



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, April 4, 2022 @ 7:00 PM
Horton Agencies Board Room

	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 April 4th, 2022	
Be it resolved that the April 4th, 2022 Village Council Meeting Agenda be approved as presented.	
4 ADOPTION OF MINUTES	
4.1 March 21st, 2022	4 - 7
Be it resolved that the March 21st, 2022 Village Council Meeting Minutes be approved as presented.	
5 DELEGATIONS/PUBLIC HEARINGS	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1 Public Works Foreman Report	8
Be it resolved that the Public Works Foreman Report be received as information.	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Fire Department Policies	9 - 23
Be it resolved that the Fire Department Expenditures Policy FC 01 and the Fire Pit Permits Policy FD 03 be approved as presented.	
Be it resolved that the Fire Chief Skills and Qualifications Policy FD 02, the Officer Skills & Qualifications Policy FD 04 and the Incident Command System Policy FD 05 be rescinded.	
7.2 Emergency Management Bylaw Amendment No. 587-22	24 - 29
Be it resolved that the Village of Marwayne give first reading to Bylaw No. 587-22, being a bylaw to amend the Emergency Management Bylaw No. 573-19.	

Be it resolved that the Village of Marwayne give second reading to Bylaw No. 587-22, being a bylaw to amend the Emergency Management Bylaw No. 573-19.

Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 587-22, being a bylaw to amend the Emergency Management Bylaw No. 573-19.

8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

9.1 Website Redesign 30 - 62

Be it resolved that the Village of Marwayne changed website providers from All Net Solutions to Loop and enter into a 3 year contract for their services for an annual cost of \$ _____.

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 63 - 64

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

- Vermilion River Regional Waste Management Services Commission Meeting Minutes

10.2 Chief Administrative Officer Report 65 - 69

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

10.3 Council Committee Appointments

Vermilion River Regional Waste Management Services Commission

Tuesday April 26th, 2022 at 6:00 p.m.

Alberta Central East Water Corporation Thursday April 21st, 2022 at 5:30 p.m.

Lloydminster Regional Housing Wednesday April 13th, 2022 at 7:00 p.m.
Agricultural Society Board Meetings

11 FINANCIAL

11.1 Cheque Distribution Report 70

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.

11.2 2022 Budget Scenarios

Be it resolved that the 2022 Budget Scenarios be received as information.

12 CORRESPONDENCE

12.1 Letter from the Minister of Municipal Affairs

71 - 72

Be it resolved that the Letter from the Minister of Municipal Affairs regarding the Alberta Community Partnership Grant Application be received as information.

12.2 Municipal Letters

73 - 77

Be it resolved that the Letters from St. Paul and Fox Creek be received as information.

13 CONFIDENTIAL

13.1 FOIP Section 17 (1) - Advice from Officials - Funding Agreements

14 SETTING OF THE NEXT MEETING

14.1 April 19th, 2022

15 ADJOURNMENT



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

780-847-3962 P
780-847-3324 F
marwayne@mcsnet.ca
marwayne.ca

Minutes of the Regular Meeting of the Council of the Village of Marwayne
In the Province of Alberta, held on Monday March 21st, 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

Deputy Mayor R. McDonald called the March 21st, 2022 Village of Marwayne Council Meeting to order at 7:05 p.m. with all members in attendance except Mayor C. Neureuter.

2. ADOPTION OF AGENDA

March 21st, 2022 Council Meeting Agenda

2022-03-12

Moved By Councillor M. Wood

Be it resolved that the March 21st, 2022 Village Council Meeting Agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

March 7th, 2022 Council Meeting Minutes

2022-03-13

Moved By Councillor C. Eikeland

Be it resolved that the March 7th, 2022 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

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

2022-03-14

Moved By Councillor C. Eikeland

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.

CARRIED

Intermunicipal Assessment Review Board Bylaw No. 586-22

2022-03-15

Moved By Councillor A. Rainey

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.

CARRIED



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Safety Policies

2022-03-16

Moved By Councillor M. Wood

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

CARRIED

2022-03-17

Moved By Councillor C. Eikeland

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 27 be approved as presented.

CARRIED

Emergency Management Policies

2022-03-18

Moved By Councillor A. Rainey

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

CARRIED

Fire Department Policies

2022-03-19

Moved By Councillor C. Eikeland

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

CARRIED

5. ADMINISTRATIVE REPORTS

Councillor Reports

2022-03-20

Moved By Councillor M. Wood

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

CARRIED

Chief Administrative Officer Report

2022-03-21

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne moved to a closed session at 7:41 p.m. with all members in attendance.

CARRIED



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FOIP Legal Section 17 (1) – Advice from Officials

2022-03-22

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne revert to an open session at 8:08 p.m. with all members in attendance.

CARRIED

2022-03-23

Moved By Councillor C. Eikeland

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

CARRIED

6. FINANCIAL

Monthly Financial Report

2022-03-24

Moved By Councillor A. Rainey

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

CARRIED

Cheque Distribution Report

2022-03-25

Moved By Councillor C. Eikeland

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

CARRIED

Bank Reconciliation Report

2022-03-26

Moved By Councillor C. Eikeland

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

CARRIED

7. CORRESPONDENCE

ATCO Annual Report

2022-03-27

Moved By Councillor C. Eikeland

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

CARRIED



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8. ADJOURNMENT

Being that the March 21st, 2022 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:15 p.m.

Approved this 4th day of April 2022.

Chris Neureuter, Mayor

Shannon Harrower, CAO



MARCH PUBLIC WORKS FOREMAN REPORT

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	OK	
Shovel Municipal Sidewalks (After Each Snow)	OK	
Sanding (As Needed)	OK	
Get Flusher Ready for thawing culverts	done	
Lagoon Inspection & Rotation	OK	
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	Good	
Spring Thaw (Check Culverts, Drainage, Railway) (Open Culverts as Need & Pump Water)	OK	
Hazard Assessment & Risk Management (Follow up from month prior)	OK	
Check that Outdoor Rink is Melted & Store Nets	OK	
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic)	Good	
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	Good	

Submitted by: WR

Date: 28 MAR. 2022

Policy No. FD 01 Issue No. 2 Adopted: April 30, 2007 Supersedes: Motion 2001-08 & May 8, 1995 To be reviewed:	Village of Marwayne Fire & Rescue Department Expenditures Policy
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Policy Perspective: To provide the Fire and Rescue Department with Council direction for expenditures.

Policy: The Village of Marwayne requires annually that the Fire & Rescue Department will submit:

- o a yearly budget
- o request for requisition
- o financial statements
- o previous yearend statistics

Then meet with Council to review the year and submissions.

Additional agenda item: Department any TCA additions over \$2000?, Village report to dept replacement fund amounts, anything Council should be lobbying for to make your job easier?

Policy Guidelines:

Budget: In March of each year, the Fire Department will submit a yearly budget to determine what the annual requisition for the Department needs to be for that year. The Fire Department budget will take into account the vehicle repairs for the year, what capital expenditures are needed from the Village, and other general supplies.

Annual requisition will be paid in October.

Courses:

- the Village will pay for courses that are through grant funds & be responsible for the accounting to the government
- per diem of 20% to be paid by Fire Department to their members (referring to motion 2001/02/10 – Village agrees with the County’s idea of a proposed per diem for Fire Fighters training. The County will contribute their \$100 (80%) and the Village will contribute to training through our annual requisition to the Fire Department)

Expenditures:

The Village Office will pay through the Village Office bills regarding the following:

- all vehicle gas – this is charged at the gas station with bills being kept and written on for clarification of gas bought for the County Fire Truck. They are then submitted by December 15 of each year for the Village to get reimbursement for the County portion of the gas for their fire truck.
- insurance on the following:
 - building,

- contents,
- all vehicles (Ford Excursion, Cube Van, Ford 1960 Fire Truck),
- liability as additional insured on the Village policy (\$5 million)
- and group accident for volunteer fire brigade
- utilities – phone, cell, power, gas
- 9-1-1 dispatch
- radio station license
- other incidentals will be paid by the Fire Department

When the Fire Department does not have an account, expenses can be charged to the Village account and the Fire Department will reimburse the Village for the cost (less the gst rebate).

Financial Statement:

An annual Financial Statement to be given to the Village each year including the non-profit Rescue Squad accounts.

Annual Presentation/Meeting with Council:

The Fire Chief and/or representative(s) from the Fire Department will meet minimum once per a year with the Council usually in March to present and discuss the Fire Department budget and operations review.

Policy No. FD 02 Issue No. 1 Adopted: April 30, 2007 Amended: Sept 28, 2009 To be reviewed:	Village of Marwayne Skills and Qualifications Required for the Position of Fire Chief Policy
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Policy Perspective: To provide the Fire and Rescue Department with direction in selecting a nominee for the position of Fire Chief.

Policy: The Village of Marwayne requires that the nominee for Fire Chief must, pursuant to Bylaw 449-05 Section 4, as amended or repealed and replaced from time to time, meet the minimum qualifications as listed in the policy guidelines or agrees to work towards these qualification on behalf of the Village.

Policy Guidelines: The minimum qualifications are:

1. NFPA Standard 1001 Level 2 Standard and equivalents
2. ability to purchase or acquire equipment, apparatus, materials or supplies required for the operation, maintenance and administration of the Department within budget approval and in accordance with any policies set by Council.
3. ability to keep or cause to be kept, in proper form, records of all business transactions of the Department, including the purchase or acquisition of equipment, apparatus, materials or supplies and records of incidents attended, action taken in mitigating incidents, inspections or investigations carried out and actions taken on account of inspections or investigations or any other records incidental to the operation of the Department.
4. ability to be responsible to prescribe rules, regulations and procedures for the ongoing organization and administration of the Department, but not limited to:
 - a. the use, care and protection of the Department property;
 - b. the appointment, recruitment, training, conduct, discipline, duties and responsibilities of the Officers and Members of the Department
 - c. the efficient operation of the Department
5. willingness to sit on the Village's Disaster Services Agency, and acquire education as provided by Emergency Management Alberta (EMA) to keep abreast of the municipal requirements and techniques
6. in emergencies have the ability to act maturely in a leadership role, call upon additional manpower and equipment from other sources and dispatch equipment to assist other communities when assistance is requested in accordance to the Fire Services Agreement or Mutual Aid Agreements.

7. ability to ensure both the fire and rescue aspects of the department are coordinated for the safety of the people
8. ability to be held accountable to the Office of the Fire Commissioner, Village Council through the CAO and the County of Vermilion River for carrying out the Fire Services Agreement
9. has the confidence of the Public and Council

Policy No. FD 04 Issue No. 1 Adopted: April 30, 2007 To be reviewed:	Village of Marwayne Skills and Qualifications Required for the Position of Officers Policy
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Policy Perspective: To provide the Fire Chief and Fire and Rescue Department with direction in selecting Members to fill the positions of Officers.

Policy: The Village of Marwayne requires that elections are held internally at the Fire and Rescue Department for the positions of Officers, which are Members appointed as:

- Deputy Fire Chief
- Captain
- Rescue Leader
- Deputy Leader

The policy guidelines are the minimum qualifications and skills required to hold these positions.

Policy Guidelines: An Officer shall have these minimum qualifications and skills or willing to train to acquire:

1. technical fire fighting courses to be NFPA Standard and/or first response training as provided through Prairie North Health Region
2. ability to be responsible for decisions relating to the management of the Department resources and tactics at an incident or emergency, especially if they must act as Incident Commander
3. in emergencies have the ability to act maturely, and when acting as Incident Commander, call upon additional manpower and equipment from other sources and dispatch equipment to assist other communities when assistance is requested in accordance to the Fire Services Agreement or Mutual Aid Agreements.
4. ability to be held accountable, in the absence of the Fire Chief, to the Office of the Fire Commissioner, Village Council through the CAO and County of Vermilion River for carrying out the Fire Services Agreement
5. has the confidence of the Public and Council
6. the willingness to sit on the Village's Disaster Services Agency, acquire education and keep updated through courses provided by Emergency Management Alberta (EMA), especially in the absence of the Fire Chief

Policy No. FD 05 Issue No. 1 Adopted: April 30, 2007 To be reviewed:	Village of Marwayne Incident Command System Policy
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Policy Perspective: To provide the Department with a protocol for who takes on the role of Incident Commander during an incident or emergency.

