



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, January 25, 2021 @ 7:00 PM
Horton Agencies Board Room/Zoom Video Conferencing

	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 January 25th, 2021 Regular Village Council Meeting Agenda	
Be it resolved that the January 25th, 2021 Regular Village Council Meeting Agenda be approved as presented.	
3 ADOPTION OF MINUTES	
3.1 January 11th, 2021 Regular Village Council Meeting Minutes	4 - 6
Be it resolved that the January 11th, 2021 Regular Village Council Meeting Minutes be approved as presented.	
4 DELEGATIONS/PUBLIC HEARING	
5 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6 KEY STRATEGY: SAFE & CARING COMMUNITY	
6.1 Census Advertisement	7 - 9
Be it resolved that the Village of Marwayne support the 2021 Census and encourage all residents to complete their Census questionnaire online at www.census.gc.ca as accurate and complete Census data supports programs and services that benefit our community.	
6.2 Fireworks Bylaw 489-10	10 - 12
Be it resolved that the Fireworks Bylaw 489-10 be received as information.	
7 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
7.1 Capital Plan	13
Be it resolved that the Village of Marwayne approve the Capital Plan as presented.	
8 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
8.1 Media Relations Policy HR 50	14 - 18

Be it resolved that the Media Relations Policy HR 50 be approved as presented.

8.2 FOIP Policy HR 51 19 - 22

Be it resolved that the Freedom of Information and Protection of Privacy Policy HR 51 be rescinded.

8.3 Personnel Files Policy HR 24 23 - 24

Be it resolved that the Personnel Files Policy HR 24 be rescinded.

8.4 Confidentiality Policy HR 42 25 - 28

Be it resolved that the Confidentiality Policy HR 42 be approved as presented.

9 ADMINISTRATIVE REPORTS

9.1 Councillor Reports

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

- **Vermilion River Regional Alliance (VRRRA) Annual General Meeting**

9.2 Chief Administrative Officer Report 29 - 30

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

10 FINANCIAL

10.1 Cheque Distribution Report 31

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.

10.2 Bank Reconciliation Reports 32 - 33

Be it resolved that the November and December 2020 Bank Reconciliation Reports be received as information.

11 CORRESPONDENCE

11.1 Marwayne Agricultural Society Newsletter 34

Be it resolved that the Marwayne Agricultural Society newsletter be received as information.

11.2 Letter from the Treasury Board and Finance

35 - 37

Be it resolved that the letter from the Treasury Board and Finance regarding the Village of Marwayne's prepayment of a debenture as information.

12 CONFIDENTIAL

12.1 FOIP Section 17 (1) - Personnel - Chief Administrative Officer Performance Evaluation and Property Sale

13 SETTING OF THE NEXT MEETING

13.1 February 2021 Meeting Dates

Be it resolved that the next Regular Village Council Meetings be held on February 1st and 16th, 2021 at 7:00 p.m. at the Horton Agencies Boardroom as well as via Zoom Video Conferencing.

14 ADJOURNMENT



Village of Marwayne
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Marwayne, AB T0B 2X0

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Minutes of the Regular Meeting of the Council of the Village of Marwayne
In the Province of Alberta, held on Monday January 11th, 2021
Commencing at 7:00 PM at the Horton Agencies Boardroom and via Zoom
Video Conferencing

PRESENT

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

1. CALL TO ORDER

Mayor C. Eikeland called the January 11th, 2021 Village of Marwayne Council Meeting to order at 7:07 p.m.

2. ADOPTION OF AGENDA

January 11th, 2021 Regular Council Meeting Agenda

2021-01-01

Moved By Councillor R. McDonald

Be it resolved that the January 11th, 2021 Regular Village of Marwayne Council Meeting Agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

December 7th, 2020 Regular Council Meeting Minutes

2021-01-02

Moved By Deputy Mayor C. Neureuter

Be it resolved that the December 7th, 2020 Village of Marwayne Council Meeting Minutes be approved as amended.

CARRIED

4. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Public Works Foreman Report

2021-01-03

Moved By Deputy Mayor C. Neureuter

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

CARRIED

Regional Water Operator Report

2021-01-04

Moved By Councillor R. McDonald

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

CARRIED



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Letter of Support for the Marwayne Agricultural Society

2021-01-05

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne provide a letter in support of the Marwayne Agricultural Society's Community Facility Enhancement Grant Program Application.

CARRIED

5. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Property Tax Sale

2021-01-06

Moved By Councillor R. McDonald

Be it resolved that the Village of Marwayne set the reserve bid for the property located at Lot 3 Block 4 Plan 1179ET to \$40,000.

CARRIED

Agreement with the Marwayne Agricultural Society

2021-01-07

Moved By Councillor T. Lawrence

Be it resolved that the agreement between the Village of Marwayne and the Marwayne Agricultural Society be received as information.

CARRIED

6. ADMINISTRATIVE REPORTS

Councillor Reports

2021-01-08

Moved By Deputy Mayor C. Neureuter

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

CARRIED

Chief Administrative Officer Report

2021-01-09

Moved By Councillor R. McDonald

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

CARRIED

7. FINANCIAL

Monthly Financial Report

2021-01-10

Moved By Councillor A. Rainey

Be it resolved that the December 2020 Monthly Financial Report be received as information.

CARRIED



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Cheque Distribution Report

2021-01-11

Moved By Councillor R. McDonald

Be it resolved that the Cheque Distribution Report be received as information.

CARRIED

Monthly Utility Bill Report

2021-01-12

Moved By Councillor A. Rainey

Be it resolved that the December 2020 Monthly Utility Bill Report be received as information.

CARRIED

8. NEXT MEETING

January 25th, 2020 at the Horton Agencies Boardroom and via Zoom Video Conferencing

9. ADJOURNMENT

Being that the January 11th, 2021 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:21 p.m.

Approved this 25th day of January 2021.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO

From: [Do Not Reply / Ne Pas Répondre \(statcan/statcan\)](#)
To: [Council](#)
Subject: 2021 Census of Population / Recensement de la population de 2021
Date: January 13, 2021 8:10:45 AM

(La version française suit.)

