



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, December 13, 2021 @ 7:00 PM
Zoom Video Conferencing

	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 December 13th, 2021	
Be it resolved that the December 13th, 2021 Village Council Meeting Agenda be approved as presented.	
3 ADOPTION OF MINUTES	
3.1 November 15th, 2021	6 - 9
Be it resolved that the November 15th, 2021 Village Council Meeting Minutes be approved as presented.	
4 DELEGATIONS/PUBLIC HEARINGS	
5 BUSINESS ARISING	
5.1 Strategic Plan Proposal	10 - 13
Be it resolved that the Strategic Plan Proposal from V3 Group of Companies be received as information.	
5.2 Community Futures Representative	
Be it resolved that _____ be appointed as the Village of Marwayne's Community Futures representative for the 2022 calendar year.	
5.3 Bridge Inspection	14 - 29
Be it resolved that the Bridge Inspection Report be received as information and the Village of Marwayne proceed with repairing the deficiencies by retaining Bridgemen Services Ltd. at a cost of \$8500.00 plus GST.	
5.4 Bridge Assessment Proposals	30 - 47
Be it resolved that the Village of Marwayne proceed with a bridge assessment for BF74613 through Wood Environment & Infrastructure Solutions at a cost of \$6000.00 plus GST.	

5.5	2022 FCSS Funding Allocations	48 - 49
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Be it resolved that the Village of Marwayne approve the 2022 FCSS funding allocations as presented.

6 KEY STRATEGY: ADDRESSING SERVICE NEEDS

6.1	Public Works Foreman Report	50
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Be it resolved that the Public Works Foreman Report be received as information.

6.2	Regional Water Operator Report	51
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Be it resolved that the Regional Water Operator Report be received as information.

7 KEY STRATEGY: SAFE & CARING COMMUNITY

7.1	Service Standards Policy AD 01	52 - 57
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Be it resolved that the Service Standards Policy AD 01 be approved as presented.

7.2	Communication Policy AD 07	58 - 64
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Be it resolved that the Communication Policy AD 07 be approved as presented.

7.3	Use of Technology Policy HR 31	65 - 73
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Be it resolved that the Use of Technology Policy HR 31 be approved as presented.

7.4	Snow Removal and Sanding Policy PW01	74 - 82
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Be it resolved that the Village of Marwayne send a letter in response to the concerns regarding snow removal around the Marwayne Jubilee School.

7.5	Annual Meeting with the AG Society Policy AD 02	83 - 89
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Be it resolved that the Annual Meeting with the AG Society Policy AD 02 be rescinded.

8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

8.1	Walking Trail Phase 3 Routes	90 - 93
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Be it resolved that the potential routes for Phase 3 of the Walking Trails and associated quotations be received as information.

9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

9.1 Purchasing and Procurement Policy FN 03 94 - 102

Be it resolved that the Purchasing and Procurement Policy FN 03 be approved as presented.

9.2 Tangible Capital Assets Policy FN 06 103 - 132

Be it resolved that the Tangible Capital Asset Policy FN 06 be approved as presented.

9.3 Councillor Remuneration Policy FN 09 133 - 136

Be it resolved that the Councillor Remuneration Policy FN 09 be approved as presented.

9.4 Tax Installment Payment Plan Policy FN 13 137 - 149

Be it resolved that the Tax Installment Payment Plan Policy FN 13 be approved as presented.

9.5 Asset Management Policy FN 15 150 - 161

Be it resolved that the Asset Management Policy FN 15 be approved as presented.

9.6 Two Tier Internal Controls Policy FN 22 162 - 166

Be it resolved that the Two Tier Internal Controls Policy FN 22 be approved as presented.

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 167 - 204

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

- Northern Lights Library System Weekly Reports
- Go East of Edmonton Annual General Meeting Package
- Vermilion River Regional Alliance Agenda
- Alberta Central East Water Corporation Meeting Minutes
- Vermilion Regional Waste Management Services Commission Meeting Minutes and Draft Budget
- Marwayne Public Library Meeting Minutes

10.2	Chief Administrative Officer Report	205 - 207
	Be it resolved that the Chief Administrative Officer Report be received as information.	
10.3	Northern Lights Library System Representative	
	Be it resolved that _____ be appointed as the Village of Marwayne's Northern Lights Library System representative for the 2022 calendar year.	
11	FINANCIAL	
11.1	Monthly Financial Report	208 - 209
	Be it resolved that the November 2021 Monthly Financial Report be received as information.	
11.2	Cheque Distribution Report	210 - 214
	Be it resolved that the Accounts Payable Invoices being over \$5,000.00 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5,000.00 but within budget be received as information.	
11.3	Bank Reconciliation Report	215
	Be it resolved that the November 2021 Bank Reconciliation Report be received as information.	
11.4	Monthly Utility Bill Report	216
	Be it resolved that the November 2021 Monthly Utility Bill Report be received as information.	
12	CORRESPONDENCE	
12.1	Letters	217 - 237
	Be it resolved that the correspondence be received as information.	
13	CONFIDENTIAL	
13.1	FOIP Section 17 (1) Advice from Officials - CAO Report, Performance Evaluation, Legal	
14	NEXT MEETING(S)	
14.1	January 10th and 24th, 2021	238



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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 November 15th, 2021

Commencing at 7:00 PM via Zoom Video Conferencing

PRESENT

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

1. CALL TO ORDER

Mayor C. Neureuter called the November 15th, 2021 Village of Marwayne Council Meeting to order at 6:58 p.m. with all members in attendance except Councillors C. Eikeland and M. Wood.

2. ADOPTION OF AGENDA

November 15th, 2021 Council Meeting Agenda

2021-11-14

Moved By Deputy Mayor R. McDonald

Be it resolved that the November 15th, 2021 Village Council Meeting Agenda be approved with the following additions as presented:

- Pioneer Lodge Meeting Minutes
- Lloydminster Regional Housing Meeting Minutes
- Community Futures Committee Appointment

CARRIED

3. ADOPTION OF MINUTES

November 1st, 2021 Council Meeting Minutes

2021-11-15

Moved By Councillor A. Rainey

Be it resolved that the November 1st, 2021 Village of Marwayne Organizational Meeting Minutes be approved as amended.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS

Strategic Planning

2021-11-16

Moved By Deputy Mayor R. McDonald

Be it resolved that the Strategic Planning Proposals be received as information.

CARRIED

5. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Regional Water Operator Report

2021-11-17

Moved By Councillor A. Rainey

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

CARRIED



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6. KEY STRATEGY: SAFE AND CARING COMMUNITY

RCMP Quarter 2 Report

2021-11-18

Moved By Deputy Mayor R. McDonald

Be it resolved that the RCMP Quarter 2 Report be received as information.

CARRIED

Go East of Edmonton Membership Renewal

2021-11-19

Moved By Deputy Mayor R. McDonald

Be it resolved that the Village of Marwayne renew its membership with Go East for the 2022 calendar year.

CARRIED

8. ADMINISTRATIVE REPORTS

Councillor Reports

2021-11-20

Moved By Councillor A. Rainey

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

- **Northern Lights Library System Weekly Report**
- **Lloydminster Regional Housing Meeting Minutes**
- **Pioneer Lodge Meeting Update**
- **Community Futures Committee Appointment Conflict**

CARRIED

Chief Administrative Officer Report

2021-11-21

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne move to a closed session under FOIP Section 17 (1) – Advice from Officials at 7:50 p.m.

CARRIED

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

2021-11-22

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne revert to an open session under FOIP Section 17 (1) – Advice from Officials at 8:03 p.m.

2021-11-21

Moved By Councillor A. Rainey

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

CARRIED



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9. FINANCIAL

Cheque Distribution Report

2021-11-22

Moved By Deputy Mayor R. McDonald

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

2021-11-23

Moved By Councillor A. Rainey

Be it resolved that the October 2021 Bank Reconciliation Report be received as information.

CARRIED

Monthly Utility Bill Report

2021-11-24

Moved By Councillor A. Rainey

Be it resolved that the October 2021 Monthly Utility Bill Report be received as information.

CARRIED

2022 Interim Budget

2021-11-25

Moved By Councillor A. Rainey

Be it resolved that the 2022 Interim Budget be approved as presented.

CARRIED

10. CORRESPONDENCE

MCSnet Broadband Partnerships email and Letter from CVR

2021-11-26

Moved By Deputy Mayor R. McDonald

Be it resolved that the MCSnet Broadband Partnerships email and Letter from CVR be received as information.

CARRIED

11. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Distribution Piping Header Replacement

2021-11-27

Moved By Deputy Mayor R. McDonald

Be it resolved that the Village of Marwayne approve the Distribution Piping Header Replacement by Bi-Systems at a cost of \$66,390 plus GST to be funded by our 2022 MSI Capital Allocation. Be it further resolved that administration bring a secondary quote forward for the replacement of the Victaulic fitting and associated pipe to the December 13th Council Meeting.

CARRIED



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Bridge Assessment

2021-11-28

Moved By Councillor C. Eikeland

Be it resolved that administration seek quotations for the completion of a bridge assessment and bring them forward to the December 13th Council Meeting for consideration and approval.

CARRIED

12. NEXT MEETINGS

December 13th, 2021 via Zoom Video Conferencing

13. ADJOURNMENT

Being that the November 15th, 2021 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:30 p.m.

Approved this 13th day of December 2021.

Chris Neureuter, Mayor

Shannon Harrower, CAO



November 26, 2021

Village of Marwayne
Box 113 – 210
2nd Avenue South
Marwayne AB, T0B 2X0

Attention: Shannon Harrower,
Chief Administrative Officer

E-mail: cao@marwayne.ca

RE: Marwayne Strategic Plan
Scope of Work – Add on to Sustainability Plan contract

Dear Shannon,

On behalf of V3 Companies of Canada, Ltd., we are pleased to submit this proposal for providing planning consulting services for the Marwayne Strategic Plan.

PROJECT UNDERSTANDING

We understand that the Village of Marwayne's Council would like assistance with preparing their Strategic Plan. Council's Strategic Plan is a comprehensive and systemic management tool designed to help Council assess their municipalities current state, anticipate and respond to change, and to envision the future. The last Strategic Plan provided the municipal, framework between 2016 and 2018; it has not been updated since. Given that Marwayne's Sustainability Plan is currently being developed, it is an opportune time for the Village to tie the Strategic Plan with the Sustainability Plan, so that the two work in tandem for the municipality in the future. We recognize the limited funding available in preparing this plan and therefore we will need to be cognitive of tasks vs time and deliverables, and are proposing to integrate the two projects, particularly the engagement with Council, to provide efficiency in the costing. For continuity with these projects, the Project Manager for this will be Elisa Stamatakis, with Peter Vana, RPP, MCIP acting as the senior planner.

METHODOLOGY

The following outlines the methodology we propose to carry out along with a proposed budget. Please note that a schedule will be provided upon confirmation to proceed and will tie in with the Sustainability Plan in order to be cost effective.

1 Project Kick-Off Meeting

Meeting expectations is a key to any project's success, and our approach to addressing the deliverables is based on having the key players at the table. Our first meeting is anticipated to be with the CAO. The purpose of this meeting will be to:

- » Initial discussion on ideas and thoughts regarding Council's vision;
- » Obtain electronic Word copy of the 2016-2018 Strategic Plan;
- » Discuss any other information that may be useful to consider beyond what's being reviewed as part of the Sustainability Plan;
- » Managing scope creep;
- » Discuss the project schedule; and
- » Discuss any other relevant matters.

ACTIONS/DELIVERABLES:

- Attending one (1) kick-off meeting (Virtual);
- Project Management.

2 Council Engagement

Using information gathered from the Sustainability Plan research and analysis, we will prepare for the Council engagement. The information obtained through the engagement process will inform us of Council's core values and what they see as a priority in the development of the Plan. To assist with costs, we would carry out the Council working session on the same day as the Sustainability Plan engagement.

ACTIONS/DELIVERABLES:

- Review of Sustainability Plan research/outcomes;
- Engagement material preparation;
- One (1) Council working session on same day as Sustainability Plan engagement; and
- Project Management.

3 Draft Strategic Plan

Based on the outcomes of the Council Engagement Session and working in tandem with the development of the Sustainability Plan, we will proceed to draft the Strategic Plan in a word document format that is laid out in a user-friendly manner with clear strategies, implementation and monitoring tools for meaningful use by the Village, and associated budget allocation. Topics envisioned to be covered include economic and financial

sustainability, recreation and community wellness, community safety, and municipal services. We anticipate that you will carry out one review of the draft Strategic Plan.

ACTIONS/DELIVERABLES:

- Draft#1 Strategic Plan;
- Draft#2 following feedback on revisions; and
- Project Management.

5 Feedback Loop

From our experience, it is important to return to the Council to share a draft of the document and obtain additional feedback along with explaining the contents. This session is anticipated to occur at the same time as the Council feedback session for the Sustainability Plan. The information obtained will be reviewed with you to discuss changes that need to be made.

ACTIONS/DELIVERABLES:

- Preparing information for feedback loop;
- Electronic copy provided to Village to place on website;
- One (1) Council working session;
- Debrief with CAO on recommended updates; and
- Project Management.

6 Finalize Strategic Plan

Based on the feedback from task 5, we will proceed to update and finalize the document for formal adoption by Council. This task is anticipated to occur at the same time as the Sustainability Plan being presented to Council for adoption.

ACTIONS/DELIVERABLES:

- Final edits to the Strategic Plan;
- Preparing presentation for Council;
- Council presentation; and
- Project Management.

ESTIMATED COST

Based on the above approach, our estimate for carrying out the work is detailed below.

TASK		ESTIMATED PRICE
1	Project Kick off Meeting	\$460.00
2	Engagement	\$1,800.00
3	Draft Strategic Plan	\$1,950.00
4	Feedback Loop	\$1,040.00
5	Finalize Strategic Plan	\$720.00
ESTIMATED TOTAL (EXCL. GST)		\$5,970.00

CONCLUSION

We trust the above outlines what you are seeking in relation to developing Council's new Strategic Plan. If you have any questions please advise and we will accordingly address them. In relation to our contract, you will be invoiced monthly and payment required within 30 days of receipt. Payment terms are per the attached Terms and Conditions. Also included is the Extend of the Agreement.


We appreciate the opportunity to present this proposal and look forward to working with you and your team on the services being offered.

Sincerely,
V3 Companies of Canada Ltd.

