



Village of Marwayne

Agenda

Regular Village Council Meeting
 Monday, February 7, 2022 @ 7:00 PM
 Horton Agencies Board Room/Zoom Video Conferencing

	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 February 7th, 2022 Village Council Meeting Agenda	
Be it resolved that the February 7th, 2022 Village Council Meeting Agenda be approved as presented.	
4 ADOPTION OF MINUTES	
4.1 January 24th, 2022 Village Council Meeting Minutes	4 - 6
Be it resolved that the January 24th, 2022 Village Council Meeting Minutes be approved as presented.	
5 DELEGATIONS/PUBLIC HEARINGS	
5.1 7:00PM Sergeant Corey Buckingham from the Kitscoty RCMP	7 - 16
Be it resolved that the presentation and quarter 3 statistics provided by Sergeant Corey Buckingham from the Kitscoty RCMP be received as information.	
5.2 7:30PM Northern Lights Library System Executive Director James McDonald	17 - 18
Be it resolved that the presentation by Executive Director James McDonald on behalf of the Northern Lights Library Board be received as information.	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Alberta Emergency Management Agency Training for Elected Officials	
Be it resolved that the Village of Marwayne Council participate in the Emergency Management training seminar on March 10th, 2022 at 6:00 p.m. as legislatively required by the Municipal Government Act.	
8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
8.1 Intermunicipal Subdivision and Development Appeal Board Bylaw No. 585-22	19 - 32

Be it resolved that the Village of Marwayne give first reading to Bylaw No. 585-22, being a bylaw to establish an Intermunicipal Subdivision and Development Appeal Board.

Be it resolved that the Village of Marwayne appoint Councillors Cheryle Eikeland and Ashley Rainey as members of the Intermunicipal Subdivision and Development Appeal Board for a three year term (2022-2024).

8.2 Intermunicipal Assessment Review Board Bylaw No. 586-22 33 - 43

Be it resolved that the Village of Marwayne give first reading to Bylaw No. 586-22, being a bylaw to establish a Joint Assessment Review Board for the County of Vermilion River, City of Lloydminster, Town of Vermilion, Village of Kitscoty, Village of Mannville, Village of Paradise Valley, and the Village of Marwayne.

9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

9.1 Human Resource Policies 44 - 66

Be it resolved that the following human resource policies be approved as presented:

- **Respectful Workplace Policy HR 20**
- **Recruitment Policy HR 21**
- **Termination of Employment HR 22**
- **Performance Management HR 23**

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 67 - 86

Be it resolved that the following Councillor Reports be received as information:

- Northern Lights Library System Weekly Reports
- Provincial Policing Questions and Answers
- Chamber of Commerce Meeting Minutes
- Vermilion River Regional Waste Management Services Commission Meeting Minutes
- Pioneer Lodge Meeting Minutes
- Community Futures Board Orientation Update

10.2 Chief Administrative Officer Report 87 - 88

Be it resolved that the Chief Administrative Officer Report be received as information.

11 FINANCIAL

12 CORRESPONDENCE

12.1 Farm Safety Centre Request 89 - 91

Be it resolved that the request from the Farm Safety Centre be received as information.

12.2 CN Press Release 92 - 95

Be it resolved that the CN Press Release be received as information.

13 CONFIDENTIAL

14 SETTING OF THE NEXT MEETING

14.1 FEBRUARY 28TH, 2022

15 ADJOURNMENT



Village of Marwayne
Box 113, 210 2nd Ave N
Marwayne, AB T0B 2X0

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Minutes of the Regular Meeting of the Council of the Village of Marwayne
In the Province of Alberta, held on Monday January 24th, 2022
Commencing at 7:00 PM via Zoom Video Conferencing

PRESENT

Mayor Chris Neureuter
Deputy Mayor Rod McDonald
Councillors Ashley Rainey, Cheryle Eikeland and Morgan Wood
Chief Administrative Officer Shannon Harrower

1. CALL TO ORDER

Mayor C. Neureuter called the January 10th, 2022 Village of Marwayne Council Meeting to order at 6:58 p.m. with all members in attendance.

2. ADOPTION OF AGENDA

January 24th, 2021 Council Meeting Agenda

2022-01-19

Moved By Councillor C. Eikeland

Be it resolved that the January 24th, 2022 Village Council Meeting Agenda be approved with the following additions as presented:

- **EMS System Pressure and Mitigation Memo**
- **Snow Removal**
- **Community Futures Meeting Update**

CARRIED

3. ADOPTION OF MINUTES

January 10th, 2021 Council Meeting Minutes

2022-01-20

Moved By Deputy Mayor R. McDonald

Be it resolved that the January 10th, 2021 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Public Works Foreman Report

2022-01-21

Moved By Councillor A. Rainey

Be it resolved that the Public Works Foreman Report be received as information.

CARRIED

Snow Removal

2022-01-22

Moved By Deputy Mayor R. McDonald

Be it resolved that the Snow Removal discussion be received as information.

CARRIED



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5. ADMINISTRATIVE REPORTS

Councillor Reports

2022-01-23

Moved By Councillor A. Rainey

Be it resolved that the following Councillor Reports be received as information:

- **Vermilion River Regional Alliance Meeting Update**
- **Provincial Policing Webinar Update**
- **Community Futures Meeting Update**
- **Vermilion River Regional Waste Management Services Commission Meeting Minutes**
- **Lloydminster & District Housing Meeting Minutes**

CARRIED

6. FINANCIAL

Cheque Distribution Report

2022-01-24

Moved By Councillor C. Eikeland

Be it resolved that the Accounts Payable Invoices being over \$5,000 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5000 but within budget be received as information.

CARRIED

Letter to Pioneer Lodge

2022-01-25

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne send a letter to Pioneer Lodge to support their housing study in principle.

CARRIED

Chief Administrative Officer Report

2022-01-26

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne move to a closed session under FOIP Section 17 (1) at 7:21 p.m. with all members in attendance.

FOIP Section 17 (1) – Advice from Officials – CAO Report

2022-01-27

Moved By Councillor M. Wood

Be it resolved that the Village of Marwayne revert to a regular session at 7:35 p.m. with all members in attendance.

7. DELEGATIONS

V3 Group of Companies

Peter Vana, Nick Pryce and Elisa Stamatakis joined the January 24th, 2022 Village Council Meeting at 7:36 p.m. for an engagement presentation related to the rewrite of the Marwayne Sustainability Plan and the Marwayne Strategic Plan.



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8. ADJOURNMENT

Being that the January 24th, 2022 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:54 p.m.

Approved this 7th day of February 2022.

Chris Neureuter, Mayor

Shannon Harrower, CAO

DRAFT



January 27, 2022

Sgt. Corey Buckingham
Detachment Commander
Kitscoty, Alberta

Dear Mayor Neureuter,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Kitscoty Detachment. This report covers the October 1st to December 31st, 2021 reporting period. As part of our continued commitment to engage with the communities we serve in enhancing service delivery, this report is a key tool to address any questions or concerns you may have.

As we embark on 2022, the safety and security of Albertans remains to be the top priority for the Alberta RCMP. The inclusion of Body Worn Cameras on our front line members supports our long-standing commitment towards enhancing public safety and trust with the communities we serve by increasing the transparency of police interactions with citizens. Later this spring, a number of Body Worn Cameras will be piloted in locations across Alberta to inform the success of the provincial rollout that is aimed to follow in the 2022/23 fiscal year. Front-line officers at detachments in Grande Prairie, Parkland, St. Paul, and Gleichen will take part in the pilot. These locations were strategically chosen given their high volumes of calls and varying line speeds. This pilot will allow us to see how the system performs and make adjustments to ensure it meets our needs before the full roll-out.

We are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, you will be invited to an information session and I will be working with you to develop the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

In addition, the Joint Business Plan is being finalized collaboratively by the Alberta RCMP and the Province of Alberta. The development of this plan has taken into consideration and input from communities as reflected in the Interim Police Advisory Board (PAB) report.

1 of 2



While this broader plan is nearing completion and is reflective of provincial policing priorities – in the coming weeks, detachment commanders will be engaging with communities to identify and discuss local policing priorities as they develop their detachment annual performance plans.

The attached reporting along with your valued feedback and guidance will support the reinforcement of your policing priorities, and help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sgt. Corey Buckingham
Detachment Commander
Kitscoty Detachment



RCMP Provincial Policing Report

Detachment	Kitscoty Provincial
Detachment Commander	Sgt. Corey Buckingham
Quarter	Q3 2021
Date of Report	2022-01-28

Community Consultations

Date	Attendee(s)	Notes
2021-10-28	CAO	Email regarding changes to Mayor and Council.
2021-11-03	CAO	Q2 Community Policing Report sent to CAO.



Community Priorities

Priority 1	Crime Reduction - Reduce occurrences of property crime
Current Status & Results	<p>Goal: To reduce select property crime by 3% compared to 2021 fiscal year. Select property crime includes Break and enters, thefts of vehicles and all other types of theft.</p> <p>Result: In Q3 Kitscoty Detachment responded to 33 occurrences bringing this initiative back on track.</p>
Priority 2	Police / Community Relations - Enhance Public Confidence and Engagement by hosting at least two community/town hall/consultation type events
Current Status & Results	<p>Goal: Engage the public via consultation type events/meetings with a goal of at least 2 formal events.</p> <p>Result: No formal engagement activities took place during this quarter. A Virtual Town Hall meeting is planned for Feb 15th, 2022.</p>
Priority 3	Crime Prevention - Prevent and Reduce Property Crimes by increasing police visibility through vehicle stops in all communities
Current Status & Results	<p>Goal: To track the number of vehicle stops in all areas including in identified hot spot areas with a goal of 100 stops. This is up from the goal of 75 last fiscal year.</p> <p>Result: During Q3, 74 traffic stops were conducted. This is well above the quarterly target and this objective has already been exceeded.</p>



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2020	2021	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	105	98	-7%	583	450	-23%
<i>Persons Crime</i>	19	17	-11%	77	83	8%
<i>Property Crime</i>	64	66	3%	439	290	-34%
<i>Other Criminal Code</i>	22	15	-32%	67	77	15%
Traffic Offences						
<i>Criminal Code Traffic</i>	12	7	-42%	39	41	5%
<i>Provincial Code Traffic</i>	206	313	52%	895	1,233	38%
<i>Other Traffic</i>	1	11	1,000%	7	18	157%
CDSA Offences	0	0	N/A	4	4	0%
Other Federal Acts	2	0	-100%	12	4	-67%
Other Provincial Acts	34	24	-29%	155	173	12%
Municipal By-Laws	2	2	0%	12	8	-33%
Motor Vehicle Collisions	68	74	9%	191	205	7%

¹ Data extracted from a live database (PROS) and is subject to change over time.

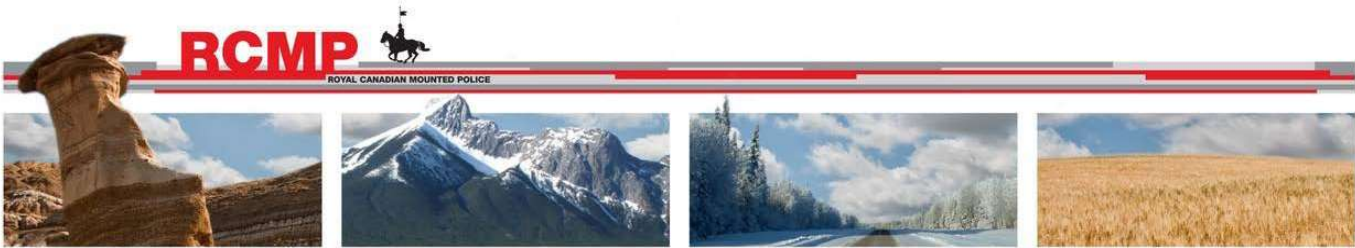
Trends/Points of Interest

Property crime is down 34% year over year.

Traffic enforcement is up as a result of Vermilion Traffic Services being more active in our area as well as due to our target of vehicle stops.

Year over year persons crimes are up slightly at 8%.

Overall criminal code investigations are down 23%



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	8	7	0	1
Detachment Support	2	2	0	0

² Data extracted on December 31st, 2021 and is subject to change over time.
³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - 7 out of 8 member positions are currently filled. A staffing action is underway to fill the 8th position.
 Detachment Support - The 2 established support positions are currently filled.

Quarterly Financial Drivers

No significant trends have been identified at this time.



**Kitscoty Provincial Detachment
Crime Statistics (Actual)
Q3: 2017 - 2021**

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	0	0	1	0	-100%	-100%	-0.1
Sexual Assaults		0	2	0	0	1	N/A	N/A	0.0
Other Sexual Offences		1	0	2	1	2	100%	100%	0.3
Assault		6	7	4	7	10	67%	43%	0.8
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	1	0	0	0	N/A	N/A	-0.1
Criminal Harassment		6	4	5	5	3	-50%	-40%	-0.5
Uttering Threats		7	6	4	5	1	-86%	-80%	-1.3
TOTAL PERSONS		21	20	15	19	17	-19%	-11%	-0.9
Break & Enter		36	39	28	8	16	-56%	100%	-7.1
Theft of Motor Vehicle		38	39	26	16	11	-71%	-31%	-7.7
Theft Over \$5,000		11	9	6	1	5	-55%	400%	-2.0
Theft Under \$5,000		64	33	25	14	13	-80%	-7%	-12.1
Possn Stn Goods		47	19	1	8	4	-91%	-50%	-9.7
Fraud		2	3	8	4	6	200%	50%	0.9
Arson		2	2	0	1	2	0%	100%	-0.1
Mischief - Damage To Property		0	0	11	9	8	N/A	-11%	2.5
Mischief - Other		70	42	2	3	1	-99%	-67%	-17.7
TOTAL PROPERTY		270	186	107	64	66	-76%	3%	-53.0
Offensive Weapons		4	0	1	1	2	-50%	100%	-0.3
Disturbing the peace		7	2	0	2	0	-100%	-100%	-1.4
Fail to Comply & Breaches		15	12	2	16	12	-20%	-25%	-0.2
OTHER CRIMINAL CODE		11	6	3	3	1	-91%	-67%	-2.3
TOTAL OTHER CRIMINAL CODE		37	20	6	22	15	-59%	-32%	-4.2
TOTAL CRIMINAL CODE		328	226	128	105	98	-70%	-7%	-58.1

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Kitscoty Provincial Detachment Crime Statistics (Actual) Q3: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	0	0	0	-100%	N/A	-0.4
Drug Enforcement - Trafficking		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	0	0	0	0	-100%	N/A	-0.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	2	1	2	0	-100%	-100%	-0.2
TOTAL FEDERAL		4	2	1	2	0	-100%	-100%	-0.8
Liquor Act		4	1	3	0	0	-100%	N/A	-0.9
Cannabis Act		0	0	0	0	1	N/A	N/A	0.2
Mental Health Act		9	11	11	15	9	0%	-40%	0.4
Other Provincial Stats		102	65	44	19	14	-86%	-26%	-22.2
Total Provincial Stats		115	77	58	34	24	-79%	-29%	-22.5
Municipal By-laws Traffic		0	0	1	1	0	N/A	-100%	0.1
Municipal By-laws		3	0	0	1	2	-33%	100%	-0.1
Total Municipal		3	0	1	2	2	-33%	0%	0.0
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		3	1	3	8	7	133%	-13%	1.5
Property Damage MVC (Reportable)		74	85	75	50	64	-14%	28%	-5.5
Property Damage MVC (Non Reportable)		6	3	3	10	3	-50%	-70%	0.1
TOTAL MVC		84	89	81	68	74	-12%	9%	-4.1
Roadside Suspension - Alcohol (Prov)		0	0	0	2	0	N/A	-100%	0.2
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		152	167	281	206	313	106%	52%	36.1
Other Traffic		1	3	1	1	11	1000%	1000%	1.8
Criminal Code Traffic		17	13	7	12	7	-59%	-42%	-2.1
Common Police Activities									
False Alarms		68	17	9	7	8	-88%	14%	-13.0
False/Abandoned 911 Call and 911 Act		18	10	28	7	3	-83%	-57%	-3.3
Suspicious Person/Vehicle/Property		10	58	34	31	18	80%	-42%	-1.1
Persons Reported Missing		0	1	2	1	3	N/A	200%	0.6
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		4	13	10	11	12	200%	9%	1.4
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