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca.

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby
Director General, Census Management Office
Statistics Canada / Government of Canada

Bonjour,

J'ai le plaisir de vous informer que le prochain recensement se déroulera en mai 2021. Par la présente, je sollicite votre appui afin de mieux faire connaître le recensement aux résidents de votre collectivité.

Depuis plus d'un siècle, la population canadienne s'appuie sur les données du recensement pour se renseigner sur l'évolution du pays et sur ce qui compte pour elle. Nous nous fions tous aux tendances socioéconomiques clés et à l'analyse des données du recensement pour prendre d'importantes décisions qui ont une incidence directe sur nos familles, nos quartiers et nos entreprises. En réponse à la pandémie de COVID-19, Statistique Canada s'est adapté afin de veiller à ce que le Recensement de la population de 2021 soit mené partout au pays de la meilleure façon possible, au moyen d'une approche sécuritaire.

Statistique Canada [embauchera environ 32 000 personnes](#) partout au pays pour aider à la collecte des données du recensement. Nous aimerions travailler avec vous et votre municipalité afin que les résidents de votre collectivité soient avisés et informés de ces possibilités d'emplois.

De plus, vos efforts pour encourager les résidents de votre municipalité à remplir leur questionnaire du recensement auront une incidence directe sur la collecte des données nécessaires pour planifier, élaborer et évaluer des programmes et des services tels que les écoles, les garderies, les services à la famille, le logement, les services d'urgence, les routes, les transports publics et la formation pour acquérir des compétences nécessaires à l'emploi.

Si vous souhaitez exprimer le soutien de votre municipalité au recensement, veuillez communiquer aux résidents le texte de résolution du conseil municipal suivant :

Qu'il soit résolu que :

Le Conseil de la Corporation de (NOM DE LA VILLE OU DE LA MUNICIPALITÉ) appuie le Recensement de 2021 et encourage tous les résidents à remplir leur questionnaire du recensement en ligne au www.recensement.gc.ca. Des données du recensement exactes et complètes soutiennent des programmes et des services qui profitent à notre collectivité.

Au cours des prochaines semaines, un membre de notre équipe des communications pourrait

communiquer avec vous afin de discuter des façons de travailler ensemble. Si vous avez des questions, n'hésitez pas à communiquer avec nous au statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca.

Je vous remercie à l'avance de votre appui au Recensement de 2021.

Je vous prie d'accepter mes sincères salutations.

Geoff Bowlby
Directeur général, Bureau de gestion du recensement
Statistique Canada / Gouvernement du Canada

**Village of Marwayne
Bylaw #489-10
Fireworks Bylaw**

Purpose & Preamble

1. The Village of Marwayne wishes to enact a bylaw for the purpose of prohibiting the discharge of fireworks by any person not in possession of a valid fireworks display supervisor card issued pursuant to the Explosives Act of Canada, and its Regulations, by the Government of Canada.
2. Section 7(a) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for the municipalities to enact bylaws for the safety, health and welfare of the people and the protection of people and property.
3. Section 8(a) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact bylaws to regulate or prohibit.
4. Section 8(c) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides for municipalities to enact bylaws to provide for a system of licenses, permits or approvals.
5. The Council of the Village of Marwayne recognizes that fireworks are explosive devices which are classified as Dangerous Goods under the Alberta Fire Code and which, when used improperly by untrained persons, can cause injury, damage, fire, or death
6. The Council of the Village of Marwayne has determined that the discharge of fireworks by persons not in possession of a fireworks display supervisors card as noted in 1 above creates and unacceptable level of risk to life, health, safety and property.

Definitions

7. The definitions in the following enactments, as amended, in order of precedence, shall be used for the purpose of interpreting this bylaw and its application:
 - 1) Municipal Government Act (R.S.A. 2000, c. M-26)
 - 2) Safety Codes Act (R.S.A. 2000, c. S-1)
 - 3) Alberta Fire Code
 - 4) Explosives Act (R.S.C. 1985, c. E-17)
8. For words not defined in the above noted enactments reference should be made to the Canadian Oxford Dictionary (Second Edition), published by Oxford University Press.

Prohibitions

9. No person, other than a fireworks display supervisor, may obtain, purchase, handle, set off, discharge or otherwise fireworks within the Village of Marwayne.
10. No person, other than an individual who has a valid pyro-technician's card issued pursuant to the Explosives Act of Canada, shall set up, set off, operated or discharge a pyrotechnic display within the Village of Marwayne.

Permissions

11. A Display Supervisor or a Pyro-Technician, holding a valid authorization under the Explosives Act of Canada, may conduct a show after receiving permission to do so in writing from Council, Village of Marwayne.
12. A Display Supervisor or a Pyro-Technician will apply in writing, a minimum of 28 Calendar days prior to an event, to Village of Marwayne Council for written letter of permission to conduct a display or show. The application in writing will cover

all the information required by the Explosives Act and the Alberta Fire Code. It will include, but not be limited to:

- a. Date, time and location of proposed event,
 - b. Names, addresses and certification numbers of all display supervisors or pyro-technicians and assistants participating in the show,
 - c. The name of the sponsor or purchaser of the event
 - d. A full description of the planned event and a list of all materials to be fired, detonated, burnt or energized during the event,
 - e. The emergency plan for the event,
 - f. Verification of liability insurance, in an amount acceptable to the Village of Marwayne, and
 - g. any other information deemed necessary by the Village of Marwayne,
13. Village Council may choose to issue to a Display Supervisor or Pyro-Technician, in the form of a signed letter on official letterhead, written permission for a show or display to take place.
14. Village Council may choose not to issue written permission to anyone for a display or show if, in their opinion, such a display or show may create a risk to life, safety or property.
15. Village Council may attach any terms and conditions in a written letter of permission that they deem appropriate for the individual event.
16. Village Council may choose to revoke any previously issued written letter of permission for reasons of non-compliance with:
- a) The Alberta Fire Code
 - b) The Explosives Act
 - c) The letter of permission, including any terms and conditions
 - d) Changes in environmental conditions, and/or
 - e) For any reasons of safety to life, limb or property.

