



Village of Marwayne

Agenda

Regular Village Council Meeting
 Monday, March 21, 2022 @ 7:00 PM
 Horton Agencies Board Room

		Page
1	CALL TO ORDER	
2	ADDITIONS	
3	ADOPTION OF AGENDA	
3.1	March 21st, 2022	
	Be it resolved that the March 21st, 2022 Village Council Meeting Agenda be approved as presented.	
4	ADOPTION OF MINUTES	
4.1	March 7th, 2022	4 - 6
	Be it resolved that the March 7th, 2022 Village Council Meeting Minutes be approved as presented.	
5	DELEGATIONS/PUBLIC HEARINGS	
6	KEY STRATEGY: ADDRESSING SERVICE NEEDS	
7	KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1	Letter of Request to the County of Vermilion River	7 - 8
	Be it resolved that the Village of Marwayne send a third letter to the County of Vermilion River requesting a contribution of \$50,000 towards the fire hall addition project.	
8	KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
9	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1	Bylaw No. 585-22	9 - 22
	Be it resolved that the Village of Marwayne give third reading to Bylaw No. 585-22, being a bylaw to establish an Intermunicipal Subdivision and Development Appeal Board.	
9.2	Bylaw No. 586-22	23 - 33
	Be it resolved that the Village of Marwayne give third 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.

9.3 Safety Policies 34 - 68

Be it resolved that the Anti Harassment Policy SA 23, the Alcohol and Rental Agreements Policy SA 22, the Public Facility Building Ownership & Insurance Limits Policy SA 21 and the Risk Control Policy SA 20 be rescinded.

Be it resolved that the Working Alone Policy SA 24, the Safety Training Policy SA 25, Injury Reporting Policy SA 26 and Safety Inspections Policy SA 27 be approved as presented.

9.4 Emergency Management Policies 69 - 102

Be it resolved that the Declaration of State of Local Emergency Policy EM 03, Municipal Emergency Management Policy EM 01, Municipal Director of Emergency Management Policy EM 02, Training and Exercise Policy EM 04, Notification Policy EM 05, Activation Policy EM 06, Post Event Counseling Policy EM 08, Post Event Lessons Policy EM 09, Business Continuity Policy EM 12, Site Management Policy EM 11, and Communications Policy EM 14 be rescinded.

9.5 Fire Department Policies 103 - 117

Be it resolved that the CVR Truck First Line of Defense Policy FD 06, Emergency Guidelines Policy FD 11, Cost Recovery Policy FD 10, Level of Service Policy FD 09 and Equipment Authorized to Leave Village Limits Policy FD 07 be rescinded.

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 118 - 123

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

- Northern Lights Library Board Weekly Report
- Community Futures Meeting Minutes and Update
- Fire Meeting Update

10.2 Chief Administrative Officer Report 124 - 127

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

11 FINANCIAL

11.1 Monthly Financial Report 128 - 129

Be it resolved that the February 2022 Monthly Financial Report be received as information.

11.2 Cheque Distribution Report 130

Be it resolved that the Accounts Payable Invoices being over \$5,000.00 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5,000.00 but within budget be received as information.

11.3 Bank Reconciliation Report 131

Be it resolved that the February 2022 Bank Reconciliation Report be received as information.

12 CORRESPONDENCE

12.1 ATCO Annual Report 132 - 134

Be it resolved that the 2021 ATCO Annual Report be received as information.

13 CONFIDENTIAL

13.1 FOIP Section 17 (1) - Advice from Officials - Lease Agreement & CAO Report

14 NEXT MEETING DATES

14.1 April 4th and 19th, 2022

15 ADJOURNMENT



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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 March 7th, 2022
Commencing at 7:00 PM via Zoom Video Conferencing

PRESENT

Mayor Chris Neureuter
Councillors Ashley Rainey and Cheryle Eikeland
Chief Administrative Officer Shannon Harrower

1. CALL TO ORDER

Mayor C. Neureuter called the March 7th, 2022 Village of Marwayne Council Meeting to order at 7:12 p.m. with all members in attendance except Deputy Mayor R. McDonald and Councillor M. Wood.

2. ADOPTION OF AGENDA

March 7th, 2022 Council Meeting Agenda

2022-03-01

Moved By Councillor C. Eikeland

Be it resolved that the March 7th, 2022 Village Council Meeting Agenda be approved with the following additions as presented:

- **Street Dance, Community Garage Sale and Treasure Hunt**

CARRIED

3. ADOPTION OF MINUTES

February 28th, 2022 Council Meeting Minutes

2022-03-02

Moved By Councillor A. Rainey

Be it resolved that the February 28th, 2022 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Public Works Foreman Report

2022-03-03

Moved By Councillor C. Eikeland

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

CARRIED

Regional Water Operator Report

2022-03-04

Moved By Councillor A. Rainey

Be it resolved that the Regional Water Operator Report be received as information.

CARRIED



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5. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

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

2022-03-05

Moved By Councillor C. Eikeland

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

CARRIED

Intermunicipal Assessment Review Board Bylaw No. 586-22

2022-03-06

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne give second 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.

CARRIED

6. ADMINISTRATIVE REPORTS

Councillor Reports

2022-03-07

Moved By Councillor C. Eikeland

Be it resolved that the Councillor Reports be received as information.

CARRIED

Chief Administrative Officer Report

2022-03-08

Moved By Councillor C. Eikeland

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

CARRIED

7. FINANCIAL

Cheque Distribution Report

2022-03-09

Moved By Councillor A. Rainey

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



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Monthly Utility Billing Report

2022-03-10

Moved By Councillor C. Eikeland

Be it resolved that the February 2022 Monthly Utility Billing Report be received as information.

CARRIED

8. CORRESPONDENCE

Alberta's Broadband Strategy and Provincial Policing

2022-03-11

Moved By Councillor C. Eikeland

Be it resolved that the correspondence list be received as information.

CARRIED

9. ADJOURNMENT

Being that the March 7th, 2022 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 7:56 p.m.

Approved this 21st day of March 2022.

Chris Neureuter, Mayor

Shannon Harrower, CAO



Policy # PS 006

POLICY NO:	PS 006
POLICY TITLE:	FIRE HALL FUNDING
DEPARTMENT:	PROTECTIVE SERVICES
APPROVAL DATE:	84-09-06 (September 26, 2006)
REVISION DATE:	24-10-07; 24-02-12 (February 14, 2012)
REVIEW DATE:	2017-03-03-PP (March 2, 2017)

Policy Statement:

The County of Vermilion River recognizes the role and contribution made to our residents by the Regional Fire Department members including the Village of Dewberry, the Village of Marwayne, the Village of Kitscoty, the Village of Paradise Valley and the Town of Vermilion fire departments. The County may further contribute to the fire departments through assisting with capital construction and renovations to fire halls within the municipality. This policy is aimed at improving long term departmental capital funding equity.

Purpose:

The County of Vermilion River began a long-term replacement plan to purchase trucks for the villages as part of the original agreement in October of 1992. The Villages and town agreed to house and staff the trucks as part of the agreement.

Definitions:

Regional Fire Department Members:

County Fire Departments, Village of Dewberry Fire Department, Village of Marwayne Fire Department, Village of Paradise Valley Fire Department, Village of Kitscoty Fire Department and the Town of Vermilion Fire Department.

Policy:

1. The County will review on a project by project basis submission for funding capital construction and renovations of fire halls
2. Fire Halls are eligible for funding of up to \$50,000 over a 20 year period for capital construction and renovations
3. The \$50,000 allocation is in addition to any inter-municipal grant funding received for joint projects
4. A long term facility plan for fire halls must be submitted yearly
5. Departments requiring funding must request funding 2 years prior to needing the funds



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March 17th, 2022

County of Vermilion River
Attn: Reeve Stacey Hryciuk
Box 69, 4912 50 Avenue
Kitscoty AB T0B 2P0

Dear Reeve Hryciuk,

RE: Marwayne Fire Hall Addition – Third Funding Request

This letter is a follow up to our correspondence dated January 27th and April 26th, 2021 in which the Village of Marwayne requested a financial contribution towards the construction of our fire hall addition. Given that our municipalities actively work together in response to emergency situations both within and outside of the boundary of the Village of Marwayne, we believe that the fire hall addition is mutually beneficial to our communities. Not only has it provided more space for our volunteers, but it also has provided the capacity to accommodate all municipally owned fire equipment and vehicles. As a small Village with limited resources, a contribution to this project for the benefit of our shared fire department would be extremely helpful and appreciated.

The addition to the fire hall was engineered to consist of a 30 x 50 footprint with a project cost of roughly \$175,000. Being that the Village of Marwayne is the home to County of Vermilion River fire and rescue equipment, we kindly request that Council consider making a \$50,000 financial contribution towards this endeavor, subject to the provisions of the County's Fire Hall Funding Policy PS 006. In light of the COVID-19 pandemic, and the financial pressures faced by all municipalities, the Village of Marwayne recognizes the implications of our request and would ultimately be grateful for a financial contribution of any kind.

Again, we thank you for your consideration on this matter. Should you wish to discuss further, or have any additional questions, please do not hesitate to contact me.

Sincerely,

Chris Neureuter
Mayor

Ensuing a quality of life in a safe, viable, and thriving community



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:

1. TITLE

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

2. ESTABLISHMENT

- 2.1. 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.

3. GENERAL PROVISIONS

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



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

- 3.2. 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.

- 3.3. 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.

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;



Village of Marwayne

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

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.

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



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.

Village of Marwayne
Intermunicipal Subdivision and Development Appeal Board
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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.

Village of Marwayne

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



- 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

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



8. ISDAB CLERK

- a. Each Municipality's Chief Administrative Officer may 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 Appointing 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.



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

- 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 two hundred fifty (\$250.00) 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 30th day of March 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.



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

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



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 the Effective Date of the ISDAB Agreement.
- 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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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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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 KITSCOTY, 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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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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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 two hundred fifty (\$250.00) 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 30th day of March 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.

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



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.



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

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 No. SAF20 Issue No. 1 Adopted 2009-02-14 Amended: To be reviewed:	Village of Marwayne Risk Control Policy
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The Village of Marwayne is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. We support and participate in the Jubilee RiskPro Training Program to help us achieve the following goals:

- ▶ The active control and reduction of our insurance and other risk-related costs;
- ▶ The protection of the interests of the stakeholders in our community;
- ▶ The prevention of losses arising from damage to community assets and liability claims;
- ▶ The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
- ▶ When losses cannot be prevented, to ensure that the impact of losses on the organization and our community stakeholders is as minimal as possible.

To help ensure a mutual benefit for Village of Marwayne and other Municipalities in the Province of Alberta, we also support the exchange of knowledge and information with other Municipalities that are participating in the Jubilee Riskpro Training Program.

Council hereby delegates to the Chief Administrative Officer the authority and responsibility to designate:

- ▶ A Risk Control Coordinator, to facilitate the Village's progress through the Jubilee RiskPro Training Program training process and the implementation of risk improvements;
- ▶ A Risk Control Committee comprised of representatives from key departments that will help implement risk improvements within the community.

Further, Council will receive an annual written report from the CAO regarding the status of Risk Control in the Village of Marwayne. The report will summarize the following: incidents, claims, risk improvement initiatives, and status reports.

The terms of reference for the Risk Control Coordinator and Risk Control Committee are as below:

Risk Control Terms of Reference:

1. The basic goals and objectives of Risk Control Program are:

- ✓ To control the frequency and cost of property, liability and automobile claims incurred by the organization;
 - ✓ To help control and reduce the long-term insurance costs for the organization;
 - ✓ To protect rate payers from the interruption of important municipal operations and services;
 - ✓ To help protect the public interest and ensure a safe and well managed community.
2. The CAO is designated as the Risk Control Coordinator (as primary facilitator) and the membership of the Risk Control Committee, with representatives from the key targeted claims areas;
- ✓ Public Works Foreman as he is responsible for the operation, inspection and maintenance of public facilities not under lease; for the design, construction, inspection and maintenance of roadways and sidewalks; for the design, construction, inspection and maintenance of the municipal sewer and water infrastructure.
 - ✓ the CAO is also responsible for the design and construction of the above functions
 - ✓ The Administrative Assistance as she can coordinate and provide support to the Public Works Foreman and the CAO
3. Below are the specific roles of the Risk Control Coordinator and Risk Control Committee:

Risk Control Coordinator

- ✓ In-house champion needed to facilitate the successful implementation of training “deliverables”;
- ✓ Primary responsibility for completion of the “pre-work” for each training module, as applicable;
- ✓ Participate in all Jubilee RiskPro training modules;
- ✓ Identify key individuals within the organization that should attend specific training modules, and encourage their participation;
- ✓ Initiate and organize meetings of the Risk Control Committee, and prepare Committee meeting agendas;
- ✓ Provide internal status/progress reporting to Council;
- ✓ Primary responsibility for compliance with the audit requirements;
- ✓ Collaborate with the Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.

Risk Control Committee

- ✓ Develop and recommend a policy-level statement of commitment to Jubilee RiskPro Training Program for adoption by Council;

- ✓ Review and assess the claims experience of the organization/peer group/Program to help determine risk improvement priorities;
- ✓ Prepare technical recommendations to Council regarding risk improvement priorities;
- ✓ Review existing policies and procedures relating to key exposure areas for the organization and, where necessary, make recommendations to Council for amendments;
- ✓ Collaborate with the Risk Control Coordinator in the implementation of risk improvements;
- ✓ Develop and implement a tracking and internal reporting process to ensure that the organization is kept well-informed of incidents and claims within the municipality;
- ✓ Assess incidents and claims within the municipality to determine, where possible, causes and contributing factors;
- ✓ Develop and implement a practical document retention program related to the training objectives;
- ✓ Report periodically to Council on claims issues and risk improvements within the municipality.

Policy No. SAF20 Issue No. 1 Adopted by CAO on Feb 5, 2009 Amended: To be reviewed:	Village of Marwayne Risk Control File Maintenance Structure & Content and Training Program Procedures
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The Village of Marwayne’s File Maintenance Structure and Content will be as follows:

Insurance & Risk Management
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Objectives:

- ✓ *To help ensure continuity, consistency and accuracy of record keeping;*
- ✓ *To provide a basic outline of information to be contained and maintained within the file system;*
- ✓ *To help prevent uninsured losses for your community due to administrative error.*

A. Key File Categories and Setup:

<u><i>File Category:</i></u>	<u><i>Key Content:</i></u>
<i>Key Contacts</i>	Jubilee Insurance Program Service Team New West Adjusters (Program claims adjuster) Aon Reed Stenhouse- Excess insurance Broker
<i>Jubilee/Genesis Subscriber Information</i>	Copy of signed Jubilee/Genesis Subscriber agreement Copy of signed Power of Attorney forms
<i>Insurance Renewal and</i>	Insurance Certificates – all coverage lines

Coverage Documents	Asset schedules - Buildings & Contents/Mobile Equipment/Automobiles Endorsements confirming that requested coverage changes have been made i.e. addition/deletion of insured assets.
Appraisal Information	Reports for valuation of you community assets Loss control recommendations and corrective action, as applicable Correspondence related to appraisal visits
Correspondence	Completed Insurance Change Request forms (for addition/deletion of insured assets) All Communication with Jubilee team i.e. faxes, emails, and documentation of all phone calls Inter-department communication
Premium Accounting	Copies of invoices and payments Documentation of accounting discrepancies and “clean ups”, if applicable
Claims Matters	Copies of accident/incident reports/police reports/witness statements Substantiation of Property/Physical Damage claims i.e. repair estimates, work orders, invoices, and photographs All documentation between the municipality and claimants All Communication with the Jubilee team/New West Adjusters/insurers, as applicable
Open items/Work in Progress	Insurance Change Requests that have not yet been confirmed Inquiries that have not yet been answered Issues to be recalled/reviewed at a future date (diary system)

B. Abeyances/Follow-ups

- ✓ **Are you up to date on outstanding issues? How do you stay on top of upcoming events/tasks to be performed?**
The insurance file should be reviewed and updated monthly for outstanding items as part of the month-end procedure

C. Cross Training and Continuity

- ✓ **Who else knows as much as you do about the Insurance & Risk Management file?** The Administrative Assistance should be kept informed and familiar with the status of the file generally, and in particular Open items/Work in Progress.

Jubilee RiskPro Training Program

Objectives:

- ✓ *To support your Team (Risk Control Coordinator/Risk Control Committee) with the risk improvement process and completion of the audit requirements.*

✓ *To help ensure continuity of the risk improvement process in the event of personnel changes within our organization.*

File Category:

Key Contact:

Key Contacts

All members of your Risk Control Committee
Risk Control Coordinators in other jurisdictions
Jubilee Insurance Program Service Team
Jubilee/Genesis Principal Attorney/ Advisory Board
Members

Training/Reference Materials

All training workbooks
Completed Risk Improvement Action Plans
List of all audit requirements

Team Mandate and Risk Improvement Process

Council-approved Risk Control policy statement
Terms of reference – Risk Control Coordinator/Risk Control Committee
Meeting Agendas and minutes
Documentation of progress through the audit requirements
Management reports to Council
Copies of facility inspections and records of corrective action, as applicable
Copies of incident reports and corrective action, as applicable
Additional Named Insured File that includes copies of all letters of agreement/understanding signed by each ANI, as well as the answers to the “Trigger Questions” associated with the chapter respecting Additional Named Insured

Policy No. SAF21 Issue No. 1 Adopted 2008-10-04 Amended: To be reviewed:	Village of Marwayne Public Facility Building Ownership & Insurance Limits Policy
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Motion 2008-10-04 Moved by Mayor Parkyn

The Village of Marwayne's stance is that if a building or structure is built on land that the Village holds legal title to, then that building or structure is deemed to be owned by the Village of Marwayne unless there is an agreement specifying otherwise.