: K : Eastern Alberta : Kitscoty : MAR
All codes

Occurrence Stats (All Violations)

Mayor's Report
From 2021/10/01 to 2021/12/31

Violation group - Traffic Offences - Traffic Accidents

				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0030 Traffic Collision(s) - Property Damage - Reportable	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Violation group - Traffic Offences - Other Traffic Related Duties

				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9960 0010 STEP - Selective Traffic Enforcement Program	1	0	1	0	0	0.0%
9960 0020 Checkstop	1	0	1	0	0	0.0%
	2	0	2	0	0	0.0%

Violation group - Traffic offences - Impaired Operation Related Offences

				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	1	0	1	0	1	100.0%
	1	0	1	0	1	100.0%

Violation group - Provincial Statutes {except traffic}

				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
7300 0110 911 Act - Offences Only	1	1	0	0	0	0.0%
7300 0180 Trespass Act - Provincial/Territorial - Offences Only	2	0	2	1	1	100.0%
8840 0336 Mental Health Act - Other Activities	1	0	1	0	0	0.0%
	4	1	3	1	1	66.7%

Violation group - Provincial Statutes - Municipal By-laws

				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%

Violation group - National Survey Codes

				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 3066 Victim Services Offered - Declined	2	0	2	1	1	100.0%
	2	0	2	1	1	100.0%

: K : Eastern Alberta : Kitscoty : MAR
 All codes

Occurrence Stats (All Violations)

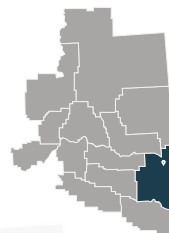
Mayor's Report
 From 2021/10/01 to 2021/12/31

Violation group - Crimes Against Property - Mischief				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2170 0090 Mischief - Damage to property	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Crimes Against Property - Break and Enter				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
2120 0020 Break and Enter - Residence	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Common Police Activities - Related Police Activities				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
8550 0050 False Alarms	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Common Police Activities - Assistance to General Public				Clearance		
Reported	Unfounded	Actual	By Charge	Otherwise	Rate	
8545 0130 Assistance to General Public	2	0	2	0	0	0.0%
	2	0	2	0	0	0.0%
Totals	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
	16	1	15	5	3	53.3%

VALUE STATEMENT 2021

VILLAGE OF MARWAYNE | POPULATION 667

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment. For questions or concerns please contact James MacDonald, Executive Director, (780)-545-5072 or jmacdonald@nlls.ab.ca



MARWAYNE PUBLIC LIBRARY



- NLLS REPRESENTATIVE**
CHRIS NEUREUTER
- BOARD CHAIR**
EILEEN HINES
- LIBRARY MANAGER**
CARMEN SMART
- NLLS CONSULTANT**
JOANNE KNYSH

\$510.00

Consulting Value for 15 HelpDesk tickets

\$1,302.00

Technical Support and Infrastructure support

\$0

Bulk Purchasing from NLLS

2,231

items **borrowed** from other libraries

2,283

items **lent** to other libraries

\$3,248.85
\$1,476.00

SAVED VIA ACQUISITIONS CATALOGUING & PROCESSING

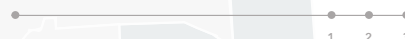
ENGAGEMENT



NLLS Representative Meeting Attendance



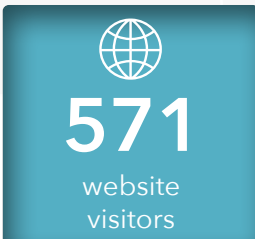
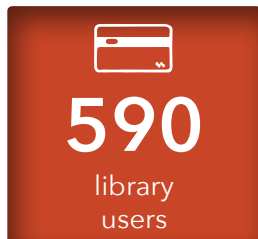
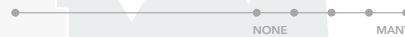
LMC Attendance



Coffee Chat Attendance



Number of Conference Attendee(s)



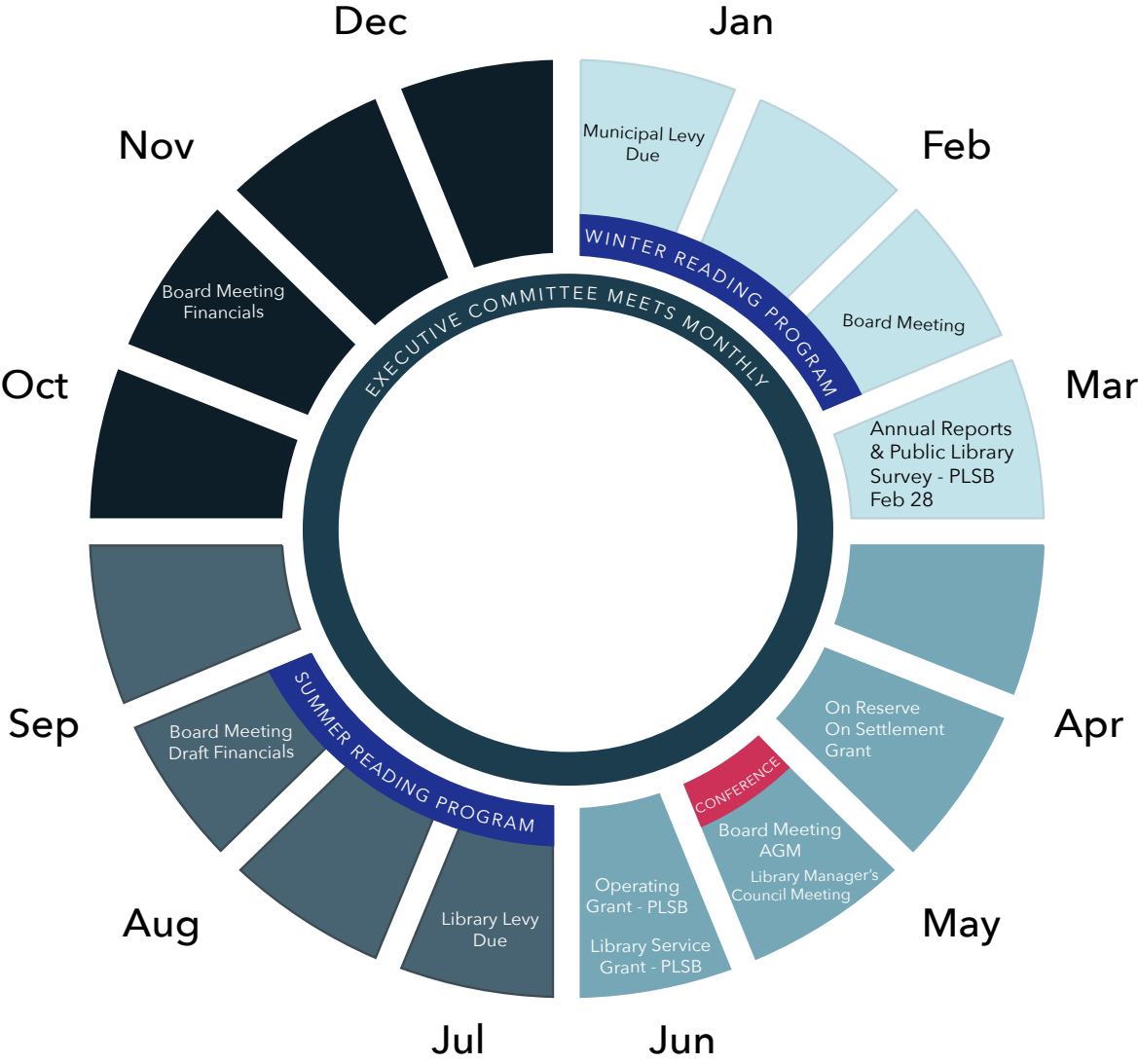
HOW STATS ARE CALCULATED



SEE OUR FULL SERVICE CATALOGUE

TRAC = 200 Alberta libraries, public catalog, Mobile app, access to 3.5 million library items.

YEARLY CALENDAR





Village of Marwayne
Intermunicipal Subdivision and Development Appeal Board
Bylaw No. 585-22

A BYLAW OF THE VILLAGE OF MARWAYNE TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS Section 627 of the *Municipal Government Act (MGA)*, R.S.A. 2000, Chapter M-26, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the agreement must provide for the function, duties, procedures and conduct of the intermunicipal subdivision and development appeal board and its members; and

AND WHEREAS the Council of the Village of Marwayne deems it necessary to establish an intermunicipal subdivision and development appeal board to hear subdivision and development appeals within the municipal boundaries of the Village of Marwayne and other participating municipalities.

NOW THEREFORE the Council of the Village of Marwayne, in the Province of Alberta, duly assembled hereby enacts as follows:

TITLE

- 1.1. This Bylaw may be cited as the "Intermunicipal Subdivision and Development Appeal Board Bylaw".

ESTABLISHMENT

- 1.2. The Village of Marwayne is hereby authorized to enter into an agreement, in the form attached in Schedule "A" to this Bylaw, to establish an Intermunicipal Subdivision and Development Appeal Board and provide for the following:
 - a. The hearing of subdivision and development appeals within the boundaries of the participating municipalities;
 - b. The function and duties of the Intermunicipal Subdivision and Development Appeal Board, and;
 - c. The procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.
- 2.2 Council hereby authorizes the appointment of members to the Intermunicipal Subdivision and Development Board and Development Appeals Board in accordance with the agreement attached as Schedule "A" to this Bylaw.

GENERAL PROVISIONS

- 1.3. Bylaw No. 395-95 and all amendments thereto are hereby repealed.



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- 1.4. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

- 1.5. This Bylaw shall come into force and effect upon the date it is passed.

READ A FIRST TIME IN COUNCIL THIS 7TH DAY OF FEBRUARY, 2022.

READ A SECOND TIME IN COUNCIL THIS ____ DAY OF _____, 2022.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS ____ DAY OF _____, 2022.

Chris Neureuter, Mayor

Shannon Harrower, CAO

Village of Marwayne
Intermunicipal Subdivision and Development Appeal Board
Bylaw No. 585-22



SCHEDULE "A"

**INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD AGREEMENT DATED THIS ____
DAY OF _____, 2022 (the "Effective Date")**

BETWEEN

COUNTY OF VERMILION RIVER
(the "County")

- and -

CITY OF LLOYDMINSTER
("Lloydminster")

- and -

TOWN OF VERMILION
("Vermilion")

-and

VILLAGE OF KITSCOTY
("Kitscoty")

- and -

VILLAGE OF MANNVILLE
("Mannville")

VILLAGE OF PARADISE VALLEY
("Paradise Valley")

- and -

VILLAGE OF MARWAYNE
("Marwayne")

(hereinafter collectively referred to as the "Municipalities")

WHEREAS the County, Vermilion, Kitscoty, Mannville, Paradise Valley and Marwayne are municipal corporations pursuant to the *Municipal Government Act*, RSA 2000, c. M-26;

AND WHEREAS Lloydminster is a municipal corporation pursuant to the *City of Lloydminster Act* and the Lloydminster Charter;



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WHEREAS Part 17, Section 627 of the *Municipal Government Act* authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS Section 7(2) of the Lloydminster Charter declares Part 17 of the *Municipal Government Act* to be an approved enactment and to apply to the entirety of the City of Lloydminster, except in respect of intermunicipal disputes and subdivision and replotting in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan;

AND WHEREAS the Councils for the respective Municipalities have determined that it is appropriate to establish an Intermunicipal Subdivision and Development Appeal Board for the purposes of hearing appeals from subdivision and development appeals as set out herein;

NOW THEREFORE in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

1. DEFINITIONS

- a. **"Act"** means the *Municipal Government Act*, RSA 2000, c. M-26 as amended from time to time.
- b. **"Appointing Municipality"** means the Municipality responsible for appointing Members of the ISDAB pursuant to Section 5 of this Agreement.
- c. **"Assisting Municipality"** means a Municipality providing administrative resources for an ISDAB Hearing at the request of an Originating Municipality.
- d. **"Clerk"** means a person appointed to act as Clerk for the ISDAB.
- e. **"Council"** means a Council of a Municipality.
- f. **"Intermunicipal Subdivision and Development Appeal Board" ("ISDAB")** means the appeal board established by the Municipalities by this Agreement pursuant to s. 627 and 628 of the Act.
- g. **"Member"** means a member of the ISDAB.
- h. **"Originating Municipality"** means the Municipality within which a subdivision or development appeal arises for which the applicable appeal fee has been paid.
- i. **"Planning and Development Act"** means the *Planning and Development Act*, 2007, S.S. 2007, c. P-13.2;
- j. **"Quorum"** means three (3) members of the ISDAB to act at a hearing.

All other terms used in this Agreement shall have the meaning assigned to them in the Act.

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Intermunicipal Subdivision and Development Appeal Board
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2. TERM OF AGREEMENT

- a. The term of this Agreement shall commence on the Effective Date and continue until terminated in accordance with Section 2 herein.
- b. A Municipality may withdraw from the ISDAB at any time by providing one (1) year's written notice of termination to each of the other Municipalities. In the event of the withdrawal of a Municipality pursuant to this subsection, the ISDAB shall continue and this Agreement shall remain in full force and effect with respect to the remaining Municipalities.

3. ESTABLISHMENT

- a. The Intermunicipal Subdivision and Development Appeal Board is hereby established.
- b. The ISDAB has all the powers, duties and responsibilities of a Subdivision Development and Appeal Board under the Act and the Subdivision and Development Regulations passed pursuant to the Act.
- c. The ISDAB Procedures as set out in Schedule "A" are incorporated into and shall form part of this Agreement.

4. FUNCTION AND DUTIES

- a. The ISDAB shall hear all subdivision and development appeals arising within the Municipalities, as set out in Part 17, Division 10 of the Act, in accordance with the requirements of the Act and this Agreement; provided however that the ISDAB shall not be required to or have the authority to hear subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan unless designated and appointed by City Council to do so in accordance with subsection (d) herein.
- b. The Municipalities acknowledge and agree that City Council may from time to time designate and appoint the ISDAB as the Development Appeals Board for the City pursuant to the Planning and Development Act hear subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan as required from time to time.
- c. The ISDAB shall, if designated and appointed by City Council as the Development Appeals Board for the City pursuant to the Planning and Development Act also hear subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan as required from time to time, in accordance with the requirements of the Planning and Development Act.

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5. APPOINTING MUNICIPALITY

- a. The City of Lloydminster shall be the Appointing Municipality for the first three (3) years of the Term of this Agreement (the "Initial Appointment").
- b. Following the expiry of the Initial Appointment Term, the Municipalities shall from time to time select a Municipality to act as the Appointing Municipality (a "Subsequent Appointment"), subject to the selected Municipality's consent. The term of a Subsequent Appointment shall be established by the Municipalities.

6. MEMBERSHIP

- a. The ISDAB shall consist of seven (7) Members at large appointed by resolution of the Council for the Appointing Municipality of whom no more than one can be a Member of Council of a participating Municipality.
- b. Members shall have:
 - i. Good communication and interpersonal skills;
 - ii. The ability to maintain impartiality, consider arguments, analyze issues or contribute to writing decisions;
 - iii. A basic familiarity with the ISDAB's jurisdiction and its relationship to the municipality, and;
 - iv. Knowledge and/or experience that will assist the ISDAB in determining appeals before it.
- c. Council for the Appointing Municipality shall make reasonable efforts to attract candidates and appoint Members who are resident in each of the participating Municipalities. Notwithstanding the foregoing, Council for the Appointing Municipality may appoint a Member who is not a resident of any of the participating Municipalities if:
 - i. The Appointing Municipality does not receive a sufficient number of applications from candidates who are residents of the participating Municipalities, or;
 - ii. In the opinion of Council for the Appointing Municipality the Member has particular qualifications, skills or experience which will assist the ISDAB in determining appeals before it.
- d. Up to three (3) Members may be appointed by resolution of the Council for the Appointing Municipality as alternate Members to fill a vacancy on the ISDAB caused by an absence, retirement or resignation of a Member at large, to allow the ISDAB to continue to conduct business to ensure quorum requirements are fulfilled.