Penalties

17. Breach of the bylaw is an offence and upon conviction shall be subject to a penalty and fine of not less than \$100.00 and not more than \$5000.00.
18. Where an Enforcement Officer (Community Peace Officer, Bylaw Enforcement Officer or Police Officer with authority to enforce the bylaws of the Village of Marwayne) has reasonable grounds to believe that a person has violated any provision of this bylaw, the Enforcement Officer may commence Court proceedings against such person by issuing the person a violation ticket pursuant to the provisions of the Provincial Offences Procedure Act.
19. The issuance of a violation ticket as noted in 18 above shall require a Court appearance by the person pursuant to Part 2 of the Provincial Offences Procedure Act.
20. Where a Safety Codes Office in the Fire Discipline, holding a Designation of Powers to the Village of Marwayne, or an Enforcement Officer noted in 18 above, has reasonable grounds to believe that a person has violated any provision of the Alberta Fire Code, they may commence Court proceedings under the Safety Codes Act against such person by filing an Information pursuant to the provisions of the Provincial Offences Procedure Act.

General

21. Section 11.1 and Section 12 (q) of Bylaw 449-05 are rescinded
22. This Bylaw will come into force and effect on the date of successful third reading and signing in accordance with Section 213 of the Municipal Government Act (R.S, A. 2000, c. M-26) as amended.

READ a first time this 13th day of September, 2010

READ a second time this 13th day of September, 2010

READ a third time this 13th day of September, 2010

SIGNED AND DATED this 13th day of September, 2010.

MAYOR

CAO

Public Works and Infrastructure		Length (m)	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Asphalt Resurfacing												
2nd Street South from 3rd Avenue N to the manor	240	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2nd Avenue North from Railway Avenue to 3rd Street North	192	\$ -	\$ -	\$ -	\$ 172,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2nd Street North from 5th Avenue to 4th Avenue	135	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Street North from 5th Avenue to Water Treatment Plant	365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Street North from Railway Avenue to Water Treatment Plant	152	\$ -	\$ -	\$ 170,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Avenue North to back alley	56	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Street South from 1st Street to Highway 897	192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000.00	\$ -	\$ -	\$ -	\$ -
Highway 897 to Centre Street along Railway Avenue	202	\$ -	\$ 285,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1st Avenue South (East of School)	146	\$ -	\$ -	\$ -	\$ -	\$ 165,000.00	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -
Water & Wastewater												
3rd Street South to old Ure Land W & WW Lines	30m											
W & WW Lines to Industrial Area to the South	650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000.00
Water Treatment Plant/Lift Station Upgrades	N/A	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Service Replacement (5/8 to 3/4)	20 (5 per yr)	\$ 40,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Watermain on 3rd Street N from 2nd Avenue N to 4th Avenue N	300	\$ -	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Watermain on 3rd Street N from 2nd Avenue N to Railway Avenue	192	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Watermain on 2nd Street S from 2nd Avenue N to 4th Avenue N	240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365,000.00	\$ -	\$ -	\$ -	\$ -
Elective Projects & Other												
Walking Trails Phase 1	500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Walking Trails Phase 2	700	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Walking Trails Phase 3	500	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Walking Trails Phase 4	500	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Hall Addition	N/A	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subdivision(s) - Residential - Eight (8) Lots	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000.00	\$ -	\$ -
Industrial Park Development	N/A	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -
Expenses			\$ 410,000.00	\$ 470,000.00	\$ 770,000.00	\$ 442,000.00	\$ 485,000.00	\$ 510,000.00	\$ 840,000.00	\$ 400,000.00	\$ 450,000.00	\$ 575,000.00
Total			\$ 410,000.00	\$ 470,000.00	\$ 770,000.00	\$ 442,000.00	\$ 485,000.00	\$ 510,000.00	\$ 840,000.00	\$ 400,000.00	\$ 450,000.00	\$ 575,000.00

Policy No. HR 50 Issue No. 1 Adopted motion : 2013-05-17V Amended: Supersedes:	Village of Marwayne Media Relations
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Intent

Effective media relations are critical to the ongoing success of Village of Marwayne and the way that Village of Marwayne is perceived by our customers and the public at large. Village of Marwayne will work to ensure that information regarding the organization is accurate, informative and positive. Village of Marwayne will work to manage information provided to media outlets, including traditional news media formats and online coverage.

The purpose of this policy is to:

1. Ensure that Village of Marwayne is represented in a consistent, professional, accurate and positive manner.
2. Provide staff members with guidelines and procedures relating to statements made to media sources, and the management of media inquiries.

Scope

This policy applies to all Village of Marwayne employees, paid and volunteer, and Council.

Policy

- Village of Marwayne will appoint a designated media spokesperson to convey news to media outlets, and respond to their inquiries.
- Village of Marwayne will provide a consistent source of information when posting news to any media format, and when responding to inquiries.

Public Statements

- Public statements regarding or in reference to Village of Marwayne must use positive language, and shall not defame, and / or speak negatively of Village of Marwayne as an organization, Village of Marwayne staff or Village of Marwayne departments.
- Village of Marwayne strictly prohibits the disclosure of confidential information regarding our processes, products, objectives, client information, financial information, or any other information protected as confidential under the Village of Marwayne Confidentiality Policy.
- Village of Marwayne strictly prohibits the public communication of unverified information, e.g. rumours, or information gathered from a third party.

- Village of Marwayne media releases must use appropriate branding information.
- Only a designated Village of Marwayne spokesperson shall be allowed to make public statements and/or provide media releases.