Policy: 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.

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 is 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 is 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.



POLICY – FD 01 FIRE DEPARTMENT EXPENDITURES

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

POLICY STATEMENT

To establish which expenditures will be covered by the Village of Marwayne and which expenditures will be covered by the volunteer Fire Department.

BACKGROUND

This policy was designed to ensure Council is made aware of volunteer Fire Department expenditures and expenses and to provide for the opportunity to mutually collaborate on joint initiatives and projects.

OBJECTIVE

To summarize the process by which the Village of Marwayne and the volunteer Fire department will work together to share in the costs of annual expenditures.



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

- The Village of Marwayne requires that the volunteer Fire Department submit annually:
 - A yearly budget;
 - A request for requisition (if applicable);
 - A current financial statement; and
 - The previous years' end financial statement.
- The yearly budget and request for requisition (if applicable) must be submitted by March 31st of each year.
- The yearly budget must include the cost of vehicle repairs for the year, capital expenditures, and all general supplies.
- Annual requisitions, by request, are paid in October.
- The Village is responsible for paying for courses that have been approved using grant funding and will submit all necessary accounting documents to the provincial and/or federal governments.
- Per diems, equipment and protective gear are paid in accordance with the Mutual Aid Agreement executed between the Village of Marwayne and the County of Vermilion River.
- The Village is responsible for the following costs related to the volunteer Fire Department and Fire Hall:
 - All vehicle fuel (tracked through the gas station and Village administration office);
 - Insurance on buildings, contents, vehicles and group accident coverage for volunteers;
 - Utilities (cell phone, power, gas);
 - 9-1-1 dispatch; and



- Radio station licensing.
- Incidentals are to be paid for by the volunteer Fire Department.
- In instances where the Fire Department does not have an account for purchasing, expenses may be charged to the Village's account and the Fire Department shall reimburse the Village, less the GST.
- The Village will submit for reimbursement that portion of fuel that is to be cost shared with the County of Vermilion River on an annual basis during year end.
- The Fire Chief shall meet with Council once per year to provide an update on the operations of the volunteer Fire Department and any emerging items for Council's consideration.

ROLES & RESPONSIBILITIES

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



POLICY – FD 01 FIRE DEPARTMENT EXPENDITURES

APPROVAL DATE:	2007-04-30	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2022-04-04	REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which fire pit permits are approved by the Village of Marwayne Fire Department.

BACKGROUND

Pursuant to Bylaw No. 449-05, the Village of Marwayne Fire chief or designate must authorize and approve fire pit permits for recreational purposes.

OBJECTIVE

To summarize the way in which fire pit permits will be approved within the boundary of 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

- Applications to construct or operate a fire pit are available at the Village office, on the Village website or through the Fire Department.
- Applicants will be provided with a signed copy of their application and are responsible for contacting the Fire Chief for an inspection to be conducted.
- The completed applications are kept on file at the Fire Department.
- The attached form, referred to as Schedule "A" must be completed by all applicants prior to the use or construction of a fire pit within the Village of Marwayne.
- Applicants are responsible for ensuring that all rules and regulations listed within Schedule "A" are adhered to at all times. Failure to adhere to the provisions contained therein may result in the revocation of the fire pit permit.



ROLES & RESPONSIBILITIES

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



SCHEDULE "A"

APPLICATION TO CONSTRUCT AND/OR OPERATE A FIRE PIT

Name of Applicant: _____

Civic Address: _____

Mailing Address: _____

Phone Number: _____

GENERAL PROVISIONS

No person shall construct, erect, locate or use a Fire Pit/Approved Device within the Village of Marwayne until a permit has been obtained from the Fire Chief. No person shall alter a Fire Pit/Approved Device for which a permit has been issued without the knowledge and consent of the Fire Chief. A Fire Pit application is only valid if it is requested by the owner on the registered land title of the property. Renters must have consent from the registered owner on title in order for their application to be considered.

I, _____, agree that I have the authority to enter into this agreement for the purposes of obtaining a fire permit for the above noted property from the Village of Marwayne and agree to the following conditions:

- The Fire Pit/Approved Device will only be used for recreational purposes and will not be used to burn any form of garbage, waste or debris;
- The Fire Pit/Approved Device will only burn clean dry wood or charcoal;
- The Village of Marwayne is entitled to cost recovery for any fire call and associated expenses related to the improper use of the Fire Pit/Approved Device;
- An adult over the age of eighteen (18) years will be present at all times when a fire is burning in the Fire Pit/Approved Device; and
- Failure to abide by the aforementioned rules and regulations will render this permit invalid.

DEFINITIONS

Approved Device means a device or appliance specifically made for the purpose of containing a fire which bears a proper approval label from the Underwriters Laboratory



of Canada, or such other approving agency as designated by the Fire Chief. In all cases, the device or appliance shall meet the requirements of all legislation, codes and regulations pertaining to such devices or appliances.

Fire Pit means a non-commercial appliance or device used specifically for the purpose of burning combustible materials. An acceptable fire pit must have:

- A minimum of 3 meters of clearance, measured from the nearest fire pit edge to any building, property line, deck, play structure, fence or any combustible material, as the case may be;
- Enclosed sides constructed from bricks, concrete blocks, heavy gauge metal or other non-combustible materials acceptable to the Fire Chief;
- A maximum height not to exceed twenty-four (24) inches.

Signature of Applicant: _____

Signature of Owner (if different from above): _____

Date: _____

OFFICE USE ONLY

The Fire Pit or Approved Device is acceptable to the Fire Chief or his Designated Officer in its placement and design.

Accepted

Refused

There is a means acceptable to the Fire Chief of controlling or extinguishing any fire resulting from the use of the Fire Pit/ Approved Device on the property and within reasonable distance from where the fire occurred.

Yes

No



This Fire Pit application is:

Approved for use without any additional conditions

Approved subject to the following conditions: _____

Denied subject to the following conditions: _____

Signature of Fire Chief: _____
Name of Fire Chief: Ron Miskie
Contact Number: 780-847-0002



Village of Marwayne
Emergency Management Bylaw No. 587-22

A BYLAW OF THE VILLAGE OF MARWAYNE TO AMEND THE MUNICIPAL EMERGENCY MANAGEMENT AGENCY BYLAW NO. 573-19.

WHEREAS the Village of Marwayne in the Province of Alberta is permitted to amend or repeal a bylaw, under the authority and subject to the provisions of the Municipal Government Act, Statues of Alberta 2000, Chapter M26 and amendments thereto, Section 191;

WHEREAS under the Municipal Government Act, Statues of Alberta 2000, Chapter M26 and amendments thereto, Section 69 states: Consolidation of bylaws (1) A council may by bylaw authorize a designated officer to consolidate one or more of the bylaws of the municipality; (2) In consolidating a bylaw, the designated officer must (a) incorporate all amendments to it into one bylaw, and (b) omit any provision that has been repealed or that has expired;

AND WHEREAS the Council of the Village of Marwayne deems it desirable to amend the Emergency Management Bylaw No. 573-19;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Village of Marwayne, in the Province of Alberta, enacts as follows:

- 1. **THAT** Bylaw No. 573-19, being a Bylaw to establish a municipal emergency management agency is hereby amended as per Schedule B, attached hereto.
- 2. **SHOULD** any provisions of this Bylaw be deemed invalid, then such provisions shall be severed and the remaining Bylaw shall be maintained.

This Bylaw shall come into force and effect upon receiving third and final reading and having been signed by the Mayor and Chief Administrative Officer for the Village of Marwayne.

READ A FIRST TIME IN COUNCIL THIS 4TH DAY OF APRIL, 2022.

READ A SECOND TIME IN COUNCIL THIS 4TH DAY OF APRIL, 2022.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 4TH DAY OF APRIL, 2022.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO



Village of Marwayne Emergency Management Bylaw No. 587-22

SCHEDULE "B"

1. This Bylaw may be cited as the Municipal Emergency Management Bylaw.
2. In this Bylaw:
 - (a) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;
 - (b) "Council" means the Council of the Village of Marwayne;
 - (c) "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - (d) "Emergency Advisory Committee" means the committee established under this By-law;
 - (e) "Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
 - (f) "Minister" means the Minister charged with administration of the Act;
 - (f) "Municipal Emergency Management Agency" means the agency established under this By-law; and
 - (h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
3. There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 12 of this By-law.
5. Council shall:
 - (a) by resolution, appoint two of its members to serve on the Emergency Advisory Committee;
 - (b) provide for the payment of expenses of the members of the Emergency Advisory Committee;
 - (c) by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management;
 - (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Village of Marwayne;
 - (e) approve the Village of Marwayne's emergency plans and programs; and



Village of Marwayne

Emergency Management Bylaw No. 587-22

- (f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
6. Council may:
 - (a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
 - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
7. The Emergency Advisory Committee shall:
 - (a) review the Municipal Emergency Plan and related plans and programs on an annual basis;
 - (b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year;
 - (c) consist of two members with both being required to be present for a quorum;
 - (d) appoint a chair for the committee at the beginning of each meeting; and
 - (e) establish that the committee provides guidance and direction to the local authority's emergency management agency.
8. The Municipal Emergency Management Agency shall be comprised of one or more of the following:
 - a) the Director of Emergency Management;
 - b) the Manager, Administrator, Clerk or other administrative staff member(s) of the municipality;
 - c) the Police Chief or designate or the N.C.O. in Charge, R.C.M. Police or designate;
 - d) the Fire Chief or designate;
 - e) the Information Officer or designate;
 - f) the Public Works Foreman or designate;
 - g) Emergency Social Services or designate;
 - h) the School Board Chairman or designate; and
 - i) anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan.
9. The Director of Emergency Management shall:



Village of Marwayne

Emergency Management Bylaw No. 587-22

- (a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Village of Marwayne;
 - (b) state that the agency is responsible for the administration of the local authority's emergency management program;
 - (c) identify the frequency at which the agency must report to the emergency advisory committee to provide updates on agency activities, which must be at least once per year and must include an update on the agency's review of the local authority's emergency plan;
 - (d) state that a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency;
 - (e) arrange a meeting with the advisory committee once per year.
 - (f) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Management Agency; and
 - (g) co-ordinate all emergency services and other resources used in an emergency; or
 - (h) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).
10. The power to declare or renew a state of local emergency under the Act, the powers specified in Section 12 of this By-law, and the requirement specified in Section 14 of this By-law, are hereby delegated to a committee comprised of Mayor, or Deputy Mayor or two members of Council. This person or committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
11. When a state of local emergency is declared, the person or persons making the declaration shall:
- (a) ensure that the declaration identifies the nature of the emergency and the area of the Village of Marwayne in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - (c) forward a copy of the declaration to the Minister forthwith.
12. Subject to Section 14, when a state of local emergency is declared, the person or persons making the declaration may do all acts and take all necessary proceedings including the following:
- (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;



Village of Marwayne

Emergency Management Bylaw No. 587-22

- (c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - (d) control or prohibit travel to or from any area of the Village of Marwayne;
 - (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Village of Marwayne;
 - (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Village of Marwayne that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Village of Marwayne for the duration of the state of emergency;
 - (j) authorize the conscription of persons needed to meet an emergency; and
 - (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.
13. When a state of local emergency is declared, no action lies against Council or a person acting under Council's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this bylaw or the regulations during a state of local emergency.
14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- (a) a resolution is passed under Section 14;
 - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - (c) a period of ninety days has lapsed since it was declared a pandemic; or
 - (d) the Minister cancels the state of local emergency.



Village of Marwayne

Emergency Management Bylaw No. 587-22

16. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
17. Bylaw No. 541-15 is hereby rescinded.



Website Proposal
for Village of Marwayne

March 29, 2022

PREPARED FOR:

SHANNON HARROWER
CHIEF ADMINISTRATIVE
OFFICER
210 2ND AVE SOUTH
MARWAYNE AB T0B 2X0

PREPARED BY:

HEATHER COOK
ACCOUNT MANAGER
LOOP
#200, 100 PALISADES WAY
SHERWOOD PARK, AB T8H 0T1

Loop is a division of Box Clever Incorporated



SHANNON HARROWER
VILLAGE OF MARWAYNE
210 2ND AVE SOUTH
MARWAYNE AB T0B 2X0

MARCH 29, 2022

Dear Shannon,

We are happy to submit our proposal for the Village of Marwayne website.