Accepted For:
Village of Marwayne

Nick Pryce, RPP, MCIP
Director of Planning

By: _____
Title: _____
Date: _____


File / Job No. BF 74613-1	
Date <i>October 22, 2021</i>	
Photos By <i>Mario Amero</i>	
Highway / Loc. <i>Local Road / Marwayne /</i>	Doc. <i>BF74613-1_LVL1_20211022_P.doc</i>
Stream <i>Marwayne Creek</i>	Page <i>- 1 of 7 -</i>



1. View north



2. View east


File / Job No. BF 74613-1	
Date <i>October 22, 2021</i>	
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3. View south



4. View west


File / Job No. BF 74613-1	
Date <i>October 22, 2021</i>	
Photos By <i>Mario Amero</i>	
Highway / Loc. <i>Local Road / Marwayne /</i>	Doc. <i>BF74613-1_LVL1_20211022_P.doc</i>
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5. Profile. Note missing north bridge rail



6. Caution signs warning of missing bridge rail


File / Job No. BF 74613-1	
Date <i>October 22, 2021</i>	
Photos By <i>Mario Amero</i>	
Highway / Loc. <i>Local Road / Marwayne /</i>	Doc. <i>BF74613-1_LVL1_20211022_P.doc</i>
Stream <i>Marwayne Creek</i>	Page <i>- 4 of 7 -</i>



7. Silt along south curb.
Cold mix to top of curbs




8. N/E wing vertical planks rotten

File / Job No. BF 74613-1	
Date <i>October 22, 2021</i>	
Photos By <i>Mario Amero</i>	
Highway / Loc. <i>Local Road / Marwayne /</i>	Doc. <i>BF74613-1_LVL1_20211022_P.doc</i>
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9. N/E curb unit spall

10. A1- gap between back wall and piles


File / Job No. BF 74613-1	
Date <i>October 22, 2021</i>	
Photos By <i>Mario Amero</i>	
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Stream <i>Marwayne Creek</i>	Page <i>- 6 of 7 -</i>



11. South curb unit-spalling



12. G8- spall in 1 leg out of AZ. Wide crack in both legs.

File / Job No. BF 74613-1	
Date <i>October 22, 2021</i>	
Photos By <i>Mario Amero</i>	
Highway / Loc. <i>Local Road / Marwayne /</i>	Doc. <i>BF74613-1_LVL1_20211022_P.doc</i>
Stream <i>Marwayne Creek</i>	Page <i>- 7 of 7 -</i>



13. G3- medium crack in 1 leg

14.

Bridge Inspection									
Bridge File Number	74613 -1 Bridge				Form Type	PCS			
Year Built/Year Supstr	1956/1956				Lot No.				
Bridge or Town Name	MARWAYNE ✓				Inspector Name	MARIO Amero			
Located Over	MARWAYNE CREEK, 6.5.5, WATERCRS-ST ✓				Inspector Class				
Located On	LOCAL ROAD ✓				Assistant Name				
Water Body Cl./Year					Assistant Class				
Navigabil. Cl./Year					Inspection Date	OCT. 22-2021			
Legal Land Location	SE SEC 26 TWP 52 RGE 3 W4M ✓				Arrive Time	14:58			
Longitude, Latitude	-110:20:01, 53:30:42 ✓				Depart Time	15:44			
Road Authority	MARWAYNE ✓				Data Entry By				
Contract Main. Area	UNDEFINED CMA ✓				Data Entry Date				
Clear Roadway/Skew	6.4 / 0 deg. ✓				Reviewer Name				
AADT/Year	59+2015 (E) 38/2021 (E) ✓				Review Date				
Road Classification	RLU-208G-90 ✓				Dept. Reviewer Name				
Detour Length (km)	6 ✓				Dept. Review Date				
Follow-Up By					Follow-Up By				
Allowable Load (t):	Single	CS1 28 GIRDER	Semi	CS2 49 GIRDER	Train	CS3 62 GIRDER	---> On Critical Spans --->Critical Member		
Design Loading:	HS20						---> Primary Span		
Posting Information									
Required Load Posting (t)	Single				Semi				Truck Train
Posted Loading (t)	Single				Semi				Truck Train
Posted:	Lane	EB	At Junction (Y/N)	No ✓	In Advance (Y/N)	No ✓	At Bridge (Y/N)	No ✓	
Posted:	Lane	WB	At Junction (Y/N)	No ✓	In Advance (Y/N)	No ✓	At Bridge (Y/N)	No ✓	
Remarks									
Hazard Marker At Bridge (Y/N)	Yes								
Remarks	Set too low. NE has stripes wrong direction.								
Other Sign Types	CAUTION @ NE & NW DUE TO MISSING BRIDGE RAIL								
Utilities (Located at)									
Utility Attachments									
Telephone	Conduit along South curb. ✓				Gas				
Power	5 wires 15.0m North of c/l. ✓				Municipal				
Others					Problem (Y/N)		No ✓		
Remarks									
Approach Road									
			Last	Now	Explanation of Condition				
Horizontal Alignment			8	8	On tangent. Flat grade. ✓				
Vertical Alignment			8	8	ASBC (coldmix asphalt) ✓ Steep embankment South side of bridge. ✓				
Roadway Width (m)	7.000 ✓								
Approach Bump			7	7					
Guardrail (Y/N)	No ✓								
Guardrail			X	X					
Length (m)									
Current Standard (Y/N)									
Termination Type									
Drainage			6	6					
Approach Road General Rating			8	8					

AGENDA ITEM #5.3

Alberta Transportation

Bridge Inspection & Maintenance System (Web 2021)

74613 -1 Bridge

Superstructure					
Bridge Component		Last	Now	Explanation of Condition	
(Primary Span : PG, 1 Spans, Lengths(m): 6.1, A-Ident Number:)					
Special Features					
Special Feature			X		
(Type :)					
Special Feature			X		
(Type :)					
Wearing Surface/Deck Top Detail Ratings					
	N (%)	1 (%)	2 (%)	3 (%)	ASBC starting to wear out center travel lane. ✓
Last	0	0	0	0	
Now	0	0	0	0	
Wearing Surface			5	5	Filled to top of curbs with asphalt. ✓
(Material Type : ACP) ✓					
(Thickness(mm) : 200) ✓					
Lateral Connection Problem (Y/N)	No ✓				
Deck Top		N	N	ASBC COVERED	
Deck Rideability		7	7		
Deck Joints		N	N	ASBC COVERED	
Bump (Y/N)	No ✓				
Deck Drainage		4	4		
Drains Clogged (Y/N)	Yes ✓				
Curbs/Median		3	3	Only tops visible. No longer effective. ✓	
(Curb Type : Standard) ✓					
Scaling (Percent Area)	0				
Bridge Rail		5	2	Planks are nailed to posts. - S, RAIL Weak barrier without curb. Post at SW corner has wide split showing signs of rot. ✓ Paint peeling from rail. ✓ Posts are 150x150mm TT. 2 posts on N rail are 100x150mm. ✓ NORTH RAIL MISSING DUE TO VEHICLE STRIKE. ROAD AUTHORITY AWARE AND HAS ERECTED SIGNS	
(Type : TREATED TIMBER BRIDGE SOLID BEAM (EX. TIMBER RAILS))					
Bridge Rail Posts		3	2		
(Type : TREATED TIMBER; TREATED TIMBER)					
Bridge Rail/Posts Coating		X	X		
(Type :)					
Sidewalk		X	X		
Girder Detail Ratings					
	N (count)	1 (count)	2 (count)	3 (count)	Water over 1m deep. Could not access under bridge.
Last	9	0	0	0	
Now	0	0	0	0	
Girders			N	5	(Both legs G-7 spawling - 08Dec2005) 300 x 150 x 50 spall exposing rebar @ North curb leg only, near West abutment. ✓ Girder rating increased by 1 rating point due to type of girder & location, in curb. 2009/11. ✓ WIDE CRACK 1 LEG - G3+G7 Viewed from corners only. No major defects seen. SPALL & WIDE CRACK 1 LEG - G8
Last Complete Inspection Date	20-OCT-2021				
Cracking (Y/N)	No ✓				
Spalling (Percent Area)	2 ✓				
Lift or Connector Pocket Grouted (Y/N)					
(Number Of Girders : 9) ✓					
Span Alignment Problems					
Vertical (Y/N)	Yes ✓				
Horizontal (Y/N)	No ✓				
Superstructure General Rating		4	2	G.R. carried forward from 08Dec2005.	

Substructure					
Bridge Component	Last	Now	Explanation of Condition		
Abutments					
(Extended Backwall Piles (Y/N) : Y) ✓					
(Extended Backwall Piles Spacing (mm) : 1500) ✓					
(Total Number of Caps/Corbels : 1:1)					
Bearing Seats/Caps/Corbels Detail Ratings					
	N (count)	1 (count)	2 (count)	3 (count)	
Last	0	0	0	0	
Now	0	0	0	0	
Bearing Seats/Caps/Corbels			5	5	
(Type : TREATED TIMBER) ✓					
(Depth(mm) : 305)					
(Width(mm) : 300)					
Backwalls/Breastwalls			N	5	
Greatest Height (m)	2.40				
Wingwalls			5	4	
(Total Number of Bearing Piles : 6:6)					
Piles Detail Ratings					
	N (count)	1 (count)	2 (count)	3 (count)	
Last	0	0	0	0	
Now	0	0	0	0	
Piles			4	5	
Paint/Coating			X	X	
Abutment Stability			6	6	
Scour/Erosion			6	6	
Piers/Bents					
(Type :)					
(Total Number of Caps/Corbels :)					
Bearing Seats/Caps/Corbels Detail Ratings					
	N (count)	1 (count)	2 (count)	3 (count)	
Last					
Now	0	0	0	0	
Bearing Seats/Caps/Corbels			X	X	
(Type :)					
(Depth(mm) :)					
(Width(mm) :)					
(Total Number of Bearing Piles :)					
Piles Detail Ratings					
	N (count)	1 (count)	2 (count)	3 (count)	
Last					
Now	0	0	0	0	
Pier Shaft/Piles			X	X	
Greatest Height (m)					
Bracing/Struts/Sheathing			6	6	
Nose Plate			X	X	
Paint/Coating			X	X	
(Colour Description :)					
(Colour Code :)					

Substructure				
Bridge Component		Last	Now	Explanation of Condition
Pier Stability		X	X	
Scour		X	X	
Debris (Y/N)	No ✓			
Substructure General Rating		4	5	
Structure Usage				
		Last	Now	Explanation of Condition
Channel				
(U/S Direction : S) ✓				
(D/S Direction : N) ✓				
Alignment		5	5	
Bank Stability		6	6	
HWM (m below Top of Curb)				HWM not visible.
Drift (Y/N)	Yes ✓			DRIFT ON STRUTS
Slope Protection ✓ / ✓		5	5	
(Type : NATURAL; NATURAL)				
Guidebank/Spurs		X	X	
Adequacy of Opening		6	6	
(Fish Compensation Measure 1 : NONE)				
(Fish Compensation Measure 2 : NONE)				
Channel General Rating		5	5	

Maintenance Recommendations								
Completed Work								
Planned Work								
Work Type	Status	Rec. Year	Target Year	Inspector Comments	Department Comments			
REPAIR/REPLACE BRIDGE RAIL	PRIORITY REQUIRED	2015 2021		Replace wooden rail with W-beam. Replace posts.				
OTHER ACTION	PRIORITY REQUIRED	2015 2021		Install hazard markers to meet std and replace 1 left hand with 1 right hand.				
OTHER ACTION	PRIORITY REQUIRED	2015 2021		Install approach rails to meet std.				
OTHER ACTION	PRIORITY REQUIRED	2015 2021		Remove asphalt and raise bridge 300mm. Replace caps at same time.				
OTHER ACTION	PRIORITY REQUIRED	2015 2021		Advise Telus to fasten cable.				
CONCRETE GIRDER INSPECTION								
SEAL CURBS								
PATCH DECK								
SEAL DECK								
OVERLAY DECK								
REPAIR/REPLACE DECK JOINTS								
STRAIGHTEN/REPLACE MEMBERS								
WASHING								
CORE TIMBER CAPS/CORBELS								
REPAIR/REPLACE TIMBER CAPS								
REPAIR ABUTMENT SCOUR/EROSION								
PLACE ADDITIONAL RIP RAP								
REMOVE DRIFT ACCUMULATION								
INSTALL STRUTS								
Structural Condition Rating (Last/Now)	44.4/	Sufficiency Rating (Last/Now)		55.5/	Est. Repl. Yr	2020 2030	Maint. Req. (Y/N)	Y
Special Comments for Next Inspection	<i>READ AOTH. AWARE OF N. BRIDGE RAIL AND HAS SIGNAGE IN PLACE, NO NOTIFICATION FROM SITE, LRA sent to S Leannon Hannover Nov 11/2021</i>			Department Comments	HUC6 BOUNDARY: VERMILION RIVER; RISK ZONE: WHITE			
Previous Inspector's Name	Randy Bredo			Previous Assistant's Name				
Next Inspection Date	03-Apr-2020			Previous Inspection Date	03-Jul-2015			

Alberta Transportation

Bridge Inspection & Maintenance System (Web 2021)

74613 -1 Bridge

Inspection Cycle (Default) (months)	57
Comment	

N
E
S
W

CAUTION SIGNS

S. CURB / SILT RIDGE

NE WING - VERT PLANK ROT

profile looking SE

N. CURB IMPACT DAMAGE

A1 - gap between BW + piles

S curb

G2 WC NOT IN AZ 1 leg
G8 - WC, SP OUT AZ 1 leg
G7 - SA WC NOT IN AZ 1 leg

Caps 200 x 300

additional pics

✓ G8 - ~~ok~~ spall 1 leg - ck Both wide

G3

G1 curb

G7 ck-wide 1 leg

G6 OK

G5 OK

G4 OK

G3 wck 1 leg

G2 OK

From: [R.B](#)
To: [CAO Marwayne](#)
Subject: Re: Bridge Inspection - Marwayne
Date: November 11, 2021 6:01:09 PM
Attachments: [image001.png](#)
[BF74613-1 LVL1 20211022 P.pdf](#)
[BIM 74613 Form.pdf](#)
[1523 744969 Invoice 2021 Village of Marwayne.pdf](#)

Hi Shannon

Attached is the Bridge Inspection Form BF74613, Photo Document and Invoice as agreed to. As you already know, there is a rail missing on the North side. Temporary "Caution" signs are up to let motorists know of the hazard. However there is a possibility pedestrians may fall so further protection is required. A minimum would be ribbons like police put up. A better solution is to put up barricades all along the rail with no openings.

The asphalt is very thick on the bridge due to a number of overlays. The asphalt adds dead weight however it also allows for substantial load distribution between girders therefore benefits equal the detractions for this girder type and span length. Another issue is the curb height. Originally it was 300 mm high and 200 mm is tolerable but we are down to less than 50 mm rendering curb effectiveness low. If the speed limit of 50 km/hr is maintained, I think that is an appropriate safeguard.

The girders have some issues however nothing pressing before the next inspection date.

The substructure is quite dated. Over time all timber will rot. The piles at waterline have some rot but not visually distorted and will dependably make it to the next inspection date. This type of backwall has a history of developing problems as well but the present state is also dependable till next inspection.

This bridge was built in 1956 so it has given you 65 years of service. You have definitely gotten your money's worth. To maximize your investment, extending the bridge's service life is the best way to do this and can be done with a little maintenance and inspection to determine the end of the bridge's life. Trying to make this bridge go another 20 to 30 years is very expensive and the return on the investment not appealing.

Going forward I would recommend the following:

1. Have the north rail repaired by a bridge maintenance company.
2. Install 2 more Hazard markers as per standard and correct the existing 2 hazard markers to be installed as per standard as well.
3. Maintain the speed limit to 50 km/hr.
4. Reduce the inspection cycle to every 3 years to adequately monitor the rot in piles.

I will be driving to Saskatoon Tuesday morning so if you want to discuss on site you have that option but of course there would be an hourly charge and mileage. I will send the forms to MPA Engineering for review and entry into the AT bridge inspection system.

As always, if you have any questions, please let me know.