Spokespersons:

1. Mayor or the Deputy Mayor in the Mayor's absence, shall be the chief spokesperson at all times representing both Council and staff. In the event of a declared emergency, the Village's Emergency Plan shall apply.
2. Councillors shall be a spokesperson on events or issues of personal interest to them. It is understood that comments and communications from a Councillor represents the views of the Councillor and not necessarily the formal position of the Village.
3. Chief Administrative Officer (CAO) shall be the chief staff spokesperson and speaks on behalf of the Village regarding all administrative functions of the organization.
4. Managers and others shall be spokespersons concerning programs, operations and activities that fall within their area of responsibility, where authorized by the CAO.
5. The Fire Chief shall be the spokesperson on matters relating to public information, public education and any other general media enquiries as applicable and related matters involving accidents or hazardous situations. In emergency situations, the on-scene Incident Commander may address media enquiries as applicable; in a large-scale fire or emergency situation a trained designated Spokesperson will be appointed.

Non-Spokespersons:

Staff who are not designated spokespersons and who are contacted by a media representative shall be courteous and professional as well as explain they are not a spokesperson for the Village and respectfully decline the request for an interview or information.

Staff shall also:

- Request the media representative's name, who they represent and contact information
- Request their deadline
- Request the topic of the interview
- Advise that the request will be forwarded to the appropriate spokesperson
- Provide details of all media calls/contacts to the appropriate spokesperson in a timely manner so they may respond to the request.



POLICY – HR 50 MEDIA RELATIONS

APPROVAL DATE:	2013-05-17	CROSS-REFERENCE:	HR 42 Confidentiality
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To ensure that the Village of Marwayne is accurately, positively and professionally represented by any media outlet and/or platform.

BACKGROUND

Effective media relations are critical to the ongoing success of the municipal corporation that is the Village of Marwayne. To instill public confidence, our residents and the public at large must be provided with information that is accurate, informative and timely.

OBJECTIVE

To ensure that the information presented to or via public media platforms is accurate, informative, timely and professionally communicated.



DEFINITIONS

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

Council is the individual members of Council for the Village of Marwayne in the Province of Alberta.

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

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

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

GUIDING PRINCIPLES

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

- The Village shall appoint a designated media spokesperson in charge of communicating with and relaying information to any and all media inquiries and outlets, as requests are received.
- The spokesperson must provide consistent and reliable information in all dealings with media outlets.
- Public statements regarding or in reference to the Village must use positive language and must not defame the Village, Village Employees or Village departments.
- It is strictly prohibited to disclose information regarding Village processes, products, objectives, client information, financial information or any other matter that is confidential and protected under *the Freedom of Information and Protection of Privacy Act* or the Village's Confidentiality Policy.
- It is strictly prohibited to respond to inquiries related to unverified information such as rumours and/or hearsay.
- Media releases must display the Village logo and appropriate branding.
- Employees whom are not designated spokespeople of the Village must not, under any circumstance, respond to media inquiries. Rather, Employees may ask the media outlet representative for their



name, number, contact information and topic of discussion and advise the appropriate spokesperson of the inquiry.

ROLES & RESPONSIBILITIES

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

- The Mayor, or Deputy Mayor in the Mayor's absence, shall be the spokesperson at all times representing Council and the Employees of the Village. When speaking to media outlets in response to inquiries, the Mayor, or Deputy Mayor in the Mayor's absence, must articulate the position of the Village and not his/her own personal views on the subject matter.
- The CAO shall be the spokesperson representing the Village on all administrative functions of the organization.
- The Public Works Foreman shall be the spokesperson regarding programs, operations and activities that fall within their area of responsibility, only when and if authorized by the CAO.
- The Village Fire Chief shall be the spokesperson for public information and education on matters related to accidents, hazardous situations or emergency responses within the Village boundary.

Policy No. HR 51
Issue No. 1
Adopted motion : 2013-05-18V
Amended:
Supersedes:

The Village of Marwayne Freedom of Information Policy

Intent

This policy's objective is to ensure that the general public has the ability to access records and that the privacy of individuals is protected by controlling the manner in which personal information is collected, used and disclosed.

This policy will ensure that the following are adhered to in accordance with Alberta's *Freedom of Information and Protection of Privacy Act (FOIP Act)*:

1. **Right to Access to Records:** any person has the right to access records in the custody or control of The Village, subject to the exceptions outlined in the *FOIP Act*.
2. **Protection of Personal Privacy:** the manner in which personal information is collected, used and disclosure is controlled in accordance with the Act. The Village will also ensure that personal information that is used to make a decision about an individual is accurate and complete.
3. **Right of Access to an Individual's Own Personal Information:** individuals have a right to access personal information about themselves subject to the limitation the Act establishes.
4. **Right to Request a Correction:** individual have a right to request corrections to personal information about themselves held by The Village.
5. **Independent Review of Decisions:** provides for the independent review of a decision made by The Village under the Act for the investigation of complaints. Review is provided by the Information and Privacy Commissioner.

Scope

The Freedom of Information Policy applies to all individuals who utilize the Village's services.

Definitions

As defined in the Alberta's *Freedom of Information and Protection of Privacy Act (FOIP Act)*:

Record: means a record of information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner but does not include software or any mechanism that produces records. Additionally, any recorded information, including handwritten notes and electronic correspondence or messages, which is in the custody or control of a public body is a record for the purposes of the Act.

Personal information [Section 1(n)]: recorded information about an identifiable individual, including, but not limited to:

- the individual's name, home or business address or home or business telephone number;
- the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;

- the individual's age, sex, marital status or family status;
- an identifying number, symbol or other particular assigned to the individual;
- the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
- information about the individual's health and health care history, including information about a physical or mental disability;
- information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- anyone else's opinions about the individual; and
- the individual's personal views or opinions, except if they are about someone else.

General Guidelines

The Village will follow all the rules governing the disclosure of personal information as set out in the *FOIP Act*. As a general rule, The Village will only collect, use and disclose the least amount of information at the highest degree of anonymity.

The Village will grant access to any individual who requests access to any record containing general information or the applicant's personal information in the company's possession. No restrictions will be made on who can make a request for general information and anyone can request their own personal information.

A request may be excluded if it falls under section 4 of the *FOIP Act*. If a request for health information is made, and does not fall within an excluded ground, the request will be processed as outlined in this policy and in accordance with Alberta's *FOIP Act*.

Clients

Individuals who believe that the Village has control over a particular record(s) should make a request as outlined below.