Therefore, as an underwriting requirement to demonstrate due diligence and provide for protection to the Marwayne community, the Village of Marwayne will insure every building/structure that is on Village property to ensure that the proper replacement values are maintained. The lease agreements with each community group that operates out of these buildings/structures will reflect whether they reimburse the Village for the annual insurance cost. **This has been done in the new operating agreement with the Ag Society.**

Further, each community group operating in a Village owned facility must carry liability coverage for not less than \$2 million with the Village of Marwayne listed as 'additional insured' and is responsible to carry their own contents insurance for these buildings. **The Ag Soc umbrella groups are AI's on the Ag Soc insurance policy**

Lastly, that the Marwayne Agricultural Society will enter into a Memorandum of Understanding, based on Jubilee Insurance's Additional Named Insured Agreement/Understanding template, regarding the transfer of risk. **No longer necessary as they have their own insurance policy & not under the Village's**
Carried.

Motion 2008-10-07 Moved by Councillor Saskiw

That Village of Marwayne agrees that the CAO is authorized to act on behalf of the Marwayne Agricultural Society to ensure that the community groups, specifically the Arena Board, Minor Hockey, Figure Skating, Ladies Auxiliary, Curling Club and Minor Ball, have at least \$2 million liability for their respective clubs and that the Village of Marwayne is listed as an 'additional insured' for each group. **Again, with Ag Soc having own policy, they are covering these ones now.**

Further, that the CAO will obtain a quote from the Ag Society's insurance company that would cover all the above groups for Director's and Officers (D&O) liability. The Village agrees that until the costs of D&O coverage are known, that the Village will not send the letter that recommends that each group consider getting this coverage.
Carried. **Note, the Ag Soc has put D&O for all their umbrella groups.**

Policy No. SAF21
Issue No. 1
Adopted by CAO on Feb 5,
2009
Amended:
To be reviewed:

**Village of Marwayne
Insurance Coverage's Confirmation &
Billing Procedures**

1. In June when Jubilee's insurance bill comes, use the following checklist to bill & ask for confirmations. Confirmations need a deadline to respond by
2. Diarize for follow-up
3. Annual confirmation to be filed in the "AI" folder in risk management file area.
4. Will use these confirmations for double checking when yearend report done for Council

Other notes:

-in regards to motion 2008-10-07 the groups were definitely added to the Ag Society's policy in 2008. Still need to get annual confirmation to double check & confirmation of minimum \$2 million liability policy in force.

-lease agreement need to be updated to reflect if building insurance is reimbursed back to the Village

Annual Insurance Checklist				
	\$2 million liability coverage required & annual confirmation	Village listed as AI & annual confirmation	insurance building costs billed & reimbursed <small>contents their responsibility</small>	lease: expiry date, status
Ag Society	yes -check groups listed: arena board, minor hockey, fig skating, ladies aux, curling club, minor ball ANI signed?	yes	Have own insurance	arena/curling rink(march2016): review every 5 years, next 2021 ball hall (use agreement): 2023
Cemetery Committee	ANI signed?	ANI	building & equip, liability paid by Village	bylaw created 2008
Legion	yes	yes	nothing	needs to be created*
Chamber: Campground				Land owned by Ag Soc now
Chamber: Main Street Park				needs agreement about what we do for them*
Rescue Society	ANI signed?	ANI	no	part of Fire Bylaw
Senior's Society	yes	yes		Agreement due May30, 2032 -also need Sieng Sieng walkway agreement**
Public Library	yes	yes	no – but confirm have insurance	asking for confirmation to lease/agreement with Buffalo Trails
Equip Shelter Lease Axia NetMedia	in agreement	& \$2000 annual lease payment		Oct 1, 2013 (need 90 day notice to change)
Municipal Access Agreement: SuperNet with Bell West Inc	in agreement \$5 million	indemnity clause		June 9, 2023 can be renewed 10 more years with written notice & acceptance
MCSNet tower – Lemalu Holdings		indemnity clause		Oct 1, 2033
Village lease agreement for Office with Ag	Signed Nov 2015			No expiry, reviewed every 5 years...next is 2020

Minor Ball agreement	On Ag Soc insurance			Expiry: May 31, 2026
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**look into recommendation of Peggy wheat's to have formal agreement drawn up regarding the senior's wooden walk shared with Sieng Sieng's: who responsible for upkeep? replacing etc

All Master Operating Agreements need to be amended for ACE water coming & no longer providing free water to facilities. (by March 2018)

Policy No. SAF22 Issue No. 1 Adopted by Council 2008-10-08 To be reviewed: 2013 Supersedes:	Village of Marwayne Alcohol and Rental Agreements Policy
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Purpose:

To establish responsibilities and procedures regarding the consumption of alcohol for all properties for which the village has title and/or takes rental bookings.

Policy:

In considering prudent risk management practices to indemnify and save harmless the Village of Marwayne, its councilors, directors, officers, employees, volunteers and all other representatives from and against all liability, claims actions, losses, costs of damages arising out of rental agreements actions or omissions, the Village hereby enacts:

1. That all property for which the Village of Marwayne has title and/or takes rental bookings for must show proof that all necessary permits, licenses and insurance for their function have been obtained. Where the function will be having alcoholic beverages the Lessor must purchase a "Host Liquor Liability" policy from a licensed agency or broker for no less than two million dollars (\$2,000,000) and name the Village of Marwayne and the community group that the Village is booking for, as an "additional insured" under such liability policy.

2. Second, that all rental agreements shall have a clause similar to the following:

The Lessee will, indemnify and save harmless the Lessor and the Village of Marwayne, and their directors, councilors, officers, volunteers, and agents, from and against all actions, claims, demands, suits, proceedings, damages, costs (including without restricting the generality of the foregoing, legal costs on a solicitor/client basis), and any further associated expenses that have been brought, made or incurred by or against the Lessor and the Village of Marwayne, and its directors, councilors, officers, volunteers, and agents, by reason of or arising out of, or in any way related to the facility by the Lessee, its agents, employees, invitees or contractors except where the action, claim, demand, cost or expense was caused by intentional acts or gross negligence of the Lessor.

3. Further, Village of Marwayne staff is directed that there is no leniency in the requirement for the "Host Liquor Liability" policy being purchased. The stance is "no insurance, no key."

<p>Policy No. SAF22 Issue No. 1 Adopted by CAO Oct 15/08 To be reviewed: 2013 Supersedes:</p>	<p>Village of Marwayne Rental Agreements and Alcohol Procedures</p>
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Attached is the draft rental agreement for the Marwayne Agricultural Society and subcommittee community groups.

**Marwayne Agricultural Society
Facility Rental Agreement**

This Agreement made this _____ day of _____, 20_____

BETWEEN: The Marwayne Agricultural Society
of Box 507, Marwayne, Alberta, TOB 2XO
(Lessor)
And

Name: _____

Mailing Address: _____

Telephone Number _____ Alternate Phone Number _____
(Hereinafter referred to as the "Lessee")

1. Term of Rental: The Lessee desires to rent from the Lessor the Facility the following facility:

- Diamond Hall (Minor Ball)
 - Community Hall
 - Arena
 - Curling Rink
- (hereinafter known as the "facility")

from _____, 20_____ to _____, 20_____, with additional time for set up/teardown
_____, 20_____ (the "Rental Period")

and the Lessor is in agreement with the Lessee using the Facility for the purpose of _____
(the "Function").

- 2. Rights and Responsibilities of the Lessee: The Lessee agrees to use the Facility only for the Function as indicated above, during the agreed upon Rental Period.
- 3. The Lessee will, indemnify and save harmless the Lessor and the Village of Marwayne, and their directors, councilors, officers and agents, from and against all actions, claims, demands, suits, proceedings, damages, costs (including without restricting the generality of the foregoing, legal costs on a solicitor/client basis), and any further associated expenses that have been brought, made or incurred by or against the Lessor and/or the Village of Marwayne, and its directors, councilors, officers and agents, by reason of or arising out of, or in any way related to the facility by the Lessee, its agents, employees, invitees or contractors except where the action, claim, demand, cost or expense was caused by intentional acts or gross negligence of the Lessor.
- 4. This Agreement may not be assigned, in whole or in part, by the Lessee without the express written authorization of the Lessor.
- 5. The Lessee will not permit any damage to occur to the Facility and will leave the premises in the same condition or substantially the same condition as when the Lessee entered the Facility for the Function.
- 6. The Lessee is responsible for the set up and take down and storage of all tables and chairs.
- 7. The Facility and Facility Grounds must be left in the same condition in which there found with:
 - a. all decorations, posters, paper or other debris removed
 - b. tables cleaned, wiped and stacked (**BUT not stacked at the Community Hall due to mold issues**)
 - c. chairs stacked - any stains wiped off (set aside if stain cannot be cleaned so that caretaker can treat stain)
 - d. garbage cans emptied, bags securely tied (& at the arena and curling rink set in outside receptacle provided for this purpose)
- 8. Extra cleaning charges may apply if there is additional cleanup required after the rental (above the usual clean up duties as determined by the custodian). The damage deposit may be applied towards extra cleaning charges but costs exceeding the amount of the damage deposit will be charged to the lessee.
- 9. For Community Hall Rentals, refer to Schedule "B."
- 10. Liquor cannot be served unless the bar is rented. A liquor license is required when alcohol is being served. Consumption of alcohol outside of the hours contained on the liquor license is strictly prohibited.

11. In the event the Function is to serve liquor, it is the responsibility of the Lessee, at its sole cost and expense, to arrange for and ensure that a Host Liquor Liability Certificate of Insurance has been arranged for and received by the Lessor before the Function. The Lessor agrees that the insurance policy referred to herein will name the Marwayne Agricultural Society and the Village of Marwayne as an additional insured on the said policy as their interest may appear and a severability of interest clause or a cross liability clause.

All policies will contain an undertaking by the insurers to notify the Lessee, in writing, of any material change, cancellation or termination of any provision of any policy, not less than thirty (30) days prior to the material change, cancellation or termination thereof.

- 12. This public facility is subject to the Province of Alberta’s Smoke Free Places Act. Smoking is strictly prohibited within the facility. Smoking can take place outside of the building however litter must be minimized at all times.
- 13. When leaving the Facility at any time, the Lessee is responsible for ensuring that all doors are locked and the building is secured before leaving the facility. Please ensure all lights, including washrooms, kitchen, and bar are turned off.
- 14. It is agreed by the Lessee that it shall sign and provide to the Lessor at the time of execution of the Agreement, an Acknowledgement and Waiver, in the form attached thereto as Schedule “A”.
- 15. Rights and Responsibilities of the Lessor: During the Function, the Lessor will permit the Lessee to use the Facility of permitted activities and for no other purpose whatsoever, subject to the terms and conditions set forth herein.
- 16. The Lessor will retain control of the Facility and the Owner will not unreasonably interfere with the Lessee’s use and enjoyment of the Facility. The facility will be available to the Lessee’s agents, servants, employees and invitees in accordance with the policies of the Lessor relating to such use.
- 17. In the event the Lessee undertakes or permits any activity within the Facility or the Facility Grounds, which activities may be a nuisance or cause property damage or may cause personal injury, or in the event the Lessee is in default of any of the terms and conditions herein, the Lessor may terminate this Agreement forthwith immediately.
- 18. The Lessor, its directors, officers and agents will not be responsible for any theft, loss or damage of property of the Lessee, its agents, employees, servants or invitees, however so caused.
- 19. Payment of Rent: The Rental Amount is due on the date of the Function and should be provided to Village Office upon request.
- 20. Rent, as agreed upon between Lessee and Lessor, is as follows: PLEASE USE SEPARTE CHEQUES

Rental Fee: \$ _____

Damage Deposit \$ _____

- 21. General Provisions: the terms and conditions set forth herein constitute all of the terms and conditions of this Agreements, and there are no terms, conditions, covenants, agreements, representations or warranties, either express or implied, arising between the parties hereto except as expressly set forth herein.
- 22. This Agreement will ensure to the benefit of and are binding upon the parties hereto, their respective heirs, and successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed the Agreement as of the day and year first above written. I, the undersigned, as the ‘persons in charge of the event’ have read, fully understand, and agree to comply with all the above. Furthermore, I agree to take full responsibility for the group I am representing, according to these regulations and guidelines.

Marwayne Agricultural Society, by its authorized representative

Per: _____

Witness

Lessee

Witness

Lessee

**Schedule "A"
Acknowledgement and Waiver**

Lessee, as defined in the Agreement dated _____, 20_____, herein acknowledges that it is their sole responsibility for obtaining all necessary liquor permits, required license and Host Liquor Liability Insurance for the Function, as defined in the Agreement.

It is understood by the Lessee, their agents, employees, invitees or contractors that no alcoholic beverages will be consumed on the premises of the surrounding grounds of the Lessor, without first obtaining the prior written consent of the Lessor.

In the event that the Lessor has provided consent to the Lessee, their agents, employees, invitees or contractors for alcoholic beverages, of any kind, to be consumed on the premises or on the premises grounds, the Lessee acknowledges that it will purchase from a licensed insurance agent or broker a Host Liquor Liability insurance Policy in an amount not less than \$2,000,000.00, and shall name, as an additional insured, the Marwayne Agricultural Society and the Village of Marwayne under such policy. The Lessee agrees to provide to the Lessor, or its representative, a Certificate of Insurance evidencing the coverage as defined in the Agreement.

It is further agreed that at all times the Lessor, without limitation, indemnify and save harmless the Marwayne Agricultural Society its directors, officers and agents and the Village of Marwayne, its councilors, officers, employees, volunteers and all other representatives from and against all liability, claims, actions, losses, costs or damages arising out of actions or omissions of the Lessee.

This Waiver/Acknowledgment shall survive the termination and/or expiration of the within Rental Agreement between the Lessor and the Lessee.

Dated this _____ day of _____, 20_____ Marwayne, Alberta.

Marwayne Agricultural Society, by its authorized representative

Per: _____

Lessee

Lessee

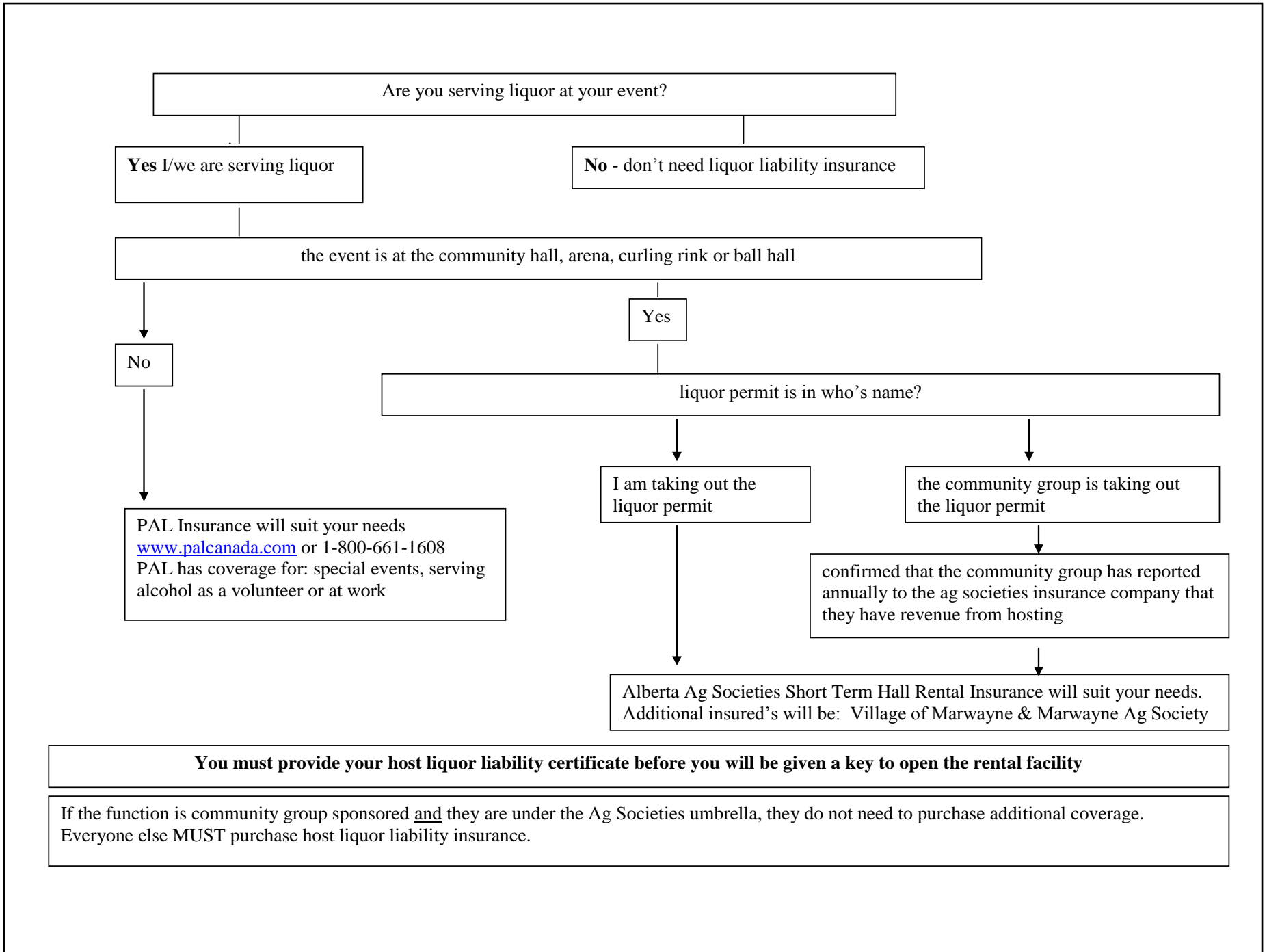
Acknowledgement

The Lessee acknowledges, by its initials, that alcohol will be serviced or consumed at the Function.

The Lessee acknowledges, by its initials, that alcohol will NOT be serviced or consumed at the Function.