Loop was created with the singular focus of creating the best possible websites for Canada's small and medium-sized municipalities so they can easily keep their audiences *in the loop*. Loop is a user-friendly, municipal-specific website CMS packed with specialized features for municipalities. Our award-winning designs and features set up an easily scalable website foundation for your municipality, allowing the website to grow with your needs. Loop is proudly Canadian, with our full team and our hosting in Canada. With the new Village of Marwayne website being powered Loop CMS you and your team will be able to manage your content with ease and you will have the full support of the Loop team!

The following document includes recommendations for your website, available features, pricing plans, and why Loop is the best solution for your municipality. Heather will be managing your account; please don't hesitate to reach out with questions concerning this proposal.

Your consideration of this proposal is greatly appreciated!

A handwritten signature in blue ink, appearing to read 'S Mebs'.

Steve Mebs,
Loop

#200, 100 Palisades Way
Sherwood Park, AB T8H 0T1



587-269-0048
HELLO@LOOPONLINE.CA

Table of Contents

- 1 General Information 1**
 - 1.1 Purpose 1
 - 1.2 Protected Information 1
 - 1.3 Pricing 1
 - 1.4 Authorized Representatives 1
- 2 Loop 2**
- 3 Executive Summary 3**
- 4 Website Details 4**
 - 4.1 Pre-Designed Municipal Websites 4
 - 4.2 Consistency 4
 - 4.3 Compatibility 5
- 5 Loop CMS & Features 5**
 - 5.1 Content Management System 5
 - 5.2 Basic features 5
 - 5.3 Advanced Features 6
- 6 Optional Enhancements 13**
 - 6.1 MailGuide Email Newsletter System 13
 - 6.2 Skinning and Integration 13
 - 6.3 Content Migration, Editing and Writing 13
 - 6.4 Digital Marketing 14
 - 6.5 Branding and Graphic Design 14
 - 6.6 Photography 14
- 7 Process 15**
 - 7.1 Overview 15
 - 7.2 Project Schedule 15
 - 7.3 Project Management 15
- 8 Training & Support 16**
- 9 Cost Proposal 17**
 - 9.1 Municipal Website Selection 17
 - 9.2 Optional Annual Costs 17
 - 9.3 Optional Costs 18
 - 9.4 Extra to Contract 18
 - 9.5 Payment Schedule 18
- 10 Terms 19**
- 11 Agreement 20**
- Appendix A: Our Company 21**
- Appendix B: Loop CMS 22**
- Appendix C: Loop CMS vs. Open Source 26**
- Appendix D: Hosting 28**

1 General Information

1.1 PURPOSE

The purpose of this proposal is to describe how Loop will work with the Village of Marwayne to create a new website with a modern design, improved functionality and the ability to manage content easily.

1.2 PROTECTED INFORMATION

This proposal will be considered protected and confidential.

1.3 PRICING

Pricing elements of this proposal will be held for 30 days from proposal date.

1.4 AUTHORIZED REPRESENTATIVES

The owners of Box Clever Incorporated are Chris Mebs and Steve Mebs. Please feel free to speak with either of us in regards to this proposal. Our contact information is:

LOOP
#200, 100 PALISADES WAY
SHERWOOD PARK, AB T8H 0T1

PHONE: 587-269-0048
EMAIL: HELLO@LOOPONLINE.CA

WEBSITE: WWW.LOOPONLINE.CA
FACEBOOK: LOOPMUNICIPAL
TWITTER: @LOOPMUNICIPAL
LINKEDIN: LOOPMUNICIPAL



2 Loop

Loop builds powerful, award-winning websites and apps for municipalities. Our unique municipal website packages consist of specialized designs and features that are scalable and easy to manage.

Customized for Municipalities

Our content management system, Loop CMS was built with municipalities in mind. It is equipped with settings, features, and layouts designed to help administrators get information to their residents quickly and easily.

Easy to use

Your site will be simple to manage. It will have a user-friendly back-end that will eliminate the headache associated with adding new content, moving around pages, uploading galleries, and more. Most importantly, you will receive full training and the ongoing support of the Loop team!

Value

Loop offers multi-year contracts that provide municipalities with a cost-effective solution that will surely fit within your annual budget.

Scalable

Add additional features at any time, or we can build any custom functionality you will need – now or in the future. Your website is entirely scalable!

More than 30 municipalities are already enjoying their Loop websites!

Here are a few of our municipal website clients:

- Brooks Region
- Town of Lamont
- Crowsnest Pass
- Town of Legal
- District of Sicamous
- Town of Mayerthorpe
- Explore Sicamous
- Town of Millet
- Lamont County
- Town of Stettler
- Town of Drumheller
- Town of Thorsby
- Town of Edson
- Village of Pemberton
- Town of Gravelbourg

Keep your residents in the Loop with our award-winning websites and apps!



3 Executive Summary

The Village of Marwayne recognizes a need for a new website design with specialized municipal website features that will allow residents, businesses and other stakeholders easily find the information they're looking for.

Municipal websites launched by our team are all powered by Loop CMS, a user-friendly Content Management System that will provide Village of Marwayne's team with the tools necessary to keep their website up-to-date. The system running Loop CMS currently powers over 1,600 websites and is a multi-site CMS, meaning that all of our clients are always on the most recent version and *receive updates automatically* as they are developed. Loop CMS was built from scratch so we are able to make custom changes for our clients with no risk of losing upgradability or causing conflicts between modules.

You will be able to add unique features built specifically for our municipal clients, including an interactive business directory, emergency notices, polls, tax calculator, public event submissions, waste collection, trail maps, report a problem, and a municipal app. You will be able to easily manage your content, add news/blog posts, images, documents, videos, forms, take payments and more. Loop CMS also has SEO tools built in and pulls your Google Analytics to its dashboard so you can see the past month's statistics at a glance!

Ultimately, we aim to be Village of Marwayne's digital partner providing ongoing support and service to ensure your website is performing, dynamic, and connecting with your audiences. Our team has a diverse range of specializations from UX design to content strategy, development to digital marketing. We have been working with both the public sector for more than 15 years and are confident that we will be a great fit in working with you to develop an excellent website and also in providing ongoing digital support. There is so much we can do to help revitalize your Village of Marwayne online and we are very excited for the opportunity to work with Village of Marwayne on this web project!



4 Website Details

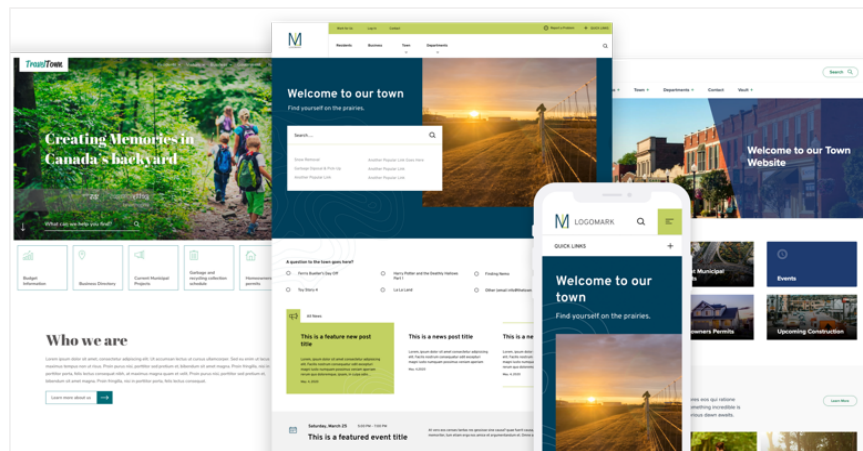
At Loop, we pride ourselves on producing websites that look great and are easy to use. We strongly believe in clean and efficient website design with a clear focus on user centered design. This means that visitors to our websites never need to be taught how to use the site because information is laid out clearly and logically.

Our team is constantly discovering new ways of doing things and opportunities for our clients. We take what we learn and make recommendations on how to best harness new technology and new ideas, to keep websites relevant, effective and useful

4.1 PRE-DESIGNED MUNICIPAL WEBSITES

Our pre-designed municipal websites are designed to get our municipal clients online, fast, with features that are typically reserved for large, custom websites. The design and features built right in also fit perfectly with the goals and subject matter that Village of Marwayne requires for its new website! These sites are designed with care to create a user-friendly website that allows site visitors to easily navigate to their desired content.

- Prominent Quick Links and Enticers on the homepage which can easily be used as shortcuts for popular content and to help guide your site's visitors to the most relevant content
- Calendar events and News highlights are pulled to the home page automatically
- Large header banner to showcase imagery
- Full control of your website's pages and menu, with flexible content options (ie. adding links as buttons and collapsible accordions)



4.2 CONSISTENCY

Loop CMS's templating features will allow us to design a highly interactive, clean and easy to navigate website for Village of Marwayne. For Village of Marwayne staff this means that each new

Website Proposal



page added to the website will automatically inherit the page styles. This includes font choices, colours, page layouts, and features. No effort will be required by Village of Marwayne's team to keep a consistent look and feel throughout the website.

4.3 COMPATIBILITY

As computer technology is constantly changing, Loop is always watching current trends in order to anticipate and prepare for the newest technology. We are always looking to see how we can best harness these new technologies to benefit our clients and their sites.

We currently support the latest versions of Firefox, Chrome, Safari, Microsoft Edge, and Internet Explorer 11. Latest versions are determined at the time of contract signing.

5 Loop CMS & Features

5.1 CONTENT MANAGEMENT SYSTEM

Loop websites are powered by a Content Management System custom-built for municipalities. Loop CMS was specifically built to be **easy** and **straightforward** to allow one or more users to access and edit the website's content. Many clients currently using Loop have had no training on the system, though we do provide complimentary training.

Loop CMS was built from scratch so we are able to make custom changes for our clients with no risk of losing upgradability or causing conflicts between modules.

5.2 BASIC FEATURES

- Simple interface
- Standard Toolbars
- Automatic Image Resizing
- Copy/Paste from Microsoft Word
- Friendly URLs
- Social Media Integration
- Calendars
- Blog & News
- Files
- Easy Photo Galleries
- Video Library
- Fillable Forms
- RSS
- User Management
- Password Recovery Tool
- Password Protected Pages
- Vaults
- Activity Logging
- Version Control
- Date Scheduling
- Active Directory Integration (*on Plus Plan*)

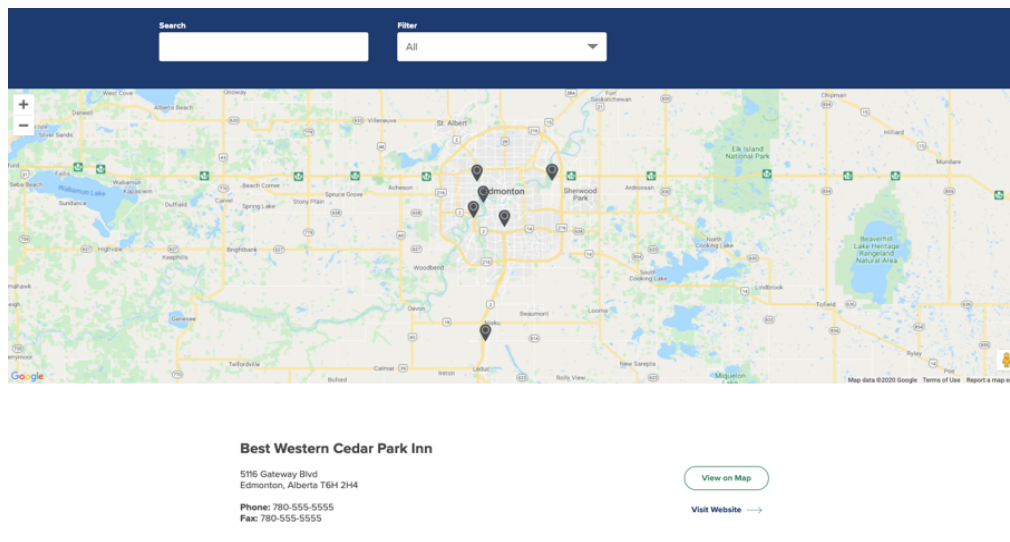


5.3 ADVANCED FEATURES

5.3.1 Business Directory Module

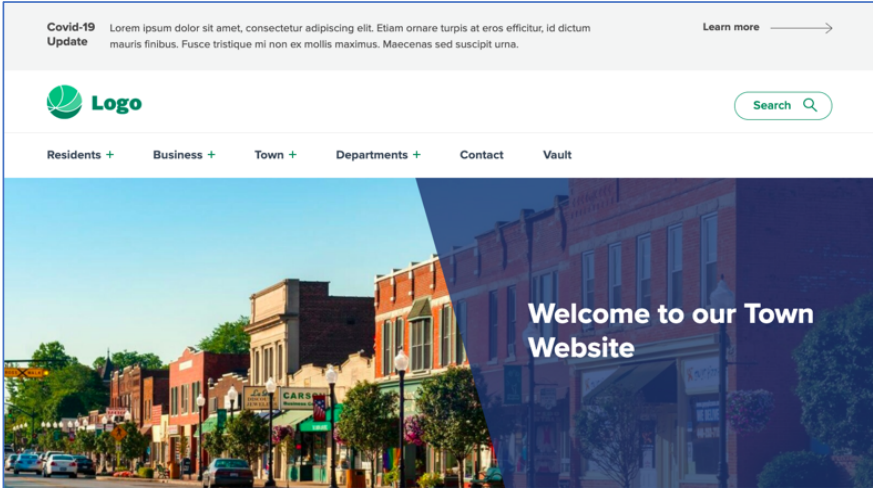
List and highlight every business in your municipality! Categories (restaurants, hotels, etc.) can easily be added, edited or deleted, and all of the listings are searchable and filterable by website visitors. Listings directly link to an interactive map, which is populated by simply uploading a spreadsheet into Loop CMS. Locations are automatically plotted and categories are automatically assigned based on information included in the spreadsheet.