AGENDA ITEM #5.3

From: [Trevor Bjarnason](#)
To: [CAO Marwayne](#)
Cc: josl@bridgemenservices.com
Subject: RE: Bridge Inspection - Marwayne
Date: December 1, 2021 3:12:32 PM
Attachments: [image002.png](#)

Hi Shannon

The follow is our cost for the outlined repairs:

Option 1

- Mob \$ 2,000.00
- Tas (single lane closure) \$
500.00
- Supply and install new treated timber posts and w- beam bridge rail to the North side of structure. \$ 4,000.00
- Supply and install 2 new hazard markers and correct existing (all to standard) \$
2,000.00

Total
\$ 8,500.00

Option 2

- Mob \$ 8,500.00
- Tas (detour) \$ 2,500.00
- Removal of asphalt from bridge deck plus disposal and transition to new bridge deck height \$
16,000.00
- Supply and install new treated timber caps (double caps stacked) to allow for raising bridge 300 mm +/- \$
35,000.00
- Supply and install new treated timber posts and w – beam rail to both sides of bridge \$
8,000.00
- Supply and install approach rail to all 4 corners as per standard drawings (S 1471/ S 1472) \$
14,500.00
- Supply and install 2 new hazard markers and correct existing (all to standard) \$
2,000.00

Total \$
86,500.00

upon removal of asphalt from bridge deck there may be required repairs to the bridge girders wear surface
If required our cost is as follows:

- Subsistence \$ 1,500.00 per day accumulated during concrete girder repairs.
- Partial depth repairs \$ 1500.00 per m2
- Full depth repairs \$ 2500.00 per m2

Thank you for the opportunity to quote these repairs for you.

Thanks,

Trevor Bjarnason



November 29, 2021

Village of Marwayne
Box 113 – 210 2nd Avenue South
Marwayne, Alberta
T0B 2X0

Job no PEB212012 / 10
File name Bridge Assessment_Proposal
Direct tel (780) 377-3613
E-mail riaz.abbas@woodplc.com

Attention: Shannon Harrower, Chief Administration Officer

**Subject: Proposal for Engineering Services for BF74613 Bridge Assessment
BF 74613, SE 26 – 52 – 3 - W4M, Local Road over Marwayne Creek**

Dear Shannon:

Wood Environment & Infrastructure Solutions (Wood) is pleased to submit this proposal for the engineering services for bridge assessment for BF74613 in the Village of Marwayne.

BF 74613 is located on a local road adjacent to the SE ¼ of Section 26, Township 52, Range 3, West of the 4th Meridian, near to Marwayne. The bridge file consists of 1 – 6.1 m type PG precast concrete girders founded on timber piles at 0° skew to the roadway. The existing bridge was built in 1956 (approximately 65 years old) and has completed its service life. As per recent BIM inspection, the bridge should be replaced in 2020.

For bridge assessment, the Wood will carry out the following tasks;

- Data collection and site visit
- Conceptual hydrology and structure hydraulics
- Desktop Environmental assessment
- Structure options and Type A cost estimates
- Recommendations and Assessment report

The following tasks are not included in our scope of work;

- Field survey
- Field environmental study
- Field geotechnical investigations

Wood Environment & Infrastructure Solutions
5681 – 70th Street NW
Edmonton AB
Canada T6B 3P6
Tel (780) 436 - 2152
Fax (780) 435 - 8425

Bridge Engineering

Village of Marwayne
Proposal for BF74613 - Bridge Assessment
November 29, 2021

- Utilities relocations
- Bridge BIM inspection

Based on above scope of work, the estimated cost of bridge assessment for BF74613 is \$6,000.0.

Please contact me at (780) 377-3613 if you have any questions or if you require additional information.

Yours sincerely,



Riaz Abbas, M. Eng., P. Eng.
Bridge Manager



Integrated Expertise. Locally Delivered.

7909 51 Avenue NW, Edmonton AB T6E 5L9, T: 780.438.9000 F: 780.438.3700

November 30, 2021

Our Reference: 9104

Village of Marwayne

Box 113 – 210 2nd Avenue South
Marwayne AB
T0B 2X0

Attention: Shannon Harrower, Chief Administrative Officer

Dear S Harrower:

Reference: Marwayne Bridge Condition Assessment Proposal

ISL Engineering and Land Service (ISL) is pleased to submit this proposal for engineering services for the 5th Street South bridge in the Village of Marwayne. Our proposal is in response to an email request from the Village of Marwayne.

Our proposal is to provide condition assessment for the local road bridge (BF74613) over Marwayne Creek in the Village of Marwayne.

1.0 Corporate Profile

ISL Engineering and Land Services (ISL) is an award-winning consulting firm dedicated to delivering innovative, cost-effective, and sustainable planning and design solutions. Our collaborative partnerships with all levels of government and private sectors have resulted in our ability to deliver our clients a strong foundation of project success. Our technical expertise encompasses transportation, land use planning, civil engineering, municipal, landscape architecture, environmental management, structural buildings & bridges, and GIS/mapping as well as construction services, community engagement, communications, and 3D visualization. Our local knowledge combined with our range of expertise and depth of experience allows us to meet the unique challenges of every project and better understand the role of sustainable solutions in all phases of the project's life cycle.

With a total staff of more than 430, ISL is large enough to offer a wide range of services and deliver on complex projects while being small enough to maintain strong, cohesive project teams and personal client attention and service. We consider our clients part of our project teams and believe we can work together to produce successful results and lasting relationships while continuing to improve the environmental, social, and economic fabric of our communities.

Structural – Bridges

When it comes to designing bridges, ISL's structural – bridges team have the expertise and dedication to get the job done. Our group of engineers, planners, structural designers, construction specialists and CADD technologists is highly experienced at taking bridge projects, including full range of bridges, retaining walls, culverts, and other structures, from concept to construction. When roadway planning is required, the ISL structural team utilize the company's transportation expertise for traffic modelling and roadway and interchange design. When required by ISL's municipal and landscape departments, the ISL structural team designs water reservoirs, water treatment plants, retaining walls and other structures.

ISL Engineering and Land Services Ltd.

ISL is proud to be: Bullfrog Powered | An Aon Best Small and Medium Employer in Canada – Platinum Level

islengineering.com



ISL has experience with similar standard bridge projects as well as culvert and concrete box culvert bridges. A few recent examples include assessment and extension design of a concrete box culvert underpass near Lacombe, assessment and replacement of 11 pedestrian bridges in Edmonton, assessment and life cycle strategies for Glenora Overpass in Edmonton, and replacement of standard bridge with twin culverts in Lethbridge County.

2.0 Project Understanding

2.1 Background

The existing bridge was constructed in 1956 and is approaching the end of its service life. A recent bridge inspection identified several condition deficiencies including damaged bridge rail and wide cracks in the concrete girder legs. An engineering condition assessment has been requested to further evaluate the condition of the bridge and provide recommendations for rehabilitation, repair, or replacement of the structure.

2.2 Basis of Proposal

Our proposal for engineering services is based on providing the Village of Marwayne with life cycle strategies for the bridge to facilitate informed decisions for planning and budgeting purposes. Our experience with these types of projects is that Alberta Transportation (AT) requirements are generally used as a guide, but not a requirement. For this project, we will follow industry best practices and where applicable comply with the CAN/CSA S6-19, the Canadian Highway Bridge Design Code (CHBDC).

We understand that the scope of work for this proposal is limited to condition assessment and does not include any load evaluation or survey. The final deliverable is a short format condition assessment report providing a summary of the bridge condition, life cycle strategies, net present value analysis, and recommendations.

2.3 Assumptions

We have assumed the following services are not required:

- survey;
- geotechnical investigation;
- hydrotechnical analysis calculations; and
- load evaluation;

We have also made the following assumptions:

- underside of the bridge will be accessible for inspection;
- no specialize equipment will be required for access;
- timber resistograph testing of piles is included but no other non-destructive or destructive testing will be required;
- bridge maintenance records and construction drawings are not available; and
- all meetings will be online or teleconference.



3.0 Methodology – Condition Assessment

3.1 Condition Review

We will gather and review all available BIM inspection reports from Alberta Transportation's online information management system, TIMS, along with the most recent report completed for the Village earlier this year. This information will be used to assess the performance of the structure and aid in identifying critical elements that may require further consideration or assessment in the field.

After document review, we will carry out a visual inspection of the bridge. This inspection will be carried out by a professional engineer and will include review of critical elements identified during the document review. We have included timber pile assessment using digital resistograph drill. A resistograph advances a very thin needle into the timber member while measuring resistance of the needle penetration. Digital plots of the resistance allow us to quantitatively identify areas of rot, cracks, and other discontinuities in the timber.

3.2 Functional Review

In addition to reviewing the condition of the bridge, we will complete a high level functional review. This will include consideration of the hydraulic opening, roadway function, and structural capacity. However, this will be limited to comments based on site observations and available information. No hydrotechnical or structural design or analysis will be carried out at this stage. If additional engineering studies are warranted, we will provide a recommendation for a separate study.

3.3 Environmental Review

Depending on the life cycle strategies developed, there will be different environmental considerations. The proposed strategies and project location will be reviewed by an environmental scientist to identify the key risk and considerations.

3.4 Life Cycle Strategies and Analysis

Following the document review and site inspection, we will develop three life cycle strategies for the bridge site. The strategies will depend on the outcome of the initial assessment work but will include a "do nothing" option as a baseline for comparison. In this case, "do nothing" means safety critical repairs only until the bridge is replaced with a similar structure.

We will prepare high level cost estimates for the repair and/or replacement options and estimate timelines for the various work activities. This will then be used to carry out a present value analysis to determine the lowest cost alternative. Replacement cost will be based on typical square meter costs from AT averages and our recent construction experience.

3.5 Recommendation

Follow the present value analysis we will evaluate the various alternatives and recommend an optimal life cycle strategy. Net present value and capital cost will be key inputs, but environmental impact, future maintenance effort and function will also be considered in determining the overall best option.



3.6 Meetings/Project Updates

Throughout the project we will provide biweekly updates via telephone or email. Updates will be provided by George Kalamoutsos.

We have allotted time for two formal one hour meetings during the project. One initialization meeting to establish lines of communication and finalize consulting agreement details and one review meeting after draft report submission to discuss the assessment findings and address any questions or comments.

4.0 Project Team

ISL has assembled a qualified and enthusiastic team of professionals to undertake this project. Our team members have been selected based on their depth of knowledge and experience delivering similar projects. A summary of our key team members is shown below with resumes attached for your review. Additional technical and support staff will supplement the team under the direction of the key team members as required.

Project Manager/Bridge Assessment Lead – George Kalamoutsos, M.Eng., P.Eng., is an experienced bridge engineer with 14+ years of structural engineering and project management experience with a focus on rehabilitation and repair of existing structures. His areas of expertise include assessments, load ratings, rehabilitation and repair designs, new bridge and bridge replacement designs, and construction inspection services for a variety of structure types. He will be responsible for liaison with the Village’s project administrator, coordination of the work, adherence to schedule and budget, and will author the condition assessment report.

Corporate Support – Troy Letwin, P.Eng., is the Bridge Design Manager with 22+ years of experience in structural and bridge engineering. Troy will provide corporate support and senior technical advice.

Project Engineer – Scott Murray, P. Eng., has over 12 years of experience in structural design and inspection of bridges and other heavy civil engineering structures. He will work with George in the development of repair and replacement strategies and carry out the timber assessment.

Environmental Scientist – Brent Piche, P.Biol., R.P.Bio., has over nine years’ experience in the environment industry. Brent will support the bridge team with environmental review of the proposed strategies for the bridge site.

5.0 Project Schedule

We have reviewed the effort required and propose the following schedule. ISL has the capacity and staff available to commence work on this project immediately upon award to meet the proposed schedule.

Milestone	Complete By
Condition Assessment	
Notification of Award	Dec. 12, 2021
Project Initiation Meeting	Dec. 15, 2021
95% Assessment Report Submission	Jan. 31, 2022
Final Assessment Report Submission	Feb. 28, 2022



6.0 Lump Sum Fee

Our fee for the project is summarized below. The lump sum fee includes all disbursements and does not include GST.

Phase	Engineering Fee
Condition Assessment	\$9,200
Total	\$9,200

Any unanticipated work activities or costs will be discussed with and approved by the Village prior to proceeding with those activities.

7.0 Closure

We look forward to the opportunity of working with you on this project. If you have any questions regarding our submission, please do not hesitate to contact the undersigned.

Sincerely,

George Kalamoutsos, M.Eng., P.Eng.
Senior Bridge Engineer

Attachments: resumes, project profiles

Cc
Troy Letwin, P.Eng. | Bridge Manager



George Kalamoutsos, M.Eng., P.Eng. Senior Bridge Engineer

Career Highlights

George is a Senior Bridge Engineer with wide-ranging experience focusing on rehabilitation and repair of existing structures spanning more than 14 years. He specializes in bridge assessments, load ratings, rehabilitation designs, new bridge and bridge replacement designs, and construction inspection services for a variety of structure types. His experience includes project management and leading design teams for structural engineering assignments. Prior to joining ISL in 2019, George has held positions of progressive responsibilities in different organizations in Alberta, focusing on bridge engineering.

Years of Experience:

Industry Experience: 14 years

Relevant Experience

Bridge Assessment and/or Load Evaluation

- **Glenora Overpass – Condition Assessment and Rehabilitation Strategy (City of Edmonton)**

Timeline: 2020 | **Role:** Deputy Project Manager & Condition Assessment Lead

Condition assessment of the 107 Ave bridge over Groat Road including deck testing, BIM inspections, and load capacity calculation for both the superstructure and substructure. The information collected was used to develop life cycle strategies for rehabilitation and/or replacement.

- **Little Smoky River Bridge (Municipal District of Smoky River No. 130)***

Timeline: 2018 to 2019 | **Role:** Project Manager & Condition Assessment Lead

Bridge assessment of 4 span truss bridge (BF71663) including visual site inspection, identification of conditional and functional deficiencies, and development and analysis of life cycle strategies.

- **Bear Creek Bridges (Alberta Transportation) ***

Timeline: 2017 | **Role:** Bridge Engineer

Bridge condition assessment of twin structures, BF 13990 E/W, carrying Hwy 43 over Bear Creek in Grande Prairie.

- **National Capital Commission Bridge Assessments (National Capital Commission)***

Timeline: 2017 | **Role:** Bridge Subject Matter Expert (SME)

Independent assessment and review of NCC's bridge asset condition and funding requirements. Study included a variety of pedestrian and vehicle bridges.

Bridge Rehabilitation, Repair, and/or Modification

- **ATCO Peace River Bridge Pipe Supports (ATCO Pipelines)**

Timeline: 2020 to date | **Role:** Project Manager

Design and drafting services for pipe supports on the new Peace River Bridge in the Town of Peace River. The pipe supports are for relocation of a natural gas pipeline from the older bridge to the new Peace River Bridge. The work includes structural design of the pipe supports on the bridge.

- **Commercial Safety Rest Areas – Burman University Underpass (Alberta Transportation)**

Timeline: 2019 to date | **Role:** Structural Lead

Owner's Engineer services for the development of up to 14 Commercial Safety Rest Areas. The Burman University Underpass portion of the project included assessment, rehabilitation and extension design for cast-in-place concrete box culvert carrying pedestrian and local vehicle traffic below Hwy 2 near Lacombe.

- **Saulteaux River Bridge Repair (Alberta Transportation) ***

Timeline: 2019 | **Role:** Bridge Engineer

Designed permanent jacking stiffeners and abutment bearing resetting procedure for BF76118, carrying Hwy 2 over the Saulteaux River, near Hondo, AB.