Schedule "B"
Marwayne Agricultural Society
Community Hall Rental Information

1. Read and fill in the *Marwayne Community Hall Rental Items & Fees* check list and record the total \$value of your booking.
2. A Booking Deposit or \$200 is required at the time of booking and is non-refundable deposit if your event is cancelled.
3. A Damage Deposit of \$500 is required 30 days prior to the event. The deposit cheque WILL be cashed 30 days prior to the event, and a reimbursement cheque will be mailed within one week of final inspection.
4. Full Rental Fees must be paid 30 days prior to event.
5. For weekend bookings, a Walk Through is required Friday, unless otherwise agreed upon, before decorating for the event and within 12 hours following the event.
6. Village Staff will collect all fees and ensure that the *Marwayne Community Hall Rental Items & Fees* check list, the Alcohol and Facility Rental Agreement is signed, the Lessee has Proof of Insurance and a Liquor License prior to key exchange.
7. The Lessee is responsible for the set up and take down and storage of all tables and chairs.
8. The Facility and Facility Grounds must be left in the same condition in which there found with:
 - a. all decorations, posters, paper or other debris removed
 - b. tables cleaned, wiped, BUT not stacked due to mold issues
 - c. chairs stacked - any stains wiped off (set aside if stain cannot be cleaned so that caretaker can treat stain)
 - d. garbage cans emptied, bags securely tied
9. Extra cleaning charges may apply if there is additional cleanup required after the rental (above the usual clean up duties as determined by the custodian). The damage deposit may be applied towards extra cleaning charges but costs exceeding the amount of the damage deposit will be charged to the lessee.
10. Kitchen Caterer is NOT included in these fees and must be booked separately.
11. Kitchen Caterer will clean up his/her mess, which includes mopping the floors, wiping down cupboards, drying sinks, and leaving the kitchen in such a state that a janitor is not required. Otherwise a \$100 fee will be deducted from the Lessee's damage deposit.
12. The Kitchen Caterer is NOT required to clean the oven.
13. Campground rentals and washroom access are separate from this agreement and are booked through the Marwayne & District Chamber of Commerce by contacting
 - i. Home Hardware at 780-847-3784 for bookings between 8:30 a.m. and 6:00 p.m. Monday through Saturday.
 - ii. Marwayne Liquor Store at 780-847-4636 between 10:00 a.m. and 8:00 p.m. Monday through Saturday, and between 12:00 p.m. and 5:00 p.m. on Sundays.



Policy No. SAF23 Issue No. 1 Adopted 2013-05-36V Amended:	Village of Marwayne Workplace Anti-Harassment Policy
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Policy

It is public policy in Canada to recognize the dignity and worth of every person and to provide for equal rights and opportunities free of discrimination.

The Village of Marwayne is committed to building and preserving a safe, productive and healthy working environment for its employees based on mutual respect. In pursuit of this goal, the Village of Marwayne does not condone nor tolerate acts of harassment against or by any Village employee or manager.

In accordance with workplace rights set out by the Alberta Human Rights and Citizenship Commission in the [Alberta Human Rights, Citizenship and Multiculturalism Act](#) every employee has a right to:

1. Freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences for which a pardon has been granted and not revoked, marital status, family status or disability;
2. Freedom from harassment in the workplace because of sex by his or her employer or agent of the employer or by another employee;
3. Claim and enforce his or her rights under this Act, to institute and participate in proceedings under this Act and to refuse to infringe a right of another person under this Act, without reprisal or threat of reprisal for so doing.

Scope

This Policy applies to all individuals working for Village, including front line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, or councilors. Further, this Policy applies to areas such as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Definitions

Harassment – Any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (e.g. touching, pushing), comments (e.g. jokes, name-calling), or displays (e.g. posters, cartoons). The *Alberta Human Rights, Citizenship and Multiculturalism Act* prohibits

harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation (Government of Canada, 2010). Harassment can also occur when an individual is in a vulnerable position because he or she is in the minority - the only woman, member of a visible minority, aboriginal person or person with a disability - and is, for example, ostracized by colleagues (Government of Canada, 2010).

Disrespectful behaviour involves unwelcome behaviour that demeans or embarrasses an employee (Government of Canada, 2010).

Sexual harassment includes offensive or humiliating behaviour that is related to a person's sex, as well as behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment, or that could reasonably be thought to put sexual conditions on a person's job or employment opportunities. Sexual harassment is frequently more about power than about sex. It occurs in situations where there is unequal power between the parties involved, and is an attempt by one person to assert power over the other.

Abuse of authority occurs when a person uses authority unreasonably to interfere with an employee or the employee's job. It includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities, such as counselling, performance appraisals, and discipline, as long as these are not done in a discriminatory manner (Government of Canada, 2010).

General Guidelines

It is not the intention of the Village's Anti-Harassment Policy to interfere, prevent or stop free speech with everyday interactions.

Harassment is offensive, insulting, intimidating, and hurtful and does include unacceptable behaviour related to violence or bullying. It creates an uncomfortable work environment and has no place in, or outside of, the workplace.

Disciplinary Measures

If it is determined by the company that any employee has been involved in the harassment of another employee, immediate disciplinary action will be taken, up to and including termination of employment.

Fraudulent or Malicious Complaints

Unfounded, frivolous or fraudulent allegations of personal harassment cause both the accused person and the company significant damage.

If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken and may include immediate dismissal without further notice.

Special Circumstances

All records of harassment, and subsequent investigations, are considered confidential and are strictly prohibited from being disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, the Village will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

Confidentiality

The Village will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. The Village will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action.

Disciplinary action shall be determined by the Village and will be proportionate to the seriousness of the situation.

The Village shall provide appropriate assistance to any employee who is victim of discrimination or harassment.

Roles & Responsibilities

We trust that all of our employees will help us eliminate harassment from our workplace, and as such, employees of the Village are required to comply with the following responsibilities.

Co-worker

If you are a co-worker who has witnessed harassment in the workplace:

- Inform the harassed person that you have witnessed what you believe to be harassment and that you find it unacceptable. Support is often welcome. If that person does not feel that they have been harassed, then normally the incident should be considered closed.
- Inform the harasser(s) that you have witnessed the act(s) and find it unacceptable. (See Frequently Asked Questions below.)
- Encourage the harassed person to report the incident to their Manager.

Management

- Management has a legal responsibility for creating and maintaining a harassment-free workplace.
- Managers must be sensitive to the climate in the workplace and address potential problems before those problems become serious.
- If a manager becomes aware of harassment in the workplace and chooses to ignore it, that Manager and the Company risk being named co-respondent in a complaint and may be found liable in legal proceedings brought about by the complainant and/ or local human rights' authorities.

When an employee has asked their manager to deal with a harassment incident, the manager shall:

- Support the employee without prejudice.
- Work with the employee and document the offensive action(s) and have the employee sign a complaint.
- Contact their superior and/or senior management and provide details of the incident on behalf of the employee.

Frequently Asked Questions

What happens to the people who complain of harassment in the workplace just to retaliate against someone they don't like or get along with?

- This is a very unusual situation and more likely to occur when employees are not informed about the definition(s) of workplace harassment. An explanation of the complaint procedure would discourage this type of complaint. Frivolous complaints could result in disciplinary procedures.

What protection is there for me if I am falsely accused of sexual harassment? My career and reputation could be ruined.

- The procedure for investigation is clearly laid out and investigations are to be done confidentially and impartially. If there is no merit to a complaint, this will be documented by report. It is important to understand the philosophy of the anti-harassment policy. The Village is required by statute to keep the work environment free of sexual harassment. All reasonable complaints must be investigated. Retaliation against any employee as a result of a complaint will not be tolerated. If you feel you are being treated unfairly after the initial complaint, you may complain of retaliation through the same procedure. Confidentiality is emphasized in every case to ensure protection of your reputation.

How can the investigation be kept confidential if everyone knows what is going on?

- Confidentiality is identified as a major concern in all interviews carried out as part of an investigation of any harassment complaint. The employee grapevine is a part of every company and certainly beyond our ability to control. It is the responsibility of the investigator to discuss the complaint only with those who might have knowledge of the situation. Please recognize if a complaint has no merit, there can be damage done to an individual who has been accused. We encourage those with information to support the complaint process and then to leave the conclusions to the investigators.

If someone tells a dirty or ethnic joke, is that harassment?

- Yes, inappropriate humour is a form of unacceptable behaviour that would be considered harassment. Humour is cherished in our society and no one likes to be accused of not having a sense of humour. If someone objects to the sexual nature of jokes, they have a right to complain. Employees should use discretion and keep humour appropriate to a work environment. A person has to be offended for a joke to be harassment. Use common sense.

Is a picture of a nude woman/man in my locker or desk considered sexual harassment?

- Yes, such pictures have no place in a work situation, employees, clients or visitors may see it and be offended or humiliated by it, as they not only may be offensive but also reflect poorly on the company image.

Will the person who harassed me go to jail?

- If you have been sexually assaulted, a criminal action has occurred and the individual could face criminal charges. Sexual harassment is not considered under criminal law, but rather as a discriminatory employment practice. As an employer, our Company is required to obey applicable provincial and/or federal statutes protecting against discrimination in employment.

How serious is sexual harassment in our Company? Why is this kind of emphasis being put on the subject?

- Harassment, of any kind, may occur in any Company and we will not tolerate this behaviour. This comprehensive policy is meant to ensure every employee knows what to do if incidents occur. We believe the problem is best dealt with by education for both management and employees.

If I'm accused of sexual harassment, may I hire a lawyer?

- You may wish to consult with a lawyer. If you cooperate during the investigation, you should be able to expect fair treatment by the Company. Employees who ignore or abuse the investigative process will be subject to disciplinary procedures.

Could I be sexually harassed by someone of the same sex?

- Yes. Sexual harassment can include a homosexual or lesbian approach.

What about an employee who wears revealing or provocative clothing? Aren't they asking for it?

- Certainly not, this concern is misplaced. No employee should be subjected to harassment under any circumstances. Sexual harassment often is an expression of power - not sexuality, and a person who is dressing in any particular fashion is not necessarily a target. Individuals who do not report sexual harassment have sometimes expressed the feeling that their clothing, on some occasion, may have given a harasser the wrong impression.

So far my supervisor has only harassed me once. I told him/her to stop and he/she hasn't done it again yet. Is this harassment?

- If the supervisor has stopped the practice you are objecting to, you should consider the incident over. If it starts in the future, you may wish to pursue a complaint.

If someone else is being harassed, do I have to get involved as a witness? It's their problem, not mine.

- You cannot be compelled to become involved. However, we trust all employees will help us eliminate harassment of any kind from our workplace. A positive respectful work place benefits everyone and we must all be proactive.

How do you decide if it's sexual harassment if there were no witnesses and it's just one person's word against another?

- Many sexual harassers repeat their actions with other employees. Investigations can include former employees who have experienced this behaviour. Witnesses are not always required to establish what has occurred.

References

Government of Canada. (2010, 10 05). *Anti-Harassment Policies*. Retrieved 06 13, 2011, from Canadian Human Rights Commission: <http://laws-lois.justice.gc.ca/eng/acts/H-6/index.html>



POLICY – SA 24 WORKING ALONE

APPROVAL DATE:	2022-03-21	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules and processes for Employee's whom are required to perform their duties by working alone.

BACKGROUND

Pursuant to the Working Alone Legislation, the Village of Marwayne recognizes the importance of creating a policy to ensure the safety of those Employee's who are required to work alone.

OBJECTIVE

To assist in ensuring Employee's who are working alone are protected from harm and/or liability whilst performing their duties for the Village of Marwayne.



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:

- Operators of Village owned vehicles must always have a fully functional cellular device able to make outgoing calls and receive incoming calls.
- Employees who are required to operate a Village vehicle or piece of equipment after normal working hours must carry their fully functional cellular device at all times.
- Employees are required to notify the CAO prior to working outside of their normal hours. Employees must provide details to the CAO as to how long they will be working as well as notify the CAO when they have finished working, once they have arrived home safely.
- If a resident, client or contractor of the Village is known to have behavioural problems, no Village Employee is permitted to visit their residence, or any other isolated area for Village business unless:
 - Another Employee accompanies them; and
 - The CAO is notified in advance of the meeting.
- Employees who are required to travel outside of the Village boundary must notify the CAO prior to departure as well as upon their return. Employees should also provide a rough estimate of the time that will be spent outside of the Village limits conducting business.
- Employees who do not contact the CAO after being provided with approval to work outside normal working hours or upon leaving the Village boundary will be contacted to determine their whereabouts.



- Employees must ensure to have with them at all times the appropriate tools and gear for the duties they have been assigned, especially when working alone.
- Employees who work alone on a daily basis must always notify their immediate supervisor of the task they will be performing and when they can be expected to return to the office and/or shop.
- Under no circumstance is an Employee permitted to work alone without the prior knowledge of the CAO or Public Works Foreman.

ROLES & RESPONSIBILITIES

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

EXEMPTIONS

If the CAO is unable to be notified, Employees required to work alone must notify the Public Works Foreman prior to carrying out their duties. Should both the CAO and Public Works Foreman be unavailable, Employees are not permitted to work alone.



POLICY – SA 25 SAFETY TRAINING

APPROVAL DATE:	2022-03-21	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules governing Employee safety training at the Village of Marwayne.

BACKGROUND

Designed to minimized losses of human and physical resources of the Village of Marwayne.

OBJECTIVE

To ensure Employees are provided with the necessary on-the-job training required for their position within the organization.



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:

- The following training will be provided to Employees, including but not limited to:
 - New hire safety orientation;
 - Job specific training;
 - Safety training;
 - Task and trade-specific training and certification;
 - Specialized training; and/or
 - Equipment operation training and certification.
- Once training is provided, the Village of Marwayne will ensure Employees are provided with the opportunity to renew their certifications prior to expiry.
- Under no circumstance are Employees permitted to partake in activities or carry out tasks for which they have not received the proper training and/or certification.



ROLES & RESPONSIBILITIES

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



POLICY – SA 26 INJURY REPORTING

APPROVAL DATE:	2022-03-21	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules governing the reporting of all Employee injuries or accidents while on duty for the Village of Marwayne.

BACKGROUND

Compliance with Occupational Health and Safety (OHS) legislation and Workers Compensation Board (WCB) is paramount in any industry. This policy has been developed to ensure accidents and incidents are reported in a timely manner for both the Employees and Employers protection.

OBJECTIVE

To safeguard the health and safety of Village of Marwayne Employees by reporting any and all accidents or injuries immediately to the CAO.



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:

- All Employees must comply with the Occupational Health and Safety and Workers Compensation Board regulations in the Province of Alberta.
- All Employees must immediately report any incident, injury, and/or near miss to their immediate supervisor and the CAO.
- All incidents, injuries, and/or near misses must be recorded and logged in the Employees personnel file.
- All Employees who have suffered an injury or accident will be provided with the appropriate medical care as soon as is reasonably possible.
- All lost time accidents and/or modified work placements must be reported to the Workers Compensation Board in accordance with the timeframes and procedures established under the legislation.
- Employees who do not notify their immediate supervisor and the CAO of their injury, accident or near miss may render themselves ineligible for Workers Compensation Board coverage.



ROLES & RESPONSIBILITIES

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



POLICY – SA 27 SAFETY INSPECTIONS

APPROVAL DATE:	2022-03-21	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which workplace inspections are conducted.

BACKGROUND

The Village of Marwayne believes that workplace inspections are necessary in order to maintain a safe and healthy work environment. Safety inspections assist in identifying new or previously overlooked hazards and to assess the effectiveness of current safety policies, programs and practices. Ensuring that the property safety inspections are conducted helps to reduce the amount of injuries, illnesses, accidents and near misses in the workplace.

OBJECTIVE

To safeguard the Village of Marwayne's Employees and material resources by identifying and addressing unsafe workplace hazards, practices and conditions.



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.

Formal Inspections are planned, documented walkthroughs of a workplace, selected area/location of a workplace, vehicle and/or piece of equipment.

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:

- All Employees must comply with the Occupational Health and Safety and Workers Compensation Board regulations in the Province of Alberta.
- Formal Inspections must be completed by the Public Works Foreman prior to a carrying job specific tasks. Formal Inspections are needed to critically examine all factors (equipment, processes, materials, buildings, procedures, risks, etc.) that have the potential to cause injury or illness to identify where action is necessary to control hazards and hazardous workplace conditions.
- If at the time of a Formal Inspection an imminent danger is present, the Public Works Foreman and/or designate must immediately inform the Chief Administrative Officer.
- Formal Inspections are completed monthly for all manned sites.
- A review of the Formal Inspections will be conducted by the CAO upon submission.
- Employees are responsible for conducting ongoing safety inspections of their worksite and equipment on a daily basis, regardless of whether or not a Formal Inspection has also been conducted that day.



- Employees must always be aware of their surroundings and refuse unsafe work if and/or when it presents itself.
- Corrective actions will be put in place by the CAO for all unsafe work practices and/or locations, as the case may be, upon completion and submission of a Formal Inspection.

ROLES & RESPONSIBILITIES

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

Policy No. EMA 01 Issue No. 1 Adopted: August 8, 2011 To be reviewed:	Village of Marwayne Municipal Emergency Management Policy
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Policy Perspective: In accordance with CSA Z1600-08, Municipal Emergency Management should be based on a policy that includes a vision, mission statement, roles and responsibilities, and enabling authority.

Risk:

Without a clear policy statement as the foundation for the overall Municipal Emergency Management framework, the Municipal Emergency Management Agency will lack direction and the necessary authority to carry out their emergency management functions of prevention, planning, response and recovery.

Policy:

Vision

To make the Village of Marwayne a safe and secure place for residents, businesses and visitors.