Business Directory integrates with Google Maps directly. Google's Maps API is now pay to use, with costs paid by the client directly to Google.

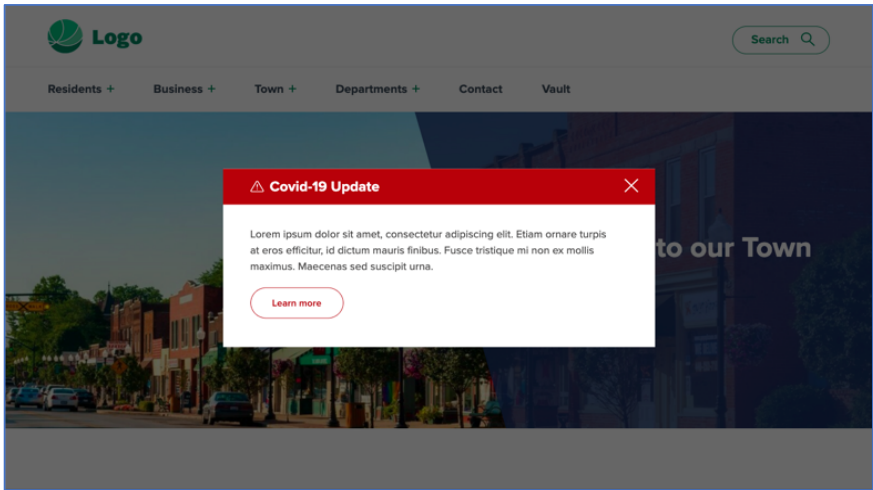


5.3.2 Notices & Emergency Notices

Quickly publish banner and emergency pop-up notices to communicate critical information to residents and visitors.



Sample Banner Notice



Sample Pop-up Notice



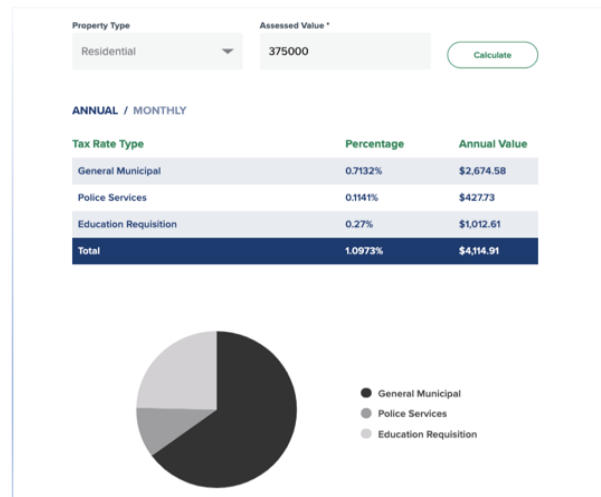
5.3.3 Polls Module

Conduct simple multiple-choice surveys and keep your community involved by allowing them to vote for their preferred option.

5.3.4 Tax Calculator

Display tax rate information for prospective businesses and residents so they can see how their taxes are broken down and what they are contributing to.

To try out a tax calculator, visit: sicamous.ca/live-here/tax-calculator.



5.3.5 Form Builder Module

The Form Builder Module adds the ability to create fillable forms and assign them to pages on the website. Forms can have unlimited fields. Forms have the ability to add: single line text, paragraph text, multiple choice, checkboxes, drop downs, phone numbers, email addresses, postal codes, and accept files.

Forms can also include online payments. Payment forms can be built quickly and filled out by website visitors easily on both desktop and mobile. *Online payment fees are 4.5% + 35 cents per transaction.*

All form results are stored in Loop CMS and can also be set to email to staff members. Results can also be exported into a spreadsheet.

5.3.6 Public Event Submissions

This feature allows the public to submit events through a web form. Events are reviewed by Town staff and can be either approved or deleted. Approved events will be automatically added to your website's calendar.



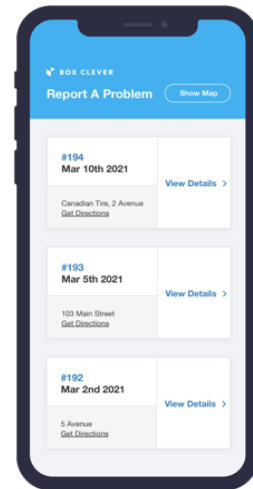
5.3.7 Meetings Module

The Meetings module simplifies management of council meeting agendas, minutes, attachments, and even video recordings! Improve organization and workflow while making documents accessible and transparent on a public-facing page of your website.

5.3.8 Report A Problem Module – new!

The Report a Problem Module is a tool for both municipalities and the public they serve. This module will give residents an avenue to inform municipalities of issues in their community.

Municipalities using this tool will be able to receive, assign, and monitor issues with ease. The system tracks an issue’s progress, notifies relevant staff when an issue requires their attention, and has reporting capabilities that will allow municipalities to review issues based on date, department and status.



An example can be found on Town of Edson’s website:

<https://www.edson.ca/residents/report-a-problem>

5.3.9 Integrated Staff Directory and Department Directory

An easily searchable, easily updatable staff directory can be implemented to provide staff and visitors with an easy to access directory. Village of Marwayne staff can also be tied to departments or other internal divisions. Staff could be assigned to more than one department and automatically be displayed on each department’s page.

An example can be found on Town of Drumheller’s website: drumheller.ca/your-municipality/staff-directory

Town of Drumheller’s staff members are searchable by name as well as department. Changes to each staff member’s position, as well as the addition of new staff, is easily accomplished through this module in Loop CMS.

5.3.10 HR - Job Postings Module

The HR-Job Postings Module would enable Village of Marwayne to publish job postings to the website in an easy to update, standardized format. Each posting can have a unique hiring manager who would receive applications for that posting, and postings can also be scheduled to be posted

Website Proposal



and removed on specific days. Job listings would feature instant search capability and categorization.

An example can be found on Town of Drumheller's website: drumheller.ca/your-municipality/career-opportunities

5.3.11 HR - Applicant Tracking Module

To enhance the Job Postings Module the Applicant Tracking Module will track all applicants in Loop CMS. Applicant can be filtered and sorted according to different fields and can be useful for future job posting.

5.3.12 Waste Collection

With this module, Village of Marwayne residents can select their zone on a map or search their address to get more information about their waste collection schedule.

5.3.13 Trail Maps

This interactive trail map module allows visitors to view a map and list of trails throughout the municipality, as well as trail heads and points of interest. Details such as trail difficulty, length, and duration can also be added.

5.3.14 Tenders

The Tenders Module makes posting open and closed bid opportunities easy. Add tender dates, details, and attach links and documents to make all the information accessible. Once a tender is closed, update with details such as the awarded proponent and cost to keep residents and contractors informed.

An example can be found on Town of Drumheller's website: <https://www.drumheller.ca/do-business/tenders>

5.3.15 Snow Removal

Village of Marwayne can upload a CSV with street addresses throughout the municipality and their snow removal priority levels. This will populate search results on a public form. Residents can search their address to discover their priority level and what that level means.



5.3.16 Lot Maps Module

In order to manage the many different lots, their statuses and individual information, and the progressive stages of development for Village of Marwayne, Loop proposes using our Interactive Lot Maps module to easily populate and control the information. Data already collected by survey teams (uploaded as a .csv file) integrated with Google Maps will display actual lot sizes and locations, providing prospective clients and visitors with the specifics for each lot they are interested in. The Lot Maps module also provides control of each stage individually, with unlimited lots per stage, and can populate a separate map for each.

Each lot can be listed with:

- Lot: block, plan, and municipal address
- Sales status: available, on hold, sold, show home, spec. home
- Pocket size: width, length
- Downloadable plot plan and other photos and documents

For an example of the Lot Maps module in use check out: edson.ca/town/land-sales

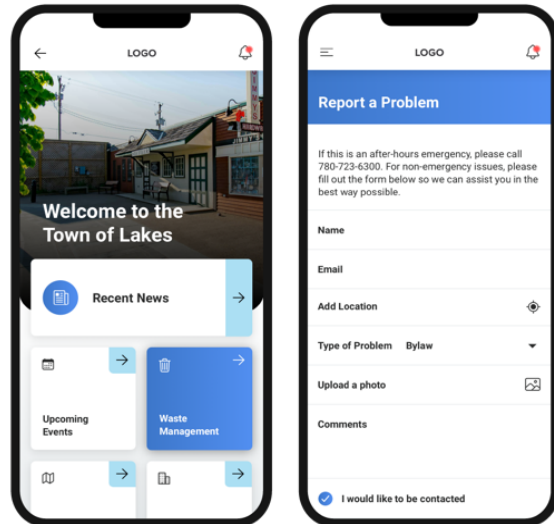
Lot Maps integrates with Google Maps directly. Google's Maps API is now pay to use, with costs paid by the client directly to Google.

5.3.17 Municipal App

Loop has experience building apps for clients that allow them to easily organize and manage information. Features of our Municipal App include:

- Push Emergency Notifications
- Business Directory
- Waste Pick Up Schedule
- News
- Events

This app would be a valuable addition to the communication tools of Village of Marwayne, bringing up-to-date information right to the mobile devices of your residents. The App is managed and accessed through Loop CMS, which means your administrators will already know how to use the system and will be able to update your news, events and notifications with



ease. Information entered into the related Loop module will show up automatically in the app!

Our Municipal App comes in two formats: *Unified* and *Standalone*. The *Unified app* is at a lower price point and is a single app shared amongst multiple municipalities. Users will select their municipality from a list on the main screen the first time they download and open the app. The *Standalone app* allows a municipality to have its very own branded app within the app store.

If there are base features in our app that are not required we can disable them for you. Conversely, if there is a feature not included in our base system that you would love to have, please let us know and we would be happy to provide a consultation. Other optional features, such as our Report a Problem tool where citizens are able to quickly and easily report issues within their community, would also appear in the app!

Once completed the Municipal App is available for download for both iOS and Android devices. Analytics are integrated within the app and reports can be generated to show app usage - including total downloads and most visited features.



6 Optional Enhancements

Loop is backed by a team of digital specialists who can provide you with services beyond website design and development. Pricing may be included in the pricing section of this proposal or can be provided upon request.

These can be incorporated into the current project, or can be explored in the future!

6.1 MAILGUIDE EMAIL NEWSLETTER SYSTEM

MailGuide sends out HTML emails that are trackable and can tie in with Google Analytics. Email templates can be designed to match the look of the new website. Specific mailing lists and templates can be set up for different audiences: residents, businesses, etc. Village of Marwayne staff will be able to see how effective the newsletters are in engaging subscribers by tracking open rates, click rates, and even seeing which geographic area readers are in.