EDUCATION

University of Alberta, 2016

Master of Engineering, Structural Engineering

University of Alberta, 2003

Bachelor of Science, Civil Engineering, Coop Program with Distinction

Additional Training

Evaluation, Repair, Protection and Strengthening of Existing Concrete Structures WHMIS, 2015

Steel Bridges - Design, Fabrication and Erection

The Canadian Highway Bridge Design Code, 2010

Structural Rehabilitation of Bridges
OSSA Fall Protection

EMPLOYMENT HISTORY

ISL Engineering and Land Services

2019 to date

Senior Bridge Engineer

WSP

2017 to 2019

Bridge Engineer, Transportation

MOST Engineering

2010 to 2017

Bridge Engineer

RMH Engineering

2009 to 2010

Junior Structural Engineer

Palisades Restaurant

2005 to 2010

Owner/Manager

Department of National Defence, Edmonton Garrison

2003 to 2007

Project Manager/Civil Designer

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta

Engineers and Geoscientists BC

CSA Canadian Highway Bridge Design Code – Technical Subcommittee Member (Section 5 – Methods of Analysis)



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George Kalamoutsos, M.Eng., P.Eng.
Senior Bridge Engineer

Page 2 of 2



Glenora Overpass Condition Assessment and Rehabilitation Strategy



Mill Creek Pedestrian Bridge Replacements



Burman University Underpass



Whitemud Over CNR Load Rating

- **Genesee Bridge Rehabilitation (Alberta Transportation)***

Timeline: 2017 | **Role:** Bridge Engineer

Design and tender preparation for the rehabilitation of BF74232, carrying Hwy 770 over the North Saskatchewan River, near Genesee. Rehabilitation strategy included new fingerplate deck joints, fibre reinforced concrete overlay, deck waterproofing, abutment modifications, new roof slabs, and other repairs.

- **Local Road Grade Separation Repair – Vermilion (Alberta Transportation)***

Timeline: 2014 | **Role:** Bridge Engineer

Conducted hands-on visual inspection of high load damage to precast concrete girder bridge and recommended repair strategy.

New Bridges

- **Mill Creek Pedestrian Bridge Replacements – 11 Bridges (City of Edmonton)**

Timeline: 2019 to date | **Role:** Deputy Project Manager

Engineering services for the replacement of 11 pedestrian bridges in Mill Creek Ravine. The bridges are primarily along the lower level gravel train system consisting of shared use paths and provide access over Mill Creek.

- **Hwy 21 Functional Plan – Pedestrian Underpass (City of Fort Saskatchewan)**

Timeline: 2019 to date | **Role:** Bridge Lead

Preliminary engineering and detailed design services for the bridge portion of the project, which required a new pedestrian underpass crossing Veterans Way (Highway 15). The work consists of constructing a new cast-in-place concrete box culvert underpass complete with drainage modifications, road profile changes, and underpass lighting.

- **Clearwater Creek Bridge (Alberta Transportation) ***

Timeline: 2015 - 2017 | **Role:** Bridge Engineer

Design check and tender preparation for replacement of BF01721, carrying Hwy 814 over Clearwater Creek, near Beaumont. The project included removal of the existing structure and construction of a new single span precast concrete girder standard bridge.

Other Projects

- **Minchau Staircase Replacement (City of Edmonton) – 2019 to date**
- **Ultimate Stage SEAH 17 St Interchange (Alberta Transportation) – 2019 to date**
- **Peace River Bridge Telecom Utility Ducts (TELUS Communications) – 2020 to date**
- **BCIM Ed 3 and Course Development (Alberta Transportation) – 2019**
- **50 St & CPR Grade Separation (City of Edmonton) – 2019**

* *Indicates project completed with previous employer*

Prior to joining ISL, George was also involved with the following projects:

- **Norris Creek Bridge Shoring – Task Manager, Load Evaluation & Shoring Design Engineer (Inter Pipeline) – 2018 to 2019**
- **Whitemud over CNR Load Rating – Task Manager & Load Evaluation Engineer (Inter Pipeline) – 2018 to 2019**
- **Kulkayu River Pedestrian Bridge Rehab – Design Engineer (Gitga'at First Nation) – 2017**
- **Elk Point Bridge Rehab – Design & Site Engineer (Alberta Transportation) – 2015 to 2017**
- **Robb CNR Crossing Rehab – Design Engineer (Alberta Transportation) – 2014 to 2016**
- **Leduc Flyover Rehab – Design & Site Engineer (Alberta Transportation) – 2013 to 2015**
- **West Calgary Ring Road Pursuit – Preliminary Bridge Designs (Flatiron Construction) – 2018 to 2019**
- **Old Trail Pedestrian Bridge – Bridge Engineer (Lac La Biche County) – 2017**
- **Wathlsto Creek FSR Bridge – Bridge Engineer (Brinkman Forest) – 2017**
- **Noon Creek Bridge – Design Checker (Alberta Transportation) – 2016 to 2017**
- **Medicine River Bridge – Bridge Design Engineer (Alberta Transportation) – 2013**



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Troy Letwin, P.Eng. Bridge Design Manager

Career Highlights

As Bridge Design Manager for ISL in Edmonton, Troy brings over 22 years of structural engineering and project management experience. He is responsible for managing and directing a group of highly experienced and innovative engineers and technicians taking projects from concept through to construction. Troy's experience includes: project management and administration, liaison with clients, planning, preliminary and detail design engineering, contract preparation and tender services, and construction management for bridge and transportation structures.

His expertise ranges from road to pedestrian bridges over major rivers and interchanges and is showcased on some of the most important and iconic structural projects throughout Alberta, including Northeast and Northwest Anthony Henday, Walterdale Bridge Replacement, 23 Avenue and Gateway Boulevard Interchange and Highway 63 Interchange in Fort McMurray. Troy's design and project management experience has culminated in a highly effective communicative approach to client engagement that creates a collaborative environment for his clients and stakeholders.

Years of Experience:

Industry Experience: 22 years

Roadway/Interchanges/Bridge Projects

- **53 Avenue Over Whitemud Overpass Rehab (City of Edmonton)**

Timeline: 2014 to 2017 | **Role:** Project Manager

Bridge rehabilitation design included, FRP girder strengthening for shear, girder repairs, bearing replacements, partial depth repairs, and expansion joint replacements. The project also involved traffic accommodation planning and detour design on Whitemud drive, public consultations, project management, major utility coordination, pretender meeting with contractors, QBS Tender Package and review, and resident services.

- **Ultimate Stage SEAHD 17 Street Interchange Owner's Engineer (Alberta Transportation)**

Timeline: 2017 to date | **Role:** Deputy Project Manager | Bridge Technical Advisor

Project involves the planning and widening and interchange improvements to the 17 Street bridge. Troy is Deputy Project Manager overseeing staff resources and billings. Troy also leads the structural bridge design team for bridges/sign structures drawing reviews and managing technical issues during construction

- **Highway 63 Parsons Interchange (Alberta Transportation)**

Timeline: 2010 to 2010 | **Role:** Bridge Manager/Bridge and Design Lead

Design and construction of the interchange and approximately four kilometres of four-lane highway, including grading, granular base course, asphalt concrete pavement, traffic signals and illumination. Also included in the project scope was intersection modifications, groundwater and stormwater management, environmental mitigation and major pipeline and utility relocations. Troy managed five bridge design teams for 8 bridges. Design teams included two sub consultants.

- **Bezanson Interchange (Alberta Transportation)**

Timeline: 2014 to 2020 | **Role:** Project Manager

Highway 43:04 Jct. of Hwy. 43 and Hwy. 733 & 670 (Bezanson Interchange) Preliminary Engineering, Detailed Design, Tender Package Preparation for Grading. This project has been divided into two stages. Stage #1: Local Road Network to Accommodate Median Closure at Intersection. Stage #2: Partial Interchange to allow traffic to flow over Hwy 43. Project is not scheduled for construction until 2023.

EDUCATION

University of Alberta, 1998
Bachelor of Science in Civil Engineering

Northern Alberta Institute of Technology, 1991
Accounting Diploma

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2009 to date
Bridge Design Manager

ISL Engineering and Land Services
1998 to 2008
Structural Engineer

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta
(Responsible Member)

The Association of Professional Engineers and Geoscientists of Saskatchewan

Engineers and Geoscientists BC

Canadian Society for Civil Engineering

Canadian Institute of Steel Construction

Member of Canadian Ski Patrol
Marmot Basin (1998)



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Troy Letwin, P.Eng.
Bridge Design Manager

Page 2 of 2



Walterdale Bridge Replacement



23 Avenue/Gateway Boulevard Interchange



North East Anthony Hendy Drive



North East Anthony Hendy Drive

- **North East Anthony Hendy Drive (Alberta Transportation)**

Timeline: 2012 to 2016 | **Role:** Manager/Technical Advisor Bridges

Preparation of contract documentation and drawings for the project's procurement under a Design, Build, Finance and Operate (DBFO) agreement. ISL was responsible for design reviews, auditing construction, and contract management throughout design, construction and project close out. The project included 300 km of roadway lanes, with the mainline incorporating up to 10 lanes at points, as well as 48 major bridge structures, including twin bridge structures across the North Saskatchewan River and multi-level interchanges.

- **50 Street & CPR Grade Separation (City of Edmonton)**

Timeline: 2018 to 2019 | **Role:** Project Manager

Developing preliminary designs for the upgrades of the 50th Street Corridor from 76 Avenue to 90 Avenue, including widening of the street from four core lanes to six core lanes, development of a grade separation of the street under/over the CP Rail tracks, as well as widening and replacement of the street overpass, over the Sherwood Park Freeway interchange.

- **Vermilion River Bridge Replacement (Alberta Transportation)**

Timeline: 2017 to 2020 | **Role:** Project Manager

The project involves the replacement of a major bridge over the Vermilion river near Vegreville and 1 km of road regrading. The project also involved traffic accommodation planning and detour design, project management, major utility coordination, Tender Package and review, and resident services.

- **Mill Creek Pedestrian Bridges (City of Edmonton)**

Timeline: 2020 to date | **Role:** Project Manager

Project included replacement of 11 pedestrian bridges in the Mill Creek ravine. Project is in the tender phase. Troy is responsible for the preliminary engineering, detailed design, tender package preparation construction multi discipline coordination, subconsultants, utility coordination and environmental coordination.

- **Mill Creek Pedestrian Bridges (City of Edmonton)**

Timeline: 2016 to 2018 | **Role:** Project Manager

Project included rehabilitating/replacing three 3 historic railway trestle bridges and two 2 glue laminate bridge replacements in the City Mill Creek ravine. Project was under budget and ahead of schedule. Troy was responsible for the preliminary engineering, detailed design, tender package preparation construction multi discipline coordination, subconsultants, utility coordination and environmental coordination.

- **Walterdale Bridge Replacement (City of Edmonton)**

Timeline: 2013 to 2015 | **Role:** Internal Manager | Design Lead

The roadwork included the realignment and reconstruction of both Walterdale Hill Road and Queen Elizabeth Park Road. The work required reviewing work plans and detours, constructability reviews, ensuring specification compliance, construction quality and utility coordination for the new bridge.

- **23 Avenue/Gateway Boulevard Interchange (City of Edmonton)**

Timeline: 2004 to 2011 | **Role:** Bridge/Wall Designer and Construction Project Engineer

Troy was design engineer for two of the five bridges and all the retaining walls on the project. Troy also coordinated and managed design of the other three structures. He was the project engineer during construction of all walls and bridges. Two of the bridges and retaining walls were over CPR railways. This project demonstrates working with railway companies, retaining wall design and construction in high traffic congested areas. Design of the bridges used sensitive techniques that minimized vibrations to adjacent residential areas and underground pipelines.



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Scott Murray, P.Eng. Project Engineer

Career Highlights

Scott is a Project Engineer who has more than 11 years of experience in structural design and inspection of bridges and other heavy civil engineering structures. In addition to his role as a designer and inspector, Scott's experience includes project management and contract administration. Scott's design and Inspection experience includes new bridges, precast girder and deck panel inspections, concrete-cast-in-place retaining walls, concrete and steel pile foundations, building foundations, small wood structures and overhead sign structures. Additionally, Scott has performed contract administration duties that include assembling and writing project contract documents, as well as delivering and managing small projects.

EDUCATION

University of Alberta, 2009
Bachelor of Science in Civil Engineering

Northern Alberta Institute of Technology, 2006
Electrician (Third Year Apprentice)

Precast/Prestressed Concrete Institute
Quality Control Personnel Certification
Technician Level I/II

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2009 to date
Project Engineer

Pronto Electric
2008
Electrician (Apprentice)

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta

AWARDS AND ACHIEVEMENTS

Cohos & Evamy Merit Award for Structural Design of Office Building, Capstone Project (University of Alberta), 2009

Years of Experience:

Industry Experience: 11 years

Relevant Experience

- **Vermilion River Bridge Replacement 857:02 (Alberta Transportation)**

Timeline: 2019 to 2020 | Role: Resident Engineer (Field Inspector)

Replacement of the existing bridge with a new structure including all new substructure and superstructure and slope stabilization pile walls. The project included a roadway aspect to tie the new alignment into the existing alignment. ISL was responsible for the design, tender and construction administration of the project

- **Mill Creek Pedestrian Bridges Rehabilitation (City of Edmonton)**

Timeline: 2018 to 2020 | Role: Resident Engineer (Field Inspector)

Replacement of 5 existing pedestrian bridges with new structures including all new substructures and superstructures and slope stabilization pile walls. Bridges included glulam single span bridges and timber frame multispan trestle bridges. ISL was responsible for the design, tender and construction administration of the project

- **Northeast Anthony Henday Drive Owner's Engineer (Alberta Transportation)**

Timeline: 2010 to date | Role: Project Engineer/Field Inspector

Implemented as a DBFO project, ISL developed documentation and administered the process to select the DB Project Co. ISL continues to oversee the construction phase with its team comprising 150 professionals specializing in roads, bridges, drainage, electrical, geotechnical, traffic, environmental, safety and quality from across four offices.

- **Owner's Engineer for Highway 11/12 Interchanges (Saskatchewan Ministry of Highways and Infrastructure)**

Timeline: 2015 to 2018 | Role: Project Engineer/Field Inspector

Owner's Engineer on Highway 11/12 Interchanges (Warman and Martensville) project. These projects involved the development of the reference design and documents for the design-build delivery of two interchanges for bedroom communities just north of Saskatoon.

- **Walterdale Bridge Replacement (City of Edmonton)**

Timeline: 2011 to 2016 | Role: Retaining Walls Design/Field Inspector

The project involved project management, preliminary and detailed design (roadways and bridges), historical and cultural review, environmental review, utilities review and design, structural finite element analysis, public, stakeholder, and aboriginal consultation services, construction services, contract administration, and roadway safety audits. ISL provided the design and construction services for the road, drainage and utility relocation portions of the project.



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Scott Murray, P.Eng.
Project Engineer

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NE Anthony Henday



Highway 11 and 12 Interchanges



Walterdale Bridge

- **ICRFLR – Peter Lougheed Bridge – S4 (CoSyn Technology)**

Timeline: 2015 to 2017 | **Role:** Project Engineer/Field Inspector

Engineering services to perform condition assessment of the existing bridge structure and pipeline supports to Alberta Transportation standards, and live load evaluation, structural analysis for construction staging involving temporary removal of wind bracing. Deliverables included condition assessment and preliminary engineering reports, preliminary and detail design engineering for new pipeline supports, traffic accommodation plan for use during the condition assessment and tender drawings and liaison with Alberta Transportation.