Individuals may at any time make a written request to the Village or the *FOIP Coordinator* in order to access their personal information held by the company. The Village requires that all requests be made in the following way:

- All requests to access information must be made in writing.
- Information that should be included on the request:
 - Family Name and First Name.
 - Date of Birth.
 - Address.
 - Telephone number(s).
 - Details of the information being requested.
 - Reason for request: such as review of documents, copy of documents, amendment of documents etc.
- Requests to access or amend personal information held on file must be signed and dated.
- If the request is a continuing request, the applicant must include the specific period of time they wish the request to continue for, up to two (2) years.

The Village requires that a fee be paid for any requests for general information. An initial fee is set in the current Fees & Charges Bylaw. There is no initial fee when an individual is requesting their own personal information.

If an individual cannot make a written request due to a mental or physical disability, The Village will accept an oral request or through other means as required. The Village will translate this into writing and provide a copy to the individual making the request.

Only the individual whose information it is may request personal information. Proof of identity will be required before any records are released. If the applicant is requesting information on behalf of someone they represent, they must provide proof that they have the authority to act for that person.

Upon review of the information contained in the personal file, the individual may wish to make corrections. Should information need correction, individuals are asked to submit a written request to the custodian whom the applicant believes has control or custody of the health information in dispute outlining the information requiring amendment accompanied by the correct, up-to-date information. An applicant must provide proof or evidence in support of the request for correction or amendment.

Company Name

Upon receiving a request to access or amend information, the Village will:

- Notify the applicant that they have received the request and that it is currently being processed. If any additional information is required to process the request, the applicant will be notified at this time. If all or part of the request falls under the Freedom of Health Information Act or any other Act, the employer will notify the applicant how this will alter the request and information they will receive.
- The company will notify the applicant of any fees that are associated with the request, payment methods and when they must pay by.
- The company will endeavour to respond to each request within 30 days of receipt.
- Request identification verification in order to ensure individual privacy and confidentiality is upheld.
- Make every reasonable effort to respond to the applicant openly, accurately and completely.
- Applicants will be notified if their request cannot be completed, and why it cannot be completed.

The Village will notify the applicant when applicable that the information they are being given has been altered or suppressed, how it was altered or suppressed and what information was removed. The Village will not do this in order to manipulate the information, or place a different perspective on it.

The Village will keep a file for each request processed under the Act. It will include any internal or external correspondence including a copy of the original request from the applicant and any notices sent to the applicants. An unmarked copy of the records retrieved and reviewed in response to the request. A copy of the documents released to the applicant and any other information documenting the request management process. If a request for correction or amendment is made, this will be included in the file along with any related correspondences. A decision of the request will be included in the file. If the request is denied, the grounds for the refusal and any supporting documentation will be included as well.

Applicants have the right to amend their personal information. If an applicant wishes to have any information in their file corrected or amended, they should submit a request with the attached proof. The Village will review the request and any supporting documents/evidence within 30 days. The Village will

follow the same process as when a request to review information is made. Once the Village has reviewed the request and a decision is made, the applicant will be notified of the Village's decisions regarding the amendment(s). If the Village of Marwayne will not correct or amend the information, the applicant will be notified of the reason why their request was denied. The notification will also tell the applicant that he/she may ask the Information and Privacy Commissioner to review the decision or submit a statement of disagreement.

Occasionally, a situation may be encountered where access to information must be denied based on the excluded grounds outlined in the FOIP Act. In such cases, the individual will be advised in writing as to why the request must be denied.

The Village will endeavour at all times to ensure all personal information collected and kept on file is accurate, complete and up-to-date.

The Village will disclose to the public, or to an affected group of people or a person, information about a risk of significant harm to the environment, health or safety of the public, group or individual or any other information that is clearly in the public's interest, as outlined in Section 32 of the *FOIP Act*.

The Village has appointed the Chief Administrative Officer as the FOIP Coordinator. The FOIP Coordinator is responsible for the overall management of access to information and protection of personal information within The Village. They will be responsible for implementing policies, guidelines and procedures to manage the company's compliance with the Act. They will also provide advice and guidance to staff and the public regarding the act, and address any requests for information the company receives.

Use of Personal Information

The Village will follow Section 39 of the FOIP Act which lists the circumstances in which the company will use personal information. The Village of Marwayne will only use personal information for the purpose for which the information was originally collected or compiled. Personal information may also be used if the individual the information is about has identified the information and consented, in the prescribed manner, to the use.

General

Management and Security of Records

The Village will make every reasonable security arrangements needed to prevent the risk of unauthorized access, collection, use, disclosure or destruction of information. The Village will take every reasonable effort to protect personal information during the time it is in storage, waiting to be picked up, and in the process of being transferred to archives or destroyed

The Village will retain records according to the Retention Bylaw, after that time records will be disposed off. Any records that are disposed of will be documented. Any records containing personal information that are transferred to the Provincial Archives or other archives will be documented.

Policy No. HR 24
Issue No. 1
Adopted motion
2013-04-27V

Village of Marwayne

Personnel Files Policy

Intent

The Village of Marwayne is dedicated to maintaining a comprehensive and complete record of personnel files which will allow us to effectively manage employees, identify, assess and address problem areas for hiring and firing, contract negotiations, health and safety, training requirements, benefits, adherence to company policies and procedures, as well as overall organizational governance. This policy shall be in accordance with Alberta's Personal Information Protection Act.

Policy

Village of Marwayne shall maintain personnel files for each employee and permit only authorized personnel access to these files. All Village of Marwayne personnel files will be stored in the locked file storage room.

In accordance with Alberta's Personal Information Protection Act, at no point will any information contained within a personnel file be communicated publicly without the prior written consent of the employee or unless required by law.

Employee personnel files shall include the following information:

- Employment application
- Resume
- Current personal information, including address, phone number, etc.
- References
- Employment contract
- Offer of Employment
- Family emergency contact form
- Employee Handbook and Policy Manual signed acknowledgement and agreement forms
- Documented disciplinary actions
- Documentation of grievances filed by the employee
- Performance improvement plans
- Performance reviews
- Career planning documentation
- Attendance records
- Dates of vacation taken
- Accident / incident report forms involving the employee
- Records of recognition / commendation

Management Responsibilities

Any documentation to be placed in an employee's file must be accurate and forwarded to the Administrative Assistant for insertion in the file. The employee should be notified about the nature of the documentation being placed in their file.