6.2 SKINNING AND INTEGRATION

Loop is experienced in integrating with third party systems on our client websites and has successfully integrated with systems such as payment gateways and service APIs from leading services and companies such as Microsoft Active Directory, RetailOne, Agresso, Tessitura, Moneris, Gallup, PayPal and Twitter. Pricing details can be provided upon consultation with Village of Marwayne if third party systems need to be integrated into the website.

6.3 CONTENT MIGRATION, EDITING AND WRITING

Assessing, organizing, and refining website content is an essential component in building the new website. Our Content Strategist can provide you with on-site content services which will include:

- Consultation with the Village of Marwayne Team
- Content Analysis and Site Mapping
- Keyword and Analytics Review
- Migration of Existing Standard Page Content
- Web-Friendly Refinements

With this work, prospective clients will be able to find you, easily browse through the website to the information they need, and make the conversion you are looking for. Additionally, the Village of Marwayne team will have full CMS access moving forward to make modifications when needed.



6.4 DIGITAL MARKETING

Digital Marketing can be provided at several levels, including but not limited to:

- Brand and Marketing Strategy
- Google Ads (search and display)
- Search Engine Optimization
- Reviews Management/ Local Search
- Social Media Campaigning
- Content Creation
- Email Marketing

6.5 BRANDING AND GRAPHIC DESIGN

Our in house design team can assist with rebranding projects for the town and any town properties (golf course, campground, etc.). Pricing ranges from \$2,750 - \$12,000. More specific price estimates can be provided upon consultation.

6.6 PHOTOGRAPHY

Photography can be provided at a cost per photo shoot plus the cost for any photos purchased. Pricing can be provided based upon photo needs. Shoots start at \$1,950 for a half day, plus travel. Alternatively stock photography can be used, with packages starting at \$150.



7 Process

7.1 OVERVIEW

With a Pre-Design Municipal website from Loop our team will:

- Activate your selected design
- Enable all selected modules
- Embed your logo
- Customize your selected website design's colours to match your brand's colours
- Setup your top level pages in the menu (content migration and content strategy is also available as an option)
- Provide training on Loop to you and your team (See Section 8)

7.2 PROJECT SCHEDULE

Our Pre-Designed Municipal Websites have a very quick turnaround! Sites can be typically ready for your content and training in less 4 weeks! The schedule will be confirmed once a signed contract is received.

7.3 PROJECT MANAGEMENT

All tasks, timelines, and communication are managed through ProjectGuide, our digital Project Management tool. This provides full transparency throughout your project.



8 Training & Support

Training will be provided for staff responsible for website management.

- training can be completed in one to three hours
- additional sessions can be provided, if required
- up to 5 staff can attend each training session

Training can be completed online at no charge, or at your office with the associated travel costs. Travel costs are calculated at the rates below. All prices valid for 30 days. GST is extra.

You will also receive a “Loop Handbook” training manual. This document illustrates what is editable on your website and where to edit it within Loop CMS. Copies will be provided during training and a PDF will always be available to download through Loop.

Loop also has a Help Section, full of step by step instructions. You can also contact us directly through Loop CMS if you can't find the information you need.

You can also call us at any time after your site launches. Our office hours are 8:30 - 5:00 Monday to Friday. When our phone rings, we answer, and when emails are received, we reply!

WEBSITE CHANGES AFTER SITE LAUNCH

We're proud of the relationships we've built with our clients over time, and with more than 90% client retention from our first year in business, it's clear that the feeling is mutual. We can stay involved with our clients long after launch, helping them to develop annual and long term plans to keep their website fresh and up to date. We work diligently with each client to prepare their website for the latest browsers and mobile devices.

If you ever need a change to your website or would like to discuss options we would be more than happy to help!



9 Cost Proposal

Getting started is easy! Pick your favourite design and add-on any additional features.

All pricing is an annual cost with a 3 year commitment. Prices are held for 30 days. GST is extra.

9.1 MUNICIPAL WEBSITE SELECTION

Municipal Website Plan	Cost per year	Selected
Municipal Basic Website <ul style="list-style-type: none"> • Loop CMS & Training • Pre-Designed website theme • News • Events Calendar • Business Directory 	\$1,050	

9.2 OPTIONAL ANNUAL COSTS

Feature	Cost per year	Selected
Site Search Engine	\$545	
Polls	\$375	
Form Builder (with Online Payments)	\$500	
Report a Problem	\$4,750	
Integrated Staff & Department Directory	\$500	
Job Postings	\$500	
Applicant Tracking	\$1,000	
Waste Collection	\$500	
Snow Removal	\$500	
Trail Maps	\$750	
Lot Maps	\$750	
Tenders	\$500	
Tax Calculator	\$375	
Meetings Module	\$500	
Municipal App – two options (pick one or neither)		
Unified App	\$1,250.00	
Standalone App	\$5,250.00	



9.3 OPTIONAL COSTS

Each item can be added individually. The initial selections may impact the initial layout of the site. If added later, additional items may require additional design time to incorporate them into an existing website.

Item	Cost	Selected
<p>MailGuide</p> <ul style="list-style-type: none"> As outlined in Section 6.1 Setup and branded header on existing template <i>*An additional \$15/month fee based on 0-500 subscribers, charged monthly to credit card</i> 	<p>\$300.00 *</p>	
<p>Content Strategy</p> <ul style="list-style-type: none"> Consultation Analytics Review (if applicable) Proposed Site Architecture (Site Mapping) 	<p>\$750.00</p>	
<p>Content Migration</p> <ul style="list-style-type: none"> Excludes calendar content, business directory, outdated documents, and blog posts older than one year. Village of Marwayne would be responsible for creating the various forms that they might require <i>*Price is based on our estimate that the current website has approximately 80 pages and documents to migrate. Pricing can be finalized after new website sitemap is determined and final document and page count is determined.</i> 	<p>\$700.00</p>	

9.4 EXTRA TO CONTRACT

Work done beyond the scope of this contract will be performed at a rate of \$135/h, with a minimum one hour charge for work done.

9.5 PAYMENT SCHEDULE

All annual and fixed costs will be due at project commencement.



10 Terms

The Customer shall permit only Box Clever Incorporated's personnel or agents to perform the work included in the scope of this Agreement for the domain(s) specified. Should anyone other than Box Clever Incorporated's personnel perform such work, Loop may, at its option, cancel this Agreement.

The Customer will promptly pay invoices within thirty (30) days from the date of the invoice. Should a payment become more than thirty (30) days overdue, Loop may stop all work under this Agreement without notice and/or cancel this Agreement.

Account outstanding in excess of 30 days after due will be assessed a 2% interest charge (compounded monthly).

Box Clever Incorporated shall not be liable for any delay, loss, damage, or detention caused by unavailability of machinery, equipment, materials or labor, delay of carriers, strikes, lockouts, acts of war, action of the elements, forces of nature, fire, flooding, explosions, or by any cause beyond their control.

This Agreement shall commence on the date of signing by both parties. This Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew, thirty (30) days prior to any anniversary date. Annual fees are pre-paid annually. Multi-year contracts are binding. Early termination of contract will result in a cancellation fee of 70% of the remaining contract amount. Cancellation of optional modules will result in a cancellation fee of 70% of the remaining contract amount for the cancelled modules. Years are not pro-rated.

In the event Box Clever Incorporated must commence legal action in order to recover any amount payable under this Agreement, the Customer shall pay all costs and attorney fees between the solicitor and client.

The annual Agreement price is subject to review and/or adjustment on each anniversary date to reflect increases in labor, material, and other costs.

All web pages, images, database content files, production files, and related code created for the purpose of the website(s) specified within this contract will remain the property of Box Clever Incorporated.

All website content supplied by the customer will remain property of the customer. This includes written work, photos, logos, and video created for the website and supplied to Box Clever Incorporated.

"Web Design by Loop" will be displayed in the footer of the website(s). If this cannot appear please ask for our most current branding removal pricing.

Projects will commence upon payment of the non-refundable deposit (first year's fees).

If a project should become stagnant and the Customer continues to remain unresponsive to Loop's attempts at communication for more than 90 days, the project will be considered abandoned and the customer will lose their deposit.



11 Agreement

SIGNED ON BEHALF OF THE CLIENT:

Name and Title

Signature

Date

SIGNED ON BEHALF OF LOOP:

Steve Mebs
Loop

Date



Appendix A: Our Company

Box Clever was founded in 2005 by Chris Mebs and Steve Mebs. Our multi-disciplinary team delivers high-quality websites, custom apps, and powerful digital marketing campaigns. Loop, a division of Box Clever Incorporated showcases our continued commitment to making our municipal websites the best in the industry. This division proves a fresh resolve to keep excelling with new ideas, new features, and a refreshed energy for our municipal clients.



We are all full-time staff working in our Sherwood Park office. For quality assurance, we do not sub-contract our design or development work.

Our commitment to long-term partnerships has enabled us to provide our clients with exceptional digital strategy and support as they grow and evolve.

We love what we do.

This shows in all our client interactions, our strategy sessions, our phone calls, emails, and more importantly in the work that we deliver. We have a knack for being easy to work with and our projects are on-time and always on budget.

Our team stays on top of industry trends and knowledge; we are proud Google Partners and Shopify Experts.



Award Winning Team.

In the past few years, our team has won over 30 website design awards. Like our clients, we are proud of our work and are always thrilled to receive recognition on the national and international stage!

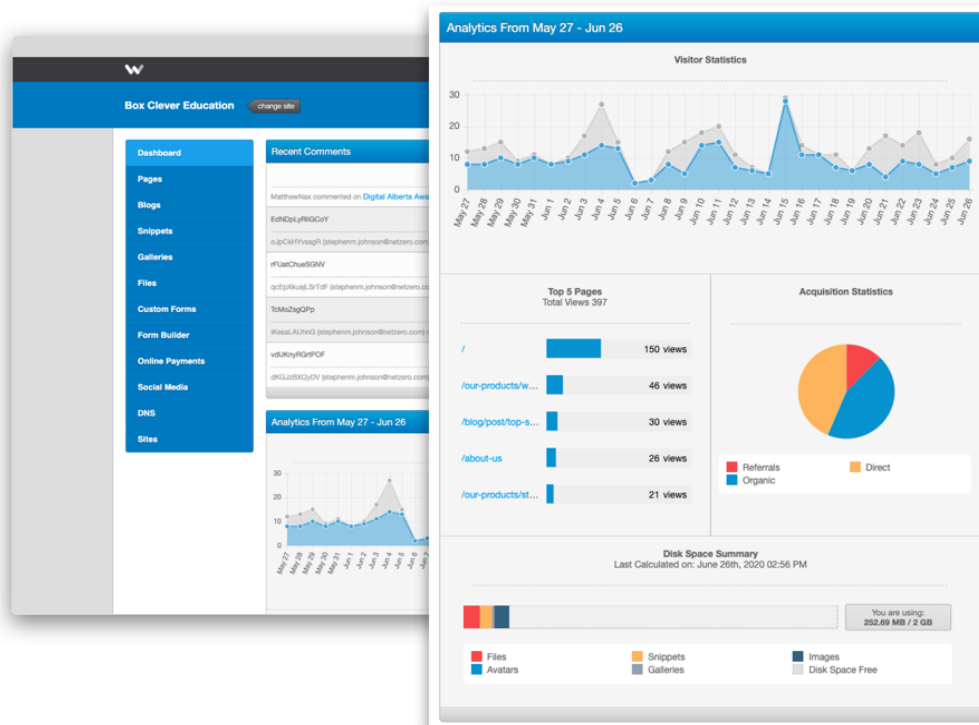


Website Proposal



Appendix B: Loop CMS

Loop is a Content Management System custom-built for municipalities. Loop CMS was specifically built to be **easy** and **straightforward** to allow one or more users to access and edit the website's content. Many clients currently using Loop have had no training on the system, though we do provide complimentary training.