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- e. No person shall be appointed as a Member of the ISDAB who is an employee of a participating Municipality, carries out subdivision and development powers, duties and functions on behalf of a participating Municipality or is a member of a Municipal Planning Commission of a participating Municipality.
- f. In the event a Member vacancy occurs on the ISDAB, Council for the Appointing Municipality may by resolution appoint an individual to hold office for the remainder of the term of the vacated Member position.
- g. Council for the Appointing Municipality may, by resolution remove a Member from the ISDAB at any time if:
 - i. In the majority opinion of Council for the Appointing Municipality or the majority opinion of the ISDAB, a Member is not performing their duties satisfactorily in accordance with this Agreement and the Act, or;
 - ii. A Member is absent for more than three (3) consecutive meetings of the ISDAB without reasonable excuse.
- h. In the event Council for the Appointing Municipality or the ISDAB has determined the removal of a Member is being considered, Council for the Appointing Municipality must give the Member or the Member's representative a reasonable opportunity to be heard by Council for the Appointing Municipality and thereafter provide the Member with a decision in writing with reasons. ISDAB
- i. Council for the Appointing Municipality may, by resolution, appoint additional Members to the ISDAB for a specific short period of time, as the Council for the Appointing Municipality sees fit, in order to ensure that the ISDAB will have a quorum for a meeting and/or a hearing.
- j. Members are expected to participate in any training offered by the Municipalities or the Province, to assist them in carrying out their duties as Members of the ISDAB.
- k. Members shall adhere to the Member Rules of Conduct as set out in Schedule "B" to this Agreement.

7. TERM OF OFFICE

- a. The term of office for Members shall be three (3) years.
- b. Members may be reappointed by Council of the Appointing Municipality for one (1) or more additional terms subject to their written application to do so in accordance with an advertised request for ISDAB Members.
- c. Any Member may resign from his position on the ISDAB by sending written notice to the Chair of the ISDAB and Council for the Appointing Municipality
- d. The Chair and Vice Chair may resign from their positions on the ISDAB by sending written notice to Council for the Appointing Municipality

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8. ISDAB CLERK

- a. Each Municipality's Chief Administrative Officer shall designate one or more person(s) to act as Clerk for the ISDAB in their respective Municipality.
- b. The responsibilities of the Clerk for the ISDAB are as follows:
 - i. ensure all statutory requirements of the ISDAB are met,
 - ii. inform all statutory parties of the appeal hearing in accordance with the Act;
 - iii. inform all affected parties of the appeal hearing in accordance with the Act;
 - iv. compile all necessary documentation for distribution to the Members;
 - v. attend all ISDAB appeal hearings;
 - vi. provide services for the recording of the proceedings of the ISDAB and for retention of exhibits, including all written submissions to the ISDAB;
 - vii. prepare the minutes for the ISDAB hearing, including the names and addresses of all parties making representations to the ISDAB;
 - viii. communicate decisions of the ISDAB to the affected parties in accordance with the Act; and
 - ix. such other matters as the ISDAB may direct.
- c. In the case of subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan, the responsibilities of the Clerk for the ISDAB, as set out in subsection (b) herein, shall be subject to such modifications as are required to comply with the requirements of the Planning and Development Act.

9. MEMBER REMUNERATION

- a. Members shall be entitled to such remuneration, travelling and other expenses, as may be fixed from time to time by Council for the Appointing Municipality

10. ADMINISTRATION

- a. The Originating Municipality will provide the administrative resources, including the ISDAB Clerk, for ISDAB hearings. Notwithstanding the foregoing, an Originating Municipality may request that another Municipality act as an Assisting Municipality and provide the administrative resources, including the ISDAB Clerk, for an ISDAB hearing.
- b. In the event that a Municipality agrees to act as an Assisting Municipality for an ISDAB hearing the Originating Municipality shall be required to reimburse the Assisting Municipality in accordance with Section 9 (ISDAB Costs) of this Agreement.



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- c. The fee for an appeal will be the fee as set by the Council of the Originating Municipality, as the case may be, from time to time. A refund of the appeal fee may be granted by the Originating Municipality in its sole discretion if a withdrawal is received in writing and has been delivered to the Clerk prior to notifications of the appeal hearing being sent out provided however that nothing in the foregoing shall relieve the Originating Municipality's from its responsibility for the costs of the appeal in accordance with Section 11 (ISDAB Costs) of this Agreement.
- d. ISDAB hearings will be held at the municipal office of the Originating Municipality or such other location as determined by the Originating Municipality or Assisting Municipality, as the case may be, and advertised in accordance with the Act or Planning and Development Act from time to time.

11. ISDAB COSTS

- a. Each Municipality shall pay an administrative fee in the amount of five hundred (\$500.00) dollars per annum throughout the term of this Agreement (the "Annual Fee") to the Appointing Municipality, as contribution to the Appointing Municipality's administrative and other costs and expenses with respect to the appointment of Members and general operations of the ISDAB. The Annual Fee shall be payable by each of the Municipalities no later than the [REDACTED] day of [REDACTED] during each year of the Term of the Agreement regardless of whether or not an appeal has been filed in a Municipality in any given year, and is in addition to and does not replace the costs and expenses referred to in paragraphs (b) and (c) below.
- b. All costs and expenses incurred by the Appointing Municipality with respect to training ISDAB Members, including administrative costs and any legal or other fees the Appointing Municipality may incur (the "Training Costs"), shall be paid by each of the Municipalities to the Appointing Municipality on a cost recovery basis. The Training Costs shall be payable by the Municipalities on a pro rata basis, with each Municipality paying an equal share of such costs.
- c. All ISDAB costs and expenses which relate to a particular appeal, including the administrative cost of holding the hearing and any legal or other fees the ISDAB may incur, shall be paid by the Originating Municipality to an Assisting Municipality on a cost recovery basis.

12. GENERAL

- a. Headings in this Agreement are for reference purposes only.
- b. Words in the masculine gender will include the feminine gender whenever the context so required and vice versa.
- c. Words in the singular shall include the plural or vice versa whenever the context so requires.



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d. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below

COUNTY OF VERMILION RIVER

CITY OF LLOYDMINSTER

Per: _____
Reeve

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Per: _____
Chief Administrative Officer

TOWN OF VERMILION

VILLAGE OF MARWAYNE

Per: _____
Mayor

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Per: _____
Chief Administrative Officer

VILLAGE OF KITSCOTY

VILLAGE OF MANNVILLE

Per: _____
Mayor

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Per: _____
Chief Administrative Officer

VILLAGE OF PARADISE VALLEY

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Village of Marwayne
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SCHEDULE "A"

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD PROCEDURES

1. DEFINITIONS

Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act*, RSA. 2000, Chapter M-26, as amended (the "Act").

- 1.1. **"Agreement"** means the Intermunicipal Subdivision and Development Appeal Board Agreement dated [REDACTED], 2022.
- 1.2. **"Appellant"** means a person who, pursuant to the Act, has filed a notice of appeal with the Intermunicipal Subdivision and Development Appeal Board and paid the applicable appeal fee.
- 1.3. **"Board"** means the ISDAB.
- 1.4. **"Clerk"** means the person(s) appointed to act as Clerk for the ISDAB.

2. APPLICATION

- 2.1 These procedures shall apply to all meetings of the ISDAB.

3. TRAINING

- 3.1 All Members shall receive training as ISDAB Members in accordance with the requirements of the Act.
- 3.2 The ISDAB may retain legal counsel to provide training or advice before, during or after a hearing as the case may be, the costs of which shall be paid by the Municipality within which the appeal arises in accordance with Section 11 (ISDAB Costs) of the Agreement.

4. PANEL AND CHAIR

- 4.1 When a hearing is required, the panel of Members to hear the appeal will be appointed by the Clerk of the ISDAB based on Member availability and experience.
- 4.2 The Clerk will use his/her best efforts to appoint to the panel a Member residing in the Municipality from which the appeal originated.
- 4.3 The ISDAB will appoint a Chair and Vice-Chair during the first meeting of the ISDAB in each calendar year during the term of this Agreement.
- 4.4 The Chair shall be responsible for the conduct of the hearing and for ensuring the hearing is conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice.

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Intermunicipal Subdivision and Development Appeal Board Bylaw No. 585-22



4.5 If the Chair is absent for any reason from a hearing, the Vice Chair shall preside.

5. QUORUM

5.1 Three (3) Members shall constitute a quorum of the Board.

6. DECISIONS

6.1 Only Members present for the entire hearing shall participate in the making of a decision on any matter before the Board. The Clerk shall not participate in the making of a decision on any matter before the Board.

6.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole Board. In the event of a tie vote, the appeal shall be denied.

6.4 If an appeal is recessed for any reason following the submission of evidence, the appeal hearing may be recessed to the next scheduled meeting or to a scheduled meeting. However, only those Members present at the original hearing shall render a decision of the matter.

6.5 An order, decision, approval, notice or other thing made, given or issued by the Board shall be signed by the Chair or Vice Chair or his or her designate.

7. APPEAL HEARINGS AND PROCEDURE

7.1 The Board shall hear, consider and decide all subdivision and development appeals arising within the Municipalities, as set out in Part 17, Division 10 of the Act, in accordance with the requirements of the Act and the Agreement; provided however that the ISDAB shall not be required to or have the authority to hear subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan unless designated and appointed by City Council to do so in accordance with the Agreement.

7.2 The Board shall, if so required by the Agreement, hear, consider and decide all subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan in accordance with the requirements of Planning and Development Act.

7.3 Members of the public in attendance at a hearing:

(a) shall address the board through the Chair;

(b) shall maintain order and quiet; and

(c) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.

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- 7.4 The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be removed. The Chair may request assistance from a Peace Officer to remove the person.

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**Intermunicipal Subdivision and Development Appeal Board
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SCHEDULE "B"

ISDAB MEMBER RULES OF CONDUCT

1. No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
2. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, all provisions of s. 170 of the Act shall apply, substituting the term "Member" for the term "Councillor".
3. No Member shall participate in the hearing of any matter before the Board in which that Member has an actual or perceived bias for or against the Appellant or any parties that appear before the Board.
4. Where a Member has a pecuniary interest in the matter before the Board, or an actual or perceived bias for or against the Appellant or any parties that appear before the Board, that Member shall disclose that interest or bias to the Board and Clerk as soon as possible and remove him/herself from participating as a Board Member in the hearing of the appeal.
5. When hearing subdivision appeals in respect of land situated in the part of the City of Lloydminster located in the Province of Saskatchewan in accordance with the requirements of Planning and Development Act, Members shall ensure that they comply with the requirements of s. 2(2) of the Planning and Development Act as they relate to conflict of interest and financial interests.
6. Members shall:
 - (a) not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
 - (b) keep *in camera* discussions of Board and legal advice provided to the Board confidential, except where required to disclose that information by law;
 - (c) attend all Board hearings to which he or she has been assigned unless prior written consent has been received from the Chair; and
 - (d) participate in the deliberation and decision making process on all matters to which he or she has been assigned and has attended the public hearing for.



Village of Marwayne
Joint Assessment Review Board Bylaw No. 586-22

A BYLAW OF THE VILLAGE OF MARWAYNE TO ESTABLISH A JOINT ASSESSMENT REVIEW BOARD FOR THE COUNTY OF VERMILION RIVER, CITY OF LLOYDMINSTER, TOWN OF VERMILION, VILLAGE OF KITSOTY, VILLAGE OF MANNVILLE, VILLAGE OF PARADISE VALLEY AND THE VILLAGE OF MARWAYNE.

WHEREAS Section 455 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes two or more municipal councils to agree to jointly establish the local assessment review board or the composite assessment review board or both to have jurisdiction in their municipalities;

AND WHEREAS Section 410 of the Lloydminster Charter, as amended, authorizes Council of the City of Lloydminster to, by bylaw, establish a local assessment review board or composite assessment review board or both;

AND WHEREAS the Council of the Village of Marwayne deems it necessary to establish a joint local assessment review board and a joint composite assessment review board to hear assessment complaints within the municipal boundaries of the County of Vermilion River, City of Lloydminster, Town of Vermilion, Village of Kitscoty, Village of Mannville, Village of Paradise Valley and the Village of Marwayne;

NOW THEREFORE the Council of the Village of Marwayne, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as the "Joint Assessment Review Boards Bylaw".

2. DEFINITIONS

- 2.1. In this Bylaw, unless the context otherwise requires, the following definitions apply:
- a. "Appointing Municipality" means the Municipality responsible for appointing Members pursuant to Part 4 of this Bylaw;
 - b. "Assisting Municipality" means a Participating Municipality providing administrative resources for a Hearing at the request of an Originating Municipality;
 - c. "Charter" means the Lloydminster Charter;
 - d. "Clerk" means the designated officer appointed as the clerk of the Joint Assessment Review Boards in accordance with section 456 of the *Municipal Government Act* and section 414 of the Charter;
 - e. "Hearing" means a hearing of a Joint Assessment Review Board;
 - f. "Joint Assessment Review Boards" means the Joint Local Assessment Review



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Board and the Joint Composite Assessment Review Board;

- g. "Joint Composite Assessment Review Board" means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(2) of the *Municipal Government Act* or, in the case of the City of Lloydminster, s. 419(2) of the Lloydminster Charter;
- h. "Joint Local Assessment Review Board" means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(1) of the *Municipal Government Act* or, in the case of the City of Lloydminster, s. 419(1) of the Charter;
- i. "Member" means a member of the Joint Assessment Review Boards as appointed by the Appointing Municipality;
- j. "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;
- k. "Originating Municipality" means the Participating Municipality within which a complaint arises for which the applicable complaint fee has been paid;
- l. "Participating Municipalities" means the County of Vermilion River, City of Lloydminster, Town of Vermilion, Village of Kitscoty, Village of Mannville, Village of Paradise Valley and the Village of Marwayne;
- m. "Regulations" means the applicable regulations established under the *Municipal Government Act* or the Lloydminster Charter as the case may be.

3. ESTABLISHMENT

- 3.1. The Councils of the Participating Municipalities hereby jointly establish a Joint Local Assessment Review Board to exercise the functions of a Local Assessment Review Board in their municipalities.
- 3.2. The Joint Local Assessment Review Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board under the provisions of the *Municipal Government Act* and Lloydminster Charter in respect of assessment complaints made by taxpayers of the Participating Municipalities.
- 3.3. The Councils of the Participating Municipalities hereby jointly establish a Joint Composite Assessment Review Board to exercise the functions of a Composite Assessment Review Board in their municipalities.
- 3.4. The Joint Composite Assessment Review Board shall have jurisdiction to exercise the functions of a Composite Assessment Review Board under the provisions of the *Municipal Government Act* and Lloydminster Charter in respect of assessment complaints made by taxpayers of the Participating Municipalities.
- 3.5. The Joint Assessment Review Boards shall adhere to the Joint Assessment Review Board Procedures as set out in Schedule "A".