Bridges

- Vermilion River Bridge Replacement 875:02 – (Alberta Transportation) – 2019 to 2020
- Mill Creek Pedestrian Bridges Rehabilitation (City of Edmonton) - 2018 to 2019
- 53 Ave Over Whitemud Overpass Rehab (City of Edmonton) – 2016
- Hwy 63/Parsons Access Road Interchange – Construction Inspection (Alberta Transportation) – 2015
- Northeast Anthony Henday Drive OE (Alberta Transportation) – 2013 to 2016
- Highway 63 / Parsons Access Road Interchange – structural design and design check (Alberta Transportation) – 2012 to 2013
- 100 Avenue Bridge Rehabilitation (City of Grande Prairie) – 2013
- Hwy 2/Hwy 53 Interchange Reconfiguration (Alberta Transportation) – 2012
- Hwy 63/Parsons Access Road Interchange, Hwy 686 E-N Ramp 1 over Hwy 63 (Alberta Transportation) – 2010 to 2011
- 23 Ave/Gateway Blvd. Interchange (City of Edmonton) – 2009 to 2010
- Northeast Edmonton Ring Road (Alberta Transportation) – 2009 to 2010
- North Highway Connector bridge over CNR railway design (City of Red Deer) – 2009 to 2010

Roadways – Rural/Urban

- Hwy 63/Parsons Access Rd. Interchange Construction (Alberta Transportation) – 2012 to 2015
- Lloydminster North South Corridor (City of Lloydminster) – 2010 to 2012
- North Highway Connector (Stantec) – 2009 to 2012
- Miscellaneous Structures
- Mill Creek Pedestrian Bridges (City of Edmonton) – 2017 to date
- Wabamun Wharf Ice Protection (Village of Wabamun) – 2017
- Chinese Garden - Gateway Feature (Edmonton Chinese Garden Society) – 2014 to date
- Beaver River Trestle Repair (MacDonald & Lawrence) – 2014
- Waterline Whitemud Creek Bridge (Brookfield Residential) – 2012 to 2013
- Gaetz Avenue Overhead Entry Sign (City of Red Deer) – 2012 to 2013
- Scona Road Rehab/Widening - contract administration/construction management (City of Edmonton) – 2010 to 2011
- Maskepetoon Park – wood structure boardwalk /staircase design (City of Red Deer) – 2010



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Brent Piche, B.Sc., P.Biol., R.P.Bio. Environmental Scientist

Career Highlights

As Environmental Scientist with ISL, Brent is responsible for coordination of environmental services for a broad range of ISL projects, particularly those involving waterbodies and watercourses. In this role, Brent participates on project teams as an environmental advisor and leads regulatory planning efforts including preparation of regulatory approval applications, providing design direction, and consulting with various government agencies including AEP, DFO and Transport Canada. Brent has extensive regulatory experience, including Alberta's Water Act, Public Lands Act, Wildlife Act and Environmental Protection and Enhancement Act, as well as the Federal Species at Risk Act, Fisheries Act, Migratory Bird Convention Act and Impact Assessment Act.

He is also responsible for evaluating site sensitivities and environmental risks, conducting field inspections, developing management and monitoring plans for environmentally sensitive areas, evaluating and advisement regarding aquatic resources and preparing environmental assessments and mitigation plans. Brent has extensive experience with instream works, including the creation and implementation of care of water plans, turbidity monitoring plans, fish salvages and general environmental monitoring. Brent also has extensive client-contractor relationship skills, with the ability to implement field mitigation to lessen potential effects in the fast-paced construction environment.

Years of Experience:

Industry Experience: 8 years

Relevant Experience

Bridges and Bridge Culverts

- **Mill Creek Pedestrian Bridges (City of Edmonton)**

Timeline: 2020 to date | **Role:** Environmental Lead

Project included replacement of 11 pedestrian bridges in the Mill Creek ravine. Project is in the tender phase. Brent is responsible for all environmental deliverables for the Project, including through the preliminary engineering, detailed design, tender package preparation stages including multi discipline coordination, subconsultants, and environmental approvals.

- **Vinca Bridge Replacement (Alberta Transportation)**

Timeline: 2020 to date | **Role:** Environmental Scientist

Project includes the replacement of the existing Vinca Bridge, carrying Highway 38:10 over the North Saskatchewan River, approximately 13 km southeast of Redwater. Brent is responsible for the coordination and delivery of all environmental deliverables, including the environmental evaluation, regulatory approvals and environmental subconsultant coordination.

- **Vermilion River Bridge Replacement (Alberta Transportation)**

Timeline: 2017 to 2020 | **Role:** Environmental Scientist

The project involves the replacement of a major bridge over the Vermilion river near Vegreville and 1 km of road regrading. The project also involved traffic accommodation planning and detour design, project management, major utility coordination, Tender Package and review, and resident services. Brent completed the Environmental Evaluation and regulatory approvals for the Project.

- **Waiparous Creek Bridge (Alberta Transportation)**

Timeline: 2018 to 2019 | **Role:** Environmental Scientist

The Southern Alberta Fisheries Habitat Enhancement and Sustainability (FISHES) Program was developed to mitigate the risks to aquatic environments caused by extensive fording and off-roading following the 2013 floods. ISL designed a single lane, clearspan bridge and approaches to provide permanent crossing over Waiparous Creek, an area of Species at Risk Westslope Cutthroat Trout. Brent lead all environmental deliverables and regulatory approvals, including negotiating the Species at Risk Act.

EDUCATION

University of Calgary, 2012
Bachelor of Science in Environmental Science

PSMJ Resources, Inc., 2018
Get Work Now Proposal Bootcamp

Additional Training

Restoration of Freshwater Ecosystems, University of Victoria, 2016
Project Management Bootcamp, PSMJ, 2016
Hidden Creek Bioengineering Workshop, Alberta Environment/Trout Unlimited, 2015
Ecological Restoration, University of Victoria, 2015
Electrofishing (Crew Lead), 2015
Project Management Basics, 2015
Environmental Monitoring for Construction Projects, 2014

Safety Courses

Ice Safety Awareness Training, 2016
Bear Awareness, 2015
Swiftwater Safety Rescue and Awareness Training, 2015
First Aid
Pipeline Construction Safety Training (PCST)
H2S Alive

EMPLOYMENT HISTORY

ISL Engineering and Land Services
2015 to date
Environmental Scientist

Nickpoint Environmental Services Inc
2014 to 2015
Project Coordinator

Nickpoint Environmental Services Inc
2014
Environmental Monitor

Tera, A CH2M Hill Company
2012 to 2014
Environmental Planner

AFFILIATIONS AND ACTIVITIES

Alberta Society of Professional Biologists



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Brent Piche, B.Sc., P.Biol., R.P.Bio.
Environmental Scientist

Page 2 of 2



Waiparous Bridge



Vinca Bridge Replacement



Mill Creek Pedestrian Bridge Replacements



BF7358 Replacement

- **Bridge Culvert BF7358 and BF 2463 Replacements (MD of Willow Creek)**

Timeline: 2020 to date | **Role:** Environmental Scientist

Bridge File (BF) 7358 is located on a MD local road (Township Road 16-0) carrying Nanton Creek into Mosquito Creek and eventually to Twin Valley Reservoir while Bridge File (BF) 2463 is located on a MD local road (Township Road 10-4) carrying Kyiskap Creek into Willow Creek. Both bridge culverts were due for replacement under the Strategic Transportation Infrastructure Program (STIP). Brent lead all environmental deliverables and regulatory approvals, including fish and fish habitat assessments.

- **Bridge Culvert BF76890 and BF 7780 Replacements (County of Forty Mile)**

Timeline: 2020 to date | **Role:** Environmental Scientist

Bridge File (BF) 76890 is located on a County of Forty Mile local road (Township Road 50) carrying tributary to South Manyberries Creek while Bridge File (BF) 7780 is located on a County local road (Range Road 53) carrying a Tributary to Peigan Creek into Peigan Creek. Both bridge culverts were due for replacement under the Strategic Transportation Infrastructure Program (STIP). Brent lead all environmental deliverables and regulatory approvals, including fish and fish habitat assessments. Notably, BF76890 occurs within the Species at Risk Emergency Order Area for Sage Grouse, for which Brent negotiated the SARA permit to allow work to occur.

- **Pedestrian Bridge Replacement (Prince Albert)**

Timeline: 2019 to 2020 | **Role:** Environmental Scientist

The City of Prince Albert required replacement of numerous Pedestrian Bridges that are located in the Little Red River Park. These bridges are more than 40 years old and have deteriorated beyond repair with two of them already demolished due to the fact that they were no longer safe for pedestrians to use. Brent lead all environmental deliverables and regulatory approvals for the Project.

- **Maskwoteh Park Pedestrian Bridge (Grande Prairie)**

Timeline: 2019 to 2020 | **Role:** Environmental Scientist

A new pedestrian bridge was developed by ISL to connect into the Maskoweth Park system in the City of Grande Prairie. Brent lead all environmental deliverables and regulatory approvals, as well as tender deliverables.

Environmental Management

- West Nose Creek Riparian Repair Design-Build (City of Calgary) – 2020
- Willowbrook Outfall QAES (City of Airdrie) - 2020
- Veteran's Boulevard Outfall QAES (City of Airdrie) - 2020
- Bike Skills Park Environmental Services (City of Calgary) - 2019
- Fish Creek Bridge 9 Environmental Services (Alberta Parks) – 2015 to 2016
- Fish Creek Bridge 8 Environmental Services (Alberta Parks) – 2015 to 2016

Transportation

- 144 Ave NW Symons Valley Bridge FPS (City of Calgary) – 2018 to 2020
- Hwy 1A:06 Interim Interchange (Alberta Transportation) – 2018 to date
- Highway 3:02 Sentinel to Pincher Station (Alberta Transportation) – 2017 to date
- Crowchild Trail Short-Term Improvements (City of Calgary) – 2017 to date
- Macleod Trail / 194 Avenue Interchange (City of Calgary) – 2017 to date
- QEII & 40 Avenue Interchange (City of Airdrie) – 2017 to date
- Peigan Trail Twinning (City of Calgary) – 2016 to date



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Bridge File 79825 Replacement Lethbridge County



Location:
Nobleford, AB, Canada

Start: February 2019
Completion: April 2019

Contributing ISL Disciplines:
Structural - Bridges
Transportation Engineering
Environmental Services
Geomatics



ISL's Role

Prime Consultant

Project Description

Bridge File 79825 is located 2 km south of Nobleford, Alberta on a local road. The existing 2 Span Type HC Girder Bridge was in poor condition and required replacement. ISL provided preliminary engineering, detailed design, tender preparation, construction supervision, contract administration and post construction for the installation of 2 - 3300mm diameter x 37.0m invert length CSP.

ISL's team prepared the preliminary engineering report and provided the detail design that included examining the site's hydrology and channel hydraulics. ISL secured the environmental approvals, and reviewed the traffic accommodation and environmental construction plans. During construction, ISL provided quantity calculations and construction cost estimates, fabrication inspection, quality assurance on material testing, construction survey, construction inspection and a final details report.

Challenges

- Winter construction was required in order to accommodate the irrigation district's operational season.
- Maintaining existing vertical grades on the roadway was important to the Client.
- The irrigation channel was full at the time of the survey and too deep to gather the data required.

Solutions

- Contractor submittals took cold weather construction into account and temporary dams and pumps were used to convey the water across the site.
- The design structure minimized changes to the roadway vertical profile.
- ISL was able to collect the data required by utilizing specialized bathymetry equipment during the survey.



Burman University Underpass Alberta Transportation

Inspiring sustainable thinking



Location:
Lacombe, AB, Canada
Start: 2019
Completion: Current
Contributing ISL Disciplines:
Transportation
Structural-Bridges

ISL's Role

Prime Consultant

Description

As part of a larger Commercial Rest Areas project, ISL's structural group provided condition assessment, preliminary engineering, and detailed design for the rehabilitation and extension of the Burman University Underpass (BF75435) under Highway 2, north of Lacombe.

The cast-in-place concrete underpass was constructed in 1961/1962 to provide access to the town of Lacombe and Lacombe College under Highway 2. The underpass is now used by Burman University for adjacent farming activities. The underpass consists of cast-in-place concrete walls on spread footings with an integral roof. It provides a clear opening of 6.1 m wide by 4.3 m high and is 55 m long. Extension of the underpass is required to accommodate widening of Highway 2 above.

Challenges

- Joining older concrete structure with new modern extension.
- Poor soil conditions.
- Movement of existing wingwalls.

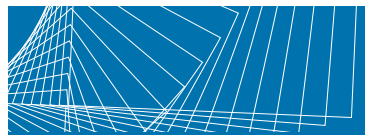
Solutions

- Custom connection details to lock structures together.
- Pile foundation for extension to provide adequate support and reduce risk of settlement.
- New pile supported wingwall design.



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Mill Creek Ravine Pedestrian Bridges City of Edmonton



Location:
Edmonton, AB, Canada

Start: April 2016
Completion: December 2018

Contributing ISL Disciplines:
Structural Engineering
Transportation Engineering



ISL's Role

Prime Consultant

Project Description

Mill Creek Ravine is an important urban park and key component of the City of Edmonton's ecological and transportation network. The trail system in Mill Creek Ravine makes it a popular recreational destination, and a useful commuter link into Downtown Edmonton.

The City of Edmonton wanted to maintain the functionality of this segment of the Mill Creek Ravine trail system by extending the service life of the pedestrian bridges. ISL was retained in 2016 to complete a condition assessment and recommend design options for the five bridges that are part of this segment of the trail system: three historic trestle bridges and two smaller single-span bridges.

The team developed a design that maintained the original character of the bridges while addressing safety and environmental requirements.

The original position of the bridges was maintained, but safety improvements were introduced such as widening the bridge decks to meet current design standards for multi-use trails. New handrails were designed which meet current safety standards for pedestrians and cyclists, but also matched the architectural style of the timber bridges.

The Mill Creek Pedestrian bridges officially opened on June 22, 2018 a full four months ahead of the proposed schedule and within budget. ISL and Alberco Construction worked through the cold winter months to minimize impact to the popular trails and ensure the public could enjoy the newly rehabilitated bridges throughout the whole summer.

Major Challenges Overcome:

- As there was some heritage value attached to these structures, the City requested additional efforts in conceptual design to determine if bridges rehabilitation could achieve the desired service life extension of 25 years.
- Feedback from public surveys revealed that the public believes the Mill Creek timber trestle bridges have historic value and that the restoration of these bridges should generally replicate their original design. Effective lines of communication between all parties and ensuring all invested stakeholders are committed to a timely transfer of information is critical.
- The construction team committed to a target of salvaging and reuse of 25% of the original timbers in the final bridge construction. Timber resistograph microdrills were utilized during construction to confirm, which timbers could be salvaged.

islengineering.com

14680_Mill Creek Ravine Pedestrian Bridges



2022 FCSS ALLOCATIONS

MEETING DATE: DECEMBER 13TH, 2021

BACKGROUND

- **BTPS Family School Liaison**
 - Provides leadership and counselling to students in the area of social-emotional wellbeing.
- **Catholic Social Services**
 - Guided by faith to care for and bring hope to people in need with humility, compassion and respect.
- **Vermilion and Area Brighter Beginnings**
 - Supporting families with young children reaching their full potential.
- **Marwayne Lil Critters Playschool**
 - For children to learn how to develop and interact socially with others.
 - Only preschool in Marwayne.
- **Volunteer Fire Department**
 - Appreciation initiatives.
- **Walking thru Grief**
 - Support for those who grieve life losses in individual and group settings.
 - Advertise in newsletter free of charge.
- **Vibe**
 - Mental health capacity building program that works to promote positive mental health in children, youth, families, and individuals in the community.
 - Organized grab and go bags and community walks in 2021.
- **Vermilion Senior Support**
 - Delivers citizen centered programs and services that improve the life of Albertans in the region.
- **Pioneer Lodge**
 - Provide meaningful senior support and activities.
 - Receive funding from the County for \$2000 and Kitscoty for \$3000.
- **Kitscoty Public Library**
 - Provide literacy kits to newborns in the County and the Villages.
- **Local Churches**
 - Nothing received by the deadline of December 3rd, 2021.