The basic features of Loop CMS are:

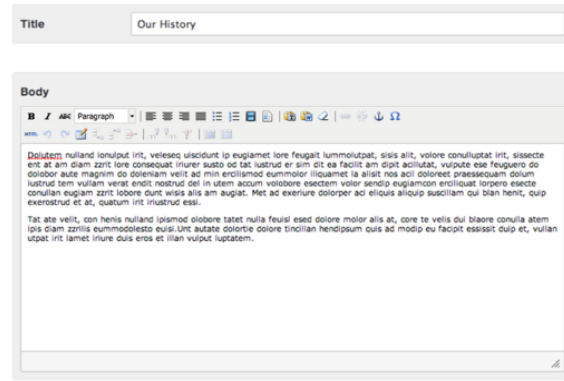
Simple, Familiar Interface

Loop looks and functions in a similar nature to popular word processing software like Microsoft Word. Loop is easy to use. The example we like to use is that with the Celebrating Albertans project over 900 students across Alberta used our system to publish web articles online. Of these 155 students were in Grade 1! Our newest version also features drag-and-drop page reordering.



Standard Toolbars

Users are familiar with the basic toolbars that allow for text formatting (bold, italics, etc), inserting tables and adding hyperlinks.

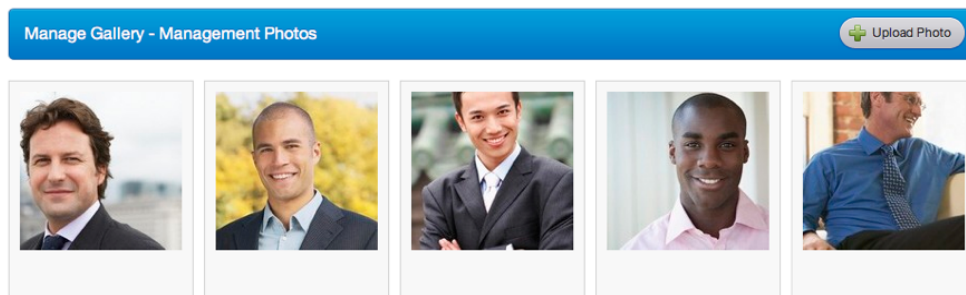


Automatic image resizing

Hi-res photos can be added to web pages directly from digital cameras or other media. Content contributors don't have to worry about properly re-sizing images or creating thumbnails as it is all handled automatically.

Easy Photo Galleries

New photo galleries can be quickly created and photos uploaded to the website. Captions can be added to individual photos.



Copy/Paste from Microsoft Word

Content can be brought in from any standard word processor. Most users are familiar and comfortable with MS Word. We include a module that not only allows copy/paste from Word, but it also cleans up Word's markup language into clean code that is compliant not only with Internet Explorer, but most standard web browsers.

Files

Loop includes document management as a core features, and includes an easy to use file uploader. Files can then be inserted into articles, and are managed in one central location.



User Management

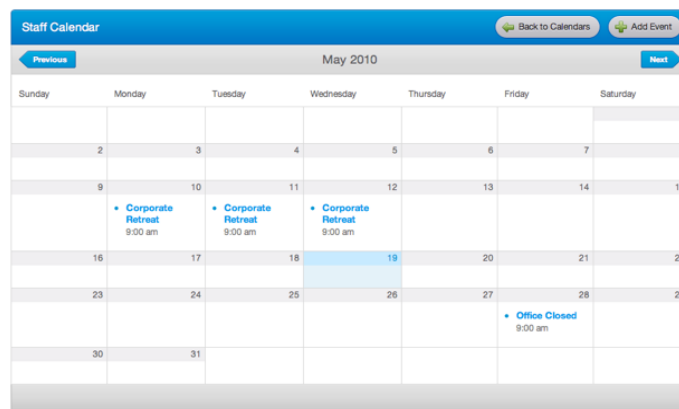
Website administrators can control access to their website. They can quickly and easily add new users who can then add content to specified portions of the website.

Password Recovery Tool

Website administrators don't have to be contacted to reset passwords. Users can reset and have a password emailed to them.

Calendars

Calendars added to your site can be easily updated to reflect the newest events in your organization.



Archiving

Content that is relevant only during certain parts of the year can be archived and re-used at any time.

Drafts

If a page is not quite complete and ready to be published online, it can be saved on the website and later retrieved to be edited and completed.

Fillable Forms

Anti-spam contact forms allow site visitors to contact your business without having email addresses online. Spammers have programs which spider through web pages, looking for email addresses (for example, 'mailto:' links). By using a contact form that does not contain any email address in the code of the web page we can reduce the number of spam messages you receive.

RSS

News feeds can be published via RSS giving users the ability to follow recent updates without necessarily having to visit the website. Often, there are advantages to running various feeds for different areas of an organization. For example a general news feed, a news feed geared for news and events, and a job posting feed for prospective applicants and a blog feed.

Blogs & News

Communicate with your audience with a blog on your website. A blog can provide a medium to express ideas, deliver content as an industry leader, recruit, provide PR opportunities and utilize your website to maximize your web presence.

Website Proposal



Friendly URLs

Loop is search engine friendly, and user friendly. The URLs created when you add pages in Loop are nice and clean. For example:

www.yourwebsite.ca/services instead of
www.yourwebsite.ca /services.php or www.yourwebsite.ca/tabid/16/Default.aspx

Social Media Integration

Instagram, Facebook and Twitter are built right into Loop CMS, for easy social media management.

Search

Loop is designed to integrate with site search.

The Vault

Create a “members only” section with The Vault. Entire directories of pages can be assigned to specific external users for password protected access. Municipalities can use this feature to share information and documents exclusively with staff, council, or other committees.

Password Protected Pages

Pages can be easily password protected in a single step: enter a password and it's protected!

Activity Logging

In a glance you can see what has been updated on your website, who made the update and when, right from the Loop CMS Dashboard. This feature brings transparency, accountability and an easier update structure for your organization.

Version Control

The simplest way to roll content back to a previous state. Each article in Loop CMS is version-controlled. Easily see who made the last update to any article, see the full update history of an article, and easily restore previous versions of articles.

Date Scheduling

Set a page to be auto-published and auto-removed on specific dates with ease.

Active Directory Integration

Loop can integrate with your organization's existing Active Directory setup. Your IT department will be happy and your users will have one less password to remember.

Video Library

Easily upload videos directly to Loop CMS and attach them to blog posts and articles. Choose from a generated video thumbnail or upload your own.

Website Proposal

25



Appendix C: Loop CMS vs. Open Source

We are sometimes asked why we chose to build our own Content Management System instead of using an open source or “free” CMS such as WordPress or Joomla. Building our own provides numerous benefits to our clients:

SECURITY

When a security exploit is discovered in an open source system (such as WordPress or Joomla, for example) that exploit spreads like wildfire across the internet. Hacks are prevalent. Loop CMS is extremely secure, and is also a smaller target.

CONTROL AND RESPONSIBILITY

Loop CMS was built by us from the ground up so we know exactly how it works. If our clients ask if something can be changed, we respond immediately. We never have to wait on others for security patches, system upgrades, new features, etc. because we control the features of the system. If part of the website is broken or buggy we are responsible for both the front-end and the CMS. This means we can immediately trouble-shoot the issue, and quickly provide a fix free of charge.

MODULES AND CONSISTENCY

Loop CMS comes with the base group of features listed in this proposal, along with additional modules that we have built for other clients, that now become included in Loop CMS. When a client requests a new feature/module for their website we don't need to scour the internet to see if one is built already, or try to install one that does 95% of the job and subsequently spend weeks trying to tweak it cover the other 5%. We build modules for our clients so they will perform exactly how they need them to perform. If a change is needed we don't have to say “Sorry, that's how the developer built it” - we can simply make the change. We have built several custom modules for our clients' websites. When change requests are made we can have the changes complete within a matter of days.

Your organization is unique! You have unique staff and unique needs. Loop CMS has the flexibility required to add features as they are required.

We pride ourselves on the fact that Loop CMS training is extremely fast and easy, with training typically lasting just an hour or two. The benefit of all the CMS features being developed by the same team is that all the features work the same way, with the same look. When a new module is developed there is no learning curve.

When new features are installed on open source CMS, the website is at their mercy. If a new version of the CMS comes out to patch a security hole and the installed modules aren't updated, webmasters have to make the decision: do we run a website that isn't secure, or drop the module? With Loop CMS that doesn't happen.



ROBUST, SCALABLE AND HIGHLY CUSTOMIZABLE

Loop CMS is robust, completely scalable and highly customizable. Since we built the system we can change it to do whatever we want it to do! Open source systems are not completely customizable because they are slowly developed by multiple people spread across the world.

WHY DOES ANYONE USE OPEN SOURCE?

Open source CMSs are free, simple to setup, easy to install and in many circumstances provide all the features required. For web design studios that don't have their own true developers, they can be the ideal solution. At Box Clever we have talented designers and developers, so we don't need to be limited by a system that is being built by outside developers, has security holes and needs constant patching and fixing to fit separately developed modules into it.

PURPOSE

Loop CMS was purpose-built for simplicity - our clients need to get their information onto the web where their stakeholders are. Open source systems, such as WordPress, are built to do one thing well (blogging) and are then twisted and hacked to work for other types of websites. It includes features that you don't need and is missing many features that you do need.

Open source systems are built to do everything, meaning that nothing is simple. Features are complicated and processes are convoluted, especially for those who are non-technical.

Interested in experiencing the difference? We'd love to give you an online demo!



Appendix D: Hosting

Loop CMS uses private cloud hosting. Cloud-based hosting makes your website faster, more reliable and more secure versus hosting on a single server within your own environment or a co-located server. Our enterprise-grade hosting infrastructure has extensive redundancy, data protection, and security as a standard part of our service offering.

SECURITY

With our web hosting services, you can rest assured that your website will always be safe and secure. Our network-based, stateful cloud firewall service protects websites from external attacks. 24/7 monitoring and health checks along with extensive logging and performance metrics gives our team the tools to keep your website online and performing at an optimal level. Additionally, your website will have a SSL certificate and will be served over HTTPS so that:

- Your confidential data is protected
- Your website will have a higher search engine ranking
- PCI/ DSS requirements are satisfied
- Site visitors feel more secure about their browsing experience
- Your website is authenticated

PHYSICAL SECURITY

Our datacenters are co-located in some of the most respected datacenter facility providers in the world. We leverage all of the capabilities of these providers including physical security and environmental controls to secure our infrastructure from physical threat or impact. Each site is staffed 24/7/365 with on-site physical security to protect against unauthorized entry. Security controls provided by our datacenter facilities includes but is not limited to:

- 24/7 Physical security guard services
- Physical entry restrictions to the property and the facility
- Physical entry restrictions to our co-located datacenter within the facility
- Full CCTV coverage externally and internally for the facility
- Biometric readers with two-factor authentication
- Facilities are unmarked as to not draw attention from the outside
- Battery and generator backup
- Generator fuel carrier redundancy
- Secure loading zones for delivery of equipment



SECURITY CERTIFICATIONS

The data centre hosting Loop CMS is certified in the international standard ISO/IEC 27001:2013. By achieving compliance with this globally recognized information security controls framework, audited by a third-party, they have demonstrated a commitment to protecting sensitive customer and company information. That commitment doesn't end with a compliance framework, but is necessary baseline for security. In addition, the data centre holds both SOC 1 Type II and SOC 2 Type II certifications.

CANADIAN HOSTING

Loop CMS was built in Canada. There are a number of privacy concerns facing Canadian organizations that host in the USA or overseas. Knowing your data is located in Canada gives you peace of mind that all of your website data is subject to Canadian laws and that it won't be subject to the Patriot Act, PRISM, DMCA, or other laws and regulations that could give other governments or agencies access to your data.

BACKUP MANAGEMENT

Your data will remain recoverable in the unlikely event of an outage or data loss with our automated backup strategies. Not only do we backup your data, but we also backup configuration and system information. The multiple layers of backups give you the confidence that uptime is a priority for Box Clever.

TRANSPARENT SYSTEM STATUS

You will be provided with access to our System Status page. This page provides real-time incident communication and proactive updates on our system health. Team members within your organization can access this page at any time to review the current status of our system and subscribe themselves for updates.

SERVER MAINTENANCE

As with any computer system, servers require routine maintenance. Should scheduled maintenance occur, Village of Marwayne staff will be notified of the scheduled maintenance. We typically schedule this kind of maintenance in off-peak hours to minimize disruption in services.



