pm

Networking Break

*Light refreshments available*

3:00 pm – 4:00 pm

### **Topic 5: What's Next**

Presenter: Darwin Durnie



Group: Recap of day discussions and selection of priorities. Observer questions for clarification

Discussion on the need to continue this collaboration. What does structure look like?

4:00 pm – 4:15 pm

Closing Remarks



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9.a

## Wildwillow Enterprises

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**From:** RMA Insurance <risk@rmainurance.com>  
**Sent:** October 11, 2024 1:52 PM  
**To:** Wildwillow Enterprises  
**Subject:** RMA Insurance: Important Information Regarding Insurance Renewal



## Important Information Regarding Insurance Renewal

Dear Subscribers,

As part of our ongoing commitment to informing you about significant developments, we wish to provide information regarding an upcoming change to premium renewals.

Once again, inflationary increases in buildings and heavy equipment continue to impact premiums; however, the outlook appears to be stabilizing. This year there will be an increase of 4% on buildings and 7% on heavy equipment.

Recent fire and water losses, including the significant impact of the Alberta wildfires, have led to higher costs for Genesis' reinsurance and excess insurance costs. As a result, property premiums for the 2024 renewal will increase, in some cases, reaching up to 20%. While this is higher than the typical adjustments, we've worked diligently to minimize the impact on your premiums by leveraging several important measures:

- We activated our Wildfire Defense contract, which directly protects insured assets during wildfire events, and utilized other risk management initiatives during premium negotiations to secure the best possible outcome.
- Our governance board's established policies allow us to draw on the reciprocal's net position, further reducing the premium increases.

Additionally, to ensure fair and transparent premium distribution, our property premium pricing model will now include a rating system for assets with exposure to wildfire or hail risks. Assets in these areas will see an additional 10% premium, ensuring that properties with lower exposure are not disproportionately impacted. Subscribers can reduce these increases by participating in the FireSmart Program or using construction materials resistant to hail.

While property premiums are increasing, the liability, auto, and other product lines are seeing positive results. These will have flat renewals, with some even experiencing decreases. We hope that when considering your entire insurance budget, the overall cost of risk aligns more closely with previous renewals, which have only seen modest single-digit percentage increases in the 7% to 10% range.

We understand that changes in premiums may impact your budget planning. We want to reassure you that we are committed to working closely with you to provide the most comprehensive and competitive coverage possible. Rest assured, the reciprocal's financial strength remains solid, ensuring continued stability and support.

Our dedicated team is available to address any questions or concerns about this adjustment and support you through this transition.

We genuinely appreciate your continued partnership and look forward to continuing to meet your insurance requirements in the coming year.

Thank you for your understanding and ongoing support.

Sincerely,



**Craig Pettigrew**

*General Manager of Insurance*

780.955.8407

[craig@RMAinsurance.com](mailto:craig@RMAinsurance.com)





RMAAlberta.com



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**Our mailing address is:**

2510 Sparrow Drive  
Nisku, AB T9E 8N5

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[unsubscribe from this list](#) [update subscription preferences](#)

9-b



# RMA



## canoe



## RMA INSURANCE

[RMAAlberta.com](http://RMAAlberta.com)

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639

**To Our Valued Associate Members,**

We sincerely thank you for your support of our programs and continued attention to your accounts. Our programs run efficiently and provide the best benefit to all when we work together.

Our associate membership fees will be invoiced on November 1<sup>st</sup> to coincide with the insurance renewal cycle to accommodate those of you who only access the insurance program. The Board of Directors has decided to increase the associate membership fees from \$195 to \$249 per year. This is the first increase since 2013 (11 years), and we trust that you will appreciate our need for a small inflationary increase for the year expiring July 31, 2025

We commit to open communication and continual support of our membership to provide the very best in class service and value.

Please do not hesitate to reach out to me with any questions or concerns at [susanw@RMAAlberta.com](mailto:susanw@RMAAlberta.com) or 780.955.8405.

Thank you,

Susan Wolfe, CPA, MBA, CIP  
General Manager of Finance  
RMA Group of Companies



# Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

October 30, 2024

**Re: Alberta Beach Organizational Meeting**

Council of Alberta Beach held their Organizational Meeting on October 29<sup>th</sup>, 2024. The results of their Organizational Meeting are as follows;

Mayor.....	Kelly Muir	<a href="mailto:kellymuir@albertabeach.com">kellymuir@albertabeach.com</a>
Deputy Mayor.....	Bill Love	<a href="mailto:aboffice@albertabeach.com">aboffice@albertabeach.com</a>
Councillor.....	Debbie Durocher	<a href="mailto:debbiedurocher@albertabeach.com">debbiedurocher@albertabeach.com</a>
Councillor.....	Tara Elwood	<a href="mailto:taraelwood@albertabeach.com">taraelwood@albertabeach.com</a>
Councillor.....	Daryl Weber	<a href="mailto:aboffice@albertabeach.com">aboffice@albertabeach.com</a>

**Committee Appointments:**

- Alberta Beach Ag Society AglipleX Operations Committee – Mayor Muir & Councillor Elwood as alternate
- Alberta Beach Ag Society Beachwave Park Operations Committee – Mayor Muir & Councillor Durocher as alternate
- Alberta Beach Campground Advisory Committee – Deputy Mayor Love & Councillor Elwood
- Alberta Beach Inter-municipal Development Plan Steering Committee – Councillor Elwood & Councillor Weber
- Alberta Beach Library Board – Councillor Elwood
- Alberta Beach Museum & Archives – Councillor Durocher
- Alberta Beach Public Works Advisory Committee – Deputy Mayor Love & Councillor Elwood
- Beachwave Park Stakeholders Committee – Mayor Muir & Councillor Durocher as alternate
- Community Futures Yellowhead East – Councillor Weber & Councillor Elwood as alternate
- Ste. Anne Summer Village Regional Emergency Partnership Advisory Committee – Councillor Elwood
- FCSS Trivillage Committee – Mayor Muir
- Highway 43 East Waste Commission – Deputy Mayor Love & Councillor Weber as alternate
- Inter-municipal Collaboration Framework (ICF) Committee – Councillor Elwood & Councillor Weber & Mayor Muir as alternate
- Lac Ste. Anne East End Bus – Deputy Mayor Love
- Lac Ste. Anne Foundation – Councillor Weber
- Lake Isle and Lac Ste. Anne Stewardship Society – Councillor Durocher
- Land Use Bylaw Review Committee – Councillor Durocher & Councillor Elwood
- Municipal Planning Commission – All Council members
- Partners In Progress Committee – Mayor Muir
- Regional Fire Services Committee – Mayor Muir & Councillor Elwood
- Regional Trail Master Plan Steering Committee – Mayor Muir & Councillor Elwood
- Ste. Anne Recreational Lake Use Committee (SARLUC) – Mayor Muir & Councillor Weber
- Sturgeon River Watershed Alliance – Councillor Weber
- Trivillage Regional Sewage Service Commission – Mayor Muir & Councillor Weber
- Water Distribution Feasibility Study Steering Committee – Mayor Muir & Councillor Elwood & Councillor Durocher as alternate
- West Inter Lake District (WILD) Water Commission – Councillor Elwood & Councillor Durocher as alternate
- Yellowhead Regional Library Board – Councillor Elwood & Councillor Weber as alternate