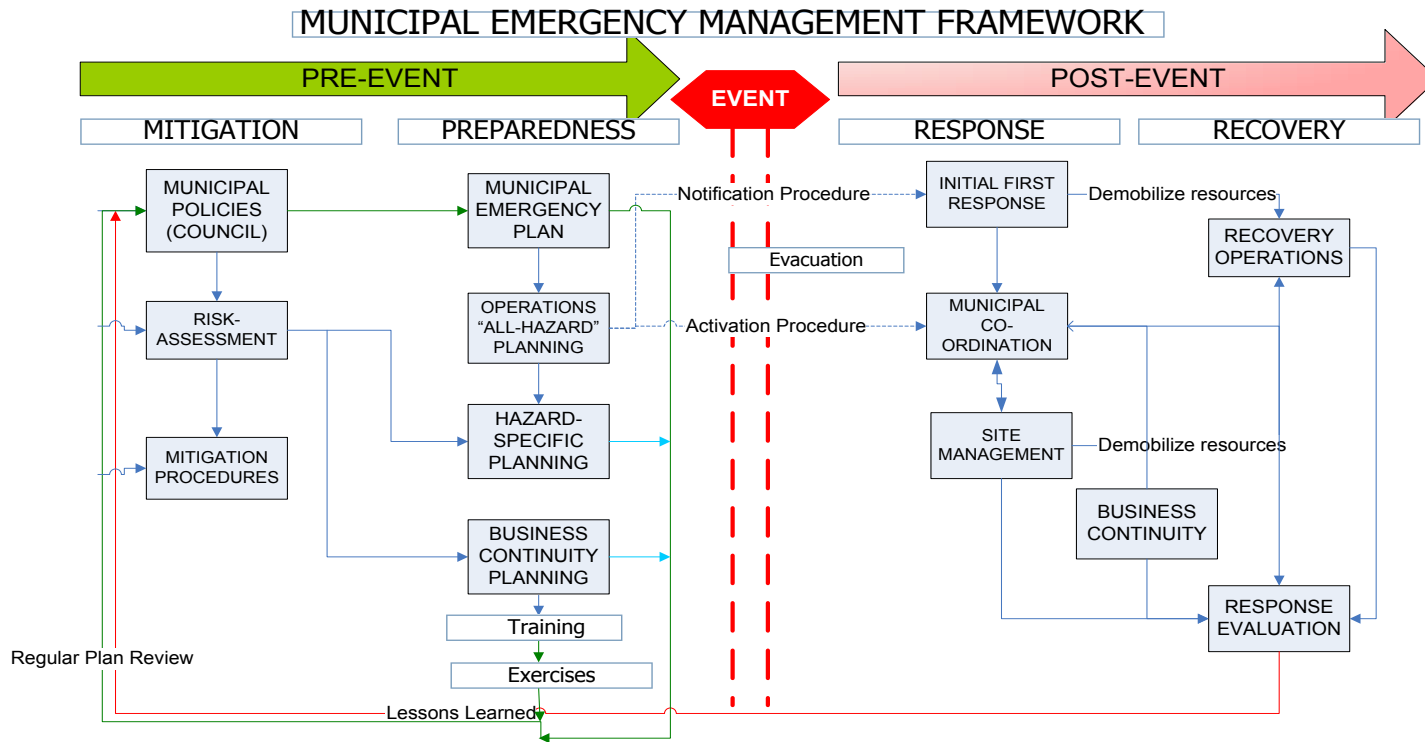
Mission Statement

To achieve emergency management capacity in the Village of Marwayne for the prevention, planning, response and recovery of all emergencies in a pro-active, operations-focused manner based on standards, policies and continuous improvement in cooperation and coordination with all stakeholders and partners.

Roles and Responsibilities

Under the leadership and guidance of Council, the Village of Marwayne will establish and maintain a Municipal Emergency Management Agency that defines goals and objectives of the municipal emergency management program, and creates and maintains plans and procedures based on hazard-analysis to achieve the mission statement objectives in coordination and cooperation with neighbors, industry and agencies that are active in the municipality.

Framework:



Policy No. EMA 02 Issue No. 1 Adopted: August 8, 2011 To be reviewed:	Village of Marwayne Municipal Director of Emergency Management (DEM) Appointment Policy
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Policy Perspective: The position of the Municipal Director of Emergency Management (DEM) is outlined in the Emergency Management Act as the lead for the Municipal Emergency Management Agency, responsible for municipal emergency management planning and operations. Council is responsible for the appointment of the DEM.

The DEM position can be filled by whomever Council deems appropriate for this important planning and operational role. It may be someone residing in or outside the municipality.

It is recommended that the functional aspects of the job requirements be strongly considered in the main selection criteria. For example, the DEM would be required to operate the EOC during an emergency. Therefore, if the Fire Chief is potentially involved in fire operations during an emergency, this may not be the most suitable candidate. As Council members are limited to the election term, they are also not recommended for fulfilling an operational lead role. Strong consideration should be given to a municipal staff member (e.g. administration, protective services, public works, etc.) to provide long term stability to the position.

A volunteer could be selected if they meet the established criteria and can provide the necessary time commitment and availability.

RISK

As the position benefits from training and a certain professional background, a vacancy can cause disruption in the delivery of the Emergency Management functions in the municipality. If vacant, Council may need guidance to fill the position.

To provide stability and operational transparency to this important function, a municipal policy should outline the process and selection criteria for the DEM position. Over time, this policy will evolve to assist in guiding the selection process and established practices can be incorporated into job descriptions.

Policy:

To ensure the position of the Director of Emergency Management (DEM) as the most important planning and operational function in the Village of Marwayne, *the Municipal Emergency Plan* shall include the DEM selection criteria based on operational requirements and a transition plan in the event of a vacancy in the position.

Position Responsibilities of Municipal Director of Emergency Management (DEM)

The DEM is appointed by council in accordance with Section 11(f) of the Emergency Management Act. Although any function may be delegated by the DEM, the DEM remains responsible and accountable to Council for these and other related functions.

Although not conclusive, this list represents the main functions and responsibilities of the DEM as outlined in the Emergency Management Act and in AEMA-approved courses.

BEFORE AN EMERGENCY

- Advise Council on Emergency Management Framework.
- Advise Council on Emergency Management Policies and request council approval.
- Advise Council on emergency management bylaw.
- Prepare and coordinate emergency plans and programs for municipality (see MEMP Guide).
- Present Municipal Emergency Plan to Council for approval.
- Present municipal Emergency Management policies to Council for discussion and approval (see policy section).
- Present EM budget to Council for approval.
- Provide annual updates to Council on Emergency Management programs and the Municipal Emergency Plan. (This responsibility could be delegated to the Council Committee.)
- Organize training of Emergency Management Agency members.
- Organize exercises of the Municipal Emergency Plan, including Emergency Management Social Services.
- Coordinate with neighbouring municipalities, mutual aid partners, industry, health care, senior care and other major municipal agencies.
- Coordinate and advise Council on Emergency Management agreements and partnerships.
- Liaise with government agencies.

DURING AN EMERGENCY

- Act as Director of Emergency Operations on behalf of the municipality in the capacity of coordination (not first response).
- Activate and direct Emergency Operations Centre (EOC).
- Appoint Site Manager (see MEP).
- Coordinate all emergency services and other resources.
- Provide Council with updates during the event.
- Approve media releases.
- Liaise with government agencies.
- Activate mutual aid.
- Request government support as required.
- Suggest Declaration of State of Local Emergency to Council when deemed appropriate.
- Activate municipal Business Continuity Plan.

AFTER AN EMERGENCY

- Act as Director of Emergency Recovery Operations
- Ensure the restoration of remaining services in accordance with the municipal Business Continuity Plan.
- Organize and facilitate operational debrief "Lessons Learned" meeting.
- Provide Post Event report to Council.
- Review Municipal Emergency Plan to incorporate lessons learned and provide recommendations to Council.
- Organize post-traumatic counselling for all members of the Emergency Management Agency, particularly where events have caused significant trauma or deaths.
- Initiate a Government Recovery Program application if appropriate.
- Recommend termination of State of Local Emergency when appropriate.
- Close EOC operations and declare an end to the emergency.

Policy No. EMA 03 Issue No. 1 Adopted: August 8, 2011 To be reviewed:	Village of Marwayne Declaration of State of Local Emergency Procedure
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DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)

Conditions under which a state of local emergency exists or may exist include:

- Inadequacy of existing legal authority to respond effectively to the emergency.
- Potential inadequacy of existing legal authority to respond effectively.
- Provision of liability protection for all agencies involved in emergency response.

Procedure:

Follow these four steps to make a valid Declaration of State of Local Emergency:

1. Contact Council members to declare.

According to Village of Marwayne Municipal Emergency Management Bylaw, the following Council member(s) is/are authorized to declare by resolution:

Name	Office/Home Phone	Emergency Phone	Time of Call	Initial
Mayor OR				
Deputy Mayor OR				
2 Council Members				

2. Fill out “SOLE” form and have it signed.

- Fill out the attached form including date and time of declaration
- Have the form signed by the authorized individuals. If Council members have declared “in absentia” by phone, sign and date the document, list the means of contact and obtain Council member signature(s) as soon as possible.
- Enter declaration into Municipal Register as soon as feasible.

3. Make public announcement of declaration.

Use the attached form or similar format and contact the following agencies to make the declaration public and/or post it in public domain (e.g. on front door).

Media/Radio/TV station	Office	Fax	Emergency
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	Phone	Phone	Contact

4. Forward declaration to the Minister responsible for the Alberta Emergency Management Agency (AEMA).

Fax to: 780-644-7962 or provide copy to AEMA Field Officer.

Note: Should the declaration be terminated by Council (see form attached) or renewed by Council, the Minister must be notified. The declaration lapses after seven (7) days or when cancelled by the Minister, whichever is shorter.

Declaration of a State of Local Emergency

Whereas an emergency exists in the

of
Village of Marwayne

due to

_____ (enter a description of the nature of the emergency)

Therefore, the Council declares that a state of local emergency exists

in the
Village of Marwayne

Time:

Date:

Signature(s):

Fax to: Alberta Emergency Management Agency (AEMA)
at 780-644-7962

**Public Announcement following the
Declaration of a State of Local Emergency**

“The Council of _____
(enter name of Municipality)

declares that a State of Local Emergency exists or may exist in the

(describe affected portion of the municipality)

due to _____

(enter a description of the nature of the emergency)

“The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation.”

**Termination of Declaration of
a State of Local Emergency**

WHEREAS an emergency existed in the _____

of Village of Marwayne
(name of municipality)

due to _____

_____ *(enter a description of the nature of the emergency)*

The Local Authority, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: _____

Date: _____

Signature(s): _____

Title(s): _____

Fax to: Alberta Emergency Management Agency (AEMA)
at 780-644-7962

Policy No. EMA 04 Issue No. 1 Adopted: 2011-09-8V To be reviewed:	Village of Marwayne Emergency Management Training & Exercise Policy
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BACKGROUND

Emergency management response operations are generally divided into three main areas:

1. The actual emergency first response activities—usually operating at the emergency site.
2. The site coordination function—also referred to as site management.
3. The municipal coordination function—also called EOC operations.

All three functions are distinct, carried out by different agencies and personnel, and require different training and equipment.

In this policy, the coordination functions of the EOC and site management are addressed. First responders typically have their own policies, well established training, exercises and equipment regimen within their respective agencies.

Training is required to perform in an effective and efficient manner in the EOC or site management. Training and planning are validated through exercises.

RISK

The municipal EOC and site management functions are carried out to ensure efficient and effective emergency management in a very specialized environment, often under stress and time pressure. To perform well in these circumstances, specialized training should be made available to and required of all personnel that may work in these functions. Training is available from educational institutions, consultants, provincial government programs, federal government courses, from on-line resources and many other sources.

A municipal training program needs to outline municipal emergency management functions, list all training resources, identify training requirements for each function, identify contingencies in each function, provide a training schedule for the next period (usually one year) and list all previous training and document follow-up. Once training is completed, regular exercises will validate planning procedures and that the training program is effective.

POLICY

To ensure all functions outlined in the Village of Marwayne Municipal Emergency Plan are carried out in an effective and efficient manner, a training and exercise plan shall be included in the Municipal Emergency Plan. This plan shall include a list of all personnel carrying out Emergency Management functions including contingencies, identify training requirements for each function and list training

opportunities for each in yearly cycles. Exercises shall be scheduled regularly, at least once every three years, in such a way that training and procedures will be verified through appropriate exercise objectives and formats. The DEM or Council Committee shall provide regular training and exercise reports to Council.

ACTION REQUIRED

1. Regular review of policy as part of the Municipal Emergency Plan.

**Public Announcement following the
Declaration of a State of Local Emergency**

“The Council of _____
(enter name of Municipality)

declares that a State of Local Emergency exists or may exist in the

(describe affected portion of the municipality)

due to _____

(enter a description of the nature of the emergency)

“The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation.”

**Termination of Declaration of
a State of Local Emergency**

WHEREAS an emergency existed in the _____

of **Village of Marwayne**
(name of municipality)

due to _____

(enter a description of the nature of the emergency)

The Local Authority, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: _____

Date: _____

Signature(s): _____

Title(s): _____

Fax to: Alberta Emergency Management Agency (AEMA)
at 780-644-7962

Policy No. EMA 05 Issue No. 1 Adopted: 2011-09-9V To be reviewed:	Village of Marwayne Municipal Notification of Emergencies Policy
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BACKGROUND

Municipal notification is the process of communicating to the municipality information regarding emergency events that may require additional considerations beyond first response procedures, in order to ensure early and proactive emergency management coordination. When an emergency is anticipated or after an emergency occurs, agencies (typically first responders) arriving at the site should assess if the Municipal Director of Emergency Management (DEM) needs to be informed of the emergency. This assessment should be based on established operational criteria resulting in the applicable notification decision.

RISK

The lack of clearly communicated notification procedures could result in failure to activate the Municipal Emergency Coordination Procedures in a timely manner. This failure to activate the emergency procedures could prevent the municipality from supporting the incident response as required and protecting public safety, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies operating in the municipality. The notification procedure forms part of the Municipal Emergency Plan and must be included in training and exercises.

POLICY

To ensure timely and effective emergency management in the Village of Marwayne, municipal notification of emergencies shall be proactive, shall be based on event criteria and shall be developed as part of the Municipal Emergency Plan. Stakeholders shall be involved in the development of procedures including all agencies with the potential of responding to an emergency or those who may become aware of an emergency. The Director of Emergency Management shall establish, distribute and exercise these municipal notification procedures as part of the Municipal Emergency Plan.

ACTION REQUIRED

1. Regular review of procedures as part of the Municipal Emergency Plan.

Policy No. EMA 05
Issue No. 1
Adopted: 2011-09-10V
To be reviewed:

Village of Marwayne
**Municipal Notification of Emergencies
PROCEDURE**

Goal

In order to respond effectively to all occurring or anticipated emergencies, the DEM, the Deputy DEM or designate must be able to activate the Emergency Management Coordination Procedures as soon as possible. In order to activate these procedures, notification of the municipal EM Agency must be ensured in a timely and predictable manner.

Procedure

1. All municipal departments or agencies aware of an occurring or potential emergency, need to ask the following questions to determine the necessity of contacting the DEM, the Deputy DEM or designate:

1. Is there a need or potential need to evacuate residents beyond site?
2. Is environment or property damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Does this event likely attract media beyond local media or require public information?
5. Are regulatory, government and/or industry agencies required?

2. If the answer to any one question is "yes", the following notification must be made:
 - a. Contact the DEM at work: 780-847-3962 home 780-847-3071
 - b. In his/her absence, contact _____ at _____
 - c. In his/her absence, contact AEMA ARRC at 1-866-618-2362

The following information needs to be provided:

- What is happening? (e.g. motor vehicle accident, weather event, hazardous material release, etc.)
- Where is the exact location of the event happening?
- What is the impact or potential impact?
- What first actions have been taken?
- Is immediate evacuation support or EPWS required?
- What additional resources are required?
- Other important information?
- Who is reporting the incident?
- Provide the contact name and number at emergency site.

3. The DEM or designate will record any notification received and will decide if municipal emergency coordination procedures need to be activated, including opening the EOC.

Event Report Form for Municipal Director of Emergency Management

CALLER INFORMATION

Name of Caller:			
Position:		Agency:	
Location:		Date and Time:	
Call Back Phone Number(s):			

EVENT INFORMATION

Type of Emergency and Details:			
Incident Location:	DLS _____ - _____ - _____ - _____ W _____ M		
Generic Directions:			
Nature of Incident:			
Municipal Impact:			
What is at Risk:			
Contact at Incident:			
Level of Impact:			
Notifications Requested:			

Additional Information on Reverse

DEM ACTIONS

Ask the following questions to determine if EOC activation is required:

1. Is immediate EPWS activation required for public safety? If yes, activate EPWS now.
2. Is there an immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Is immediate or potential evacuation of residents beyond site required?
4. Is there prolonged or potentially prolonged disruption of key services or utilities?
5. Is public information required or is media interest likely beyond local media?

If answered yes to any of the above questions, complete the following notification table and activate EOC.

AGENDA ITEM #9.4

Municipality/Agency	Contact Person	Position	Phone Number(s)	Time Contacted
		DEM or Dep. DEM		

Date & Time Departed for Event:		Date & Time Arrived at Event:	
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<p>Policy No. EMA 06 Issue No. 1 Adopted: 2011-09-12v To be reviewed:</p>	<p>Village of Marwayne Development of an Activation of Municipal Emergency Operations Center (EOC) Policy</p>
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BACKGROUND

Activation of the Municipal Emergency Operations Center (EOC) is the process which initiates municipal emergency management procedures to coordinate the response to an emergency in progress. The Municipal Director of Emergency Management (DEM) will decide whether or not to activate the EOC based on established criteria.

RISK

Not activating municipal emergency coordination procedures in a timely manner could prevent the municipality from supporting the incident response as required and protecting public safety, property and the environment. The procedure should be clear and based on operational criteria. The procedures need to be communicated to all agencies operating in the municipality. The activation procedure forms part of the Municipal Emergency Plan and should be included in training and exercises.

POLICY

To ensure timely and effective emergency management in the Village of Marwayne, the activation of the municipal EOC to facilitate the emergency coordination procedures shall be proactive, shall be developed as part of the Municipal Emergency Plan and shall be based on event criteria. The Director of Emergency Management shall establish and exercise these municipal activation procedures as part of the Municipal Emergency Plan.

ACTION REQUIRED

- 1. Regular review of procedures as part of the Municipal Emergency Plan.