RECOMMENDATIONS

- **BTPS Family School Liaison**
 - Requested \$1850.00
 - Award \$1850.00
- **Catholic Social Services**
 - Requested \$1300.00
 - Award \$300.00

- **Vermilion and Area Brighter Beginnings**
 - Requested \$1000.00
 - Award \$1000.00
- **Marwayne Lil Critters Playschool**
 - Requested \$5000.00
 - Award \$5000.00
- **Volunteer Fire Department**
 - Requested \$1000.00
 - Award \$1000.00
- **Walking thru Grief**
 - Requested \$780.00
 - Award \$200.00
- **Vibe**
 - Requested \$2000.00
 - Award \$2000.00
- **Vermilion Senior Support**
 - Requested \$1250.00
 - Award \$1000.00
- **Pioneer Lodge**
 - Requested \$3500.00
 - Award \$1350.00
- **Kitscoty Public Library**
 - Requested \$300.00
 - Award \$300.00



NOVEMBER 2021 PUBLIC WORKS FOREMAN REPORT

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	Yes	
Shovel Municipal Sidewalks (After Each Snow)	Yes	
Get Christmas Lights/Snowman Ready & Call Contractor to put up in late November	done.	
Make sure timer at Welcome Triangle is adjusted from time change	done.	
"Dipping" Water Wells (Pumping & Non Pumping)	Yes	
Lagoon Inspection & Rotation	good	
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	all time.	
Make List of Things Needed for Next Year		
Hazard Assessment & Risk Management	OK	
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic)	done.	
Complete Annual Water Tests/Check with Carry		
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	good	

Submitted by: WHP

Date: _____



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

Regional Operator report

November 2021

Common information:

Monthly reports up to date.

Ground mic and contact mic equipment from Hetek still some questions regarding the unit..

County of Vermilion River has indicated that they will continue with the existing contract to end of year at least.

Water op took a personal day off Nov 3, 2021 and one day annual vacation on Nov. 25, 2021.

A few problems with the water op cell phone. Nothing serious so far.

Outstanding items:

Due to Covid restrictions residential lead tests were not completed this year.

Review Drinking water safety plans must be done this year.

Review SOP's. Need to be updated for distribution only.

Marwayne lift station pump.

Hydrants complete, all pumped down for winter, a few to recheck.

Dewberry likely on ACE by March of next year.

Marwayne:

Data for November 2021 was electronically submitted on AEP site.

The new pump for the West lift station is repaired still some issues with install under warranty.

Fire pump check valve installed and header repaired, it is now in automatic.

Consumption remains lower, minimum nighttime consumption down to 11 lpm at times.

One service on 3rd Ave has leak on home owners side and is turned off right now.

A couple of problem valves need some attention.

THM test submitted to Element labs. Results are well within the MAC.

Bulk water fill system is still being investigated for administration.

All hydrants ready for winter.

Marwayne will not require a fall discharge from the lagoon this year. Checked with Alberta Environment all good.

UPS at plant giving us some phantom alarms.



POLICY – AD 01 SERVICE STANDARDS

APPROVAL DATE:	2005-09-26	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2001-08-17; 2005-07-03; 2018-06-25; 2021-12-13	REVIEW DATE:	2025

POLICY STATEMENT

To establish the process by which administration handles requests, inquiries and/or complaints.

OBJECTIVE

To outline the way in which information is received and communicated to Council as it relates to Resident requests, inquiries and/or complaints.

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.

Resident is a person residing within the municipal boundary of the Village of Marwayne.



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

GUIDING PRINCIPLES

- Requests, inquiries and/or complaints from Residents should always be directed to the Village administration office. This includes any requests, inquiries and/or complaints made to field staff and/or Councillors.
- Village administration is committed to responding to requests and inquiries in a timely manner.
- Complaints, both formal and informal, shall be dealt with on a case by case basis in accordance with all Village bylaws and policies. Should the matter not be resolved administratively, administration will bring the complaint to Council's attention for review, input and/or decision, as the case may be.
- Bylaw contraventions must be dealt in accordance with the enforcement provisions of the respective bylaw.
- Requests and inquiries are addressed only during regular business hours. Staff is not to be contacted at home during their personal time unless it is an emergency or safety sensitive situation.
- Any correspondence forwarded to the Village administration office addressed to the Mayor and/or Council will be opened and processed by administration on Council's behalf. Communication of any such correspondence will be presented at the next Council meeting.
- The Village does not respond to anonymous complaints. All complaints must be from an individual who is willing to provide their name and contact information. This information is protected under the Freedom of Information and Protection of Privacy Act and is only utilized for the purposes of conducting an investigation into the complaint. Contact names and numbers are never shared with the person or entity who is the subject matter of the complaint.
- The Village does not tolerate abusive behavior from anyone. Ignorant, threatening or otherwise unwanted behavior is not acceptable and the Village retains the right to refuse service to any Resident whom, in administration's opinion, is acting or speaking in a disrespectful manner. Such instances will be brought forward to Council and documented accordingly.



ROLES & RESPONSIBILITIES

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

EXEMPTIONS

Upon request, Residents are permitted to address Council regarding an appeal of an administrative process. The rules governing such appeals are as outlined in the Villages policies, bylaws and the Municipal Government Act, as amended from time to time.

Policy No. ADMIN 01 Issue No. 2 Adopted Sept 26, 2005 Amended: 2018-06-25 2013-10-8V Supersedes: Motion 2005-07-03 and 2001-08-17	Village of Marwayne Service Standards Policy Requests, Inquiries, Questions, Complaints
--	--

Policy Perspective To provide consistent direction and information to employees and residents regarding the Village of Marwayne’s handling of requests, inquiries, questions or complaints.

Policy: The following Service Standards will apply to any interaction that the Village of Marwayne has with citizens and business partners. All queries are classified in two categories: Municipal Service and Bylaw Enforcement. Generally, the point of first contact is the Village Office and all interaction is documented and/or received in written form.

Policy Guidelines:

CAO The Chief Administrative Officer (CAO) is responsible for the implementation of this policy.

The following Service Standards will apply to any interaction that the Municipality has with Citizens and business partners:

1. All requests, inquiries, questions and informal and formal complaints are handled by the Village Office.
2. Public Works and Councillors will direct queries to the Village Office.
3. The Village Office will handle all formal complaints, which in the context of this policy, is understood to mean the written expression of some discontent or dissatisfaction with a Municipal Service or Bylaw Enforcement issue.
4. All queries are to be made during normal business hours. Only in an emergency or safety situations are personnel to be phoned or contacted at home. The Village provides an after-hours cell numbers of 780-214-7933 or 780-205-2993 to reach the on-call employee to deal with water and sewer incidents. The Fire Department is contacted through 911.
5. Municipal Staff will follow up with any required action as quickly as possible.
6. Correspondence:
 - a. received addressed to “Mayor” or “Mayor and Council” will be opened and forwarded to the CAO for processing through the Correspondence List that is presented at Council meetings.
 - b. Council will then direct the CAO with their response to the correspondence if required.
 - c. any correspondence sent or received by the Village is subject to the regulations and accessibility as outlined in FOIP legislation. Council and employees should govern their actions accordingly.

Municipal Services

If a citizen has comments or concerns about Municipal Services, details of the concern will be documented. To ensure Council hears about the concern, it must be received in writing providing details. Emails are acceptable as well.

Bylaw Enforcement

The Village of Marwayne provides Bylaw Enforcement with the use of the County of Vermilion River Community Peace Officer Program. All inquiries and requests for bylaw enforcement must be submitted to the Village Office with a completed Bylaw Complaint Form on Page 3. The Form is made available in person and online on the Village Website located: Village >> Bylaws >> Bylaw Enforcement & Complaints

Animals at large

If an animal is running at large, contact the village office. For after-hours contact the on-call number (306-821-0445) to discuss options regarding the animal. Additional information is available on the Village Website located: Village >> Responsible Pet Ownership

Appeal of the Handling of a Formal Complaint

1. If a complainant is not satisfied with the results obtained through the Village Office, they may ask for a review by Council at the next regularly scheduled Council Meeting.
2. There are formal procedures for appeal set out in the *Municipal Government Act* for appealing to Council regarding dangerous and unsightly compliance orders.



Enforcement Services Concern Tracker:



Received Date:		Received Time:		CVR Division:	
Name of Complainant:				Phone Number:	
Address:					
Received Concern by:	Phone	Fax	Email	In Person	Website Voicemail
Concern Description: (who, what where, when, any patterns, times or information that would be helpful to inquiry of concern)					
Supplements: Images or video, can be attached					

NAME, PHONE AND ADDRESS MUST BE SUBMITTED WITH CONCERN, OR IT WILL NOT BE DOCUMENTED OR SUBMITTED



POLICY – AD 07 COMMUNICATION

APPROVAL DATE:	2013-05	CROSS-REFERENCE:	Public Participation AD 21; Media Relations HR 50; Confidentiality HR 42
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2015-10-14; 2015-09-33; 2018-06-25	REVIEW DATE:	2026

POLICY STATEMENT

To ensure that the Village of Marwayne’s communication practices are open, inclusive, transparent, effective and well managed in accordance with our public engagement practices.

BACKGROUND

This policy, in conjunction with our public engagement policy, was designed to recognize the value of public input and participation in the decision-making process.

OBJECTIVE

To create opportunities for the public to provide their input and receive communications from the Village of Marwayne via a variety of media platforms and outlets.



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 is committed to:
 - Informing citizens regarding policies, programs, services and initiatives through communication that is timely, accurate and consistent;
 - Consulting and informing stakeholders when establishing or developing priorities, policies, programs and/or services;
 - Ensuring responsiveness to inquiries;
 - Anticipating the needs of the community; and
 - Engaging in a proactive communication strategy that uses a variety of formats to accommodate the needs of all ages.
- The Village seeks open two-way communication in which members of the public can share information with Village staff through open and constructive dialogue.
- The Village aims to provide timely communications using providing clear and accessible communication using plain language.
- The Village seeks to provide communications in an environmentally friendly manner and as paperless as possible.
- **Website**
 - www.marwayne.ca is the Village's primary source of information provision to the community. Information on the Village's website is updated regularly.
 - The Village provides website access to the agricultural society and our non-profit community partners in order for them to provide updates as they become available on their respective pages.



- **Newsletter**
 - Provides the Village and our community partners and businesses with a monthly communication tool to keep everyone informed as to what is happening within the community. This includes information regarding programs, services, events, deadlines, etc.
 - The newsletter is circulated to our municipal neighbors via email as well as published on our website.

- **Bulletin Boards**
 - The Village utilizes the bulletin board at the post office as well as the one within the administration office at the multiplex to post information that is time sensitive to the members of our community.
 - The Village also accepts community specific postings at the administration office for those who wish to draw attention to a particular program, initiative, offering, notice, etc.
 - The Village reserves the right to remove and destroy any offensive material placed on the administration office bulletin board without prior notice.

- **Sandwich Boards**
 - The Village uses sandwich boards, usually on Centre Street, to communicate community events that are occurring that day or evening.
 - The boards are available for use by other community members and/or groups with prior permission from the Village CAO.

- **Newspapers**
 - When required, the Village utilizes the Meridian Source in Lloydminster to advertise community related initiatives, bylaws and/or public notices, as the case may be.

- **Public Notices**
 - The Village uses a standard public notice template for all community wide notices. The notice is published via our social media platforms, on our website and posted throughout the community.



- **Public Events**
 - Events are advertised using all forms of communication, including the signage located at the welcome triangle at the entrance of the Village.

- **Council Meetings**
 - Council meeting dates are published in advanced and available on our website. Meeting dates are also posted on our public signage at the welcome triangle at the entrance of the Village.

- **Emergencies**
 - The Village of Marwayne's emergency preparedness plan details the protocols for emergency media communications.

ROLES & RESPONSIBILITIES

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

EXEMPTIONS

The Village makes every effort to ensure regular communication in a variety of formats is provided to our residents. In rare instances, communication may be delayed if the Village has not received prior notice of an event that is happening or for other circumstances outside of our control.

<p>Policy No. ADMIN 07 Issue No. 1 Adopted by Council: 2013-05-37V Additions: 2018-06-25 2015-09-33V, 2015-10-14V Supersedes: public notice policy admin 07 & financial statement admin08 Review date: 2021</p>	<p style="text-align: center;">Village of Marwayne</p> <p style="text-align: center;">Communication Policy</p>
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Policy Perspective:

The purpose of this policy is to ensure that the Village of Marwayne communication practices are open, inclusive, transparent, effective and well-managed in accordance with the public notice and engagement guiding principles, communications standards, and any other related policies and procedures in order to meet the needs of the community.

In accordance with Section 216.1 of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Communication Policy may also be referred to as the Public Participation Policy in addition to and does not modify or replace the statutory public hearing requirements in the Municipal Government Act.

References and Related Documents

Reference Social Media Policy HR30,
Acceptable Use of Information Technology Resources Policy HR31,
Confidentiality HR43,
Media Relations HR50, FOIP HR51

Policy

This policy applies to all forms of communication to and from the Village with the Marwayne community, including but not limited to electronic and printed communications.

The Village of Marwayne is committed to

1. Inform citizens regarding policies, programs, services and initiatives through communication that is timely, accurate and consistent.
2. Consult and inform stakeholders when establishing or developing priorities, policies, programs and services.
3. Ensure visibility and responsiveness for our citizens.
4. Anticipate the needs of the community for timely and relevant information.
5. Engage in a proactive communications program that uses a variety of formats to accommodate the needs of the community.

Communication Guiding Principles

1. Valuing inclusiveness — ensuring public notice and engagement is based on building trust and relationships that seek to involve all members of the community.
2. Promoting open two-way communication — working with the community in a co-operative and collaborative way to share information and provide opportunities for open and constructive dialogue.

3. Providing timely communication — ensuring information is available in a timely manner.
4. Providing clear and accessible communication — ensuring the use of plain language in a wide variety of formats and channels of communication.
5. Being fiscally sustainable — ensuring methods and resources for public notice and engagement reflect the magnitude and complexity of the initiative.
6. Being transparent and accountable — sharing information and having open public engagement processes, final decisions and outcomes.
7. Being environmentally sustainable — ensuring environmentally friendly public notice and engagement methods.
8. Striving for continuous improvement — seeking better ways of engaging the community and providing efficient and effective public notice and engagement processes.

Communication Formats:

The following communication types highlight the Village's commitment to sharing and receiving information, being accountable and transparent and involving all members of the community.