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Joint Assessment Review Board Bylaw No. 586-22

4. MEMBERSHIP

- 4.1. The Joint Assessment Review Boards shall consist of [REDACTED] ([REDACTED]) Members at large appointed by resolution of the Council for the Appointing Municipality at its Annual Organizational Meeting. Members shall be appointed for a one (1) year term and in a manner such that the expiry dates of their appointments are staggered. For further clarity, Council hereby delegates its authority to appoint Members to the Appointing Municipality.
- 4.2. The Appointing Municipality shall be designated by resolution of the Councils of the Participating Municipalities, which resolution shall establish the term of the Appointing Municipality.
- 4.3. All Members must meet the qualifications prescribed in the *Municipal Government Act*, the Lloydminster Charter, and the Regulations.
- 4.4. All Members shall be considered jointly appointed to both the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board.
- 4.5. Council for the Appointing Municipality shall make reasonable efforts to attract candidates and appoint Members who are resident in each of the Participating Municipalities. Notwithstanding the foregoing, Council for the Appointing Municipality may appoint a Member who is not a resident of any of the Participating Municipalities if:
 - 4.5.1. Council for the Appointing Municipality does not receive a sufficient number of applications from candidates who are residents of the Participating Municipalities;
 - 4.5.2. In the opinion of Council for the Appointing Municipality, the Member has particular qualifications, skills or experience which will assist the Joint Assessment Review Boards in determining complaints before them.
- 4.6. Up to three (3) Members may be appointed by resolution of Council for the Appointing Municipality as alternate Members to fill a vacancy on the Board caused by an absence, retirement or resignation of a member at large, to allow the Joint Assessment Review Boards to continue to conduct business to ensure quorum requirements are fulfilled.
- 4.7. No person shall be appointed as a Member of the Joint Assessment Review Boards who is:
 - 4.7.1. an employee of a Participating Municipality;
 - 4.7.2. an assessor on behalf of a Participating Municipality;
 - 4.7.3. a designated officer having authority to grant or cancel tax exemptions or deferrals under the *Municipal Government Act* or Lloydminster Charter;
 - 4.7.4. a person who regularly acts for assessed persons or taxpayers during the assessment complaint process or at hearings before a panel of any assessment



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Joint Assessment Review Board Bylaw No. 586-22

review board or the Municipal Government Board; or

4.7.5. a member of Council of a Participating Municipality.

4.8. Council for the County may, by resolution, remove a Member from the Joint Assessment Review Boards at any time if:

4.8.1. In the opinion of Council for the Appointing Municipality, a Member is not performing their duties satisfactorily in accordance with this Bylaw and the *Municipal Government Act* or the Lloydminster Charter as the case may be; or

4.8.2. A Member is absent for more than three (3) consecutive meeting of the Joint Assessment Review Boards without adequate excuse.

4.9. In the event Council for the Appointing Municipality is considering the removal of Member, Council for the Appointing Municipality shall provide the Member or the Member's representative a reasonable opportunity to be heard by Council for the Appointing Municipality and thereafter provide the Member with a decision in writing with reasons.

4.10. Council for the Appointing Municipality may, by resolution, appoint additional Members to the Joint Assessment Review Boards for a specific term of up to 3 months, as the Council for the Appointing Municipality sees fit to ensure the Joint Assessment Review Boards will have a quorum for a Hearing.

4.11. Members shall adhere to the Member Rules of Conduct as set out in Schedule "B" to this Bylaw.

4.12. Any Member may resign as a Member of the Joint Assessment Review Boards by sending written notice to Council for the Appointing Municipality.

4.13. Before participating in a Hearing all Members are required to complete the training requirements defined in the *Municipal Government Act*, the Lloydminster Charter, and the Regulations.

4.14. At the direction of the Chair, Members must participate in any training offered by the Participating Municipalities or the Province, to assist them in carrying out their duties as Members of the Joint Assessment Review Boards.

5. CHAIR

5.1. The Chair of the Joint Assessment Review Boards shall be appointed by resolution of the Councils of the Participating Municipalities at their respective Annual Organizational Meetings for a one year term.

5.2. The Chair of the Joint Assessment Review Boards shall be jointly appointed as the Chair of the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board.



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- 5.3. The Chair may delegate any of the powers, duties or functions of the Chair to another Member but not a provincial Member of a panel of the Joint Composite Assessment Review Board.
- 5.4. In addition to any other duties and functions prescribed in the *Municipal Government Act* and the Lloydminster Charter, as the case may be, and the Regulations, the Chair:
 - 5.4.1. When a Hearing is to be held, shall convene a panel to hear the complaint in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be;
 - 5.4.2. Shall ensure that all Hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the *Municipal Government Act* or Lloydminster Charter, as the case may be, and the rules of natural justice;
 - 5.4.3. Is authorized to rule that evidence presented at a Hearing is irrelevant to the matter at issue and may direct the Members to disregard the evidence;
 - 5.4.4. Shall prescribe training programs for Members; and
 - 5.4.5. May limit a submission if he determines it to be repetitious.
- 5.5. The resolution referred to in Section 5.1 herein shall prescribe the remuneration and expenses, if any, payable to the Chair of the Joint Assessment Review Boards

6. QUORUM

- 6.1. Where a panel of the Joint Composite Assessment Review Board consists of three (3) Members, a quorum is two (2) Members, one (1) of whom must be a provincial Member.
- 6.2. Where a panel of the Joint Local Assessment Review Board consists of three (3) Members, a quorum is two (2) Members.

7. CLERK

- 7.1. The Clerk shall be appointed by resolution of the Councils of the Participating Municipalities at their respective Annual Organization Meetings.
- 7.2. The responsibilities of the Clerk are as follows:
 - (a) ensure all statutory requirements of the Joint Assessment Review Boards are met;
 - (b) inform all affected parties of a Hearing in accordance with the *Municipal Government Act* or Lloydminster Charter as the case may be;
 - (c) inform all statutory parties of a Hearing in accordance with the *Municipal Government Act* or Lloydminster Charter as the case may be;
 - (d) compile all necessary documentation for distribution to the Members;



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- (e) attend all Hearings;
- (f) provide services for the recording of the proceedings of the Joint Assessment Review Boards and for retention of exhibits, including all written submissions to the Joint Assessment Review Boards;
- (g) prepare the minutes for Hearings, including the names and addresses of all parties making representations to the Joint Assessment Review Boards;
- (h) communicate decisions of the Joint Assessment Review Boards to the affected parties in accordance with the *Municipal Government Act* or Lloydminster Charter as the case may be; and
- (i) such other matters as the Joint Assessment Review Boards may direct.

8. DECISIONS

- 8.1. Only Members present for the entire Hearing shall participate in the making of a decision on any matter before the Joint Assessment Review Boards.
- 8.2. The decision of the majority of Members present at the meeting shall be deemed to be the decision of the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be.
- 8.3. In the event of a tie vote, the complaint shall be dismissed.

9. MEMBER REMUNERATION

- 9.1. With the exception of the Chair, Members shall be entitled to such remuneration as may be fixed from time to time by Council for the Appointing Municipality. For further clarity, Council hereby delegates its authority to prescribe the remuneration and expenses, if any, payable to Members to the Appointing Municipality.

10. ADMINISTRATION

- 10.1. The Originating Municipality will provide the administrative resources for a Hearing. Notwithstanding the foregoing, an Originating Municipality may request that another Participating Municipality act as an Assisting Municipality and provide the administrative resources for a Hearing.
- 10.2. In the event that a Participating Municipality agrees to act as an Assisting Municipality for a Hearing the Originating Municipality shall be required to reimburse the Assisting Municipality in accordance with Part 11 of this Bylaw.
- 10.3. The fee for a complaint will be the fee as set by the Council of the Originating Municipality, as the case may be, from time to time. A refund of the complaint fee may be granted by the Originating Municipality in its sole discretion if a withdrawal is received in writing and has been delivered to the Clerk prior to notifications of the Hearing being sent out provided however that nothing in the foregoing shall relieve the Originating Municipality's from its responsibility for the costs of the complaint in accordance with Part 11 of this Bylaw.



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10.4. Hearings will be held at the municipal office of the Originating Municipality or such other location as determined by the Originating Municipality or Assisting Municipality, as the case may be, and advertised in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be, from time to time.

11. JOINT ASSESSMENT REVIEW BOARD COSTS

11.1. Each Participating Municipality shall pay an administrative fee in the amount of five hundred (\$500.00) dollars per annum throughout the term of this Agreement (the "Annual Fee") to the Appointing Municipality, as contribution to the Appointing Municipality's administrative and other costs and expenses with respect to the appointment of Members and general operations of the Joint Assessment Review Board. The Annual Fee shall be payable by each of the Participating Municipalities no later than the _____ day of _____ during each year this Bylaw remains in effect regardless of whether or not a complaint has been filed in a Participating Municipality in any given year, and is in addition to and does not replace the costs and expenses referred to in subsections (b) and (c) below.

11.2. All costs and expenses incurred by the Appointing Municipality with respect to training Members, including administrative costs and any legal or other fees the Appointing Municipality may incur (the "Training Costs"), shall be paid by each of the Participating Municipalities to the Appointing Municipality on a cost recovery basis. The Training Costs shall be payable by the Participating Municipalities on a pro rata basis, with each Participating Municipality paying an equal share of such costs.

11.3. All Joint Assessment Review Board costs and expenses which relate to a particular complaint, including the administrative cost of holding the Hearing and any legal or other fees the Joint Assessment Review Board may incur, shall be paid by the Originating Municipality to an Assisting Municipality on a cost recovery basis.

12. GENERAL PROVISIONS

12.1. Bylaw 427-00 and all amendments thereto are hereby repealed.

12.2. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

12.3. This Bylaw shall come into force and effect upon the date it is passed.

READ A FIRST TIME IN COUNCIL THIS 7TH DAY OF FEBRUARY, 2022.

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, 2022.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS _____ DAY OF _____, 2022.

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Chris Neureuter, Mayor

Shannon Harrower, CAO

Village of Marwayne

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SCHEDULE "A"

JOINT ASSESSMENT REVIEW BOARD PROCEDURES

1. HEARINGS

- 1.1. The Joint Assessment Review Boards shall hold a public hearing respecting the complaint in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.
- 1.2. The Joint Assessment Review Boards shall give notice of the hearing in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.
- 1.3. The Joint Assessment Review Boards shall make available for public inspection prior to the hearing all relevant documents and materials respecting the complaint in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.
- 1.4. The Joint Assessment Review Boards shall hear from parties in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.
- 1.5. The Joint Assessment Review Boards shall hear complaint in public, but it may at any time recess and deliberate in camera.
- 1.6. Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk.
- 1.7. The Joint Assessment Review Boards shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the hearing.
- 1.8. The Joint Assessment Review Boards shall give a written decision together with the reasons for the decision in accordance with the *Municipal Government Act* or Lloydminster Charter, as the case may be.

2. CONDUCT AT HEARINGS

- 2.1. Members of the public in attendance at a hearing:
 - (a) shall address the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be, through the Chair;
 - (b) shall maintain order and quiet; and
 - (c) shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Joint Local Assessment Review Board or Joint Composite Assessment Review Board, as the case may be.
- 2.2. The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be expelled. The Chair may request the assistance from a Peace Officer to remove the person.



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SCHEDULE "B"

MEMBER RULES OF CONDUCT

- 1. **PECUNIARY INTEREST**
 - 1.1. A Member of the Joint Assessment Review Boards must not hear or vote on any decision that relates to a matter in respect of which the Member has a pecuniary interest.
 - 1.2. A Member has a pecuniary interest in a matter to the same extent that a councillor would have a pecuniary interest in the matter as determined in accordance with the *Municipal Government Act* or the Lloydminster Charter, as the case may be.
 - 1.3. If a Member is appointed to a panel hearing a complaint, and discovers during the complaint hearing that they have a pecuniary interest in the matter before the panel, the Members shall immediately disclose their pecuniary interest, and shall immediately recuse themselves from the proceedings. If the panel still has quorum as defined in this bylaw and the *Municipal Government Act* or the Lloydminster Charter, as the case may be, after the Member's recusal, it may continue to hear the complaint. If the panel does not have quorum as defined herein after the Member's recusal, the panel must cease the hearing, and a new panel be appointed to hear the complaint.
- 2. **CONFLICT OF INTEREST**
 - 2.1. Where a Member of the Joint Assessment Review Boards is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the Member must absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
 - (a) Declares a conflict of interest; and
 - (b) Describes in general terms the nature of the conflict of interest.
 - 2.2. The Clerk shall cause a record to be made in the Minutes of the Member's absence and the reasons for it.
 - 2.3. If a Member is appointed to a panel hearing a complaint, and discovers during the complaint hearing that they have a conflict of interest in the matter before the panel, the Member shall immediately disclose that they are in a conflict of interest, and shall immediately recuse themselves from the proceedings. If the panel still has a quorum as defined in this bylaw and the *Municipal Government Act* or Lloydminster Charter, as the case may be, after the Member's recusal, it may continue to hear the complaint. If the panel does not have quorum as defined herein after the Member's recusal, the panel must cease the hearing, and a new panel be appointed to hear the complaint.
 - 2.4. For further clarity, a Member has a conflict of interest in respect of a matter before the Joint Assessment Review Boards when the member is of the opinion that:
 - (a) He or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or



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- (b) Substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of the matter.

3. MEMBER CONDUCT

3.1. A Member shall:

- (a) not discuss any matter under complaint with any party to that complaint, outside of the formal hearing process;
- (b) keep in camera discussions of the Joint Assessment Review Boards and legal advice provided to the Joint Assessment Review Boards confidential, except where required to disclose that information by law; and
- (c) attend all Joint Assessment Review Boards hearings to which he has been assigned unless prior written consent has been received from the Chair.

POLICY – HR 20 RESPECTFUL WORKPLACE

APPROVAL DATE:	2013-04-25	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2022-02-07	REVIEW DATE:	2025

POLICY STATEMENT

To ensure and promote a safe workplace in which all people are respected and free from discrimination and/or harassment.

BACKGROUND

The Village of Marwayne has never tolerated nor will ever tolerate any form of harassment and/or discrimination against any individual, employee, client, contractor, etc. as the case may be. Persons found to be engaging in discrimination and/or harassment will be subject to the appropriate consequences, up to and including, termination.

OBJECTIVE

To establish the process by which persons may report instances of discrimination and/or harassment without fear of termination.

DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee, part-time Employee, contracted Employee and/or Councillor of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Harassment is any conduct in the workplace that creates an intimidating, threatening, coercive, uncomfortable or hostile work environment. Harassment includes sexual harassment, as further defined below.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Village is the Village of Marwayne in the Province of Alberta.

Violence is threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical injury.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- All Employees must adhere to and follow the rules and regulations set forth in the *Alberta Human Rights Act*, as amended from time to time.
- At no time will the Village discriminate against any Employee, refuse to employ, or refuse to continue to employ, any Employee because of their race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, or family status.
- Any person who has been the subject of Violence and/or Harassment has the right to access assistance in communicating their objections and in pursuing their complaint more formally. It is recognized that the issue of access to recourse is particularly critical where the alleged offender is in a position of authority over the complainant or where there are other communication barriers.