Policy No. EMA 06 Issue No. 1 Adopted: 2011-09-13v To be reviewed:	Village of Marwayne Development of an Activation of Municipal Emergency Operations Center (EOC) PROCEDURES:
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Goal

To coordinate emergency operations effectively, the municipal EOC must be activated early and proactively and EOC operations must start quickly and effectively. The DEM needs to make an early decision regarding who will assemble in the EOC, activate the fan-out and ensure the EOC is opened up and operations started. Use the attached "Emergency Management Response Chart".

DEM/Deputy DEM/Designate

1. The DEM contacts the Site Manager or First Responder Agency Chief, confirms the event notification, receives a situation report and documents the report.
2. The DEM makes an initial public safety assessment and facilitates action if necessary (ex. If EPWS activation or evacuation beyond site is warranted).
3. The DEM briefs arriving EOC staff and begins the first planning cycle as soon as first EOC agencies are operational.
4. Public Information Officer prepares first media briefing and attends DEM briefing of elected officials.

Operations Officer/Deputy DEM/Designate

5. EOC is opened up, sign-in procedures followed and EOC log procedures are started.
6. EOC is made operational (ex phones and communications set up, agency tables are set up, agencies start log procedures, center table with maps is set up)
7. Initial notification is completed

EOC Agencies/Staff

8. Initiate contact with respective site agencies and notify contacts. This first contact establishes communication means (ex radio, cell phone, other) and site or event contact person. This initial call should confirm that the EOC agency becomes dispatch for resources required by site agencies from this point forward.
9. Report to DEM and include in EOC log and agency log.
10. Start agency resource list, which resources are at site, which are staged and which are available at what expected time of arrival.

EMERGENCY MANAGEMENT RESPONSE CHART



FIRST RESPONDER DECISION TO NOTIFY MUNICIPALITY OF EVENT?

1. Is there a need or potential need to evacuate residents beyond the site?
2. Is environment/property/utility damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Will this event likely attract media beyond local media or require public information?
5. Are regulatory, government and/or industry agencies required?

↓

If YES to any one question

NOTIFY MUNICIPALITY BY CALLING
 DEM or Deputy DEM at _____
 If no contact, call AEMA ARRC at 1-866-618-2362

↓

NO to all questions

Proceed with
 Standard First Responder Procedures
 and call mutual aid if necessary.

DEM DECISION TO ACTIVATE EMERGENCY OPERATION CENTER (EOC)?

1. Immediate EPWS activation for public safety? If "yes" - Activate EPWS now by calling authorized users in the box to the right
2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Immediate or potential evacuation of residents beyond the site?
4. Prolonged or potentially prolonged disruption of key services and/or utilities?
5. Is public information required or is media interest likely beyond local media?

NO to all questions →

Proceed with Standard First Responder Procedures and call mutual aid if necessary.

EPWS Authorized User List:

Name	Phone	Cell

↓

If YES to any one question

DEM / Deputy DEM activates EOC and delegates as many of these duties as possible

6. Immediately assembles EOC team, using "EOC Activation Call List" in the box to the right.
7. Gets EOC facility operational.
8. Start first coordination & support procedures.
9. Further immediate action:
 - Identifies and assigns job responsibilities of EOC team members as they arrive.
 - If required, appoints Site Manager and defines site perimeters.
 - If required, suggest to declare "State of Local Emergency".
 - Facilitates EOC and municipal operations.

CALL AEMA ARRC at 1-866-618-2362

EOC Activation Call List:

Name	Function	Phone
	DEM	
	Dep. DEM	

Municipal EOC Activation Procedure Guide

Goal: To coordinate emergency operations effectively, the municipal EM procedures must be activated early and pro-actively. The activation will ensure, that the municipality will support the emergency event first response operations, will coordinate the public safety operations beyond the emergency site, will coordinate the overall agency and government support, public information and media activities, and will ensure first response and critical municipal services are available to those parts of the municipality not immediately affected by the emergency. The activation will also coordinate municipal business continuity and recovery procedures if necessary.

Procedure:

1. The decision to activate the municipal EOC is based on the operational criteria of that emergency event, or the potential impact of that event or of the secondary consequences of that event.

The person receiving the event notification will immediately ask the following questions:

1. Immediate EPWS activation for public safety? If “yes” -
Activate EPWS now by calling authorized users in box below!
2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Immediate or potential evacuation of residents?
4. Prolonged or potentially prolonged disruption of key services?
5. Is public information required or is media interest likely beyond local media?

2. Should lives be in danger, or potentially in danger and immediate public warning is required, ensure that EPWS is activated by one of the authorized users below:

EPWS authorized users:

Name	Home Phone	Cell Phone	Other contact

3. If any of the questions is answered “yes”, the DEM/Deputy/Designate must activate the EOC by facilitating that: *see “EOC Activation Procedure Guide”*

- a. EOC call list is used to notify EOC staff (see section *insert section #'s*) EOC activation call list)
- b. EOC is opened up
- c. EOC is made operational (see sections *insert section #'s*)
- d. Arriving staff is briefed and EOC functions assigned
- e. Initial notification and EOC procedures are carried out.
For further start-up procedures, see EOC Start-Up Procedure Guide” section *insert section #*

4. If immediate evacuation is required, see section (*insert section #*), the “Evacuation Plan” and “Disaster Social Services Plan”.

5. For further EOC operations, see sections *insert section #'s*.

Policy No. EMA 08 Issue No. 1 Adopted: 2011-09-14v To be reviewed:	Village of Marwayne Development of Post Event Counseling Policy
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BACKGROUND

An emergency impacts people negatively in different ways. There are those that suffer the effects of an emergency either directly through death, injury, personal loss, property damage or environmental impact. Others are affected by witnessing tragedy through responding to an emergency either as trained first responders, trained supporting agency members or volunteers. The impact of being involved in an emergency may be immediate or delayed, and may be severe and prolonged.

RISK

Proper and timely critical stress debriefing to responders and counselling services (also referred to as victim assistance services) to those directly impacted have proven very effective in helping people to overcome the effects of being involved in an emergency. Failing to provide these post event services has, in many cases, delayed or prevented people from returning to normal lives. Responders and victims need to be offered post incident stress debriefing and counselling services, especially if the event caused death or severe injury, considerable loss of property or severe environmental impact. It is recommended to include post event procedures in the Municipal Emergency Plan. These procedures should ensure that post event stress debriefing and counselling services are offered every time the municipal emergency management procedures are activated, to actively promote counselling to all impacted people and to require post incident stress debriefing by everyone who worked for the municipality as responders during the event, including all volunteers.

POLICY

To ensure early and complete emotional and mental recovery of all people involved in and impacted by an emergency, the Village of Marwayne emergency plan shall include post emergency event procedures. These procedures shall promote and outline municipal resources and services to offer stress debriefing and counselling services to those impacted by an emergency and those responding to the emergency on behalf of Village of Marwayne, including all volunteers.

ACTION REQUIRED

1. Regular review as part of the Municipal Emergency Plan.

Policy No. EMA 08 Issue No. 1 Adopted: August 23, 2011 by CAO To be reviewed:	Village of Marwayne Development of Post Event Counseling Procedure
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PROCEDURE:

- DEM to ensure that post event stress debriefing and counselling services are offered every time the municipal emergency management procedures are activated,
- DEM and Council to actively promote counselling to all impacted people
- The DEM is to require post incident stress debriefing by everyone who worked for the municipality as responders during the event, including all volunteers.
- See the VRRRA Regional Contact & Resource List in the Social Support Services section for counselling groups
- Roger Parkyn & Ron Miskie have critical debriefing training & can be used. If they do not think they are the right person for the debriefing then outside services are to be found.

Policy No. EMA 09
Issue No. 1
Adopted: 2011-09-18V
To be reviewed:

Village of Marwayne
**Development of a
Post Emergency Event Lessons Learned
Policy**

BACKGROUND

Every emergency, particularly those requiring municipal coordination procedures, offers operational and resource challenges. Some of these challenges may not have been considered or known prior to the event. Debriefing after the event provides an opportunity to capture those experiences and learn from the event. This review can provide insight to assessing and continuously improving procedures, resources and functions.

RISK

Those involved in municipal emergency management operations during a real event can provide very valuable information for improving existing procedures or functions. In reality, very few of these valuable insights are captured and applied, as often good intentions to do a debrief with all agencies are not included in procedures. To capture lessons learned after every emergency requiring the activation of the municipal EOC, it is recommended to include "Lessons Learned" procedures in the Municipal Emergency Plan. This debrief procedure should outline when the general (all agencies present) debrief is done, who participates and how to follow up on recommendations resulting from the debrief. The procedure should also require or encourage every participating agency including the EOC to do an additional internal agency review of the event response and to document the debrief, recommendations and follow-up.

POLICY

To ensure all participating agencies review the overall event response whenever the EOC is activated, a debrief procedure shall be included in the Village of Marwayne emergency plan requiring a debrief meeting of all agencies involved, soon after the emergency is concluded. The meeting shall be recorded, lessons learned documented and follow-up recommendations reported to Council during the next Council update by the DEM. The procedure shall also require municipal agencies involved in the event response to do a formal internal agency debrief and to document agency recommendations and follow-up.

ACTION REQUIRED

1. Regular reports to Council of Lessons Learned Debrief meetings.
2. Council approval of lessons learned recommendations.
3. Regular reports to Council on follow-up actions.

Policy No. EMA 11 Issue No. 1 Adopted: 2011-09-14V To be reviewed:	Village of Marwayne Site Management Policy
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Site Management Policy

BACKGROUND

Most emergencies are site-specific (e.g. a hazardous material release, multiple casualty or tornado) while some are not (e.g. an ice-storm or pandemic event). When a site-specific emergency occurs, first responders are usually dispatched to the site and response operations begin according to standard operating procedures. In the event of a large or complex emergency or disaster, first response agencies require additional resources and support functions, usually provided through the activation of emergency coordination procedures in the Emergency Operations Centre (EOC). Complex first responder operations are facilitated through organized site operations. A site manager is identified within municipal policy or through established operating procedures (e.g. Site Manager appointed by the DEM).

RISK

In complex emergencies, the Site Manager function is vital to effectively and efficiently coordinate the overall emergency site operations of all agencies at an emergency site. Site Management training is recommended for those individuals that may function in this role. The municipality, where the emergency response is taking place, is responsible for all response operations including site management. To ensure that response operations are effective, site management should be addressed in municipal emergency procedures and may include a general policy to appoint an initial site manager through municipal operating procedures. The policy may also require subsequent confirmation or new appointment of the Site Manager by the DEM once the EOC is activated. It is recommended that site perimeters are clearly identified with every Site Manager appointment for operational and jurisdictional purposes. Failing to clearly establish site management operations, could result in ineffective site operations, potentially endangering public safety and increasing costs.

POLICY

To ensure the response to all emergencies is effective, site management procedures shall be part of the *Village of Marwayne* Municipal Emergency Management Plan. The emergency site procedures shall outline the automatic appointment of a Site Manager when mutual aid is activated, government regulatory agencies arrive at an emergency, industry resources are called in the EOC is activated or complex or large emergencies require site coordination. The Site Manager shall be the highest ranking (*identify as police officer or fire chief/deputy or other agency*). When the EOC is activated, the DEM will confirm or reappoint the Site Manager. The appointment of the Site Manager should include the perimeters of the emergency site for which the Site Manager has operational and jurisdictional authority. All operations within this perimeter are the responsibility of

the Site Manager. All operations outside the site perimeter and all support functions for the site are the responsibility of the EOC. Should the emergency not be restricted to a site, be it multiple or widespread, the activated EOC will direct the overall emergency response within *Village of Marwayne* and may appoint one or several Site Managers.

ACTION REQUIRED

1. Regular review of policy as part of the Municipal Emergency Plan.

Policy No. EMA 11 Issue No. 1 Adopted: 2011-09-15V To be reviewed:	Village of Marwayne Site Management Procedures
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PROCEDURE:

That the incident command system policy will be used in the automatic appointment of a Site Manager.

Incident Command System Policy (FD05)

The Village of Marwayne requires that the person chosen to be in charge at an incident or emergency site is responsible for decisions relating to the management of Department resources and tactics at an incident or emergency and authorized pursuant to Bylaw 449-05 Section 6, as amended or repealed and replaced from time to time, and therefore, will be appointed according to the policy guidelines.

Incident Command System Policy Guidelines:

1. The Fire Chief is in charge
2. At the Hall it must be determined if this a Fire call or a Rescue call
3. For a Fire Call:
 - a) The Fire Chief is in charge
 - b) If the Fire Chief in not available the chain of command goes down to the:
 - i. Deputy Chief, if he is not available
 - ii. Captain, if he is not available
 - iii. Lieutenant, if he is not available
 - iv. Fire trained Member with most years of experience
4. For a Rescue Call:
 - a) the Rescue Leader is in charge
 - b) if the Rescue leader in not available the chain of command goes down to the:
 - i. Deputy Rescue Leader, if he is not available

- ii. Captain Rescue, if he is not available
 - iii. Rescue trained Member with most years of experience
5. If a Member must take charge, then when an Officer arrives on scene, the Command will be given to that Officer.

EMERGENCY SITE MANAGER CHECKLIST

COMPLETED	TASK
<input type="checkbox"/>	Assess situation.
<input type="checkbox"/>	Ensure safety of personnel.
<input type="checkbox"/>	Establish communications between the Site and the EOC/DEM.
<input type="checkbox"/>	Coordinate site operations.
<input type="checkbox"/>	Establish inner and outer perimeters.
<input type="checkbox"/>	Establish command post.
<input type="checkbox"/>	Designate a scribe to maintain a log.
<input type="checkbox"/>	Establish Site security.
<input type="checkbox"/>	Establish Command Post security.
<input type="checkbox"/>	Designate a media centre or post, (if applicable).
<input type="checkbox"/>	Designate a site Public Information Officer (Site PIO)
<input type="checkbox"/>	Establish suitable staging areas.
<input type="checkbox"/>	Establish rehabilitation or rest area in outer perimeter.
<input type="checkbox"/>	Report operational status to DEM.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Establish long term planning.
<input type="checkbox"/>	Develop shift schedules.

SITE PUBLIC INFORMATION MANAGER CHECKLIST

COMPLETE	TASK
<input type="checkbox"/>	Report to the Site Manager.
<input type="checkbox"/>	Participate in all planning cycles.
<input type="checkbox"/>	Consult with EOC PIO on significant developments.
<input type="checkbox"/>	Establish communications links as required (e.g. radio, telephones, fax, electronic mail, etc).
<input type="checkbox"/>	Establish close link with EOC PIO.
<input type="checkbox"/>	Have all press releases and media briefings approved by DEM or EOC PIO before releasing to media
<input type="checkbox"/>	Verify operational status of Media Information Facility, if established.
<input type="checkbox"/>	Support news release to the public and include: <ul style="list-style-type: none">• Main message to the public.• What happened.• Request public support.• Give telephone number for Public Info Line and Internet website address.• Any other information or instructions.
<input type="checkbox"/>	Schedule periodic site media interviews get approval for those from EOC PIO times and locations.
<input type="checkbox"/>	Monitor news reports (e.g. TV and Radio).
<input type="checkbox"/>	Call in support staff, as required.
<input type="checkbox"/>	Consider local radio station or cable channel for public information assistance.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long terms needs.
<input type="checkbox"/>	Conduct final media briefings/session.

Policy No. EMA 14 Issue No. 1 Adopted: 2011-09-17V To be reviewed:	Village of Marwayne Communications Policy
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Telecommunication Policy

BACKGROUND

Communication issues have been identified in most emergencies and disasters as the most important operational factor contributing to the success or failure of emergency management operations.

Communication is the ability to transfer information. In emergencies, the need for communication increases significantly. Timely communication, utilizing dependable communication equipment, is vital.

Communication equipment is used in the EOC, at the site, at registration centers and to maintain normal municipal functions. Since cellular and landline phone use may not be available in many emergency situations, contingencies need to be considered for alternative means of communication.

RISK

The availability and dependability of communication equipment, and the ability to continue communications when utilities fail, is often a key element to successful emergency management operations. Without the ability to communicate, emergency operations may not be possible.

Communication exercises are a good way to assess communication procedures and equipment. These exercises should include EOC, site and registration centers simulations in the same manner as they may happen in a real event. Exercises should include conditions of prolonged utility failures.

A formal plan should be developed to address communication gaps when equipment is identified as being non-operational under any conditions.

POLICY

To ensure that communication, as the most important operational factor in emergency management, is operational when utilities fail, the *Village of Marwayne* emergency plan shall include a Communications Plan that takes into account potential prolonged utility failures. Emergency management communication systems shall be tested at least annually and exercised at least biannually.

ACTION REQUIRED

1. Council approval of a Communications Plan.
2. Regular review of policy and plan as part of the Municipal Emergency Plan.

Notes for future:

How are we getting the message out?

Facebook, website & message on 780-847-3962 about the event

Need to think what # is the "municipal info line"

Policy No. EMA 12 Issue No. 1 Adopted: 2011-09-16V To be reviewed:	Village of Marwayne Business Continuity Policy
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Business Continuity Policy

BACKGROUND

Municipalities may lose the ability to operate and provide services to residents. This loss may be the result of one or more of the following factors:

- Loss of infrastructure due to destruction, contamination or a potential danger preventing use or access
- Loss of staff due to death, sickness or transportation problems
- For other reasons.

RISK

If a municipality loses vital municipal services, the health or safety of residents, property or the environment may be endangered.

Municipalities need to consider business continuity planning for all municipal services. At the very least the continuity plan should identify those services considered vital to ensuring the basic health and safety of residents, as well as contingency plans to ensure those services are operational even when municipal infrastructure or staff are not fully operational.

Municipal emergency response operations are vital services. The loss of infrastructure and staff may decrease the ability to provide the service. The municipality should plan for the loss of infrastructure (e.g. EOC) and staff shortages (e.g. fire fighters and EOC staff) as part of their business continuity plan, included in the municipal emergency plan.

POLICY

To ensure vital and necessary municipal services are provided when infrastructure or staff are not available to deliver normal municipal services, the *Village of Marwayne* shall develop a business continuity plan. The plan shall categorize all general municipal services and identify which are vital or necessary and address contingencies to resume disrupted vital and necessary services within a reasonable time frame. This plan will be listed in the emergency management plan. These vital services shall include the delivery of emergency response services and emergency operation center functions, including considerations for EOC secondary infrastructure and replacement equipment.