1. Emergency Communications

The Village of Marwayne Emergency Preparedness Plan details the protocol for Emergency Media communications.

2. Village Website

(a) The Village's website marwayne.ca is the Village's primary source of information exchange with the community. Information on the Village's website is updated regularly as new information and new technologies are enhanced.

(b) The Marwayne website is a joint use website with the Agricultural Society and all non-profit community groups.

3. Newsletter

Provides the Village and the non-profit organizations with a monthly communication tool to keep the community informed of programs, services and current events of the Village. The monthly newsletter "Voices of the Village" will also be published on the website.

4. Bulletin Boards

(a) The Village will utilize the Post Office's community bulletin board to post information, especially time-sensitive items, to the community.

(b) The Village has a community bulletin boards located at the Village Office. Posting of information can be done by an individual and does not require prior approval by the Village. The Village has the right to remove any material that it deems unsuitable.

5. Sandwich Boards

The Village will use its sandwich boards, usually on Centre Street, to communicate an event that is occurring that day or evening. Non-profits can borrow the sign with permission of the Village Office or Public Works.

6. Newspapers

When the Village newsletter does not meet the required notification for legislated notification, the Lloydminster newspaper *The Booster*, a free publicly-circulated publication, will be utilized.

7. *Public Notices*

Where the Village is required to give public notice with respect to any matter, the Village shall at minimum provide public notice as required by any applicable statute or regulation and/or in accordance with Schedule A to this policy.

8. *Radio and Television*

Radio and television communication and advertisements may be used at the determination of council and within budget constraints.

9. *Public Events and Announcements*

Public Events are arranged to communicate about major developments or to release information that is new and important to municipal services, programs and initiatives and especially to public health, safety and essential services.

10. *Internet and Electronic Communications*

The Internet and other electronic communication are important tools, which allow 24-hour access to information and support two-way communication. See the Social Media Policy for details.

11. *Consultations*

Open and effective communication is the key to successful public consultations.

The Village will:

- (a) Inform citizens and stakeholders about opportunities to participate in public consultation and citizen engagement processes (such as surveys, town hall meetings and committees). This may be done through Marwayne's website, reports to citizens, letters of invitation, posted notices, notices in the newsletter, advertising and other formats.
- (b) Clearly identify public information materials as being from the Village of Marwayne.
- (c) Inform participants, in summary form, of the results of the public consultation and outcomes. This may be done through Marwayne's website, the newsletter, reports to citizens, letters, posted notices, advertising and other formats.

Policy Expectations

Legislative and Policy Implications:

- (a) All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

Schedule A

- Public Notice of all changes to regular Council Meetings and Special Meetings will be given by posters on the Village bulletin board 24 hours in advance and on the Village website.
- The Audited Financial Statement is made available to the public by posting it on the website, and notice in the newsletter that it available on the website or at the Village Office.



POLICY – HR 31 USE OF TECHNOLOGY

APPROVAL DATE:	2013-05-15	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-08-13; 2021-12-13	REVIEW DATE:	2025

POLICY STATEMENT

To establish the rules governing the use of the Village of Marwayne's information technology resources.

BACKGROUND

The purpose of this policy is to govern the use of internet, email, computers, applications and mobile devices owned by the Village of Marwayne.

OBJECTIVE

To ensure that information technology resources are being used in a manner that is appropriate and protects the privacy and best interests 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, Councillor, Volunteer or Contractor of the Village of Marwayne in the Province of Alberta.

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

FOIP is the Freedom of Information and Protection of Privacy Act, as amended from time to time.

Information Technology (IT) Resources is all hardware, software, documentation, programs, information, data, and devices that are owned or provided by the Village of Marwayne.

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

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees, whether at the office or offsite, and is subject to the terms set forth below:

- The Village is the exclusive owner and has complete control over all email messages sent, received, forwarded, deleted, or in draft format, from a Village of Marwayne email account.
- The use and disclosure of email messages is covered under the provisions of FOIP.
- The use of IT Resources is restricted to Village business only. Limited, occasional and/or incidental use of IT Resources is acceptable provided that the privilege is not used excessively or abused.
- Personal and/or confidential information is not guaranteed to remain private or confidential if shared using the Village's IT Resources.
- Information that is sensitive or confidential in nature should only be shared using the Village's IT Resources if such information has been encrypted or password protected.
- Employees are responsible for all actions associated with their use of Village IT Resources. This includes any actions that are carried out under their username and/or login credentials.



- Employees should ensure their passwords are updated regularly to prevent any misuse of Village IT Resources.
- Inappropriate use of email includes but is not limited to:
 - Messages that contain information which is, or may be, offensive;
 - Messages that contain information which is, or may be, derogatory, defamatory, or threatening in nature;
 - Messages that contain information which is, or may be, illegal, or for a purpose that contravenes any of the Village's bylaws, policies or laws in the Province of Alberta;
 - Messages that reflect personal opinions or bias of individuals, employees, groups or Village practices, policies, bylaws, etc.;
 - Messages related to the operation of an Employee's personal business; and
 - Chain, spam, marketing, etc. messages.
- The Village requires that Employees conduct themselves professionally, honestly and appropriately when utilizing IT Resources and respect all copyrights, software licensing rules, intellectual property rights, and privacy laws.
- The Village reserves the right to blacklist or block, as the case may be, any internet site or program that it deems to be inappropriate or affecting the Village's network performance.
- All IT Resources that are not owned by the Village must connect only to wireless networks designated for public use.
- In the event Village IT Resources are lost or stolen, the CAO must be notified immediately. The CAO will then inform the Village's IT Resource contractor to disable the associated device(s).
- Where practical, files that contain information considered private or confidential under FOIP must not be stored on mobile devices such as notebook computers, tablets, phones and USB keys or on third-party off-site servers. When private or confidential information must be stored on these devices, the device must be protected by a password or encryption.
- Information considered as private or confidential by FOIP must not be posted to the Village's website or any other publicly accessible service or platform, unless prior approval has been received or granted by the CAO.
- The master copy of all corporate records and files must be located on Village IT Resources, not on third party off site servers.



- The following activities are prohibited at any time using the Village's IT Resources:
 - Intentionally sending files or messages containing programs designed to disrupt other systems (commonly known as viruses);
 - Accessing another computer system without authorization inside or outside of the Village's network (commonly known as hacking);
 - Intentionally possessing, using, or transmitting unauthorized material, in violation of copyright restrictions;
 - Installation of software in violation of software licensing and piracy restrictions;
 - Creating, viewing, storing, printing or re-distributing unlawful or potentially offensive material or information, on any computer system accessed through the Village's network (this includes sexually explicit, obscene, or other potentially offensive material); and
 - Disclosing personal or confidential information outside of the organization.
- Any personal expenses incurred on Village IT Resources must be reimbursed to the Village by the user. This includes applications purchased or expenses incurred on all IT Resources, including mobile and/or handheld devices.
- Some employees may need to use personally-owned cell phones to conduct Village of Marwayne business. In such cases, the Village will reimburse the Employee whom is required to use their personal cell phone for work purposes, subject to the following conditions:
 - The CAO must first authorize the Employee to use their personal cell phone for conducting Village business; and
 - The Employee is responsible for submitting the invoice page of their cell phone bill for reimbursement.
- Authorized IT Resource users are responsible for reimbursing the Village for the full costs of damaged, lost, or stolen cell phones and related accessories if they were damaged, lost, or stolen due to user negligence or neglect.



- **Consequences of Non-Compliance**
 - All employees and elected officials should be aware that the Village's computer system creates records of every Internet site visited and every e-mail message sent, received, forwarded, etc. If abuse of the Village's IT Resources is suspected, the CAO may request an audit of the suspected employee's usage of the system. The CAO must approve this request in writing before IT contractors perform an investigation under the direction of the CAO.
 - Details of the investigation, including any evidence, will be held in strict confidence and will only be shared on a limited need-to-know basis. If the investigation reveals that a compromise or breach of policy or legislation has occurred, it is the responsibility of the CAO to determine if disciplinary action is required.
 - Failure to comply with this policy may result in disciplinary action, up to and including, termination of employment or contract.

ROLES & RESPONSIBILITIES

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

<p>Policy No. HR 31 Issue No. 1 Adopted motion : 2013-05-15V Amended: Reviewed: 2018-08-13</p>	<p style="text-align: center;">Village of Marwayne</p> <p style="text-align: center;">Acceptable Use of Information Technology Resources Policy</p>
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Intent:

This policy establishes guidelines for the use of the Village’s corporate IT resources, including the acceptable use of Internet, E-mail, networks, computers, applications and mobile devices including cell phones.

Its purpose is to:

- Ensure that technology is used in such a manner that the security of Village controlled data and equipment is maintained and respected.
- Ensure that technology is used in accordance with other existing Village policies.
- Emphasize the position of the Village of Marwayne with regard to ethical conduct in the use of the Internet and E-mail on corporately owned Internet connections, computers and mobile devices.

Application: This policy applies to all employees, contractors, volunteers and elected officials of the Village of Marwayne with respect to usage of the Internet and E-mail on corporately owned computers and mobile devices. It applies to Village IT equipment used both inside and outside of Village facilities, including at home and in any remote location.

Policy:

1. The use and disclosure of E-mail messages shall be covered under the provisions of FOIP.
2. E-mail messages shall be considered to be machine-readable records owned by the Village, for the purposes of FOIP, and as such will be considered electronic records.
3. The Village retains ownership in and shall have exclusive control over the reproduction of E-mail messages.
4. Messages that are transmitted to all users (Mail Users) or a large group of users must be urgent in nature and/or of general business interest to all users. Do not E-mail messages of a personal nature to large distribution lists.
5. Use of the network, E-mail, Internet or any IT device for any purpose related to an employee’s commercial business is not allowed.
6. Limited, occasional or incidental use of the network, E-mail, Internet or any IT device for any purposes other than for the business of the Village is acceptable, providing the privilege is not abused and that all other usage policies are adhered to.
7. Correspondence via Internet E-mail is NOT guaranteed to be private or confidential. Generally, information, which is sensitive or confidential in nature, should not be sent via

Internet E-mail, unless the attached files are encrypted or password protected, since absolute privacy cannot be guaranteed.

8. Employees and elected officials are responsible for all electronic mail sent from their individual username and for all computer use while logged in under their username; all users should take appropriate precautions to ensure the passwords are changed regularly.

9. Inappropriate uses of E-mail include:

- a) Messages that contain information which is, or may be, offensive or disruptive.
- b) Messages that contain information which is derogatory, defamatory or threatening in nature.
- c) Messages that contain information which is disseminated for a purpose which is illegal, or for a purpose which contravenes the Village's policies.
- d) Messages that reflect the personal opinions or biases of individual employees or groups of employees, and do not reflect official Village policies.
- e) Messages related to the operation of an employee's personal business.
- f) Chain E-mail messages (chain letters).

10. The Village requires that employees and elected officials conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, intellectual property rights, privacy and prerogatives of others, as in any other business dealing.

11. The Village reserves the right to blacklist or block any Internet site that it deems to be inappropriate or which may affect network performance.

12. In order to ensure security of Village resources, all non-Village owned devices (ie. computers, phones) that are to be connected to Village networks in Village facilities must be connected only to network jacks and wireless networks designated as public facilities.

13. Village staff using mobile computing devices such as notebook computers, tablets and phones must take every reasonable precaution for the security of these devices, including the use of strong passwords. In the event that a device is lost or stolen, Village IT Staff and CAO must be notified immediately.

14. Where practicable, files that contain information considered as private or confidential by FOIP must not be stored on mobile devices such as notebook computers, tablets, phones and USB keys or on third party off site servers. When private or confidential information must be stored on a mobile device or off site server, the device must be protected by the use of a password or encryption. In the event that a device is stolen or lost and the device contains files considered private or confidential under FOIP, the CAO must be notified.

15. Information considered as private or confidential by FOIP must not be posted to a Village web site or any other publicly accessible service, unless previously approved by the CAO and unless the data is protected by appropriate security.

16. The master copy of all corporate records and files must be located on Village servers and computers, not on third party off site servers, unless previously authorized by the CAO.

17. The following activities are prohibited at any time on IT equipment:

- a) Intentionally sending files or messages containing programs designed to disrupt other systems (commonly known as viruses);
- b) Accessing another computer system without authorization inside or outside of the Village's network (commonly known as hacking);
- c) Intentionally possessing, using, or transmitting unauthorized material, in violation of copyright restrictions;
- d) Installation of software in violation of software licensing and piracy restrictions;
- e) Creating, viewing, storing, printing or re-distributing unlawful or potentially offensive material or information, on any computer system accessed through the Village's network (this includes sexually explicit, obscene, or other potentially offensive material);
- f) Disclosing personal or confidential information to persons to whom it may not be disclosed under FOIP;

18. Any personal expenses incurred on an IT asset must be reimbursed to the Village by the user. This includes apps purchased or expenses incurred on a phone or tablet computer.

19. Some employees may need to use personally-owned cell phones to conduct Village of Marwayne business. In such cases, the Village will reimburse the employees who must use his/her personal cell phone for work purposes, subject to the following conditions:

- The CAO must first authorize the employee to use his/her personal cell phone for conducting Village business.
- The employee is responsible for submitting the invoice page of his/her cell phone bill for reimbursement.

20. Authorized IT users are responsible for reimbursing the Village for the full costs of damaged, lost, or stolen cell phones and related accessories if they were damaged, lost, or stolen due to user negligence or neglect.

21. The CAO is responsible to ensure that all Village employees and elected officials read and agree to the terms of this Policy before they are allowed to use any IT equipment. Completed IT

Policy Forms (see Schedule A) for employees, volunteers and elected officials are to be filed with the CAO.

Consequences of Non-Compliance

All employees and elected officials should be aware that the Village’s computer system creates records of every Internet site visited and every E-mail message sent. If abuse of the Village’s computer system is suspected, the CAO may request an audit of the suspected employee’s usage of the system. The CAO must approve this request in writing before IT staff performs an investigation under the direction of the CAO.

Details of the investigation, including any evidence, will be held in strict confidence and will only be shared on a limited need-to-know basis. If the investigation reveals that a compromise or breach of policy or legislation has occurred, it is the responsibility of the CAO to determine if disciplinary action is required.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment or cancellation of contract.

Schedule A

Information Technology Acceptable Use Policy Agreement Form
I/We have read and agree to follow and abide by the terms of the Village of Marwayne IT
Acceptable Use Policy

Name: _____

Date: _____

Signature: _____

Witness: _____



POLICY – PW 01 SNOW REMOVAL AND SANDING

APPROVAL DATE:	2004-11-08	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2005-12-12, 2020-12-07	REVIEW DATE:	2022

POLICY STATEMENT

To establish the guidelines and processes by which winter maintenance, snow removal and sanding shall be conducted within the municipal boundary of the Village of Marwayne.

BACKGROUND

This policy was developed in order to ensure all public roadways within the corporate limits of the Village of Marwayne are maintained to a condition that:

- Minimizes accidents, injury and/or damage to persons, vehicles and property; and
- Permits reasonable vehicular access to primary highways, businesses, industry, school, residences, recreational facilities and public services.

Snow plowing, snow removal and sanding has always been conducted, and remains to be conducted, on a priority basis.



OBJECTIVE

To set the standard by which snow plowing, snow removal and sanding shall be carried out within the boundaries of the Village of Marwayne. Further, the Village of Marwayne takes full advantage of the storage capacity of road rights-of-way and public property in order to minimize the expenditures associated with snow removal and hauling.