Retention and Destruction of Information

- All Personnel Records maintained by Village of Marwayne shall be kept for five [5] years. Personal information is required to be retained only as long as necessary for the fulfillment of those purposes for which it was collected.
- In the event that an employee's personnel information is used by Village of Marwayne to make a decision that directly affects the individual, Village of Marwayne shall retain the personal information for at least one (1) year from the date it was used to make the determination, so that the individual has a reasonable opportunity to obtain access to it.
- When Village of Marwayne no longer reasonably requires the personal information the Company shall:
 - destroy the records by shredding and properly disposing of all documentation; or
 - permanently deleting any electronic copies of personnel information.

Request to View Personnel File(s) Procedure

Employees shall be allowed to review their files. Employees who wish to review their files must:

- Submit a written request to view the files a minimum of one day prior to the date of review;
- Be accompanied by the CAO or administrative Assistant while viewing their file(s).

Notwithstanding the above, employees may not review any documentation that would violate the confidentiality of another employee.

Employees may challenge the accuracy of documentation in their personal file(s), request that corrections be made, and request that a written note of their comments be added as an annotation to the documentation.

Any former employee of the organization who requests access to his/her personnel file(s) must submit his/her written request through the CAO and provide photo identification.

All information maintained in personnel files are the sole property of Village of Marwayne.

The removal of any documentation or information from personnel files by employees or third parties is strictly prohibited.

Employees may request copies of documentation included in their personnel file(s); however, Village of Marwayne may refuse to provide the employee with the requested information, if it relates to the confidentiality of another employee or individual.

Policy No. HR 42 Issue No. 1 Adopted motion : 2013-05-16V Amended: Reviewed: 2018-08-13	<p>Village of Marwayne</p> <p>Confidentiality Policy</p>
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Purpose

Village of Marwayne requires all employees, paid or volunteer, and Councilors to handle any and all sensitive business information regarding confidential materials, and pending business transactions, gained through the course of their regular job duties in a confidential and appropriate manner.

Employees and Councilors agree that if confidential information is not effectively protected, the operations and reputation of Village of Marwayne may be threatened, and may suffer irreparably.

Employees and Councilors of Village of Marwayne are required to keep all confidential information and relevant knowledge regarding the Village confidential both during and after their term of employment. These practices have been adopted as they have been deemed essential to the protection of Village of Marwayne.

Confidentiality Agreement

In working for Village of Marwayne, employees, paid or volunteer, and Councilors shall not divulge, disclose, provide or disseminate Confidential Information to any third party not employed by Village of Marwayne at any time, unless Village of Marwayne gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for Village of Marwayne. Reasonable efforts will be made to limit access to confidential information to only those who need to know the information and those persons will be advised that the information is to be kept confidential until it has been publicly disclosed by a Village of Marwayne spokesperson.

Employees that are neither official spokespersons nor permanently and/or temporary designated spokespersons cannot, under any circumstances (including on a "no-names" or "off the record" basis), respond to inquiries from the media unless specifically asked to do so by an official spokesperson.

Oath of Confidentiality

I, _____ do swear that I will execute to the best of my ability, the duties required of me, and that I will not, without due authorization or as required by law, disclose or make known any confidential matter or thing which comes to my knowledge by reasons of my employment and association at the Village of Marwayne. So help me God.

Signature

Taken and subscribed before me at the Village of Marwayne, Alberta this __ day of _____, 20__.

Commissioner for Oaths



POLICY – HR 42 CONFIDENTIALITY

APPROVAL DATE:	2013-05-16	CROSS-REFERENCE:	HR 50 Media Relations
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-08-13	REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules governing the protection of privacy and handling of confidential information and materials of the Village of Marwayne.

BACKGROUND

Information regarding confidential matters, gained through the course of employment with the Village of Marwayne, must be protected so as to not threaten the operations or reputation of the municipal government organization. Failure to abide by this confidentiality agreement may result in irreparable damage to the Village of Marwayne and negatively impact the public's perception.

OBJECTIVE

To mandate that all Village of Marwayne Employees, paid, volunteer or otherwise, keep information obtained through the course of their duties private and confidential.



DEFINITIONS

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

Councillor is an elected official for the Village of Marwayne in the Province of Alberta.

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

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

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

GUIDING PRINCIPLES

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

- Both during and at the conclusion of an Employee's employment with the Village, Employees and Councillors, whether paid or volunteer, are prohibited from divulging, disclosing, providing or disseminating confidential information to any person or agency.
- Confidential information must not be used for any other purpose other than its reasonable use in the normal performance of an Employee's or Councillor's duties for the Village.
- Access to confidential information is limited to those Employee's who require the information in the performance of their duties for the Village.
- Employees are not permitted, under any circumstance, including on a "no names" or "off the record" basis, to respond to any inquiries from any person or agency regarding confidential Village matters and/or materials.



ROLES & RESPONSIBILITIES

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



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: JANUARY 25TH, 2021

SAFE & CARING COMMUNITY

- **Meeting with Agricultural Society**
 - Administration met with Yolanda and Joanne from the Marwayne Agricultural Society to discuss our long-standing agreements for the multiplex, curling rink and arena.
 - Administration is completing a re-draft of the agreements and the final proof will be brought back to Council for approval.
 - During this meeting, we also discussed the need to work together for joint initiatives. Upon execution of the two agreements, administration will ensure that all matters of joint benefit are encompassed and accurately accounted for moving forward.
 - Yolanda, president of the Agricultural Society, also expressed interest in joining one of our upcoming meetings via Zoom. I have provided some dates and she is going to advise as to which dates work best for her to attend.
- **Alberta Community Partnership Grant**
 - Submitted a timeline overview to the County of Vermilion River of the Village's plans for the development of an Area Structure Plan on the old Ure land.
 - The County has yet to provide comment on whether or not they will support and partner with us to obtain the grant funding required for the project.
 - Deadline for the grant application submission is February 5th, 2021.

PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **FCSS Zone Meeting**
 - Administration shall be attending the regional FCSS meeting on January 26th, 2021.
- **Go East Virtual Conference**
 - Administration is registered for the Go East virtual conference being hosted on January 25th, 2021 via zoom. A recap of the conference shall be presented verbally as it is being held on the same date as our Council meeting.
- **AUMA Virtual Conference on Policing**
 - Administration has registered to attend the policing virtual conference presented by AUMA on February 4th and 17th, 2021. Council is also encouraged to attend however a briefing will be provided to Council following my attendance.

- **2021 Tax Recovery**
 - Administration submitted the tax arrears listing to Taxervice on January 20th, 2021. Owners subject to the tax recovery process have until February 26th, 2021 to remit payment otherwise the process moves forward and 2020 taxes are due and payable in full.
 - We currently have seven (7) properties on our list.
 - The 2020 tax auction is scheduled for February 1st, 2021 at 7:00pm during our next Council meeting.
- **2020 Audit**
 - The financial audit is in full swing. Administration is working to ensure the auditors have all of the required reports for last years financials. T4s shall be prepared over the next month and circulated accordingly to all Councillors and employees.

PLANNING FOR GROWTH & CHANGE

- **Commercial/Industrial Development**
 - Administration has received multiple phone calls on lots for sale within the Village. Pending the completion of the map project by Municipal Planning Services, administration has advised that lot valuations shall be established and advertised for sale accordingly. This is a great indicator of interest for future development in the Village.
- **FCM Asset Management Grant**
 - Administration received notification on January 21st, 2021 that the Village was successful in our application for \$50,000 in grant funding towards our asset management plan.
 - A formal letter shall be circulated in the coming weeks.

ADDRESSING SERVICE NEEDS

- **ATCO pole relocation**
 - ATCO shall have the pole moved for the walking trail project to proceed by February 10th, 2021.
- **Water and Wastewater Reports**
 - Administration is working on our annual submissions to Alberta Environment regarding our water and wastewater systems.

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090 Page : 1
 Date : Jan 22, 2021 Time : 10:42 am

Supplier : 10 To XYLCA
 Cheque Dt. : 22-Jan-2021 To 22-Jan-2021
 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
3558	22-Jan-2021	10001	Gas Utility CVR	Issued	10	C	1,035.40
3559	22-Jan-2021	10012	Parkland Industries- Race Trac Gas	Issued	10	C	1,699.46
3560	22-Jan-2021	ACE	ACE	Issued	10	C	2,774.43
3561	22-Jan-2021	ASC3	Alberta Municipal Services Corporation	Issued	10	C	5,755.72
3562	22-Jan-2021	10015	Northern Lights Library System	Issued	11	C	3,169.38
3563	22-Jan-2021	10113	TELUS	Issued	11	C	188.59
3564	22-Jan-2021	AISL	AMSC Insurance Services Ltd	Issued	11	C	2,079.72
3565	22-Jan-2021	ATCE2	ATCO Electric	Issued	11	C	10,490.50
3566	22-Jan-2021	AUMSE	Alberta Urban Municipalities	Issued	11	C	1,287.09
3567	22-Jan-2021	HMS2	Alberta 1171363 Ltd. Hendricks Microtech	Issued	11	C	493.44
3568	22-Jan-2021	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	11	C	73.40
3569	22-Jan-2021	SRSL2	Saunders Repair Service Ltd.	Issued	11	C	146.16
3570	22-Jan-2021	TAXER	TAXERVICE	Issued	11	C	2,968.35

Total Computer Paid :	32,161.64	Total EFT PAP :	0.00	Total Paid :	32,161.64
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jan 12, 2021

Page : 1

Time : 9:51 am

Period : 11
 Year : 2020
 For Bank : ATB

Statement Date : 30-Nov-2020
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3376	03-Sep-2020	AP	9	2020	-301.50	Grant Carry
3422	09-Oct-2020	AP	10	2020	-7.30	Grant Carry
3471	19-Nov-2020	AP	11	2020	-5740.00	Vermilion River Regional Waste
3473	19-Nov-2020	AP	11	2020	-12311.82	Rusway Construction
3474	19-Nov-2020	AP	11	2020	-16014.96	ACE
3475	19-Nov-2020	AP	11	2020	-5560.58	Alberta Municipal Services Corporation
3476	19-Nov-2020	AP	11	2020	-70438.60	ASL Paving LTD
3477	19-Nov-2020	AP	11	2020	-381.27	Element Materials Technology Canada Inc.
3478	19-Nov-2020	AP	11	2020	-165.00	Hames Brittany
3482	19-Nov-2020	AP	11	2020	-73.40	MCSNet-Lemalu Holdings Ltd.
3483	19-Nov-2020	AP	11	2020	-608.51	Digital Connection Inc.
3485	30-Nov-2020	AP	11	2020	-4742.83	Receiver General For Canada
3486	30-Nov-2020	AP	11	2020	-1571.96	AMSC Insurance Services Ltd
7401	01-Dec-2020	CR	11	2020	2515.80	CR; DEPT:[VILLAGE OFFICE] D#[74].