ACTION REQUIRED

1. Development of a business continuity plan.
2. Regular review as part of the Municipal Emergency Management Plan.

Policy No. EMA 12 Issue No. 1 Adopted: To be reviewed:	Village of Marwayne Business Continuity Procedures
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Evaluation Requirements for Essential Municipal Services Guide

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Essential Services	I. Critical	II. Vital	III. Necessary	IV. Desirable	Minimum Staff #'s	Staff minus 35%
Ensuring continuity of local government						
Maintaining Public Safety						
EMS (Ambulance Service)						
Fire						
Police						
Maintaining Utilities						
Heat (Gas)						
Water Treatment / Delivery						
Power (Electrical)						
Sewer						
Waste Management (Garbage)						
(list others)						

Other Services	V. Critical	VI. Vital	VII. Necessary	VIII. Desirable	Minimum Staff #'s	Staff minus 35%
Public Information						
Media Information/Relations						
Public Transportation						
Road Clearance / Maintenance						
Essential Local Retail (e.g. food, gasoline and pharmaceutical)						
Social Services (FCSS)						
(list others)						

Alternative Planning

After reducing the strength by 35%, determine if the available personnel is sufficient to provide the necessary services required. If insufficient, consider the following:

- Can the services be cancelled for the short term?

- Can personnel from other services be cross-trained to carry out these tasks?
- Can other methods be used to carry out these tasks without compromising safety?
- Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : **Reserved for services that must be provided immediately or would definitely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.**

Vital: **Applies to services that must be provided within 72 hours or would likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.**

Necessary: **These services must be resumed within two weeks.**
1.

Desired: **Although needed for normal operations, these services could be delayed for two weeks or longer.**

Policy No. FD 06 Issue No. 1 Adopted: 2009-02-07 To be reviewed:	Village of Marwayne County Fire Truck is the First Line of Defense Policy
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Policy Perspective:

The Village of Marwayne Fire and Rescue Department provides emergency services within the Village's municipal boundaries and therefore, the intent of this policy is to clarify the Village's fire truck use.

Agreement reads:

Fire Services Agreement, section 2.8: The County authorizes the village, at the discretion of the Fire Chief to utilize the County vehicle(s) and equipment in attending any fire within the village boundaries in conjunction with the Villages own fighting vehicle(s) and equipment.

Policy:

The Village of Marwayne will respond to all fire emergency calls within the Village's municipal boundaries with the County of Vermilion River's fire truck, which is stored in the Marwayne Fire Hall and use is authorized in the *Fire Services Agreement*. The County of Vermilion's fire truck will be used as the Village's first line of defense for fighting Village of Marwayne fires. Based on historical statistics, the Village's financial capability, and knowing that the 1960 Village fire truck does not meet ULC and NFPA standards, the 1960 Fire Truck will be used for backup purposes only.

Further, every time that the County of Vermilion River's truck leaves the Village municipal boundaries another department via our Mutual Aid Agreements will be put on standby.

Background Information:

<u>dispatches</u>								
	YEAR							
	2008	2007	2006	2005	2004	2003	2002	1994
<u>total hours</u>	221							
<u>MEDICALS IN VILLAGE</u>	14	28	13	8	11		10	
<u>FIRE CALLS IN VILLAGE</u>	4	4	2	1	0	0	1	
<u>false alarms</u>	2							
<u>VILLAGE TOTALS</u>	20	32	15	9	11	0	11	0
<u>total County hours</u>	218							
<u>MEDICALS IN COUNTY</u>	6	18	14	31	11		20	

<u>FIRE CALLS IN COUNTY</u>	<u>7</u>	<u>15</u>	<u>10</u>	<u>13</u>	<u>11</u>	<u>9</u>	<u>29</u>	<u>9</u>
<u>MOTOR VEHICLES CVR</u>	<u>10</u>	<u>8</u>	<u>9</u>		<u>5</u>			<u>1</u>
<u>CVR TOTALS</u>	<u>23</u>	<u>41</u>	<u>33</u>	<u>44</u>	<u>27</u>	<u>9</u>	<u>49</u>	<u>10</u>
TOTAL CALLS IN YEAR	43	73	48	53	38	9	60	10

dispatch every ? Days 8.49 5.00 7.60 6.89 9.61 40.56 6.08 36.50

dispatches							
	YEAR						
	2007	2006	2005	2004	2003	2002	1994
MEDICALS IN VILLAGE	28	13	8	11		10	
FIRE CALLS IN VILLAGE	4	2	1	0	0	1	
VILLAGE TOTALS	32	15	9	11	0	11	0
MEDICALS IN COUNTY	18	14	31	11		20	
FIRE CALLS IN COUNTY	15	10	13	11	9	29	9
MOTOR VEHICLES CVR	8	9		5			1
CVR TOTALS	41	33	44	27	9	49	10
TOTAL CALLS IN YEAR	73	48	53	38	9	60	10

Talking to the Fire Commissioners Office on this, they say:

- have historical statistical data to back your decision in court
- if we only have 1.33 fires/false alarms on average a year, what's the likely hood of it happening when the County only has on average 14/year? is this a risk Council can live with? to do something different is it something the Village can afford?
- you do not have to provide any fire service if you don't want too/can't afford it...but you might not get elected again either
- yes there would be an impact on people's fire insurance rates if you stopped service
- no he does not foresee that to formalize the above policy would impact people's rates – too many other factors involved like water pressures, shape of hydrants, volunteer department etc

- show you are doing all you can to mitigate loss
- a \$300 mutual aid bill is a lot cheaper than a new truck
- once policy passed make sure Fire Dpt knows about this

below is from 2008 template from fire commissioners office:

Fire Department Level of Service

POLICY NO: _____ APPROVAL DATE: _____
 TITLE: Level of Service, Any Community Fire Department REVISION DATE: _____
 SECTION: _____
 DEPARTMENT: Fire Department _____

POLICY STATEMENT

The Town of Any Community recognizes that the Any Community Fire Department is authorized to provide emergency services within the Community’s municipal boundary area, as listed in Appendix A.

REASON FOR POLICY

To identify the emergency services the Any Community Fire Department is authorized to provide and to identify the level or standard to which each service will be performed.

RELATED INFORMATION

This policy is required to meet the intent of the Alberta Occupational Health & Safety Code and the Alberta Code of Practice for Fire Fighters.

RESPONSIBILITIES

Fire Administration will ensure that the level of service identified is adhered to and that employees providing services are competent.

MUNICIPAL Council will review and approve the service levels periodically.

APPENDIX A

**ANY COMMUNITY FIRE DEPARTMENT
 EMERGENCY SERVICES LEVELS AND STANDARDS**

<u>EMERGENCY SERVICE PROVIDED</u>	<u>LEVEL OR STANDARD</u>
Emergency Dispatch Services	
Emergency Medical Dispatch	NAED - EMD Certification
Emergency Fire Dispatch	NAED - EFD Certification
Fire Fighting Services	
Pre-Emergency Planning	NFPA 1021, Level I
Fire Fighting - Structural	NFPA 1001, Level II, NFPA 1002

Fire Fighting - Airport	NFPA 1003
Fire Fighting - Wildland/Urban Interface	
Incident Command Services	NFPA 1021, Level II
Emergency Medical Services	
Medical Co-Response (MCR)	Emergency Medical Responder (EMR)
Medical First Responder (Only when no Ambulances are available)	Emergency Medical Responder (EMR)
Rescue Services	
Motor Vehicle Collisions, Vehicle Extrication	NFPA 1001
Ice Rescue	Technician Level, Dive Rescue International
Swift/Flat Water Rescue	Technician Level, Rescue 3
Trench Rescue	NFPA 1001
Hazardous Materials Response	NFPA 472, Operations Level
Confined Space Rescue	NFPA 1001
Rope Rescue (Low Angle Rescue Only)	
Elevator Rescue	NFPA 1001
Power Lines Down/Electrical Hazards	
Building Collapse	NFPA 1001
Other Services	
Public Services (Fire Pit Complaints, Alarms, Unknown Odours)	
Mutual & Automatic Aid Responses (As per existing Agreements & Protocols)	

Also see Town of Hardisty’s level of Service policy statement on their website.

Policy No. FD 11 Issue No. 1 Adopted: 2013-11-18V To be reviewed:	Village of Marwayne Standard Operational Guidelines Policy
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Policy Perspective: To establish standard operational guidelines.

Policy: The Standard Operating Guidelines (SOG), as amended from time to time by the County of Vermilion River are adopted as the Village of Marwayne Guidelines.

Following the County of Vermilion River’s SOP’s will ensure a coordinated regional response.

Policy No. FD 10 Issue No. 1 Adopted: 2009-12-06 To be reviewed: 2013	Village of Marwayne Cost Recovery for Emergency Response Services Policy
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Policy Perspective: To maximize income sources for the Fire & Rescue Department.

Policy: Cost recovery measures will be pursued by the Village of Marwayne for the emergency response vehicles and equipment. The recovered costs will be put into a reserve fund for the replacement of the emergency response vehicles.

Policy No. FD 10 Issue No. 1 Adopted by CAO Dec 14/09 To be reviewed: 2013	Village of Marwayne Cost Recovery for Emergency Response Services Procedures
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Procedures to follow:

1. For Highway calls, the Fire and Rescue Department will:
 - a. complete the MVC Report and related invoicing.
 - b. Then submit both to the County of Vermilion River.
 - c. CVR will bill Alberta Transportation for their fire truck and also the Village's emergency response vehicles/equipment.
 - d. The Village will receive a copy of the invoicing, track the payments, and place the cost recovery money into a reserve fund.
2. For calls on the rural roads (not Highway 897 or 45) the Fire and Rescue Department will complete the MVC Report, related invoicing and submit to the insurance company. The Village will receive a copy of the invoicing, track the payments, and place the cost recovery money into a reserve fund.
3. Current rates to be reflected in the "Fees & Services Bylaw" will be:
 - a. Rapid Response/Command Unit \$250/hour
 - b. Rescue Van \$300/hour
 - c. Consumables & Special Supplies Used on Call: attached receipts of replacement supplies
 - d. Pumper Truck \$400/hour
4. GST is charged on the invoice for the cost recovery. The Village Office will submit the GST to the government upon receipts of payment.
5. At the annual meeting with the Fire Department and the Village Council, the CAO will present a report of the balance in the Emergency Vehicle Reserve Fund.

Note from CVR:

If you choose to do the billing yourself, included in your paperwork to ATU must be the fire department report, the RCMP collision report, and the ATU report (attached).
 CVR policy decision is to only bill for highway calls.

Orest looked your Policy #FD10 and said everything looks good. We will be sending a copy of the policy to ATU to let them know that we will be billing for your emergency vehicles on your behalf (if that's OK). We will be billing ATU for the same amount that you invoice us. Just to review, we will require a copy of the FD report and an invoice from the Village in order to bill ATU. I will fill out the ATU form and will request the RCMP collision report because it is easier for me to do that. Just make sure the department fills out the applicable spot on their report that says which RCMP detachment attended the collision & officer's names.

See below for reference the Alberta Transportation Policy TCE-DC-591



POLICY NUMBER TCE-DC-501

DEPARTMENT POLICY STATEMENT

TITLE	Fire Calls – Emergency Response On Highways (Recovery Of Damage Claims)	
Division/Branch	Transportation and Civil Engineering	
	Divisional Coordination and Special Projects	
Version Number	OP11	Effective Date On approval
Purpose	This policy defines and authorizes the use of emergency response vehicles/equipment and determines the rate at which fire departments will be reimbursed for their services. Fire departments can choose to be reimbursed by our department, or pursue recovery directly from the responsible party. (Not a combination of both.)	
Principles	For authorized calls, Alberta Transportation will accept billings from the local fire departments to cover reasonable costs as follows: <ul style="list-style-type: none"> To a maximum of \$500.00 per unit per hour. Emergency response units are classified as tanker trucks, pumper units, rescue units, command units, rapid response. These rates are inclusive of all manpower. The costs to replenish material expended will be accepted, if copies of invoices detailing these expenditures are included. 	
Criteria	For the year, 2004/05 claims may be submitted within one year of the date of the incident. All billings must be submitted on a Fire Call and Rescue Information Sheet. This form is to be filled out completely. The completed form is to be submitted to the Operations Manager by the fire department within 120 days of the incident. The RCMP Collision Report form may be obtained from Transportation Safety Services. Once the fire department's costs have been reimbursed, the damage claim recovery contractor will proceed to obtain reimbursement from the party responsible for the occurrence, if possible.	
Definitions		
Reference	Public Highways Development Act - Section 43 Contract Admin Manual for Maintenance of Highways and Bridges	
Approved by	Original Signed by Jay G. Ramotar, Deputy Minister	November 12, 2004 Date



FIRE DEPARTMENT: _____

FIRE DEPARTMENT: _____
(If more than one Department responds, please indicate name(s).)

RCMP DETACHMENT & FILE # _____

TRANSPORTATION EMPLOYEE: _____

DATE OF INCIDENT: _____ **TIME OUT:** _____ (24 HR)

LOCATION: _____

VEHICLE # 1 _____ **VEHICLE # 2** _____

OWNER: _____ **OWNER:** _____

ADDRESS: _____ **ADDRESS:** _____

VEHICLE: _____ **VEHICLE:** _____

LICENCE PLATE: _____ **LICENCE PLATE:** _____

DRIVER: _____ **DRIVER:** _____

ADDRESS: _____ **ADDRESS:** _____

INSURANCE CO.: _____ **INSURANCE CO.:** _____

POLICY NO.: _____ **POLICY NO.:** _____

AGENT: _____ **AGENT:** _____

(Description of Services Provided to Vehicle # 1) (Description of Services Provided to Vehicle # 2)

UNITS RESPONDING & RATE PER UNIT _____

NOTE:

All sections of this form must be completed before Alberta Infrastructure & Transportation will consider payment of fire/rescue service invoice.

Policy No. FD 09 Issue No. 1 Adopted: 2009-06-06 Updated: 2014-09-9V	Village of Marwayne Level Of Service Policy
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Policy Perspective: To identify the emergency services the Village of Marwayne Fire and Rescue Department is authorized to provide and to identify the level or standard to which each service will be performed.

This policy is required to meet the intent of the Alberta Occupational Health & Safety Code and the Alberta Code of Practice for Fire Fighters.

Policy: The Village of Marwayne recognizes that the Village of Marwayne Fire and Rescue Department is authorized

- to provide emergency services within the Village’s municipal boundary area as listed in Appendix A,
- Fire Services to the County of Vermilion River as defined in the Council approved agreement, and
- Mutual Aid to neighboring municipalities as defined by Council approved agreements.

It is also understood that at times there may not be enough personnel to respond to a call. The Village of Marwayne will at those times provide emergency services via our Mutual Aid Agreement.

Responsibilities:

1. The Fire and Rescue Department will ensure that the level of service identified is adhered to and that the volunteers providing services are competent.
2. Municipal Council will review and approve the service levels periodically.

Definitions:

1. Awareness Level: Responders will recognize risks and hazards, secure the area and call for trained assistance.
2. Operations Level: Responders will take defensive action to control the incident. For example, responders would control spill runoff at a dangerous good incident or use a boat to initiate a water rescue
3. Technician Level: Responders will initiative offensive action to bring the incident under control. For example, responders may repair a leaking valve at a dangerous good incident or put divers in the water for a water rescue.

Responses:

1. It is the responsibility of the Fire Chief, or his designate receiving the call to request appropriate back up from a neighboring municipality if required.

2. The Fire and Rescue Department will not respond to an incident if an adequately trained member is not available. 911 will be advised to call another department and the members may attend with the other department in charge of the incident.

Training:

1. The Fire Chief or his designate is responsible for maintaining the training levels of their respective Fire and Rescue Department members.
2. All department members are expected to participate in ongoing training to maintain their skills. No fire fighter shall be expected to perform duties beyond their scope of training.
3. A new member can not go out on a call unless they have completed the first aide.
4. A member within the first year of joining must pass their S300 to continue to respond to fire fighting calls. If training is not achieved, Council must be advised and a course of action submitted for Council approval.
5. To respond to an emergency medical call, a member within the first year of joining must pass their First Responders course. If training is not achieved, Council must be advised and a course of action submitted for Council approval.

Appendix A

Emergency Services Levels and Standards:

Emergency Service Provided	Level or Standard	Minimum Level for Member after 1 year of joining
Emergency Dispatch Services		
Emergency Medical Dispatch	under contract with EC911	
Emergency Fire Dispatch	under contract with EC911	

Fire Fighting Services		
Pre-Emergency Planning	NFPA 1021, Level 1	
Fire Fighting – Structural	NFPA 1001, Level II, NFPA 1002	1 st Aid & CPR Level C & S300 & S600
Fire Fighting – Airport	not provided	
Fire Fighting – Wildland/Urban Interface NEW- Industrial	NFPA 1051, Level 1	1 st Aid & CPR Level C & S300 & S600 & course by SRD regarding Wildland Fire Industrial S800
Incident Command Services	NFPA 1021, Level II	
Emergency Medical Services Provided only upon dispatch as Prairie North carries the liability coverage		
Medical Co-Response (MCR)	Emergency Medical Responder (EMR)	1 st Responders
Medical First Responder	Emergency Medical Responder (EMR)	1 st Responders
Search & Rescue Services Provided only upon dispatch as Prairie North carries the liability coverage		
Motor Vehicle Collisions, Vehicle Extrication	NFPA 1001	S1100 & 1 st Aid & CPR Level C & 1 st Responders
Ice Rescue, Swift/Flat Water Rescue	not provided – awareness level only	
Trench Rescue	not provided - awareness level only	
Hazardous Materials Response	not provided - awareness level only	
Confined Space Rescue	technician level with valid oil field tickets	valid oil field ticket
Rope Rescue (low angle rescue only)	not provided - awareness level	
Power Lines Down/Electrical Hazards	not provided - awareness level	
Building Collapse	NFPA 1001	operational level only
Other Services		
Public Services (Fire Pits, Alarms, Education) Mutual Aid Responses as per existing agreements & protocols Evacuation		

Policy No. FD 08 Issue No. 1 Adopted: 2009-05-04 To be reviewed:	Village of Marwayne Defibrillator Policy
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Policy Perspective: To try and get the extra defibrillator into an accessible spot in the community while also eliminating the Village's risk of liability.