- Individuals are aware of, and understand, that acts of Violence and/or Harassment (including sexual harassment) are considered a serious offense for which necessary sanctions will be imposed.
 - Those subjected to acts of Violence, Harassment and/or Sexual Harassment are encouraged to access any assistance they may require in order to make or pursue a complaint.
 - Individuals are advised of available recourse if they have been subjected to, or become aware of, situations involving Violence, Harassment, and/or Sexual Harassment.
 - Action will be taken in response to complaints, and where complaints are substantiated, appropriate corrective and disciplinary action will be taken, up to and including termination.
 - Victims of Violence, Harassment, and/or Sexual harassment will be supported and have the right to assistance in the pursuit of their complaint.
 - An Employee who has been subjected to violence, harassment and/or Sexual Harassment should advise his or her immediate supervisor. If this is uncomfortable or inappropriate given the circumstances, then the Employee should advise the CAO. In the case of the CAO, the Employee is to notify a member of Council.
- **Informal Reporting Procedure**
 - If an Employee believes that they have been harassed or have faced discrimination they may:
 - Confront the individual personally, or in writing, clearly stating the unwelcome behaviour/action and requesting that it stop immediately; or
 - Discuss the situation with the individual's supervisor, your supervisor or any other supervisor.
 - Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the occurrence to his/her supervisor or a manager.
- **Formal Reporting Procedure**
 - If you believe you have been harassed or discriminated against and the informal reporting procedure, in your opinion, was not sufficient,

you may make a written complaint to the CAO. In the case of the CAO, the complaint may be made to a member of Council. The written complaint must be delivered to the CAO, or in the case of the CAO – a member of Council, and include the following information:

- The date and time of each incident you wish to report;
 - The name of the person(s) involved in the incident(s);
 - The name of any person or persons who witnessed the incident(s); and
 - A full description of what occurred.
- Once a written complaint has been received, the Village of Marwayne will complete a thorough investigation. Harassment, Sexual Harassment and Discrimination will not be ignored as silence can, and often is, interpreted as acceptance. Employees will not be demoted, dismissed, disciplined or denied a promotion, advancement or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.
 - The investigation will include:
 - Informing the accused of the complaint;
 - Interviewing the complainant, any person(s) involved in the incident and any identified witnesses;
 - Interviewing any other person(s) who may have knowledge of the incident(s) or complaint;
 - Collection of statements from all parties involved will be taken and a decision will be made;
 - If necessary, Village of Marwayne may employ outside assistance or request the use of our legal counsel; and
 - Where it is determined that Harassment or Discrimination has occurred, a written report of the remedial action will be given to the employee(s) concerned.
 - A copy of the complaint, detailing the complainant's allegations, shall be provided to the respondent(s) and contain the following information:
 - That the respondent is invited to reply in writing to the complainant's allegations;

- That the reply will be made known to the complainant before the case proceeds; and
 - That the Village of Marwayne will take all measures to prevent any unnecessary disclosure of the incident and the identities of the parties.
 - If the complainant decides not to lay a formal complaint, the CAO may decide that a formal complaint is required, which will be based on the investigation of the incident, and will file such document(s) with the person(s) against whom the complaint is laid.
 - If it is determined that Harassment or Discrimination has occurred, appropriate disciplinary measures will be taken immediately, up to and including, termination.
 - Employees have the right to pursue their concerns through alternate forums, including the exercise of their rights through any law or course of action allowable in the Province of Alberta.
- **Confidentiality**
 - All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.
 - The Village of Marwayne will do everything it can to protect the privacy of the individuals involved and to ensure that the complainant and the respondent are treated fairly and respectfully. The Village of Marwayne will protect personal privacy so long as doing so remains consistent with the enforcement of this policy and all applicable laws, acts and legislation in the Province of Alberta.
 - **Disciplinary Measures**
 - If it is determined by the Village that any Employee has been involved in the Harassment or Discrimination of another Employee, immediate disciplinary action will be taken, up to and including immediate dismissal in accordance with the *Employment Standards Code* in the Province of Alberta.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

EXEMPTIONS

The Village’s position against Discrimination does not apply with respect to a refusal, limitation, specification or preference relative to an individual’s employment, or potential employment, based on a *bona fide* occupational requirement.

A person who knowingly or intentionally makes a false or malicious accusation against any other person may be subject to sanctions. In the case of an Employee, such sanctions may include but are not limited to disciplinary action, up to and including termination in accordance with the *Employment Standards Code*.



POLICY – HR 21 RECRUITMENT

APPROVAL DATE:	2013-04-24	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2022-02-07	REVIEW DATE:	2026

POLICY STATEMENT

To establish equal opportunity and non-discriminatory processes as it pertains to hiring new employees and filling employment vacancies.

BACKGROUND

This policy was developed as a means of ensuring all potential candidates for hire are considered in a consistent, fair and barrier free approach.

OBJECTIVE

To summarize the ways in which the Village of Marwayne shall conduct its recruitment processes so as to ensure that all potential candidates are treated equitably.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

- Council is in charge of hiring the Chief Administrative Officer as per the Municipal Government Act, as amended from time to time.
- The CAO is in charge of hiring all staff, including supervisory staff, labourers, and administrative staff.
- All vacancies within the Village of Marwayne will be advertised publicly so as to promote equal opportunity recruitment.
- Any person, excluding current Employees, who is applying for a position with the Village of Marwayne must provide the following documents at their own expense:
 - Resume;
 - Criminal record check;
 - Copy of their valid drivers license; and (if applicable)
 - A current drivers abstract.
- The CAO is responsible for ensuring all of the necessary documents have been provided and that qualifications and credentials have been validated.
- Existing Employees are permitted to apply for any vacancies as they see fit and must provide the aforementioned list of documentation if their records are five (5) years or older.
- Individuals who operate vehicles, equipment and/or machinery are required to maintain a valid drivers license while employed by the Village of Marwayne. Failure to maintain a valid drivers license may result in disciplinary action, up to and including, termination.



- Individuals will be hired based on, but not limited to, their qualifications, suitability, drivers abstract, criminal record check, job experience, training and references.
- Individuals who do not meet the necessary requirements for a specific position are encouraged to reapply in the future and shall receive equal consideration at that time.
- The Village of Marwayne shall review all submissions for any open position and interview only, and at its discretion, the most qualified candidates based on their knowledge, skills, abilities, and other competencies in an effort to find the best fit for the organization.
- Interviews are scheduled at a mutually agreeable time between the individual and the CAO.
- Individuals selected for a specific position will be given a written letter of offer detailing the position requirements, physical demands, start date, salary and/or hourly wage, hours of work, dress code, job description, benefits package (if applicable), etc. Should the individual be willing to accept the position, a signed letter of offer must be provided to the Village of Marwayne by the specified deadline.
- Employment offers are contingent on the individuals acknowledgement and agreement to:
 - All Village of Marwayne policies;
 - All Village of Marwayne bylaws;
 - Successful reference check, criminal record check and clean drivers abstract; and
 - Any other requirements of the position that the CAO and/or Council has deemed to be necessary.
- The use, collection and disclosure of all documents obtained throughout the interview and hiring process shall be in accordance with the *Freedom of Information and Protection of Privacy Act* in the Province of Alberta.
- Courtesy notifications to unsuccessful applications who were interviewed is required after the letter of offer has been signed and accepted by the successful individual.
- Successful individuals shall be provided with workplace policies, health and safety orientation, rules, regulations, expectations and job specific information designed to assist the Employee in carrying out his or her duties.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant



POLICY – HR 22 TERMINATION OF EMPLOYMENT

APPROVAL DATE:	2013-04-25	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2022-02-07	REVIEW DATE:	2026

POLICY STATEMENT

To establish the administrative process for the termination of employment of a Village of Marwayne Employee.

BACKGROUND

The Village of Marwayne created this policy to ensure that the termination of employment for any Employee is handled with due diligence and with a minimum disruption to the day-to-day operations of the organization.

OBJECTIVE

To explicitly outline the process by which the Village of Marwayne shall carry out the termination of employment of a Village of Marwayne Employee in accordance with the *Employment Standards Code*, as amended from time to time.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Job Abandonment means the failure to report back to work after three consecutive business days without prior notification to the Employee's supervisor.

Village is the Village of Marwayne in the Province of Alberta.

Village Property means all keys, electronics, security passes, memberships, identification, vehicles, confidential information, etc. as the case may be that belonged to the Village of Marwayne prior to the Employee's employment.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- The Village of Marwayne classifies the termination of employment in three distinct categories:
 - **Administrative**
 - Administrative terminations are generally the result of retirement, failure to return to work in a timely manner following an approved leave of absence, permanent or long-term disability where the Employee is unable to perform his or her job duties (with or without reasonable accommodation, or in the case of the death of an Employee.
 - **Voluntary**
 - Voluntary terminations are generally the result of resignation by the Employee or job abandonment. Employees will not be deemed to have abandoned their job if they can substantially prove that special circumstances, outside of their control, prevented them from informing their supervisor that



they would be absent in excess of three consecutive business days.

- **Involuntary**

- Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoff due to reduction or reorganization of the workforce, or failure to meet the expectations of the Village of Marwayne. The Village of Marwayne reserves the right to terminate an Employee with or without cause and with or without prior written notice in accordance with the Employment Standards Code. The Village of Marwayne only provides Employee's with the minimum amount of notice or pay in lieu of notice as outlined in the Employment Standards Code. The Village does not, in any circumstance, exceed the minimums of the Employment Standards Code when terminating an Employee's employment.
- The Village of Marwayne, using its sole discretion, may terminate, demote or layoff an Employee based on the organization's current needs in terms of operations and staffing levels.
- Depending on the situation surrounding an Employee's termination of employment, consideration for re-hire may or may not be given. The decision to re-hire an Employee following termination is at the sole discretion of the Village of Marwayne.

- **Layoffs**

- In the event of economic or industry forces that dictate that the Village of Marwayne requirements for work are diminished, streamlining of operations are required, a re-organization is necessary, or a lack of funds causes an inability to maintain staffing levels, the Village of Marwayne may be required to reduce our workforce through layoffs.
- The Village of Marwayne will provide as much warning as is possible / necessary to ensure that workers are aware of any pending changes to their employment. Notices will be made in writing and delivered to the employee by their immediate supervisor or CAO. In the event that the Employee cannot come in to work for any



reason, a copy of the notice will be mailed to their residence based on the residential information provided to the Village at the time of hire, contained within their personnel file.

- Notice of Layoff will include information pertaining to the effective date of the Employee layoff and will provide information regarding their severance pay (if applicable), and date of final paycheck. In the event of any necessary layoff, the Village of Marwayne will provide the Employee with the appropriate amount of severance (if applicable) and include any accrued vacation / sick leave pay that is owed to the employee on their final paycheck.
- In the event of a voluntary termination, the CAO should attempt to retain the Employee if it is in the best interests of the Village of Marwayne. Should this not be possible, the CAO shall attempt to determine the Employee's specific reason for leaving, if not already known.
- Whenever possible, the Village of Marwayne CAO will give warnings pertaining to unacceptable behavior and/or conduct by an Employee. In the event that the Employee fails to correct the behavior or violates Village policies, the Employee may face disciplinary action, up to and including termination. Depending on the severity of the offence, an Employee may be terminated without prior warning from the Village of Marwayne.
- The Village of Marwayne shall inform the Employee of the rationale for their termination of employment if it is with cause. For termination without cause, a rationale for their termination of employment will not be provided.
- An Employee who is terminated will be escorted and overseen departing the Village of Marwayne on their last day of employment. Supervisors must make sure that terminated Employees return all Village property prior to their departure.
- Employees will be advised of their insurance and conversion rights at the conclusion of their employment with the Village of Marwayne.
- When and if appropriate, the Village of Marwayne will conduct an exit interview with a terminated Employee. These interviews are held in strict confidence. The Village of Marwayne shall compile pertinent information from exit interviews to create feedback which may be used for future considerations as it relates to Village policies and management directives.



- Terminated Employee's are bound to keep Village of Marwayne information, obtained throughout the course of their employment, confidential upon termination. Failure to keep such information confidential may result in legal action against the terminated Employee.
- **Notice Requirements when the Village of Marwayne initiates termination of employment**
 - The Village of Marwayne has no obligation to give notice of termination during the first three months of Employment for a Village of Marwayne Employee.
 - The first three months of a Village of Marwayne Employee's employment is considered their probationary period.
 - The Village of Marwayne will provide the required amount of written noticed based on the duration of the Employee's employment in accordance with the Employment Standards Code. The Village of Marwayne does not, under any circumstance, provide any additional notice, or pay in lieu of notice, beyond the notice requirements as outlined in the table below:

Notice Period	Length of Employment
1 week	More than 90 days but less than 2 years
2 week	2 years but less than 4 years
4 week	4 years but less than 6 years
5 week	6 years but less than 8 years
6 week	8 years but less than 10 years
8 week	10 years or more

- The amounts in the table above constitute the minimum and maximum amount of notice, and/or pay in lieu of notice, that a terminated Employee is eligible to receive as it relates to the termination of their employment.
- The Village of Marwayne may, at its sole discretion, provide a terminated Employee with pay in lieu of notice. Alternatively, a combination of notice and pay in lieu of notice may be given to the terminated Employee.
- The Village of Marwayne shall provide terminated Employees with their wages, holiday pay, and/or vacation pay within 10 consecutive days



after the end of the pay period in which termination occurred, or, 31 consecutive days after the last day of employment.

- **Notice Requirements when the Employee initiates termination of employment**

- The length of notice an Employee is required to give the Village of Marwayne depends on the duration of the Employee's employment and must be writing. The minimum notice requirements that terminated Employees must provide is as outlined in the table below:

Notice Period	Length of Employment
1 week	More than 90 days but less than 2 years
2 week	2 years or more

- **Employee Benefits**

- All health and dental coverage and/or insurance stops immediately on the last day of the terminated Employee's employment.
- All short- and long-term disability coverage and/or insurance stops immediately on the last day of the terminated Employee's employment.
- Life insurance stops immediately on the last day of the terminated Employee's employment.
- No employee is entitled to severance pay upon termination of their employment.
- Severance pay may be granted at the sole discretion of the Village of Marwayne. Should severance pay be granted, the CAO will provide details as to how the amount was calculated.
- All terminations will be conducted in compliance with the laws of the Province of Alberta.



ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

EXEMPTIONS

Termination of employment for Employees with whom the Village of Marwayne has executed a signed employment contract are exempt from this policy. The terms set forth in the employment contract, in all instances, shall prevail. The exemption for employment contracts does not encompass letters of hire with specific provisions. Employees who are hired on a full-time, part-time or seasonal basis by the Village of Marwayne, are bound by this policy.



POLICY – HR 23 PERFORMANCE MANAGEMENT

APPROVAL DATE:	2013-04-26	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2022-07-07	REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which Employee performance is reviewed and acknowledged on an on-going basis so as to ensure Employee's are provided with accurate and appropriate feedback regarding their work ethic.

BACKGROUND

The Village of Marwayne recognizes the importance of acknowledging and/or compensating Employees when they demonstrate excellence in their performance. Further, the Village of Marwayne believes it to be important for Employees to have a clear understanding of what is expected of them through the conduct of annual performance evaluations. This policy serves to outline the processes by which performance is monitored so as to ensure Employees are meeting the needs of their position and the organization as a whole.

OBJECTIVE

To establish and maintain high standards of employee conduct; to encourage improved performance and development; provide opportunity for



improvement through an improvement plan; acknowledge competency; improve communication between Employees and management; and to enable decisions regarding employment.

DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- Performance management is utilized as a tool to help ensure the alignment of individual performance goals with that of the strategic direction of the organization through the use of collaborative performance planning, coaching, feedback and annual reviews.
- The Village of Marwayne requires that all Employees take part in the performance management process with records of individual performance plans and reviews to be discussed and kept on file for each staff member.
- The performance review for the CAO is conducted by the Council for the Village of Marwayne as per the rules and regulations of the Municipal Government Act, as amended from time to time.
- On an annual basis, the CAO will review each Employee's job duties and requirements in order to identify key areas of responsibility. Areas of responsibility will be utilized to aid the CAO in creating individual performance plans for each Employee.
- Each Employee will have a performance plan created for them within a designated timeframe based upon prior performance, length of time with



the organization, length of time in the department and/or recent promotions, demotions or significant changes in duties and responsibilities.

- Each performance plan must include the following:
 - A set of specific goals and objectives for achieving the requirements of the Employee's job;
 - An action plan or outline of how these goals and/or objectives will be met, including any plans for training and/or development;
 - A timeframe for when goals and/or objectives should be met by the Employee;
 - An outline of the potential consequences should the Employee not meet their goals and/or objectives; and
 - Additional comments, areas of improvement, areas of concern and/or anticipated workforce constraints.
- The performance plan will be reviewed by the CAO and the Employee in order to allow for discussion of the goals and/or objectives that have been identified. The performance plan is then utilized as a tool for which actual performance will be measured against.
- The annual performance plan review meeting between the CAO and the Employee shall consist of:
 - A full review and discussion of the Employee's performance throughout the current calendar year based upon the goals, objectives and prior year performance established in the performance plan;
 - A full review and discussion of the Employee's overall performance;
 - Any changes to the Employee's performance plan for the upcoming calendar year;
 - Areas of improvement; and
 - Any other item that the Employee or the CAO wishes to discuss relevant to the Employee's performance and/or position within the organization.
- Following review of the performance plan by the CAO and the Employee, the performance plan must be signed by both the CAO and the Employee. The Employee shall receive a copy of the performance plan and the other copy shall be placed in the Employee's personnel file.
- The Employee does not necessarily need to agree with everything contained within the annual performance plan, however, the Employee must acknowledge that all items within the performance plan were



brought to their attention and that the Employee was aware of any recommendations for improvement, training, etc.