**Thank you for your consideration.
We can't wait to get started on
your web project!**

Please don't hesitate to contact me if you have any questions:

HEATHER COOK
ACCOUNT MANAGER, LOOP
HEATHER@LOOPONLINE.CA
587-269-0048



**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION ON FEBRUARY 22, 2022, ON ZOOM**

PRESENT:

Chair: M. Baker
Directors : K. Whitlock; D. Bergquist; G. Kuneff; J. Rayment; S. Hyciuk
CAO: S. Schwartz

ABSENT:

Vice-Chair: R. McDonald (*absent indefinitely*)
Directors: K. Miciak
The meeting was called to order 6:00 P.M

AGENDA:

Additions to the Agenda:

None

MOVED by D. Bergquist that the agenda be adopted as presented.
Carried.

MINUTES OF THE MEETING OF JANUARY 25, 2022:

MOVED by J. Rayment that the minutes of the meeting of January 25, 2022, be adopted as presented.
Carried.

JANUARY 2022 FINANCIAL REPORT:

S. Schwartz presented the January 2022 financial report and provided explanations as required. The January 2022 report showed a balance of **\$148,082.18** in the operating account. The capital reserve account increased to **\$595,196.20** due to an interest payment received. The operational reserve account balance remained unchanged at **\$230,791.93**. The closure/post-closure account balance remained unchanged at **\$110,343.57**.

MOVED by G. Kuneff that the January 2022 financial report be adopted as presented.
Carried.

JANUARY 2022 MONTHLY REQUISITION REPORT:

S. Schwartz presented the January 2022 monthly requisition report for information.

JANUARY 2022 ACCOUNTS FOR APPROVAL:

S. Schwartz presented the January 2022 cheques numbering 7122 to 7124, and 7167 to 7190, and the debit notes and credit card charges for January 2022, and provided explanations as required.

MOVED by D. Bergquist that the cheques numbered 7122 to 7124, and 7167 to 7190, and the debit memos and credit card charges for January 2022, be accepted as presented.
Carried.

JANUARY 2022 VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

S. Schwartz presented the January 2022 Vermilion transfer site outstanding accounts for information.

FEBRUARY 2022 CHIEF ADMINISTRATIVE OFFICER'S REPORT:

S. Schwartz presented the February 2022 Chief Administrative Officer's report, and provided explanations as required.

MOVED by S. Hryciuk that the February 2022 Chief Administrative Officer's report be accepted as presented.

Carried.

BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:

None.

NEW BUSINESS:

1. Proposed Tender for Grass Cutting and Spraying at Satellite Transfer Sites:

S. Schwartz informed the Board that she had received a quote from our current contractor for the 2022 year. The pricing for spraying increased from 2021 by \$25 per site and the price for grass cutting increased by \$5 per site. There was discussion about this pricing, and the consensus was that this quote is very reasonable. S. Schwartz is to contact the contractor, and request a 3-year term cost assessment.

2. CHEMICAL JUG RECYCLING PROGRAM:

S. Schwartz informed the Board that the chemical jug recycling program will be changing. In a phased-in approach, Clean Farms, the Alberta contractor for this program, will be shutting down the transfer site chemical jug compounds within the province, and transferring the program, in its entirety, to suppliers.

3. Transfer of \$45,000 to Capital Reserve:

MOVED by G. Kuneff that **\$45,000.00** be transferred to Capital Reserve funds.

Carried.

OLD BUSINESS:

1. Chief Administrative Officer Position:

S. Schwartz is place the ad for her position in the Vermilion and LLOYDMINSTER papers, as well as the web sites for the Town of Vermilion, Vermilion Chamber of Commerce and the County of Vermilion River.

The next meeting will be held on Tuesday, March 22, 2022, at 6:00 P.M. (place to be determined). The meeting adjourned at 6:40 P.M.

These minutes have been adopted in their entirety at the March 22, 2022, meeting.

for S. Schwartz
Chair

Mar 22/22
Date



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: APRIL 4TH, 2022

- **Water Plant Distribution Piping**
 - In speaking with Ron Miskie, there will be a delay in the provision of the water distribution piping. As a result, the replacement of the header will be delayed approximately another month.
- **2021 MSI Funding Payment**
 - In speaking with municipal affairs, the Village's 2021 MSI payment is expected to be processed in April/May 2022. This will be in the amount of \$238,000.
- **Alberta Hub Meeting**
 - I attended the Alberta Hub meeting on March 24th in St. Paul. Very good discussions were had regarding regional initiatives and cooperation.
 - The budget was passed and they continue to look for a new executive director to replace Bob Bezpalko.
- **Council Timesheets**
 - Just a friendly reminder for Council to submit their January to March timesheets for payroll processing in April!
- **Council Photograph**
 - As we work to update the website, it would be great to get a photo of Council outdoors. Looking for everyone's availability, preferably during the daytime or prior to an evening meeting while it is still light out, to take the photo.
- **Requests for Proposals**
 - I am in the midst of drafting the RFP's for both of our large scale spring projects. Proposals will be ready for circulation if Council proceeds with the projects mid-April.
- **Alberta Municipal Clerks Association Conference**
 - I am away at the AMCA conference April 5th to 8th, 2022. I will remain accessible by email and telephone should Council need to reach me.

- **Library Contributions**

- The Village contributed \$2.36 per capita the last two years towards the Marwayne Library board. As a result, the board should be entitled to receive the maximum amount of grant funding from the Provincial government, in line with the attached memo.

Grants to municipal or intermunicipal library boards serving 3,000 or fewer persons

Library boards serving a population of 3,000 or fewer persons are eligible for the following operating grant if they receive an appropriation of **at least \$2.00*** per capita (based on the 2016 Municipal Affairs Population List) from the municipality. If the 2010, 2014 or 2015 population is greater than the 2016 population, the minister may choose to use the greater population when calculating the grant.

Population	Provincial Grant
0 - 600	\$6,660
601 – 1,200	\$8,503
1,201 – 3,000	\$16,650

**minus any amounts returned to the municipality for rent payments.*

Library Services Grants

A municipal or intermunicipal library board is eligible for a library services grant if it received funding from an improvement district, special area or summer village in the previous year.

The maximum is 1.575 times the funding received in the previous year to a maximum of \$5.55 per resident.

A municipal or intermunicipal library board is not eligible for a library services grant if the improvement district, special area or summer village is a member of a library system and the library system board is receiving the library services grant.

General Grants

A municipal or intermunicipal board may apply for a general grant to assist with activities that are supported under this grant category. Applications for general grants will be considered as funding allows and will be subject to a grant agreement.

Classification: Public

* Shannon
Harrower
CAO

Grants for Municipal & Intermunicipal Library Boards

Operating Grants

A municipal or intermunicipal library board is eligible for this grant if it is in compliance with the Libraries Act, Libraries Regulation and Municipal Affairs Grants Regulation. It must receive an appropriation from its council(s) of at least \$2.00* per resident based on the 2016 Municipal Affairs Population List.

Operating grants for municipal and intermunicipal library boards fall into two categories:

Grants to municipal or intermunicipal library boards serving more than 3,000 persons

This grant is based on the 2016 Municipal Affairs Population List from Alberta Municipal Affairs multiplied by a maximum rate of \$5.55. If the 2010, 2014 or 2015 population is greater than the 2016 population, the minister may choose to use the greater population when calculating the grant.

To receive the maximum grant, the board must receive a local appropriation from its municipality **of at least \$3.52** per person based on the 2016 Municipal Affairs Population List for the operation of the library or the provision of public library service. If the board receives a lower appropriation, the provincial grant will be prorated at a lower level using a formula of 1:1.575.

Calculating the grant:

Local Appropriation	Formula	Provincial Grant per Resident
\$2.00 (minimum local appropriation)	Multiply by 1.575	\$3.15 (minimum grant)
\$3.00	Multiply by 1.575	\$4.72
\$3.52 or more	Multiply by 1.575	\$5.55 (maximum grant)

**minus any amounts returned to the municipality for rent payments.*

Classification: Public

March 10, 2022

TREASURERS REPORT MARWAYNE LIBRARY BOARD

BALANCE FORWARD..... \$33890.75

CHEQUES

701 NLLS book tape \$ 57.20

702 Wage K 307.60

703 CRA source ded 53.81

704 Cash gift cash for staff 300.00

Cheque 705/706 IN JAN/22

707 wage C 215.95

708 Airdrie Public fee for lost dvd 77.99

*MSA
8625.00
Grant
8,000.00
NL*

Dec 31/21 bank/book balance \$32878.20

January 2022

705 CRA source ded 22.63

706 wage K 710.01

709 Buffalo trail insurance 812.67

Deposit book lost fee \$ 11.00 31343.89

February

710 Carmen dvds 211.19/kits 47.40 258.59

711 wage C Jan/feb 317.15

712 wage K 584.70 30183.45

Deposit msi 8625/book fees 30 \$8655.00 **38838.45**

March 10/2022 report by Sharon H

**VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank**



MARWAYNE

AP5090 Page : 1
Date : Mar 29, 2022 Time : 11:37 am

Supplier : 10 To ZARC
Cheque Dt. : 29-Mar-2022 To 29-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
4057	29-Mar-2022	10032	Receiver General For Canada	Issued	34	C	9,548.21
4058	29-Mar-2022	AI SL	AMSC Insurance Services Ltd	Issued	34	C	2,242.32
4059	29-Mar-2022	10001	Gas Utility CVR	Issued	35	C	1,544.04
4060	29-Mar-2022	10113	TELUS	Issued	35	C	179.86
4061	29-Mar-2022	KENNS	Kennedy, Shannon	Issued	35	C	110.00
4062	29-Mar-2022	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	35	C	73.40
4063	29-Mar-2022	PIOLO	Pioneer Lodge	Issued	35	C	1,350.00
4064	29-Mar-2022	TAXER	TAXERVICE	Issued	35	C	362.25
4065	29-Mar-2022	VERDI	Vermilion & District Chamber of Commerce	Issued	35	C	25.00
4066	29-Mar-2022	ZARC	Zarowny, Cam	Issued	35	C	118.00

Total Computer Paid :	15,553.08	Total EFT PAP :	0.00	Total Paid :	15,553.08
Total Manually Paid :	0.00	Total EFT File :	0.00		

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



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR108119

His Worship Christopher Neureuter
Mayor
Village of Marwayne
PO Box 113
Marwayne AB T0B 2X0

Dear Mayor Neureuter,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Village of Marwayne has been approved for a grant of \$180,000 under the Intermunicipal Collaboration component of the 2021/22 ACP in support of your Development of an Area Structure Plan project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125 or at acp.grants@gov.ab.ca.

.../2

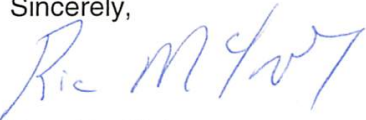
320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

- 2 -

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in blue ink that reads "Ric Mclver". The signature is written in a cursive style with a large "R" and "M".

Hon. Ric Mclver
Minister

cc: Garth Roswell, MLA, Vermilion-Lloydminster-Wainwright
Reeve Stacey Hryciuk, County of Vermillion River
Shannon Harrower, Chief Administrative Officer, Village of Marwayne
Harold Northcott, Chief Administrative Officer, County of Vermillion River

Classification: Protected A

RECEIVED

MAR 30 2022



St. Paul Search and Rescue Society, Box 1323 St. Paul, AB T0A 3A0

March 9, 2022

Christopher Neureuter, Mayor
Village of Marwayne
Box 113
Marwayne, AB
T0B 2X0

Dear Council:

St. Paul Search and Rescue has been providing Search and Rescue services to the region for more than 25 years. With the support of local businesses, team membership fees, casinos and fundraising activities we have been successful and able to operate this last quarter of a century without concern. Like most other Not-for-profits though, this past two years has been difficult. The pandemic caused the cancellation of most of the activities we relied on to fundraise.

Our basic cost of operations is approx. \$4500.00/year. Much of this insurance and maintenance on equipment. We were successful in obtaining grants and local businesses did step up to help us with equipment updates, PPE and training, but finding grants or sponsorships for insurance and equipment maintenance did not yield us any success. Normally we raise these dollars by having team members provide security, clean up and bartending services for many community events. Of the 12 activities we had planned in 2020 and 2021 only 2 of them were able to proceed.