Bank Balance Statement	1165057.10	as of 30-Nov-2020
Add outstanding deposits	2515.80	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-117917.73	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	1049655.17	
GL Bank Account Balance	1049655.17	as of Period : 11 Year : 2020
Difference	0.00	

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jan 12, 2021

Page : 1

Time : 9:56 am

Period : 12
 Year : 2020

Statement Date : 31-Dec-2020
 Sort By : Year and Period

For Bank : ATB

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3376	03-Sep-2020	AP	9	2020	-301.50	Grant Carry
3422	09-Oct-2020	AP	10	2020	-7.30	Grant Carry
3503	04-Dec-2020	AP	12	2020	-35.00	Lloydminster & District SPCA
3516	21-Dec-2020	AP	12	2020	-262.50	Wheat Kenyon LLP Lawyers & Mediators
3521	21-Dec-2020	AP	12	2020	-1281.22	Feldspar
3522	21-Dec-2020	AP	12	2020	-253.28	Federation of Canadian Municipalities
3525	21-Dec-2020	AP	12	2020	-73.40	MCSNet-Lemalu Holdings Ltd.
3526	21-Dec-2020	AP	12	2020	-1157.10	Straight A Enterprise Ltd.
3527	21-Dec-2020	AP	12	2020	-210.00	TAXERVICE
3529	21-Dec-2020	AP	12	2020	-1105.13	Vermilion Ready Mix Concrete
7801	04-Jan-2021	CR	12	2020	1786.30	CR; DEPT:[VILLAGE OFFICE] D#[78].
3508	21-Dec-2020	PA	12	2020	-1367.04	Eikeland Cheryle

Bank Balance Statement	1181792.67	as of 31-Dec-2020
Add outstanding deposits	1786.30	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-6053.47	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	1177525.50	
GL Bank Account Balance	1177525.50	as of Period : 12 Year : 2020
Difference	0.00	

Happy February from the Marwayne Ag Society

January brought us some very nice winter weather. With February approaching we can only hope the weather continues.

What does Valentine Day Mean - Valentine's Day is a day to celebrate romance, love and devotion. It is usually celebrated by giving friends, family and especially significant others flowers and gifts to show affection. Valentine's Day is celebrated in honor of St. Valentine, a third-century Roman saint associated with love and marriage.

Wishing our Community a Happy Valentine Day and Family Day on February 15, and enjoy taking time for some family fun.

Happy Valentine Day.





Treasury and Risk Management
Loans to Local Authorities
2090 Sun Life Place
10123 - 99 Street NW
Edmonton, AB, T5J 3H1

December 21, 2020

RECEIVED

JAN 21 2021

Shannon Harrower
Chief Administration Officer
Village of Marwayne
21 - 1 Street North
Box 13
Marwayne, AB T0B 2X0

Dear S. Harrower:

Re: Application to Prepay Loan #1185437

As per your recent application to prepay a loan, we confirm we have processed your application.

We have enclosed the debenture stamped cancelled for your records. Please do not hesitate to contact us if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to be "Bernadiene Hsie".

Bernadiene Hsie
Director

Classification: Protected A

\$200,000.00

No. 11

CANADA
PROVINCE OF ALBERTA
Village of Marwayne

CANCELLED

6.25% Debentures

Due 15-Apr-2022

Village of Marwayne

For value received, promises to pay to the

ALBERTA MUNICIPAL FINANCING CORPORATION,
or its registered assigns, the principal sum of
--- TWO HUNDRED THOUSAND ---00/100, Dollars

(\$200,000.00) in lawful money of Canada, with interest thereon at the rate of 6.25 % per annum, These payments to be made in

TWENTY (20)

consecutive instalments of Principal and Interest combined, in accordance with the repayment schedule endorsed hereon and forming part of this Debenture.

The Sum of \$200,000.00 has been borrowed by the Village of Marwayne under the authority, and in accordance with the terms of the said By-law listed and numbered below for the specific purposes listed therein.

By law number

436-02

March 11, 2002

\$200,000.00



IN TESTIMONY whereof and under the authority of the By-law listed above this debenture is sealed with the Seal of the Village of Marwayne and signed by Chief Elected Official and Chief Administrative Officer thereof, this 15th day of April, 2002

Chief Elected Official

[Signature]

Chief Administrative Officer

[Signature]

[Handwritten mark]

Village of Marwayne
ISSUED: 15-Apr-2002
LOAN REPAYMENT SCHEDULE FOR: \$200,000.00
TO ALBERTA MUNICIPAL FINANCING CORPORATION

Payment Number	Date	Payment Amount	Principal	6.25000% Interest	Outstanding Principal
1	15-Apr-2003	\$17,792.45	\$5,292.45	\$12,500.00	\$194,707.55
2	15-Apr-2004	\$17,792.45	\$5,623.23	\$12,169.22	\$189,084.32
3	15-Apr-2005	\$17,792.45	\$5,974.68	\$11,817.77	\$183,109.64
4	15-Apr-2006	\$17,792.45	\$6,348.10	\$11,444.35	\$176,761.54
5	15-Apr-2007	\$17,792.45	\$6,744.85	\$11,047.60	\$170,016.69
6	15-Apr-2008	\$17,792.45	\$7,166.41	\$10,626.04	\$162,850.28
7	15-Apr-2009	\$17,792.45	\$7,614.31	\$10,178.14	\$155,235.97
8	15-Apr-2010	\$17,792.45	\$8,090.20	\$9,702.25	\$147,145.77
9	15-Apr-2011	\$17,792.45	\$8,595.84	\$9,196.61	\$138,549.93
10	15-Apr-2012	\$17,792.45	\$9,133.08	\$8,659.37	\$129,416.85
11	15-Apr-2013	\$17,792.45	\$9,703.90	\$8,088.55	\$119,712.95
12	15-Apr-2014	\$17,792.45	\$10,310.39	\$7,482.06	\$109,402.56
13	15-Apr-2015	\$17,792.45	\$10,954.79	\$6,837.66	\$98,447.77
14	15-Apr-2016	\$17,792.45	\$11,639.46	\$6,152.99	\$86,808.31
15	15-Apr-2017	\$17,792.45	\$12,366.93	\$5,425.52	\$74,441.38
16	15-Apr-2018	\$17,792.45	\$13,139.86	\$4,652.59	\$61,301.52
17	15-Apr-2019	\$17,792.45	\$13,961.11	\$3,831.34	\$47,340.41
18	15-Apr-2020	\$17,792.45	\$14,833.67	\$2,958.78	\$32,506.74
19	15-Apr-2021	\$17,792.45	\$15,760.78	\$2,031.67	\$16,745.96
20	15-Apr-2022	\$17,792.45	\$16,745.96	\$1,046.49	\$0.00
		\$355,849.00	\$200,000.00	\$155,849.00	

CANCELLED



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