- The CAO, in addition to an Employee's direct supervisor, shall provide ongoing coaching to Employee's of the Village of Marwayne.
- Coaching shall take the form of informal and formal feedback, provided either in writing or verbally to an Employee, regarding to their progress in relation to their goals and/or objectives.
- The CAO may provide verbal and/or written warnings, as the case may be, for inadequate Employee performance at any point throughout the year. In any instance, the CAO will keep a record of such instances and communicate areas of improvement with the Employee in question.
- Employees whose performance is not satisfactory, may be subject to disciplinary action, up to and including termination. The CAO shall exercise her or his own judgement, depending on the situation, to determine the appropriate course of action in terms of disciplinary consequences and/or termination.
- During an Employee's probationary period of three (3) months with the organization, an Employee must undergo a performance plan review to ensure they are meeting the needs of the organization. Should the Employee not be meeting the needs of the Village of Marwayne, the Employee may face disciplinary action, up to and including termination, without cause.
- Should Employees be promoted or demoted, a new performance plan must be created by the CAO. After the new performance plan has been created, the CAO and the Employee shall meet to discuss the new expectations of the Employee's new position within the organization.
- The performance plan process is designed to be fair and transparent.
- The CAO shall:
 - Provide all of the necessary tools and forms to facilitate the performance management process;
 - Provide training and guidance to supervisors and Employees throughout and following the performance management process;
 - Work with the Employee's to ensure all goals and/or objectives are fair, attainable and reasonable;
 - Accurately report and document performance observations; and
 - Provide ongoing feedback and coaching.
- Employees must:



- Work with the CAO and their direct supervisors to provide input in the creation of individual Employee plans and reviews;
- Complete and submit required performance review forms within the specified time period and to the appropriate party;
- Attend performance management training requested; and
- Complete all follow up actions as required and outlined in the annual performance plan conducted by the CAO.
- Employees who feel as though they have been subject to an unfair performance evaluation may request a subsequent review of their file by the CAO.
- Upon review of the request, the CAO will review the Employee's file and a subsequent performance evaluation shall be conducted to discuss the issues posed by the Employee. A subsequent review of the Employee's file by the CAO does not guarantee any change to the performance evaluation. A subsequent review is intended merely for the purposes of ensuring no matters were incorrectly reported and all relevant matters pertaining to the Employee's performance were discussed and recorded.
- All information collected throughout the performance management process is kept confidential and in the Employee's personnel file.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant



EXEMPTIONS

Information collected throughout the performance management process may be shared with the Council for the Village of Marwayne if deemed necessary by the CAO during closed sessions only.

Alberta Provincial Police Service

Updated Key Questions for Engagement



Alberta Municipalities held a virtual policing summit on January 19, 2022, to discuss the Government of Alberta's proposal to establish an independent Alberta Provincial Police Service (APPS). Justice and Solicitor General is holding engagement sessions across Alberta on this topic in early 2022, and this summit was intended to help prepare members for engagement by:

- Providing an overview and analysis of the PricewaterhouseCoopers (PwC) feasibility study and proposed APPS service delivery model; and
- Gathering feedback from members on outstanding questions and concerns arising from the PwC study.

Learn more:

Please visit our [APPS webpage](#) to find links to the webinar recording, PwC feasibility study, Alberta Municipalities summary and analysis, and other resources, as well as information on how to register for a provincial engagement session.

Prior to the webinar, Alberta Municipalities shared a summary and analysis of the PwC study that highlighted key questions for municipalities to raise during engagement. The questions in this document have been updated below to reflect what we heard at our online event, and they are organized to align with the discussion topics that will be presented at provincial engagement sessions.

The provincial engagement sessions are narrowly focused on the service delivery model proposed in the PwC feasibility study. However, due to a lack of detail in the study, participants may find it difficult to give meaningful feedback. Additionally, the study is silent with respect to many key municipal considerations for an APPS, such as the impact on policing costs and what a new police funding model would look like. We very much encourage members to attend the sessions and share any feedback and concerns they have, even if this feedback is considered to be "out of scope" by Justice and Solicitor General.

Governance and Oversight

- How will APPS performance be measured and reported on?
- How will municipalities have a say in setting APPS priorities and direction, at both the provincial and local levels?
- The PwC study recommends that an APPS work with municipalities to develop community safety strategies. How will the APPS address any cost and capacity barriers to developing these strategies?
- How would existing local police commissions interact with the newly established Provincial Police Commission?
- How will provincial police commission members be selected? Will this be a political process or a competency-based process? Who would be responsible for recruitment and selection? How will the provincial commission be funded and administratively supported?
- How will local police committees be structured? What level of flexibility will be available for communities to populate and operate police committees as they see fit?
- What accountability mechanisms will be developed to ensure detachment leaders consider and report on the direction provided by local policing committees?
- How will detachments serving multiple communities balance the input received from various local policing committees?
- How will local policing committees provide input on provincial policing priorities to the provincial commission? How will the commission be accountable to local committees?



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Alberta Provincial Police Service

Updated Key Questions for Engagement



Service Levels and Funding

- The PwC study proposes a hub model for APPS detachments in which select detachments will serve as regional hubs and host specialized services available to the entire region. How will locations for hub detachments be identified? Are existing detachments capable of serving as hubs? If not, will the costs of upgrading existing infrastructure be used as a consideration in the selection of hubs?
- How will staffing requirements for detachments be determined? Will municipalities be expected to provide civilian staff supports to their local detachments?
- The PwC study proposes two levels of police officers. Level 1 Officers would be trained to respond to all calls, while Level 2 Officers would be trained to respond to non-violent or non-urgent calls. What specific roles, responsibilities, and powers will Level 1 and Level 2 Officers have? How will this be determined?
- According to the PwC, the current system duplicates specialist services across the RCMP and Edmonton and Calgary Police Services, such as tactical teams and explosive device response. Under the proposed model, the APPS would contract with these police services to use many of their existing specialized services on a regional basis. Are Edmonton and Calgary willing to enter into this type of agreement with the APPS? What would be the costs of delivering specialized services to rural areas under a standalone APPS model?
- How will conflicts of interest and personal relationships be addressed in a model that emphasizes policing by residents in small and rural communities?
- Many support services for the RCMP, such as human resource management, corporate management, and communications, are paid through a divisional administration charge, which allows these costs to be consolidated and shared by all contract partners. The PwC study does not include an estimate of the cost to replace these services; in fact, the study states that “while further work is required to quantify the costs and time required, replacing the breadth of shared services at the termination of Contract Policing Agreements would be a very significant undertaking in terms of the complexity, cost, and duration of such a project.” How does the government plan to fund and provide these essential services for an APPS?
- Has the province considered insurance and liability costs for potential class-action lawsuits?
- When considering economies of scale, will the APPS be able to purchase goods and services at the same or better cost than the RCMP?
- The PwC study is silent on how municipalities would contribute to funding an APPS. Would the same population-based tiers remain or would costs be linked to service levels? What would the funding model look like for an APPS?
- How will the province offset the \$188 million loss in federal subsidies?
- The PwC study emphasizes the importance of providing a consistent level of service in rural and urban areas. How will levels of service will be determined? How will they differ from levels of service under the current model? How will a higher level of service in rural areas will be accomplished for the same or less cost than the current RCMP model?



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Alberta Provincial Police Service

Updated Key Questions for Engagement



Integration

- Have the stakeholders identified to work in an integrated manner indicated their support for this model?
- Under the proposed APPS information-sharing model, would community peace officers have full access to information needed to perform their duties safely and effectively?
- The PwC study recommends co-locating policing services with other provincial and community services by basing the services in the same building and a shared work environment. Are there risks in closely linking social services with police that may result in vulnerable individuals being less likely to access social service agencies?
- How would co-location implemented when the current location of police service and other provincial and community services vary greatly across the province? Is the cost of physically re-locating services (presumably into detachments) included in the transition cost estimates? If so, how accurate is the cost projection?
- Will municipalities and service providers have an option as to whether they want to co-locate services?
- How would this approach impact existing municipal and non-profit property-related costs such as leases, building maintenance, etc.?

How you can help:

- Attending a provincial engagement session and sharing your thoughts.
- Using Alberta Municipalities key questions when speaking to local media.
- Sharing Alberta Municipalities social media posts.
- Watching for media reports and further updates from Alberta Municipalities.

Transition

- How will cost over-runs during the transition process be managed and communicated?
- Have training costs been included in the forecasting, especially since many RCMP officers do not transition over to provincial police services and there is extensive training that needs to be completed?
- How will the new APPS work with the RCMP on cross-jurisdictional issues and current joint ventures?
- Considering that many police services are experiencing difficulty with recruitment, are you confident that you can recruit enough members for the transition and why? Do you have a backup plan?
- What conversations have been had with stand-alone police services regarding shared training facilities and other services? Are those services amicable to the idea and do they have capacity to accommodate training significantly larger numbers of cadets?
- How is the provincial government going to fund the \$366 million of APPS one-time transition costs?
- How accurate will the cost comparisons found in the report between the current RCMP model and the proposed APPS models be if an actual transition does not occur until 2025? How might RCMP cost drivers and projected APPS cost drivers change in the time until transition occurs?



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Alberta Provincial Police Service

Updated Key Questions for Engagement



Questions for MPSA Municipalities

- Will municipalities with populations over 5,000 still have the option to contract the RCMP?
- Will the creation of an APPS create barriers for municipalities that may consider a transition to their own municipal or regional police force? Do the cost/benefit projections account for the possibility of some municipalities exploring local police forces in place of APPS?
- How will governance and accountability arrangements change for municipalities with MPSAs under an APPS model? Will these communities still be eligible for provincial grants to offset the costs of policing?

Other Issues

- Changing the provincial police service provider will not have an impact on Alberta's overburdened justice system. How will the government ensure that the justice system is adequately resourced so that all Albertans have timely access to justice?
- Why hasn't the provincial government already implemented many of the PwC report's suggested policing improvements (integration of health and family services, effective performance metrics, improved governance and independent commission) under its current policing arrangements with the RCMP? What work has been done to evaluate the ability of the RCMP to adjust to meet the core values, innovations, and outcomes the government is seeking? What is the problem that the government is trying to solve?
- In the past, programming and services provided by the province that started out as a minimal cost to municipalities became an increasing burden to many municipalities as funding never increased and further costing and service expectations were downloaded with no recourse or input. Given this history, how can municipalities be confident that they will not incur increased policing costs from implementing an APPS?
- What is the government's engagement plan for First Nations, Metis and Indigenous peoples?
- Will the province government hold a referendum before a final decision is made, and what is the timeline for that?

MPSA or PPSA?

Urban municipalities with populations over 5,000 have three options for providing police services in their communities:

- Contract with the federal or provincial government or another municipality for the provision of policing services;
- Establish a stand-alone municipal police service; or
- Establish a regional police service with other municipalities, which may include the province.

The most common municipal policing arrangement in Alberta is the use of contract policing. Under this arrangement, the RCMP provides policing services to a municipality under the Municipal Police Service Agreement (MPSA). The MPSA is a bilateral memorandum of agreement signed between the federal government and a municipal government for the use of the RCMP as the Municipal Police Service.

Under the Police Act, the Alberta government is responsible for providing police services for those municipalities with populations of 5,000 or less, and to all municipal districts and counties. The province meets this obligation by contracting for the services of the RCMP to deliver police services to these municipalities, through the Provincial Police Service Agreement (PPSA), signed between the Alberta and federal governments.

For more information about policing in Alberta, visit our [policing hub](#).



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Friday, January 21, 2022 at 11:47:31 Mountain Standard Time

Subject: Weekly Report 2022-01-21
Date: Friday, January 21, 2022 at 11:47:22 AM Mountain Standard Time
From: James MacDonald
Attachments: image001.jpg, image002.jpg, image004.png, image010.jpg, image011.png, image012.jpg, image013.png

Hello Board members, Library staff, and friends of Northern Lights Library System.

If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone. Their information is at the bottom of this report.

Important general links/reminders:

- [Draft Minutes](#) of the November 27, 2021 general board meeting
- [Board orientation package](#) for new Board Members
- Next general board meeting is Friday March 4th (10:00am).

BOARD

- Did you miss the PLSB board orientation meetings in December? PLSB is offering 2-hour province wide sessions for system board members. Sessions will be delivered virtually via Zoom. Please click on the link below for your preferred date to register:
 - [Monday, January 31, 2022, from 2:00-4:00 p.m.](#)
 - [Wednesday, February 2, 2022, from 7:00-9:00 p.m.](#)
 - [Friday, February 4, 2022, from 10:00 a.m.-12:00 p.m.](#)
- The Government of Alberta's Community Development Unit is offering a series of free board development webinars. Topics covered in the series include; the responsibilities of Board Chairpersons and Treasurers, legal responsibilities of boards, grant writing and creating a vision and value statement for your organization. To find out more and to register see [Government of Alberta - Community Development Unit Events | Eventbrite](#)
- Vicky and I met with the following councils this week: Town of [Viking](#), M.D. of [Wainwright](#), [Beaver County](#), Town of [Bruderheim](#).
- Vicky and I are scheduled to meet with the Town of Legal (not currently members) and the [City of Cold Lake](#) in the coming week.

OPERATIONS

- We have 4 interviews scheduled for our [junior consultant position](#). The job search closes on

January 23rd – act fast.

- I met with the TRAC directors this week. We have approved a new training development committee. This committee will produce training and promotional materials for TRAC member libraries. Heather Elliot will represent NLLS on that team.
 - Finally, I think I can announce that we've struck a new deal with Parkland Regional Library System. If all goes well, starting next week our library patrons will now be able to access Parkland's Overdrive collection. This will just be items in their collection without holds on them. This cost us nothing and will expand the available content for them and us in Overdrive. An announcement with details on accessing this new content will be forthcoming.
- Cari Graus a many times summer student, and currently a contract junior consultant, resigned last Friday. Her last day will be January 28th. This is a little sooner than we'd hoped but we are excited for Cari as she puts her teaching degree into full use and heads back into the classroom. Thank you Cari.
 - Rhonda is scheduled to return from her leave February 17th and Tracy will fill the gap on our ILL processing in the interim.
- The fridge project continues...



LIBRARIES

- Check out the winter reading program on [our website](#) and on most of our library’s websites.
- Microsoft Office 365 licenses (see this [announcement](#).) We are 85% complete with 91% of libraries booked. We continue to look to be on schedule and under budget.
- I met with the board chair of the Elk Point Municipal Library this week. We had a great brainstorming session and interesting discussion on the challenges that face public libraries.
- We continue to meet with the Tofield Library Board about the challenge of recruiting a new library manager.