- In the past five years our team has been active in more than 30 searches in the region. We currently provide:
- Ground search and rescue (including drone and equine), Location and/or rescue of lost (missing) persons,
 - Evidence search (for RCMP), Recovery of deceased persons, Response during a major emergency

As we moved into 2022, our board took a serious look at our operations and discussed the ability to catch up our lost fundraising revenues. A decision was made to reach out to all the municipalities in which we serve and a motion passed for us to make a small request. Our thought; a little bit of help from each municipality we serve, can make a big difference to us. Combined these requests would cover half of the money we need to operate and the rest we are confident we can raise through community events now being planned again. We already work closely with the Town and County of St. Paul. They provide space for training, office space, a fenced equipment staging/storage area and an insurance provider. All of these go a long way in helping us do what we do for the whole region.

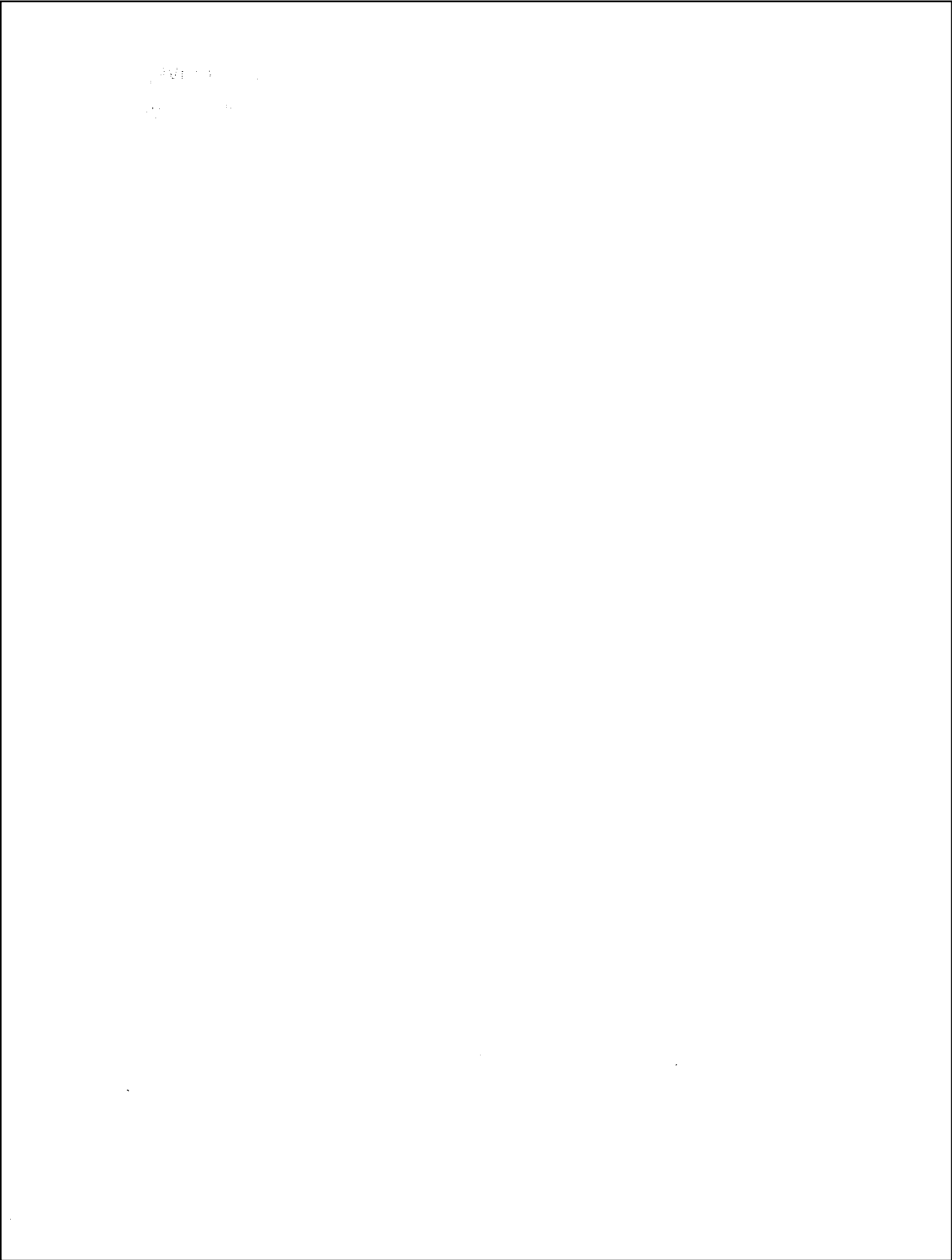
We are therefore sending this letter as a request for \$75.00.00 to St. Paul Search and Rescue, to be paid sometime in 2022 – to help us with operational funding.

I thank you for your consideration. If you would like to know more about us or update our contact information in your emergency management plans, please contact me. 780-645-8115.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Gerlinsky".

Ken Gerlinsky, President

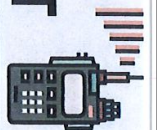


What you will learn

- **Text, Map & GPS Navigation.**
- **Introduction to Tracking.**
- **Basic Casualty Treatment & Transport.**
- **Search Types & Tactics.**
- **Evidence Handling.**
- **24 Hour Survival.**
- **Radio Procedure.**
- **Introduction to Incident Command Systems.**
- **Camp Fire Lighting Methods.**
- **Camp & Shelter Construction.**
- **Plus More.**



VALUE STATEMENT



- **WE honour our word.**
- **WE hold each other accountable.**
- **WE recognize, reward and value each other.**
- **WE treat each other honestly, fairly and with respect.**
- **WE align group and individual needs to achieve results.**
- **WE share information, responsibility, and decision making.**
- **WE are on the same team working together toward common goals.**
- **WE are responsible for everybody's safety – we build it in to all that we do.**
- **WE acknowledge that different opinions are inevitable and necessary – everyone has the right to be heard.**

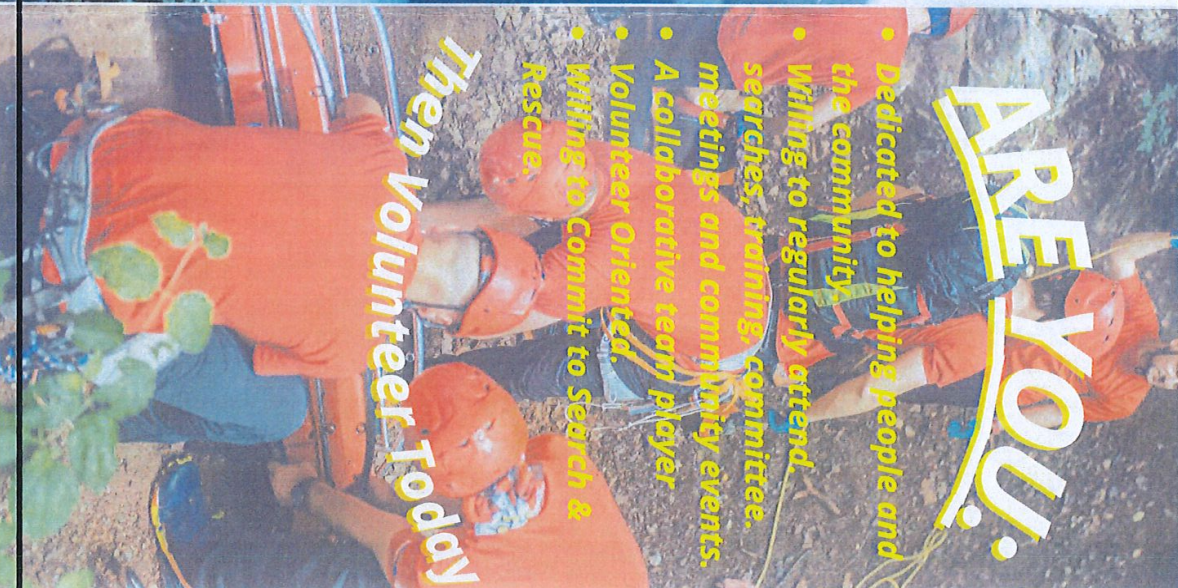
<https://www.facebook.com/StPaulSAR>



ARE YOU.

- **Dedicated to helping people and the community.**
- **Willing to regularly attend searches, training, committee meetings and community events.**
- **A collaborative team player**
- **Volunteer Oriented.**
- **Willing to Commit to Search & Rescue.**

Then Volunteer Today



BASIC SEARCH AND RESCUE REQUIREMENTS

- Applicants must be 18 year or older.
- Provide a Criminal Record Check including Vulnerable Sector Search.
- Willing to make a Commitment of Time and Service to St. Paul SAR.
- Participate in Exercises and Call Outs.



Member Statement

"I have been involved with SAR Alberta for over 20 years starting out as a Basic Searcher and advancing up to my present roll as Search Manager. It is a 100% volunteer organization that supports the R.C.M.P., municipalities and the Province in times of need. What appeals to me about SAR is that I get to work side by side with similar minded people for the safety and common good of my community. SAR trains people to use a scientific approach for searching and it supports us in acquiring the variety of skills needed to working in the outdoor environment. In the event of a disaster or civic emergency Search and Rescue is trained, equipped and ready to assist as part of its mandate. We have the organization, skills and discipline needed by the tasking agency. I get a lot of personal satisfaction from my work with the organization and I'm proud to call myself a Search and Rescue Volunteer."

Duane Fleming



Member Statement

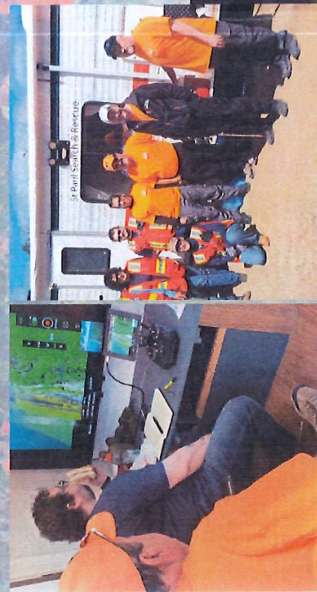
"In my previous communities I was working and volunteering in emergency services. Since moving to the County of St. Paul, and miles away from a fire department, I have focused my volunteer energy into Search and Rescue. This is a different way to serve my community and one in which I can put to good use and practice the skills I have learned. I enjoy the training and working with an awesome team of volunteers who want to help those who live, work and visit our region."

Ian Fox



Gerlinsky, Ken (President)
 kgerlinsky@hotmail.com
 Fox, Penny (Treasurer)
 pennyfox09@gmail.com
 Dickau, David (Member)
 dssa.canada@gmail.com

<https://www.facebook.com/StPaulSAR>



<https://www.facebook.com/StPaulSAR>



March 23, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055 106 Street
Edmonton, AB T5J 2Y2

RE: INCREASING UTILITY FEES

Dear Utilities Commission,

There has been a growing concern in our community, and likely across the province, of the rising utility fees for both natural gas and electricity.

Over the course of the past two years, our residents have dealt with the strain of the pandemic, rising costs of groceries, rising gas prices, and job insecurity. Now they can add the stress of maintaining utilities in their homes to that list.

But it is not just residents that are struggling with these rising costs. Also greatly effected are the non-profits of our community and our province. Our non-profits offer us services that are greatly needed for our physical, mental, and social wellbeing however these services are now in jeopardy as they focus what funds they have on paying utility fees.

Instead of retaining funds for savings, for food, to pay rent or a mortgage, or to offer services that improve a community's wellness, people are being forced to pay exorbitant delivery charges to maintain utility services.

We at the Town of Fox Creek believe now is not the time to be taking more and more money from the pockets of Albertans, now is the time to support our people.

So, with the abovementioned in mind, the Town of Fox Creek would like to strongly encourage the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit the corporations are making off Albertans.

Your time and consideration of our residents and non-profits is greatly appreciated.

Sincerely,

Mayor Sheila Gilmour
Town of Fox Creek
sheila@foxcreek.ca

cc The Honourable Sonya Savage, Minister of Energy
Todd Loewen, MLA
Alberta Municipalities

102 Kaybob Drive, PO Box 149, Fox Creek, AB T0H 1P0
(P) 780-622-3896 (E) info@foxcreek.ca