Policy: That the Village of Marwayne will not enter into an agreement with any business that installs a publicly accessible defibrillator. The Village of Marwayne has no insurance liability coverage to cover the general public in the use of a defibrillator. If a location can be found, the Fire Department must implement a written maintenance schedule for the defibrillator, demonstrate that there is control over the defibrillator and ensure a trained person is always available.

BACKGROUND INFORMATION, RELEVANT POLICY, PRACTICES AND/OR LEGISLATION:

The Fire Department has an extra defibrillator that they have wanted to get into the community. The Post Office has been approached to consider installing it there. In talking to Teresa they felt people might not feel comfortable going into the Hotel (who has the longest hours of access). She knew Kitscoty Hotel has one & so does the Lloydminster Leisure Centre.

Suzanne in asking about how would it work so that she has no liability (not get sued) for the defibrillator? Her policy does not cover her if their business is sued regarding the use of the defibrillator.

So then, talked to our **insurance company** (emails below). Basically NO we do not provide coverage to Joe Blow off the street. The Fire Department – your employees- are covered. They say the Village needs control and maintenance of the defib.

Phoned Harold – Hotel never voiced concern regarding the liability. They have it behind the counter so not accessible to everyone & they are going to do education. Asked if they had a maintenance schedule – thought maybe he should mention that to the Department.

Talked to **Tom Lysk at the City**. Leisure Centre is alarmed when defib is used. They are training all their staff through their Risk Manager. His thoughts are these:

- does your insurance have an medical malpractice exclusion?
- if it's your building it is installed in, then Village obligated to be trained to use
- puts municipality in a spot that we have taken the responsibility for people's lives. If it wasn't there, then the public would not think of suing because there was no defib available.
- our insurance company wondered if Good Samaritan Act would cover public/post office – Tom thinks putting in a medical device is not what that Act is about, this goes beyond that

Phoned for free legal advise (April 9) from **Brownlee LLP** – James Earley phoned back on April 29, highlight of advise was:

- there is no case law or rules against having defib in publicly accessible place
- you can put it where ever you want but

- from research must be always accessible by a trained person ex. at receptionist desk at a hotel & trained person available
- and always available during the hours of operation ex. if at arena & trained person there when it is open
- this is a liability issue talk to your insurance company
- high possibility of liability exposure – your insurance company will be keen to have everything put in place to reduce the risk

Desired Outcomes:

1. To get the extra defibrillator into an accessible spot in the community while also eliminating the Village's risk of liability.

Options to Achieve Desired Outcomes:

1. **install at business, no contractual obligations made, train the public on use, & implement a written maintenance schedule regarding the defib**
2. **install at Village Public building (arena), coordinate with arena board that the caretaking staff will be trained to use, train the public on use, & implement a written maintenance schedule regarding the defib**
3. **do not install anywhere** (& mutter about what a litigious world we are becoming that we have to worry about things like this)
4. **figure out how to transfer the liability** (what if you put a sticker on it – the property of PN? only kidding)

Administrative Impacts:

- risk management risk – no liability coverage for the general public to use, increased liability if a trained person is not available where ever the defib is
- Fire Department must be willing to adhere to a maintenance schedule ... do they have the manpower to do that?

Financial Impacts/Sources:

Risk Management costs could be high if something goes wrong.

IMPLICATION OF RECOMMENDATION: (general, organizational, financial, implementation, other comments)

- Suzanne will not install defib once we say this, then we are looking for another spot to put the defib for public access
- Fire Dpt frustrated that they can't get the extra defib into the community

My question to Jubilee Insurance:

Hi Linda

Our fire department wants to install a defibrillator in the lobby of the post office for public access. The owners of the building want to make sure they cannot be held responsible for anything. My thought is this would just be part of our operations, therefore, our insurance would cover any claims. They also mentioned perhaps putting in a camera to monitor for tampering etc. What do you think about the camera? Do we need a formal agreement with the owner of the post office (not Canada Post)?

Thanks
Joanne

Response:

Defibrillator's are ok to use but instructions need to be followed completely and the recommended maintenance strictly adhered to (battery testing, etc). From what the broker says, if it was a village employee who used it, there would be defense coverage but if someone else was to use it they would be on their own. Possibly their own homeowners or tenants liability insurance policy

coverage would provide coverage for them but I do not know for sure. The Good Samaritan Act may even be a defense for them.

Unfortunately I cannot guarantee that the owners of the building will never be held responsible for anything. Our policy would not provide them a defense either if they were named in a lawsuit. We would only defend our insured, which is the village and its' employees.

This is maybe a question your legal counsel could help you with. Unfortunately, as with any hypothetical claims or liability questions, I cannot say what the outcome would be with any certainty.

Linda L. Simmons, CRM
Risk Management Advisor
AAMDC / Jubilee Insurance Agencies
2510 Sparrow Drive
Nisku, Alberta T9E 8N5

James Earley at Brownlee Ap 9 11 am 403-260-1479 & Ap 29 return call

Policy No. FD 07 Issue No. 1 Adopted: 2009-02-08 To be reviewed:	Village of Marwayne Equipment Authorized to Leave the Village Limits Policy
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Policy Perspective: Village of Marwayne will be responsible for any liability incurred by the fire and rescue crew not in our jurisdiction and therefore need to act under authority of the Village of Marwayne for the volunteers to be protected by sec 535 of the MGA;

To provide the Fire and Rescue Department with direction in what equipment is authorized to leave the Village municipal limits.

Acknowledging that the rescue vehicle and equipment was bought with donations from both rural and urban residents.

Policy: All incidents require authorization of the Incident Commander or CAO to leave the Village limits if response is not covered by a written agreement.
 In the case of the rescue vehicle and equipment they are authorized by Council to leave the Village limits.

Policy Guidelines:

1. For day-to-day incidents, the Incident Commander shall use these guidelines in decision making:
 - The Marwayne Fire Truck cannot leave the Village limits.
 - The County Fire Truck and equipment is under agreement to leave.
 - The Rescue vehicles and equipment may leave to provide assistance outside the Village limits.
2. Current agreements are with the County of Vermilion River: Mutual Aid and Fire Services Agreement.
3. For extraordinary circumstances, the Department may consider leaving the Village jurisdiction without agreements if permission is received from the CAO and it has been determined that the Village is willing to face a greater liability for the sake of helping others; example like the Pine Lakes tornado.

Friday, March 4, 2022 at 16:15:32 Mountain Standard Time

Subject: Weekly Report 2022-03-04

Date: Friday, March 4, 2022 at 4:15:23 PM Mountain Standard Time

From: James MacDonald

To: NLLS Board, NLLS Libraries, nllsstaff, Library Board Chairs

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 March 4th, 2022 general board meeting
- Next general board meeting is Saturday May 28th in-person at Elk Point HQ (10:00am).

BOARD

- Vicky and I met with the following councils this week with the [Town of Athabasca](#), and the [Village of Ryley](#)
- Vicky and I will meet with the following councils next week: Village of Glendon, [M.D. of Bonnyville](#)

OPERATIONS

- [This report](#) highlights the work we undertook on the building in 2021. We are regularly maintaining and updating our headquarters. As Operations Manager Terri takes the lead in facilitating and organizing building maintenance. Kudos to Terri on a job well done here.
- I met with the superintendent of the Aspen View School district in Athabasca. This was a good introductory discussion on NLLS services and potential future partnerships.
- I met with the CAO of Glendon (not currently members). Vicky and I will meet with their council next week.
- Alliah Krahn joined our team as a new librarian consultant. In her own words, "Alliah hails from Edmonton and graduated from the University of Alberta with her MLIS in 2018. During her education, she had the privilege to work at several different libraries around Central Alberta - in Camrose, Leduc, and the teeny-tiny bilingual Bibliothèque Saint-Jean in Edmonton. As many of you know, she's also spent the last 3 years working as the Public Services Librarian at Morinville Community Library doing a little bit of everything. She is extremely excited to be joining the NLLS community in a whole new way and plans to have a lot of fun doing it." Welcome Alliah!

LIBRARIES

- I will meet with the following library boards next week: Frog Lake, Two Hills, Marwayne.
- We had a Public Library Services Branch meeting of library systems and nodes this week. The big news is that library funding remains stable and COVID restrictions in libraries are lifting, local bylaws and policies remain.
- The Winter Reading Program has now concluded. Kudos to the team here at NLLS and throughout the system. Ballots for the draw are due to NLLS by March 11th.
- The hours snippet on library websites now includes the address and phone number of the library.
- Announcing: [Grant Connect](#) - Grant Connect is a Canadian database dedicated to fundraising and grant opportunities. It provides information on thousands of grant and sponsorship opportunities all in one simple to use dashboard.
- Northern Lights has purchased a subscription for up to 10 users— 9 of which are available to our libraries. The cost is \$130.00/ user for the year.
 What: Sponsorship and Grant Information Database
 Cost: \$130 / user (annually)
 User Spots Available: 9

Please connect with Jessie, no later than March 30th if you would like to access this database, we will invoice participating libraries once we have gotten everyone signed up.

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
S.V. of Bondiss	County of St. Paul	Lamont County	County of Vermilion River
S.V. of Sunset Beach	County of Two Hills	Sturgeon County	M.D. of Wainwright
S.V. of Island Lake	Fishing Lake	Town of Bon Accord	Town of Vegreville
S.V. of Island Lake South	Frog Lake	Town of Bruderheim	Town of Vermilion
S.V. of Mewatha Beach	Lac La Biche County	Town of Gibbons	Town of Wainwright
S.V. of West Baptiste	M.D. of Bonnyville	Town of Lamont	Village of Chauvin
S.V. of Whispering Hills	S.V. of Pelican Narrows	Town of Morinville	Village of Edgerton
Smoky Lake County	Town of Bonnyville	Town of Mundare	Village of Innisfree
Thorhild County	Town of Elk Point	Town of Redwater	Village of Irma
Town of Athabasca	Town of St. Paul	Town of Tofield	Village of Kitscoty

Town of Smoky Lake
Village of Boyle
Village of Vilna
Village of Waskatenau

Town of Two Hills
Village of Myrnam

Town of Viking
Village of Andrew
Village of Holden
Village of Ryley

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.



**General Meeting Minutes
January 19, 2022 6:00 pm
In Person/Online via Video
Lloydminster, AB**

Board Member Attendance in Person: Olen Hillaby, Jonathan Torresan
Board Member Attendance via Video Call: Robert Pulyk, Jim Warren, Vaughn Bellin, Tim Sawarin
Board Member Regrets: , Dan Hritzuk, Dale Swyripa, Cory McCall, Heather Perryman
Guest: Chris Neureuter, Joyce Bell
Community Futures Staff: Corinne McGirr, Kirsten DeSchover, Sharon Munn (Virtual)

CALL TO ORDER

Chair, Olen Hillaby called the meeting to order at 6:01 pm with previously indicated Directors & Staff in attendance.

ADOPTION OF AGENDA

#2021-084 Moved by Tim Sawarin to adopt the agenda as presented
Seconded by Jonathan Torresan

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

November 17, 2021 General Meeting Minutes

#2021-085 Moved by Robert Pulyk to adopt the Board Meeting minutes from November 17, 2021 as presented. Seconded by Vaughn Bellin.

CARRIED UNANIMOUSLY

BOARD BUSINESS

a) Board Member Appointments

#2021-086 Moved by Jim Warren to accept the appointment of C. Neureuter, Village of Marwayne & J. Bell, Village of Kitscoty. Seconded by Tim Sawarin.

b) Board Member Re-appointments

Manger explained that Jonathan Torresan has been re-appointed to the board by his community.

FYI

REPORTS

a) Financial Reports

Investment Fund Report as of December 31, 2021

Manager presented the Investment Fund Report as of December 31, 2021.

#2021-087 Motion by Jonathan Torresan to accept Investment Fund Report as presented.
Seconded by Robert Pulyk.

CARRIED UNANIMOUSLY

A handwritten signature in black ink, appearing to be "JTL", with the word "Int." printed below it.

Int.

General Meeting Minutes



Financial Statements as of December 31, 2021

Manager presented the Financial Statements as of December 31, 2021

#2021-088 Motion by Vaughn Bellin to accept the Financial Statements as presented.
Seconded by Jim Warren

CARRIED UNANIMOUSLY

b) Progress Reports

Manager's Report & Q3 Roadmap Progress Report

Manager presented the Manager's Report touching on both completed and in progress items for the subjects of Operations, HR & Team, Board Relations, Strategic & Ops Plan, Image and Branding. Manager provided update on Strategic Plan Progress

#2021-089 Motion by Joyce Bell to accept Manager's Report and Q3 Roadmap Progress Report as presented. Seconded by Robert Pulyk

CARRIED UNANIMOUSLY

NEW BUSINESS

a) 2022-2023 Operations Plan and Budget– Manager presented the 2022-2023 Operations Plan and Budget for board approval.

#2021-090 Motion by Tim Sawarin to approve the 2022-2023 Operations Plan and Budget to be submitted to WD. Seconded by Jonathan Torresan.

CARRIED UNANIMOUSLY

b) CFNA Board Member opening for NE AB Region -

#2021-091 Motion by Jonathan Torresan to nominate Olen Hillaby as a candidate for the CFNA board member opening. Seconded by Tim Sawarin.

CARRIED UNANIMOUSLY

ROUND TABLE – Share a Good News story for your community

Tim Sawarin – RM of Wilton

- Things are looking better, the rinks aren't looking for assistance with utilities this year.

Vaughn Bellin – Town of Lashburn

- Museum is getting a new building thanks to a grant from the RM of Wilton.
- Church being bought to house homebased business

Int.

General Meeting Minutes



Robert Pulyk– Town of Vermilion

- Businesses and town services are operating

Chris Neureuter– Village of Marwayne

- Community raised \$30,000 to help a family where a member was in a bad accident. He's doing much better.

Joyce Bell– Village of Kitscoty

- Curling rink – new facility
- Organizations and individuals staying connected through initiatives like casserole of the month

Jonathan Torresan– City of Lloydminster

- Building new arena to replace Civic Center, applying for grant and did site selection
- Economic Development Business survey showed increase in business satisfaction

Olen Hillaby- Member at Large

- Referrals

Jim Warren– Paradise Valley

- Businesses are busy
- Firetruck up and running

Next General Meeting – February 16, 2022

Adjournment

Meeting adjourned at 7:07 pm – Tim Sawarin

A handwritten signature in black ink, appearing to read "Olen Hillaby", written over a horizontal line.

Olen Hillaby, CHAIRPERSON

A handwritten signature in black ink, appearing to read "Int.", written over a horizontal line.

Int.



210 2nd Avenue South, Box 113
Marwayne AB T0B 2X0
P: 780-847-3962 F: 780-847-3324
E: admin@marwayne.ca W: www.marwayne.ca

March 8th, 2022

Hon. Sonya Savage
Minister of Justice and Solicitor General
324 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Savage,

RE: Bill 21 – Provincial Administrative Penalties Act and the Alberta Provincial Police Service

At the February 28th, 2022 Council Meeting, the Village of Marwayne Council discussed the letter sent to you from the Town of Gibbons. More specifically, we discussed a number of key issues that your ministry is undertaking that are poised to fundamentally impact the lives of Albertans. Given the fact that the Government of Alberta is currently exploring the development of a Provincial Police Service (APPS) and the passing of Bill 21 – Provincial Administrative Penalties Act, we believe it is of the utmost importance to voice our concerns and express our viewpoints on the aforementioned subjects.

The citizens of Marwayne are hardworking, dedicated and friendly family-oriented people who understand that public safety is paramount. Further, they recognize that certain rights and freedoms may be contravened in times of emergency for the sake of the greater public, with or without public consultation. This can be exemplified by the way in which our community, as well as all Albertans, followed and adopted the recommendations set forth by the Province during its ongoing response to the COVID-19 pandemic.

Despite this fact, there are arguably times when Albertans, without exception, must be consulted as it pertains to key decisions the Province is making that will undoubtedly impact their lives and livelihoods. Albertans deserve to have their voices heard and respected as well as the ability to play a significant role in guiding and creating the framework for the legislation being considered by higher levels of Government (i.e., APPS and Bill 21).

The lack of a formal consultation as it relates to the development and adoption of Bill 21 is not supported by the Council for the Village of Marwayne. We do not agree with the inability of Albertans to appeal traffic tickets in court versus making an application to appeal through an online submission. This erosion of due process represents a degradation of a citizens' rights and freedoms and supports the notion that Albertans should "pay up and shut up". We sincerely hope that the necessary amendments to Bill 21 will be made to restore the integrity of the system and the proper public engagement sessions will be held moving forward, prior to any decisions being made regarding the replacement of the Royal Canadian Mounted Police (RCMP) with an Alberta Provincial Police Service (APPS). The

Ensuing a quality of life in a safe, viable, and thriving community

consultations that have been hosted so far have not provided sufficient information for municipalities to make informed decisions, nor have they answered the questions that our citizens keep asking us.

It is our sincere hope that our society, through the actions and policies of the Provincial Government, will continue on a trajectory of meaningful partnerships and engagements to ensure that all Albertans are given the opportunity to be heard. We believe that now, more than ever, is a time to work together to achieve common goals and objectives, as opposed to fast-tracking bills and legislation that are not supported by the hundreds of thousands of tax payers that make up this great Province.

Sincerely,

Chris Neureuter
Mayor



CHIEF ADMINISTRATIVE OFFICER

MEETING DATE: MARCH 21ST, 2022

SAFE & CARING COMMUNITY

- **Website**
 - After our meeting with the AG Society, feedback was provided on how to make improvements to the Village website.
 - Administration has made a variety of changes to the menus/pages in hopes that it will be easier to navigate for the members of our community.