EXECUTIVE COMMITTEE MEMBERS

NAME	ZONE	EMAIL	PHONE NUM
Vicky Lefebvre	Zone 2 - Chair	gillesvicky74@gmail.com	780-573-1926
Curtis Schoepp (ML)	Zone 1	curtisschoepp@gmail.com	780-220-4897
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-213-0099
Maxine Fodness	Zone 2	mfodness@county.stpaul.ab.ca	780-645-4778
Matthew McLennan	Zone 3	mmclennan@sturgeoncounty.ca	780-974-4713
Dwayne Spicer	Zone 3	dspicer@redwater.ca	780-942-3519
Jennifer Anheliger (ML)	Zone 3	jennifer.aneliger@morinville.ca	780-340-7296
Leslie Cusack	Zone 4	div7@county24.com	780-787-0600
Josh Crick (ML)	Zone 2	jcrick@md.bonnyville.ab.ca	780-545-5961

ML = Member at Large

Zones

Zone 1	Zone 2	Zone 3	Zone 4
Athabasca County	City of Cold Lake	Beaver County	County of Minburn County of Vermilion River
S.V. of Bondiss	County of St. Paul	Lamont County	M.D. of Wainwright
S.V. of Sunset Beach	County of Two Hills	Sturgeon County	Town of Vegreville
S.V. of Island Lake	Fishing Lake	Town of Bon Accord	Town of Vermilion
S.V. of Island Lake South	Frog Lake	Town of Bruderheim	Town of Wainwright
S.V. of Mewatha Beach	Lac La Biche County	Town of Gibbons	Village of Chauvin
S.V. of West Baptiste	M.D. of Bonnyville	Town of Lamont	Village of Edgerton
S.V. of Whispering Hills	S.V. of Pelican Narrows	Town of Morinville	Village of Innisfree
Smoky Lake County	Town of Bonnyville	Town of Mundare	Village of Irma
Thorhild County	Town of Elk Point	Town of Redwater	Village of Kitscoty
Town of Athabasca	Town of St. Paul	Town of Tofield	Village of Mannville
Town of Smoky Lake	Town of Two Hills	Town of Viking	Village of Marwayne
Village of Boyle	Village of Myrnam	Village of Andrew	Village of Paradise Valley
Village of Vilna		Village of Holden	
Village of Waskatenau		Village of Ryley	

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System

E jmacdonald@nlls.ab.ca | www.nlls.ab.ca

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

Friday, January 28, 2022 at 15:15:18 Mountain Standard Time

Subject: Weekly Report 2022-01-28

Date: Friday, January 28, 2022 at 3:15:13 PM Mountain Standard Time

From: James MacDonald

Hello Board members, Library staff, and friends of Northern Lights Library System.

If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone. Their information is at the bottom of this report.

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 - [Friday, February 4, 2022, from 10:00 a.m.-12:00 p.m.](#)
- DEADLINE TO REGISTER IS TODAY (Friday, Jan 28, 2022) .The Government of Alberta's Community Development Unit is offering a series of free board development webinars. Topics covered in the series include; the responsibilities of Board Chairpersons and Treasurers, legal responsibilities of boards, grant writing and creating a vision and value statement for your organization. To find out more and to register see [Government of Alberta - Community Development Unit Events | Eventbrite](#)
- Vicky and I met with the following councils this week: Town of Legal (not currently members), and the [City of Cold Lake](#).
- We are scheduled to meet with [Athabasca County](#), and the [Town of Smoky Lake](#) next week.

OPERATIONS

- We have a verbal acceptance for the consultant position we recently posted. A big thank you to the hiring committee for a prompt and well executed search. Stay tuned for the big reveal.
- I met briefly with nearly every one of our staff this week to discuss 2021 performance

evaluations. I am very pleased with the exceptional work of the NLLS staff.

- Our levy letters are out there. A friendly reminder that we use the [2016 population figures](#). This works to some municipalities advantage and others disadvantage. If you have questions or concerns feel free to reach out.
- The leadership team attended the ribbon cutting for the new Lloydminster Public Library located in their mall. What a valuable and exciting new space they have. Congratulations to Lloydminster.
- The leadership team completed an intense planning session this week. As we wrap up the [2021 implementation plan](#) we are focused on putting the new goals we've been working on the last few months into the next plan. We have big plans for 2022.

LIBRARIES

- Jessie Morris, our manager of Member Library Services, has been seconded by the Tofield Municipal Library beginning on Monday, January 31st. She will be the interim library director for the next 2 months and assist the board with recruitment, assessment, policy development, and procedure. We are very excited to be able to offer this service to Tofield on a cost recovery basis. Joanne Knysh will step up to cover Jessie's management responsibilities in her absence.
- Your Overdrive econtent just got loads better. TRAC members now have access to Parkland Regional Library System's Overdrive collection. We've sent out emails and social media posts with all the details. Check out this [knowledge base article](#) to get all the details.
- We received the 2021 system wide TRAC statistics this week from YRL. I am still exploring the numbers but they are very encouraging. Consider our Overdrive econtent stats, The number of support/help questions from our patrons are down 22% but the usage is up 12%. It looks like patrons are learning to use the system and in fact using it. We circulated more than 115 thousand titles through Overdrive in 2021. That is awesome!

EXECUTIVE COMMITTEE MEMBERS

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Vicky Lefebvre	Zone 2 - Chair	gillesvicky74@gmail.com	780-573-1926
Curtis Schoepp (ML)	Zone 1	curtisschoepp@gmail.com	780-220-4897
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-213-0099
Maxine Fodness	Zone 2	mfodness@county.stpaul.ab.ca	780-645-4778
Matthew McLennan	Zone 3	mmclennan@sturgeoncounty.ca	780-974-4713
Dwayne Spicer	Zone 3	dspicer@redwater.ca	780-942-3519
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Zone 1

Athabasca County

S.V. of Bondiss
S.V. of Sunset Beach
S.V. of Island Lake
S.V. of Island Lake South
S.V. of Mewatha Beach
S.V. of West Baptiste
S.V. of Whispering Hills
Smoky Lake County
Thorhild County
Town of Athabasca
Town of Smoky Lake
Village of Boyle
Village of Vilna
Village of Waskatenau

Zone 2

City of Cold Lake

County of St. Paul
County of Two Hills
Fishing Lake
Frog Lake
Lac La Biche County
M.D. of Bonnyville
S.V. of Pelican Narrows
Town of Bonnyville
Town of Elk Point
Town of St. Paul
Town of Two Hills
Village of Myrnam

Zone 3

Beaver County

Lamont County
Sturgeon County
Town of Bon Accord
Town of Bruderheim
Town of Gibbons
Town of Lamont
Town of Morinville
Town of Mundare
Town of Redwater
Town of Tofield
Town of Viking
Village of Andrew
Village of Holden
Village of Ryley

Zone 4

County of Minburn
County of Vermilion
River
M.D. of Wainwright
Town of Vegreville
Town of Vermilion
Town of Wainwright
Village of Chauvin
Village of Edgerton
Village of Innisfree
Village of Irma
Village of Kitscoty
Village of Mannville
Village of Marwayne
Village of Paradise Valley

James MacDonald MLIS, DAS

Executive Director | Northern Lights Library System

E jmacdonald@nlls.ab.ca | www.nlls.ab.ca

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

Chamber of Commerce Meeting

Jan 26, 2022

In attendance: Sharon Kneen, Charlene Hendricks, Teresa Miskie, Ron Tannas, Cheryle Eikeland

Bank Balance as of December 31, 2021

98,240.82	(Campground Income for 2021 was 42,949.14)
- 3,429.09	2021 – 10% of Campground Revenue to Ag Society
- 8,572.72	2021 – 15 % of Campground Revenue to EDC
<u>86,239.01</u>	
- 10,000.00	Ag Society
- 15,000.00	EDC – Maybe \$ can be used towards outdoor washroom and/or the purchase of new Christmas decorations to replace Snowman, etc. We feel Wilson’s Struggle. For the number of Christmas bulbs he has purchased we probably could have bought 12 Snowmen.
- 5,000.00	Historical Society – Money left in account will be held over for next book
- 5,000.00	Marwayne Fire & Rescue
- 50,000.00	Marwayne Legion
<u>1,239.01</u>	
- 1,239.01	to Marwayne Legion once bank accounts are closed, or whatever is left over in the account

Survey was mentioned at meeting, and suggestion was that we should all talk to as many businesses as possible to have them purchase signage for the new sign. It was agreed that all home businesses should purchase a Business License so their names are on the Village Business Webpage. Does the Village have signage for the Street Dance or do we need to have Signs N More create a new date every year?

C-Can, wooden chairs, wooden tables, flat deck trailer (if it’s still around) and Pancake equipment has been transferred over to the Ag Society.

Now is the time to start brainstorming and planning for Marwayne’s 100th birthday for the Summer of 2026. A few Ag Society members and businesses appear to be on board and many other groups have also expressed interest, so would it be wise to have the Village Office post in the next couple of newsletters that we are looking for Volunteers to help brainstorm and plan for our upcoming birthday? We as a group should also check into Grant opportunities for this event.

Walking Trail is great and everyone enjoys going for a walk. Suggested that maybe “Doggie Posts” with bags for waste, be along the path with access to many garbage cans. Bags are fairly inexpensive and may entice pet walkers to pick up after their animals. It was also suggested that a “Doggie Post” be put in the downtown core. One dog in particular continues to defecate in the lily bed.

History books will be arriving around the 7th of February. If its ok with the Village, books will be made available to sell there, along with any of the other editions we have left and we will also have books available at the Hotel. The new book Echo's of Marwayne (Volume 3) is \$50.00, Echo's of Marwayne 1988 (Vol 11) is \$25.00, Echo's of Marwayne (Vol 1) are not available, Pioneering the Parklands is \$20.00, Our Golden Year, Marwayne, Alberta 1926-1976 is \$10.00. We will not be charging GST.

Can the Village please post a message of thanks to the Chamber of Commerce and its board for their years of service to Marwayne and to thank them for their gracious donation to the EDC Committee.

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION HELD ON DECEMBER 14, 2021, ON
ZOOM**

PRESENT:

Chair: M. Baker
Vice-Chair: R. McDonald
Directors: K. Whitlock; K. Miciak; G. Kuneff; S. Hryciuk;
J. Rayment; D. Bergquist;
CAO: S. A. Schwartz

ABSENT:

None.

The meeting was called to order at 6:00 P.M.

AGENDA:

Additions to the Agenda:

M. Baker Old Business Town of Vermilion Reuse Centre

MOVED by S. Hryciuk that the agenda be adopted with the above addition.
Carried.

MINUTES OF THE MEETING OF NOVEMBER 24, 2021:

MOVED by D. Bergquist that the minutes from the meeting of November 24,
2021, be adopted as presented.
Carried.

NOVEMBER 2021 FINANCIAL REPORT:

S. Schwartz presented the November 2021 financial report and provided explanations as required. The November 2021 report showed a balance of **\$138,953.50** in the operating account. The capital reserve account balance remained unchanged at **\$595,043.55**. The operational reserve account balance remained unchanged at **\$230,791.93**. The closure/post-closure account balance remained unchanged at **\$110,343.57**.

MOVED by K. Miciak that the November 2021 financial report be adopted as presented.
Carried.

NOVEMBER 2021 MONTHLY REQUISITION REPORT:

S. Schwartz presented the November 2021 monthly requisition report for information.

NOVEMBER 2021 ACCOUNTS FOR APPROVAL:

S. Schwartz presented the November 2021 cheques numbering 7081, 7083 and 7095 to 7121, and the debit memos and credit card charges for November 2021, and provided explanations as required.

Minutes of the Meeting of the VRRWMS on December 14, 2021

MOVED by G. Kuneff that the cheques numbered 7081, 7083 and 7095 to 7121, and the debit memos and credit card charges be accepted as presented.

Carried.

NOVEMBER 2021 VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

S. Schwartz presented the November 2021 Vermilion transfer site outstanding accounts for information.

DECEMBER 2021 CHIEF ADMINISTRATIVE OFFICER'S REPORT:

S. Schwartz presented the December 2021 Chief Administrative Officer's report, and provided explanations as required.

MOVED by R. McDonald that the December 2021 Chief Administrative Officer's report be accepted as presented.

Carried.

BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:

None.

NEW BUSINESS:

1. Discussion Regarding the Vermilion Transfer Site:

S. Schwartz informed the Board that there is one year remaining on the contract for the operation of the Vermilion transfer site. The current contract expires on December 31, 2022. The tender for this contract should be put up for bids by early September 2022. The tendering process is regulated by the Vermilion River Regional Waste Management Services Commission *Bylaw No. 2021-B-002*.

In the meantime, the last year of the existing contract should be monitored fairly closely for compliance and ratepayer satisfaction, as the contractor has made some significant staffing changes. The scale operator is responsible for a number of key record-keeping tasks that are required by the Commission. The Commission's expectation is to have these required tasks completed accurately and on schedule, as well as maintaining the Commission's standards for site cleanliness and patron satisfaction. S. Schwartz is to speak with the contractor in order to reaffirm the Commission's expectations.

OLD BUSINESS:

1. Draft 2022 Operating Budget:

S. Schwartz informed the Board that she had received no questions or concerns from the municipalities regarding the draft 2022 operating budget. The Chair then asked if the members of the Board had any questions or concerns about the draft budget, and there were none.

MOVED by R. McDonald that the draft 2022 operating budget be adopted as presented.

Carried. (by unanimous vote)

Minutes of the Meeting of the VRRWMSO on December 14, 2021

2. Town of Vermilion Reuse Centre:

The Chair opened the discussion as to the viability of the Town of Vermilion's Reuse Centre proposal. There was much debate about the topic, and as the Commission has not yet received the requested agreement from the Town of Vermilion, and as the issue regarding liabilities has not been addressed, it was important for the Commission to make a decision about the feasibility of this program. There were concerns expressed about having an independent agency operating a facility within the transfer site yard. As the site is managed by a contractor who has had to ensure his company is insured against damages while operating on Commission property, an independent tenant's occupation is outside of the current contract's requirements. There were concerns raised regarding the long-term effect on the Commission facility and on the future for this program. The issue of contravening the Commission salvaging policy was also discussed. Even though the general consensus was that the idea of this type of program is a good one, it was suggested that in order to ensure the success and sustainability of the program at the transfer site, the program would require administration and oversight by the Commission. Councillor K. Whitlock asked the Board to table the discussion for the January 2022 meeting. He also requested that the Chair submit a letter to the Town of Vermilion council explaining the Commission concerns.

The next meeting will be held on Tuesday, January 25, 2022, at the Vermilion transfer site.

The meeting adjourned at 7:12 P.M.

These minutes have been adopted in their entirety at the January 25, 2022, meeting.

for *David Stewart*
Chair

 JAN 25, 2022
Date

**Pioneer Board Organizational Meeting
Agenda**

Friday January 14, 2022 (9:00 am)

Meeting to be held by Zoom Meeting

Meeting will be recorded

1. Approval of Agenda
2. Call to Order
3. Nominations for Chair
4. Nominations for Vice Chair
5. To appoint representative to the Lloyd. Region Housing Board
6. To appoint representatives to the Negotiating Committee
7. To appoint Auditors
8. To appoint Signing Authorities
9. Presentation of insurance coverage
10. Motion to close Organizational Meeting

**Pioneer Lodge Board Regular Meeting Agenda
Friday, January 14, 2022 preceding Organizational Meeting**

1. Approval of Agenda
2. Approval of Regular Meeting Minutes November 12, 2021
3.
 - a) Approval of Cheque Listing
 - b) Approval of MasterCard Purchases
4. Reports for information
 - a) Profit & Loss Previous Year Comparison
 - b) Bank reconciliation
 - c)
5. Old Business:
 - a) Additional night staff at Lodge
 - b)
 - c)
6. Correspondence:
 - a) Letter from Village of Kitscoty
 - b)
 - c)
7. New Business:
 - a)
 - b)
 - c)
8. Administration Report:
9. Date of next Meeting- Regular meeting Friday February 18, 2022 @ 10:00 am
10. Motion of Adjournment

**Pioneer Lodge Board of Management
Regular Board Meeting Minutes
Friday, November 12, 2021
Meeting held via Zoom Meeting**

Bell announced the meeting was being recorded.

Present: D. Roth, M. Arnold, M. Diachuk and A. Rainey
Regrets: Board member Murray signed in twice and was unable to keep a clear connection.
Administrator: J. Bell

1. **Agenda Approval:**

Motion: The Agenda be approved as presented with the addition of:
6. b) Letter from County of Vermilion River. **Rainey –c)**

2. **Motion:** Minutes from October 15, 2021 Regular Board Meeting is approved as presented. **Diachuk – c)**

3. **Accounts Payable:**

a) Accounts Payable cheques 3015 to 3047, including payroll for Pay periods 21 to 23 plus direct withdrawals in the amount of \$721,462.62 was presented to the Board.

Motion: To accept payment of cheques 3015 to 3047, including payroll for Pay periods 21 to 23 plus direct withdrawals in the amount of \$721,462.62. – **Arnold/Diachuk c)**

b) Master Card Purchases

Motion: That the payment of Master Card purchases in the amount of \$14,806.43 outlined on the October 13, 2021 Master Card Reconciliation Summary is accepted as information.– **Diachuk c)**

4. **Approval of Financial Statements:**

a) Bell presented October 31, 2021 statement.

Motion: That the bank reconciliations for the Current and the Donation accounts for September 23, 2021 and also the Profit & Loss Previous Year Comparison ending October 31, 2021 are accepted as information. – **Diachuk c)**

5. **Old Business:**

a) **Satellite Internet**

Bell reviewed the steps taken regarding a switch in internet service providers. Board members had voiced concerns to monitor.

Motion: To switch Pioneer's internet provider from Shaw to CCL. – Arnold/Rainey – c)

6. **Correspondence:**

a) **Letter from the Village of Marwayne:**

Announcing Councillor Ashley Rainey was appointed as the Village of Marwayne's representative for our Board.

b) **Letter from the County of Vermilion River:**

Announcing Deputy Reeve Clinton Murray as the County of Vermilion River's representative for our Board.

7. **New Business:**

a) **Approval of 2022 Operating Budget:**

An electronic vote had been taken. Electronic votes attached to minutes.

Motion: to recognize the electronic vote to accept the budget as presented with revisions. – Rainey

b) **Increase Maintenance contract:**

Motion: the maintenance contracts to Paul Dempsey and Rick Dyck should be increased by the current Alberta CPI rate, 2.76%.
Diachuk/Rainey – c)

c) **Purchase of computer tower:**

Motion: to authorize the purchase of a tower, plus the cost of installation. Cost not to exceed \$1,800. – Arnold/Diachuk – c)

d) **Motion to accept electronic vote on policy 845:**

Motion: to recognize the electronic vote to change policy 845's effective date from October 30, 2021 to November 30, 2021.
Diachuk – c)

Electronic votes attached to minutes.

e) **Approval of Sick Leave policy 310:**

Motion: to accept the policy on sick leave, number 310 as presented.
Diachuk – c)

f) **ASCHA North Region Meeting – December 3, 2021**

Motion: to Pioneer’s administrator, Joyce Bell be named Pioneer’s voting representative for this meeting. **Diachuk – c)**

8. Administration Report

J. Bell submitted her report.

There is a waiting list of 56 individuals for the Lodge, majority waiting for the Pandemic to end before joining Pioneer.

Unknown waiting list for the House.

There are twenty open Lodge rooms, no open House rooms.

Bell discussed the current procedures being followed within Pioneer, including accepting new applicants. The Board acknowledged the challenges and understood residents can not join Pioneer when the facility is classified in Outbreak. Guidance was given to begin accepting new residents as soon as possible.

Motion to move to an In Camera session, 10:26 a.m.– **Diachuk c)**

Motion to move out of an In Camera session,– **Diachuk c)**

Meeting moved out of In Camera at 10:37 a.m.

9. Date of Next Meeting:

Next meeting will be held on Friday January 14, 2022 @ 10:00 am

10. Meeting Adjourned

Joyce Bell - Administrator

Date

Dennis Roth – Board Chairperson

Date



CHIEF ADMINISTRATIVE OFFICER MEETING DATE: FEBRUARY 7TH, 2022

SAFE & CARING COMMUNITY

- **Intermunicipal Subdivision and Development Appeal Board and Assessment Review Board**
 - Administration met with the CAO's of the City of Lloydminster, Villages of Paradise Valley, Mannville and Kitscoty as well as the Director of Planning and Development from the County of Vermilion River.
 - We discussed at length the cost of membership into the partnership, which has been set at \$500 per municipality.
 - This cost will allow the Village to draw from a pool of resources, including the use of a trained clerk and trained members should we have an SDAB or ARB hearing.
 - The Village would be responsible for the cost of the hearing, over and above the membership fee, as costs are incurred.
 - This partnership will enable the Village to meet its Municipal Accountability Program (MAP) Review as well as alleviate our need to have a trained clerk on staff.
 - The two council members that are trained (Cheryle and Ashley) may be called on to sit on the board for an SDAB or ARB hearing for one of our partners and would be compensated by the respective municipality for their time.

- **Sustainability Plan Rewrite**
 - The deadline has been extended to February 15th for community input. An additional informative booklet was included in the February newsletter.
 - Our open house only had 5 attendees (3 members of Council, 1 staff member and Yolanda, President of the Agricultural Society).
 - The project will continue to move forward as scheduled using the feedback we have received to date.

PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **Red Tape Reduction Report and Statement of Financial Expenditures for Municipal Stimulus Program**
 - Administration submitted the necessary reports to Municipal Affairs regarding the remaining \$27,000 in grant funding that was applied towards the Walking Trail Project in 2021.

- **Alberta Community Partnership Grant Application**
 - Funding decisions are made by March 31st of each year. The Village has submitted our request for \$200,000 towards the development of an Area Structure Plan for the old Ure land.

- **Federation of Canadian Municipalities Grant**
 - Finalizing our inspections under our asset management grant project. An extension has been granted to allow us ample time to report on the outcomes. The final component is the engineering assessment of our bridge to determine whether a new bridge is required or if a culvert(s) can be installed in its place in the future.

- **Audit**
 - Continues to be underway. The formal audit will take place the week of February 22nd.
 - All legislated deadlines will be met with this new firm.
 - Preparation of T4's has also begun and will be circulated upon completion.



RECEIVED
JAN 25 2022

265 East 400 South | Box 291 | Raymond | Alberta | T0K 2S0 | 403 752-4585 | www.abfarmsafety.com

Village of Marwayne
Box 113
Marwayne AB
T0B 2X0

January 17, 2022

Dear Village of Marwayne Chief Administrative Officer,

The 2021-2022 school year is the 24th consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

As you know, this past year was filled with unique challenges related to the Covid pandemic. However, we have managed to keep both our Safety Smarts and our Sustainable Farm Families programs running albeit in a slightly different fashion than in previous years.

The Safety Smarts program has been adapted to allow for both virtual delivery via Zoom as well as safe face-to-face delivery in schools. Our Safety Smarts team has been well trained and fully equipped with all the necessary skills and tools to be able to successfully and safely deliver Safety Smarts presentations to rural elementary students across the province. In the 2021 calendar year, our Safety Smarts team delivered a total of 1,586 Safety Smarts presentations to 31,330 elementary students in 285 rural elementary schools across the province.

The Sustainable Farm Families program, also known as the Rural Health Initiative, is a newer program designed to promote health, well-being and safety to rural adults. In 2021, the Sustainable Farm Families program made significant adaptations to allow for one-on-one in-depth health assessments and personal education instead of the traditional group setting. This new approach has enabled us to safely deliver Rural Health Initiative workshops within the current Covid restrictions. More information about the Rural Health Initiative is attached. Please let us know if your organization would like to host a Rural Health Initiative workshop for families in your area.

You may also know, that in October of 2020, the Farm Safety Centre was informed by Government of Alberta representatives that ALL their involvement in and support of farm safety learning and extension would end in December 2020. True to their word, their departmental staff were laid off and online resources were withdrawn at the end of 2020. This has created a significant funding challenge for the Farm Safety Centre and other agriculture based charities in the province that care about the well-being of farmers and their families. To put into perspective, about 35% of our annual funding came from the GOA in the form of government grants designated for program delivery.

With this in mind, the Farm Safety Centre is hopeful that in 2022 your organization will consider supporting our extension efforts, as we continue the search for alternate funding partners. **As budget realities allow, we invite the Rural Communities in Alberta to consider a modest 2022 donation of \$150 - \$350.** If this does not work within your budget then a donation of any amount will be greatly appreciated.

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

Thank-you for your continued support,

Jordan Jensen | Executive Director
Farm Safety Centre
j.jensen@abfarmsafety.com

SAFETY SMARTS

DELIVERY FOR THE 2021 CALENDAR YEAR

31,435
STUDENTS



1,591
PRESENTATIONS

285 SCHOOLS



Rural Health Initiative



Research into the state of rural health has identified several health and well-being disadvantages faced by rural people which negatively impact their quality of life. The Sustainable Farm Families Rural Health Initiative aims to remedy many of these disadvantages by providing rural Albertans who participate in this program with 3 annual, in-depth physical & mental health assessments. In addition to these health assessments, participants are educated about each aspect of the assessment to ensure they fully understand each of their measurements and know how to better manage their health and well-being. Those who participate in this program are only asked to commit 1 hour of their time each year over the course of the 3-year program.

The preventative approach used by the Sustainable Farm Families Rural Health Initiative takes seemingly healthy people living in rural communities and seeks to either uncover undiagnosed conditions or confirm their healthy status. Since 2014, the Farm Safety Centre has delivered over 135 SFF workshops to more than 1,300 participants across the province. Participant feedback from our external evaluations have identified that 97% of SFF participants felt the workshops were a good investment of their time and that 92% recommended the program to others.

What you can expect in your one-on-one personal health assessment with our Registered Nurses:

- Blood Pressure
- Cholesterol
- Metabolic Age
- Visceral Fat
- Body Mass Index
- Muscle Mass
- Basal Metabolism
- Body Water Percentage
- Bone Density
- Mental Health Assessment
- Blood Sugar
- Diabetic Risk
- Triglyceride Levels
- Oxygen Saturation
- Eyesight

SFF workshops are currently being delivered in rural communities throughout Alberta. For more information about this program or to schedule a workshop for your community or organization please contact Keylan Kado. If you would like to register for an existing workshop in your community, please visit www.abfarmsafety.com.

Keylan Kado | Program Manager
Sustainable Farm Families™ Alberta
programs@abfarmsafety.com
Office: (403) 752-4585 | Cell: (403) 330-3967

**North America's Railroad*****NEWS RELEASE*****CN Announces Appointment of Tracy Robinson as President and Chief Executive Officer*****Jean Charest appointed to CN's Board of Directors as an independent Director******Shauneen Bruder named Vice Chair******Two new independent Directors to be appointed to the Board by no later than CN's 2022 Annual General Meeting***

Montreal, January 25, 2022 – CN (TSX: CNR, NYSE: CNI) today announced that it has appointed Tracy Robinson as President and Chief Executive Officer and as a member of its Board of Directors, effective February 28, 2022. This appointment follows the previously announced retirement of Jean-Jacques (“JJ”) Ruest, who will depart CN’s Board on February 28, 2022 but remain at CN in an advisory role until March 31, 2022 to ensure a seamless transition.

Ms. Robinson, who will be joining CN from TC Energy and previously spent almost three decades at Canadian Pacific, is a well-respected and seasoned public company executive who brings more than 35 years of operational management, strategy development, and project execution experience to drive growth and profitability to CN. She has a proven track record as an extraordinary high-performing leader, for which she is highly regarded within the Canadian federal and provincial regulated natural gas industry and beyond.

CN also announced several changes to its Board of Directors. The Company has appointed The Hon. Jean Charest P.C. as an independent Director. Shauneen Bruder has been appointed Vice Chair of the Board. By no later than CN’s 2022 Annual General Meeting (“AGM”), CN will appoint two new independent Directors with North American railroad experience to the Board.

"We are thrilled to have Tracy join CN as President and CEO and are confident that CN has the right team to lead it into the next phase of growth. She brings more than 35 years of operational management, strategy development, and project execution experience to drive growth and profitability. I would like to thank Shauneen for leading the Search Committee through a robust process that identified the right leader to drive growth, continued operational improvement, technological advancement, and shareholder value, and attract a world-class workforce. Additionally, we are pleased to welcome Jean to the Board now and look forward to welcoming two additional Directors with railroad experience. Our strategy is well-underway, and we have made significant progress towards building the railway of the future."

— Robert Pace, Chair of the Board of Directors of CN

“I have no doubt that Tracy will be an extraordinary leader for the next phase of CN’s journey and I am very much looking forward to working closely with her. I want to express my gratitude to my fellow members of the Board and Search Committee for their work in this very rigorous and thorough process and JJ Ruest for the leadership he has provided as CEO since 2018. We wish JJ all the best in his upcoming retirement.”

— Shauneen Bruder, Vice Chair of the Board of Directors of CN

“This is a transformational period at CN, and I couldn’t be more excited about the opportunities ahead. Our focus is on building the railway of the future – one that creates shareholder value by meeting the needs of our customers, employees, communities, and the economies that depend on us, safely, reliably, and efficiently. I look forward to working closely with CN’s extremely talented railroaders, Board, and management team as we take CN to the next level of performance and industry leadership. I also want to say that I respect and value CN’s rich history in Montréal and in Québec, where the common and official language is French. I am excited to be returning to the wonderful city of Montréal, and I have already begun French lessons to ensure I am able to fully embrace the experience of living in Québec and communicate with CN’s valued employees and customers across the continent.”

— Tracy Robinson, President and Chief Executive Officer of CN

Biographies of Tracy Robinson and Jean Charest

- **Tracy Robinson** will join CN from TC Energy, where she is the Executive Vice-President and President, Canadian Natural Gas Pipelines and President, Coastal GasLink. Prior to joining TC Energy, Ms. Robinson spent 27 years at Canadian Pacific, including executive roles spanning Commercial, Operations, and Finance. Throughout her professional career, Ms. Robinson has held a number of industry and private board positions, and currently serves as a member of the Board of the Business Council of British Columbia and on the Campaign Committee and the Dean’s Advisory Council at the Edward’s School of Business of the University of Saskatchewan. She also represents TC Energy on the Board of the Canadian Gas Association, is a member of the Business Council of Alberta, and is on the Board of STARS. Ms. Robinson fully understands and respects Quebec’s rich cultural and linguistic reality and distinctiveness and has made it a personal priority to build proficiency in French.
- **Jean Charest** has had a public service career spanning almost 30 years, including serving as the 29th premier of Quebec from 2003 until 2012. Under his leadership, Québec experienced a sustained period of economic prosperity despite a global financial and economic crisis. His government also implemented a major infrastructure investment program and was a world leader on the environment and climate change. Before that, he served as the leader of the federal Progressive Conservative Party of Canada and the leader of the Quebec Liberal Party. He currently serves as a Partner in the Montréal office of McCarthy Tétrault LLP.

CN has entered into a Resolution Agreement with CIFF Capital and TCI (collectively “TCI”). As part of that Resolution Agreement, CN and TCI will mutually agree on the appointment of the two independent Directors to the Board prior to the 2022 AGM. TCI

has agreed to withdraw its requisition for a Special Meeting of Shareholders, which was previously scheduled to be held on March 22, 2022, and to support the election of all CN Director nominees at the 2022 and 2023 AGMs.

About CN

CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada's Eastern and Western coasts with the U.S. South through a 19,500-mile rail network, CN and its affiliates have been contributing to community prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.

Forward-Looking Statements

Certain statements included in this news release constitute "forward-looking statements" within the meaning of the United States Private Securities Litigation Reform Act of 1995 and under Canadian securities laws. By their nature, forward-looking statements involve risks, uncertainties and assumptions. The Company cautions that its assumptions may not materialize and that current economic conditions render such assumptions, although reasonable at the time they were made, subject to greater uncertainty. Forward-looking statements may be identified by the use of terminology such as "believes," "expects," "anticipates," "assumes," "outlook," "plans," "targets," or other similar words.

Forward-looking statements are not guarantees of future performance and involve risks, uncertainties and other factors which may cause the actual results or performance of the Company to be materially different from the outlook or any future results or performance implied by such statements. Reference should be made to Management's Discussion and Analysis in CN's annual and interim reports, Annual Information Form and Form 40-F, filed with Canadian and U.S. securities regulators and available on CN's website, for a description of major risk factors.

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