- **Newsletter**
 - Recommendations from the AG Society included a Council Meeting update section in the newsletter as well as updates from the Marwayne schools newsletter. We reached out to the school however, they advised that they could not guarantee getting us the information but that they would try. As such, we will include the information if/when it is provided to us to share with the community.

- **Doggie Bags and Signage**
 - Andrew has completed a variety of boxes and posts for the garbage cans around town. Two will be placed on Centre street with the remainder to be scattered along the walking trails and throughout the Village.



PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **Summer Student Ad**
 - The advertisement for the summer student has been posted with a closing date of April 20th, 2022.
 - Applicants must be enrolled in a post-secondary institution to be eligible to apply.

- **Flowers**
 - Kathy's greenhouse is prepared to give the Village a discount on a package of flowers for our hanging baskets and flower beds this spring. The intent is to partner with the volunteers who fill the barrels downtown to coordinate the types of flowers to purchase to color coordinate Centre street. For cost effectiveness, administration is suggesting a mixture of white, yellow and blue petunias for the hanging baskets. These will overhang nicely and are pretty resistant to the elements as we head into our first year with the baskets. We can get a great deal on these and it will showcase Marwayne's colors.
 - A quote will be presented in the weeks to come for consideration and approval.

- **Policy Review**
 - The comprehensive review of our policies is almost complete. The next meeting will have the final 10 or so policies for council motion.
 - New binders have been printed and made available for staff at the office and at the shop.
 - Staff have been provided with a timeframe to review the policies in order to sign the appropriate acknowledgement form for their personnel files.

VILLAGE OF MARWAYNE

Council Revenue & Expense Report
Report

For Period Ending 28-Feb-2022



GL5410

Date : Mar 18, 2022

Page : 1

Time : 10:59 am

	BUDGET	CURRENT	YTD VARIANCE
GENERAL OPERATING FUND			
OPERATIONAL			
GENERAL GOVERNMENT	(53,575.00)	(22,814.10)	(30,760.90)
PROTECTIVE SERVICES	(1,150.00)	(12,264.07)	11,114.07
PROTECTIVE SERVICES	43,883.00	3,602.92	40,280.08
LEGISLATIVE SERVICES	25,850.00	565.00	25,285.00
ADMINISTRATION	228,011.00	36,506.12	191,504.88
PUBLIC WORKS	(650.00)	(442.25)	(207.75)
PUBLIC WORKS	260,677.00	16,810.87	243,866.13
WATER SUPPLY & DISTRIBUTION	(329,400.00)	(59,122.21)	(270,277.79)
WATER SUPPLY & DISTRIBUTION	372,898.00	39,787.70	333,110.30
WASTEWATER	(60,000.00)	(11,090.00)	(48,910.00)
WASTEWATER	75,914.00	6,043.67	69,870.33
ENVIRONMENTAL HEALTH	(70,000.00)	(12,521.00)	(57,479.00)
ENVIRONMENTAL HEALTH	100,811.00	10,662.17	90,148.83
COMMUNITY SERVICES	(28,400.00)	(1,573.00)	(26,827.00)
COMMUNITY SERVICES	61,363.00	15,003.20	46,359.80
RECREATION & CULTURE	(1,000.00)	0.00	(1,000.00)
RECREATION & CULTURE	51,469.00	6,035.85	45,433.15
Total OPERATIONAL	676,701.00	15,190.87	661,510.13
CAPITAL			
GRANT FUNDING (MSI & GTF)	(288,716.00)	0.00	(288,716.00)
MSI & GTF PROJECTS	135,000.00	0.00	135,000.00
OTHER PROJECTS	69,482.00	25,251.18	44,230.82
Total CAPITAL	(84,234.00)	25,251.18	(109,485.18)
MUNICIPAL TAXATION			
RESIDENTIAL & FARMLAND	(462,458.00)	0.00	(462,458.00)
COMMERCIAL & INDUSTRIAL	(59,478.00)	0.00	(59,478.00)
MACHINERY & EQUIPMENT	(1,508.00)	0.00	(1,508.00)
MINIMUM TAX	(31,796.00)	0.00	(31,796.00)
RECREATION DEBENTURE	(22,454.00)	0.00	(22,454.00)
SCHOOL REQUISITION (IN)	(111,366.00)	0.00	(111,366.00)
SCHOOL REQUISITION (OUT)	111,386.00	0.00	111,386.00
OTHER	(14,793.00)	0.00	(14,793.00)
Total MUNICIPAL TAXATION	(592,467.00)	0.00	(592,467.00)
Total GENERAL OPERATING FUND	0.00	40,442.05	(40,442.05)
Total Surplus (-)/Deficit	0.00	40,442.05	(40,442.05)

VILLAGE OF MARWAYNE

**Council Revenue & Expense Report
Report**

For Period Ending 28-Feb-2022



GL5410

Date : Mar 18, 2022

Page : 2

Time : 10:59 am

Report Options Accounts : All

Cost Center 1 : All

Cost Center 2 : All

Cost Center 3 : All

Unposted Included

Summarize Cost Centers Selected

Fund Level Selected

Group Level Selected

Sub Group Level Selected

Group Total Selected

Sub Group Total Selected

Print Surplus(-)/Deficit Selected

VILLAGE OF MARWAYNE

Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Mar 11, 2022

Time : 10:29 am

Supplier : 10 To XYLCA
 Cheque Dt. 11-Mar-2022 To 11-Mar-2022
 Bank : 01 - ATB To 99 - Penny Clearing

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
4030	11-Mar-2022	ACE	ACE	Issued	30	C	13,197.00
4031	11-Mar-2022	ITRCA	Itron Canada Inc.	Issued	30	C	2,901.29
4032	11-Mar-2022	10012	Parkland Industries- Race Trac Gas	Issued	31	C	2,103.93
4033	11-Mar-2022	10025	Vermilion River Regional Waste	Issued	31	C	5,755.00
4034	11-Mar-2022	10113	TELUS	Issued	31	C	220.42
4035	11-Mar-2022	ABCOU	ALBERTA COUNCIL	Issued	31	C	6,300.00
4036	11-Mar-2022	ACE	ACE	issued	31	C	8,888.40
4037	11-Mar-2022	AISL	AMSC Insurance Services Ltd	Issued	31	C	3,494.45
4038	11-Mar-2022	AMCA	Alberta Municipal Clerks Association	Issued	31	C	565.00
4039	11-Mar-2022	ASC3	Alberta Municipallties Strength in Members	Issued	31	C	6,988.17
4040	11-Mar-2022	BYC	Buffalo Trail Public School	Issued	31	C	1,850.00
4041	11-Mar-2022	CSS	Catholic Social Services	Issued	31	C	300.00
4042	11-Mar-2022	KADR	Ken's Auto & Diesel Repair	Issued	31	C	755.88
4043	11-Mar-2022	KITPUB	Kitscoty Public Library	Issued	31	C	300.00
4044	11-Mar-2022	MERBO	The Meridian Source	Issued	31	C	338.63
4045	11-Mar-2022	MFRD	Marwayne Fire and Rescue Dept.	Issued	31	C	1,000.00
4046	11-Mar-2022	MLCP	Marwayne Lil' Critters Playschool	Issued	31	C	5,000.00
4047	11-Mar-2022	PCI	Pinnacle Computers Inc.	Issued	31	C	149.63
4048	11-Mar-2022	SENSU	Senior Support Program	Issued	31	C	1,000.00
4049	11-Mar-2022	SHAHAR	Harrower, Shannon	Issued	31	C	69.92
4050	11-Mar-2022	SLGM	Society Local Government Managers	Issued	31	C	25.00
4051	11-Mar-2022	TM	TELUS	Issued	31	C	89.94
4052	11-Mar-2022	ULINE	ULINE	Issued	31	C	823.07
4053	11-Mar-2022	VAAB	Vermilion and Area Brighter Beginnings	Issued	31	C	1,000.00
4054	11-Mar-2022	VIBE01	VIBE (Vermilion Is Being Empowered)	Issued	31	C	2,000.00
4055	11-Mar-2022	WAGL	Wainwright Assessment Group Ltd	Issued	31	C	708.75
4056	11-Mar-2022	WTGS	Walking Through Grief Society	Issued	31	C	200.00

Total Computer Paid :	66,024.48	Total EFT PAP :	0.00	Total Paid :	66,024.48
Total Manually Paid :	0.00	Total EFT File :	0.00		

27 Total No. Of Cheque(s) ...

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Mar 09, 2022

Page : 1

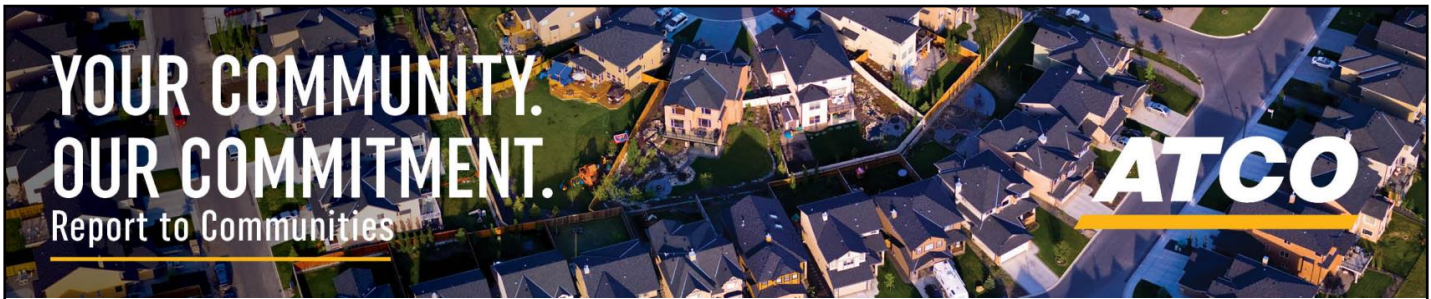
Time : 10:39 am

Period : 2
 Year : 2022
 For Bank : ATB

Statement Date : 28-Feb-2022
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3645	26-Mar-2021	AP	3	2021	-112.88	CentralSquare Canada Software Inc.
3968	14-Jan-2022	AP	1	2022	-350.00	Society Local Government Managers
3985	28-Jan-2022	AP	1	2022	-525.00	The Marketer
3999	11-Feb-2022	AP	2	2022	-11210.40	ACE
4011	17-Feb-2022	AP	2	2022	-25.00	Society Local Government Managers
4012	25-Feb-2022	AP	2	2022	-1580.43	Gas Utility CVR
4013	25-Feb-2022	AP	2	2022	-5755.00	Vermilion River Regional Waste
4014	25-Feb-2022	AP	2	2022	-200.00	101010343 SK Ltd.
4015	25-Feb-2022	AP	2	2022	-179.57	TELUS
4016	25-Feb-2022	AP	2	2022	-26660.34	AMSC Insurance Services Ltd
4017	25-Feb-2022	AP	2	2022	-961.65	AMSC Insurance Services Ltd
4018	25-Feb-2022	AP	2	2022	-683.81	Alberta 1171363 Ltd. Hendricks Microtech
4019	25-Feb-2022	AP	2	2022	-73.40	MCSNet-Lemalu Holdings Ltd.
4020	25-Feb-2022	AP	2	2022	-4634.21	Marwayne Fire and Rescue Dept.
4021	25-Feb-2022	AP	2	2022	-3915.63	Tamara Sloboda CPA CGA
4022	25-Feb-2022	AP	2	2022	-129.50	Saunders Repair Service Ltd.
4023	25-Feb-2022	AP	2	2022	-8130.10	V3 Companies of Canada Ltd.
4024	25-Feb-2022	AP	2	2022	-1289.61	Wood Environment & Infrastructure Solutions
4025	25-Feb-2022	AP	2	2022	-785.52	Wells Fargo Equipment Fin Co
4026	25-Feb-2022	AP	2	2022	-8255.54	Receiver General For Canada
4027	25-Feb-2022	AP	2	2022	-2001.34	AMSC Insurance Services Ltd
14301	02-Mar-2022	CR	2	2022	10282.70	CR; DEPT:[VILLAGE OFFICE] D#[143].

Bank Balance Statement	296593.34	as of 28-Feb-2022
Add outstanding deposits	10282.70	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-77433.93	(Includes all credits)
Cancelled withdrawals/charges	-25.00	
Calculated Bank Balance	229417.11	
GL Bank Account Balance	229417.11	as of Period : 2 Year : 2022
Difference	0.00	



The Village of Marwayne

Serving 402 Customer Sites in the Village of Marwayne

ATCO Electric strives to improve the lives of our customers by providing reliable, sustainable, innovative and comprehensive electricity solutions to our franchise communities.

Customer Breakdown

Rate Class	2020 Number of Sites	2021 Number of Sites
Company Farm	0	0
General Service	41	41
Industrial	1	1
Oilfield	0	0
Residential	256	255
Sentinel Lights	1	1
Street Lights	104	104
Total Number of Sites	403	402

Franchise Fee and Taxes

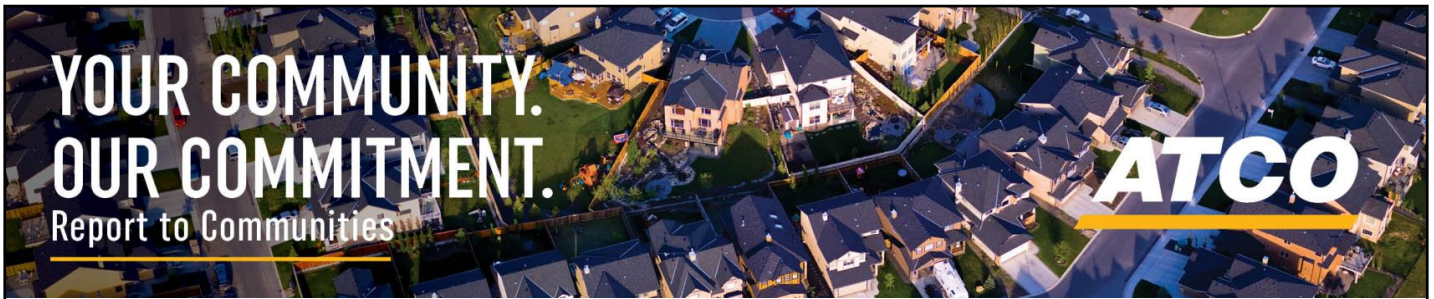
	2021 Actual	2022 Forecast
Wires Distribution Revenue	\$528,803	\$612,882
Franchise Fee %	@ 6%	@ 6%
Franchise Fee on Revenue	\$31,728	\$36,772
Distribution Linear Taxes	\$10,466	\$10,588
Total Estimated Fee + Tax	\$42,194	\$47,360

Based on 2021 actual revenue, a franchise fee increase of 1% would increase fee payments by \$5,288 per year.

System Reliability

Reliability data is derived from the number of outages (frequency) and length of outage (duration). Most unplanned outages are due to weather or third-party contact with lines. ATCO requires planned outages to conduct maintenance and repair work or to build a new electrical line. (*SAIDI/SAIFI definitions under Supporting Information)

Outages	2020	2021
*SAIFI (Feeder Average)	2.8	2.0
*SAIDI (Feeder Average)	7.9	6.3
ATCO Electric (System Average) SAIFI (Major Events Included)	1.7	1.6
ATCO Electric (System Average) SAIDI (Major Events Included)	6.2	4.9



Distribution Asset Maintenance Programs

Completed in 2020	Completed in 2021	Proposed for 2022
<ul style="list-style-type: none"> Streetlight Patrol 	<ul style="list-style-type: none"> Streetlight Patrol 	<ul style="list-style-type: none"> Test & Treat Program Streetlight Patrol

Street Lights

Inventory Summary

Lamp Type	Investment Rate
LED	104
Total	104

- Number of “lights-out” identified from the street light patrols: 5
- Number of temporary overhead repairs of streetlights: 0
- Number of underground repairs made: 0

Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. **In 2021, our people raised \$1.98 million.**

Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2021 can be found at: http://www.auc.ab.ca/regulatory_documents/Pages/Service_quality_and_reliability_plans.aspx
- 0 Customer complaints were received by the Alberta Utilities Commission for the Village of Marwayne
- ATCO Electricity rates: <https://www.atco.com/en-ca/for-home/electricity/rates-billing.html>

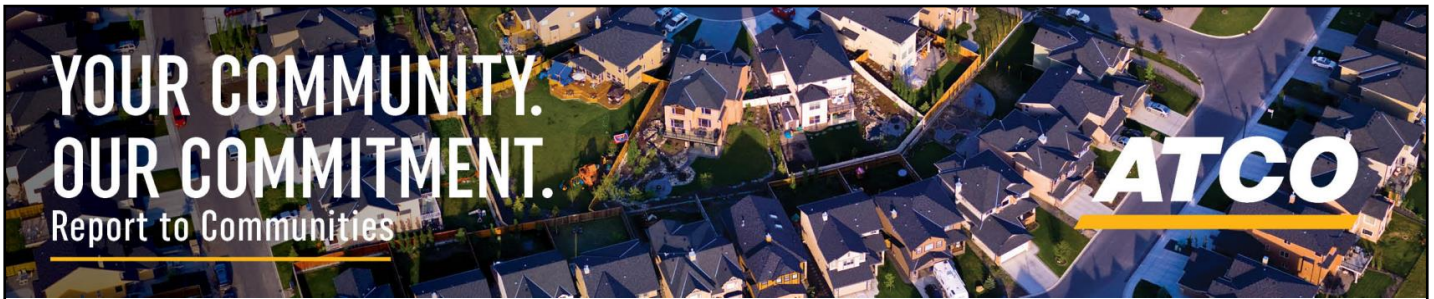
Supporting Information

*SAIFI (System Average Interruption Frequency Index): The average number of interruptions per customer.

*SAIDI (System Average Interruption Duration Index): The total average number of hours each customer power is interrupted.

Active outage information can be found at: <https://www.atco.com/en-ca/for-home/electricity/outages-emergencies/current-outage-map.html>

More detailed information available upon request.



Contact Us

If you have questions about ATCO's electricity distribution operations, customer service or community involvement in your area, please contact us.

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