DEFINITIONS

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

Council are the Councillors 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.

Major Snowfall is a snowfall producing in excess of six (6) inches of snow.

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

GUIDING PRINCIPLES

This policy sets forth the work to be undertaken by Village of Marwayne Public Works Employees during normal working days, except when:

- Weather conditions require that work be completed outside of normal working hours as designated by the CAO; or
- Additional contracted equipment and/or operators are required to meet the standards of this policy or to assist in the handling of extraordinary or extenuating circumstances.

This policy is subject to the terms set forth below:

- **Snow removal**
 - The Village's response to winter maintenance is dependent on the type, severity and duration of the weather conditions.



- All snow removal is conducted and subject to the discretion of the Public Works Foreman, unless otherwise requested by Council or the CAO.
- Snow plowing and/or removal utilizing the grader, the skid steer, or a combination thereof, shall commence only:
 - After a minimum of three (3) inches of snow has accumulated on all priority roadways; and
 - After a minimum of six (6) inches of snow has accumulated on residential roadways.
- Snow plowing and removal at the Marwayne school or on private property may be conducted upon request. All requests must be accompanied by a completed form which is available at the Village administration office. Fees for service apply.
- Snow plowing and/or removal shall also commence following a major snowfall, upon the accumulation of what is equivalent to a Major Snowfall, and to mitigate ruts and/or snow drifts deemed to be affecting vehicular movement.
- In instances where another snow fall occurs before all streets have been plowed, snow plowing and removal will re-commence on the priority basis established under this policy.
- Driveways that are obstructed due to snow plowing and/or snow removal by Village Employees shall be cleared before the end of that working day.
- **Priority Areas**
 - The Village shall undertake snow plowing and snow removal in the following order of priority and to the best of our abilities, within the suggested timeframes.
 - Despite the Village's best efforts, there may be extreme snowfall events that exceed the Village's capacity in terms of manpower, equipment, timeframes or resources. In those instances however, the order of priority established under this policy will not change.
 - **Area 1**
 - Railway Avenue (North and South), Centre Street, 1st Street South to the back alley past the Fire Hall, and 2nd Street South from Highway 897 to 2nd Avenue South.
 - Target completion of twenty four (24) hours after the conclusion of a Major Snowfall.



- **Area 2**
 - 2nd Street South from the Marwayne school to the manors, 3rd Street North, 2nd Avenue South, 1st Street North, 1st Avenue North and South, and 2nd Avenue North from the Village water treatment plant to Railway Avenue.
 - Target completion of 2nd working day after the conclusion of a Major Snowfall.
- **Area 3**
 - 2nd, 3rd, 4th, and 5th Avenue North, 2nd and 4th Avenue North, 1st Avenue South, 3rd Street South and 1st Avenue South by the Marwayne school.
 - Target completion of two (2) weeks' after the conclusion of a Major Snowfall.
- **Area 4**
 - Back alleys, driveway requests, arena and curling rink parking lots.
- **Sidewalks**
 - A public notification advising property owners of their responsibility to remove snow from their sidewalks shall be included in the newsletter following the first Major Snowfall.
 - Snow removal on sidewalks must be completed within twenty four (24) hours following the conclusion of a Major Snowfall by property owners.
 - Snow must be shoveled back onto the owners property and not onto Village roadways or into back alleys.
 - Following the conclusion of a Major Snowfall, the Village shall wait approximately twenty four (24) hours before removing snow on Centre Street so as to allow business owners the option to shovel snow onto the street for easy removal.
 - Sidewalks shall be inspected for compliance only when a complaint has been received at the Village administration office. The complaint will be formally recorded, including the name and contact information of the complainant, as well as the way and the timeframe in which it was addressed.
 - Upon receipt of a complaint, the property and/or business owner shall be given seventy two (72) hours to respond. Failure to respond shall result in snow removal by the Village



staff. The cost for snow removal shall then be invoiced to the property owner as per the Village's Fees and Charges Bylaw.

- Property owners who do not remit payment for the snow removal services rendered within one (1) month of the occurrence, shall have the costs added to their tax roll which will become due and payable to the Village of Marwayne.
- Sidewalks on, or adjacent to Village property, shall have snow plowing and/or removal conducted within seventy two (72) hours of the conclusion of a Major Snowfall.
- Depending on the amount of snow accumulation following the conclusion of a Major Snowfall, the Village of Marwayne reserves the right to plow and/or remove snow on roadways and stockpile it on the sidewalk. In doing so, the Village understands that only one (1) sidewalk on that particular roadway would be open for pedestrian traffic. Should the Village be required to take these measures, sidewalks to be covered shall alternate on an annual basis.

- **Sanding**

- During normal working hours, Public Works Employees shall inspect Village roadways to determine if, when and where, sanding is required. A combination of sand and salt is then minimally applied to those intersections to protect the Village's drainage system.
- The following intersections, as identified by Council, shall receive sand when conditions have been deemed to be hazardous:
 - Intersections in priority Area 1;
 - School zone;
 - Centre street;
 - Where back alleys abut to roadways;
 - Curve on Railway Avenue North; and
 - Inclines (east end of 3rd Avenue North & the hill coming down towards the arena).



ROLES & RESPONSIBILITIES

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

EXEMPTIONS

Snow plowing and removal on Highway 897 is conducted by Alberta Transportation. Snow plowing and removal on South 5th Street (Township Road 524) is conducted by the County of Vermilion River. As the Village is not responsible for snow plowing and removal on these roads, requests for snow plowing and removal should be directed to the appropriate party.

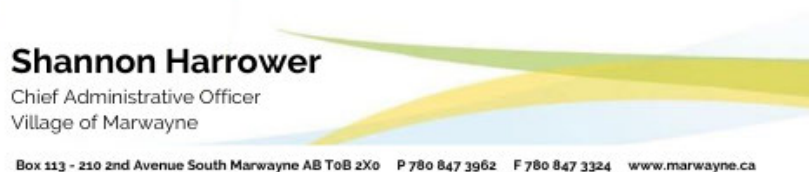
The Village of Marwayne is not responsible for damages incurred as a result of a person's failure to drive according to the road conditions or their lack of adherence to any posted speed limits, traffic signs and/or traffic laws.

From: [CAO Marwayne](#)
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Snow Removal around the school
Date: December 1, 2021 10:30:00 AM
Attachments: [image001.png](#)
[PW 01 - Snow Removal and Sanding.pdf](#)

Good morning Sandra,

I am emailing to keep you updated on the concern the Village received regarding snow removal around the school and the associated action we are taking moving forward. I have included the emails below for your information. Should you have any questions, please do not hesitate to contact me.

Thanks.



From: [REDACTED]
Sent: December 1, 2021 10:26 AM
To: Village of Marwayne <admin@marwayne.ca>
Subject: Snow removal around the school

Thank you for your time on this! I appreciate it!

From: CAO Marwayne
Sent: December 1, 2021 10:10 AM
To: [REDACTED]
Cc: Shannon Kennedy (admin@marwayne.ca) <admin@marwayne.ca>
Subject: Snow Removal around the school

Good morning Cassia,

Thank you for your email. I wish to let you know that I took a tour of the school zone this morning with our public works foreman and agree that the snow removal could have been handled a little better in that area. As such, I have instructed our public works staff to remove the snow piles and clear the buildup alongside the sidewalks near the school. Furthermore, they have also been asked to clear the sidewalk along the fence line and sand the entirety of the roadway between 1st avenue south and 2nd avenue south. That being said, your concerns will be brought forward to Council at

our next meeting on December 13th as this change in level of service for the school is not in accordance with our Snow Removal and Sanding Policy PW 01 – attached hereto for reference.

As per our policy, snow removal and/or sanding is completed on a priority basis and only in or on those areas designated by Council. Additional areas for snow removal and/or sanding may be requested by the school, but there is a fee associated with the provision of this service. We do not typically clear sidewalks adjacent to homes, businesses or buildings, unless such properties belong to the Village of Marwayne or a request has been submitted and the fee has been paid.

Council will review your email, and the photos that I took this morning, in order to provide an official response to your concerns on or after December 14th. In their letter, they will also inform you as to whether or not a fee will be required for the additional work moving forward, or if the Village will provide this service in-kind. Unfortunately, I am bound to adhere to Council's policies and am unable to guarantee any type of change to the snow removal/sanding processes until such time that Council gives me the authority to do so. In the meantime however, I trust that our immediate action to haul away the snow piles from the areas you mentioned, sanding the street and clearing the sidewalk will suffice. If we receive another major snowfall between now and Council's next meeting, rest assured we will take the same course of action as today.

I will be in touch. Have a great day.

Shannon Harrower

Chief Administrative Officer
Village of Marwayne

Box 113 - 210 2nd Avenue South Marwayne AB T0B 2X0 P 780 847 3962 F 780 847 3324 www.marwayne.ca

From: [REDACTED]
Sent: December 1, 2021 9:25 AM
To: Village of Marwayne <admin@marwayne.ca>
Subject: Snow removal around the school

Hi I'm writing today regarding the state of the roads and side walks around the school. A few of my fellow parents and I have been noticing the state of the roads and sidewalks adjacent to the school this past winter and now again this year and we are very disappointed with what they seem to think is safe for our children. To start off their is snow piled on either side of the roads which reduces the space parents are able to pull over to drop/ pick up their children, which has made is so we are parking in the streets reducing the roads down to one lane traffic making it hard for busses to get through and kids to be able to be seen properly crossing, 2. Their are snow piles on either ends of the bus lanes blocking the view of children and other vehicles 3. Their is a big snow pile right at the end of the cross walk, the only cross walk to the school. 4. The side walks outside of the school fence are never cleared their a slippery mess that the children have to try to deal with everyday. 5. The roads around the school are icy, kids and vehicles are slipping around while children are everywhere and the vehicles would not be able to stop if a children onto the road. We feel these are real safety

concerns for our children. We look forward to hearing your plan to address these issues.
Thank you
Cassia

Policy No. ADMIN 02 Issue No. 1 Adopted by Council: 2017-10-30V	Village of Marwayne Annual Meeting with the Ag Society Policy
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POLICY

Due to the County of Vermilion River recreation grant new deadline, that the Village of Marwayne and the Marwayne Agricultural Society will hold their annual Review meeting in October instead of November. This meeting encourages engagement, ensures transparency, addresses community priorities, and sustains the public facilities.

The annual agenda items will include:

- Master Operating Agreement annual meeting requirements for the Seniors, Minor Ball, Ag Society (arena/curling rink complex) and Village (for lease of office space)
 - Most recent Audited Financial Statement
 - The Marwayne Agricultural Society Business Plan or Strategic Plan assuming they are one and the same. For Seniors, their plan as they are not included in the Ag Society's.
 - The Operating Budget for the coming year
 - The most current projected multi-year Capital Budget for the Development which will specifically identify any exclusive, or joint capital responsibilities within the said Development
 - A copy of the insurance certificate currently in force
- Marwayne Sustainability Plan (MSP) Report Card for current year
 - progress and achievements of the action plans
 - Reports any changes in circumstances, external drivers, opportunities within the sustainability context
 - Evaluates the acceptability of status, trends and rate of progress
 - Adjust or change the strategic priorities
 - provide direction for a renewed work plan
 - community budget update & grant implications
- Community Group Capital Plan - includes short presentation from umbrella groups
- Other items as deemed relevant

References and Related Documents

Master Operating Agreement, excerpts:

ANNUAL REVIEW MEETING

The Landlord and Tenant shall meet annually at a mutually agreed upon time in the month of November to review and amend as may be necessary the Master Operating Agreement, upon submission of the following stated documentation by the Tenant:

- Most recent Audited Financial Statement
- The Marwayne Agricultural Society Business Plan or Strategic Plan assuming they are one and the same.
- The Operating Budget for the coming year
- The most current projected multi-year Capital Budget for the Development which will specifically identify any exclusive, or joint capital responsibilities within the said Development
- A copy of the insurance certificate currently in force

Municipal services provided by the Landlord:

- Agriplex landscape maintenance (includes watering trees and grass mowing)
- Whippersnipping including the vegetation between buildings
- Annual assessment of weed control and booking to be done if deemed necessary
- Fire lane snow removal
- Parking lot snow removal provided on our priority system
- Bookings for facilities (fielding phone calls, advising caretaker of bookings, signed rental agreements and cheques forwarded to Treasurer of applicable group)
- Use of Village photocopier for copying/faxing/pdf
- Office supplies including envelopes for Community Development Officer

Marwayne Sustainability Plan ADMIN 12 Excerpt below:

This Sustainable Plan is intended to be a living document with a *continuous improvements loop* of Plan, Do, Check and Review. A review on the status of the Sustainability Plan by the Village and the Agricultural Society will be completed annually. The review will:

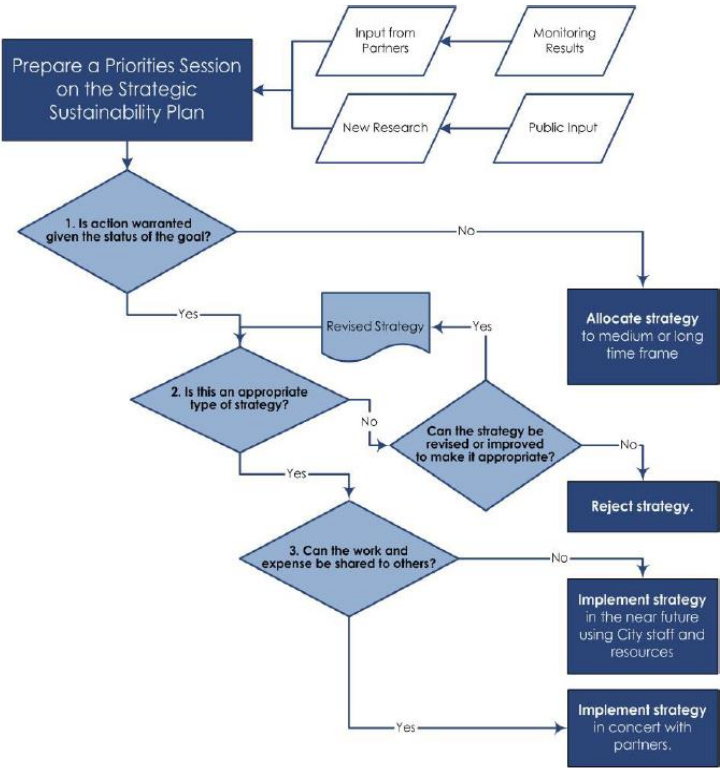
- Include progress and achievements of the action plans
- Report any changes in circumstances, external drivers, opportunities within the sustainability context
- Evaluate the acceptability of status, trends and rate of progress
- Adjust or change the strategic priorities
- provide direction for a renewed work plan

*The diagram on the following page provides an approach to this annual review and adjustment of strategic priorities. The three key questions, each with a subset of guidance questions are:

1. Is action warranted given the status of the goal?
 - Is the goal close to being achieved, or far off?
 - Are trends, and the pace of change, in the right or wrong direction?
 - Are external forces negatively or positively affecting this goal?
 - Is there exceptional opportunity related to this goal that may be lost with delay?
2. Is this appropriate type of strategy?
 - Is progress being made; does the strategy still work in the current circumstances?
 - Has the critical path changed making this strategy more or less important than other options?
 - Have new opportunities or issues emerged that require a reallocation of effort and resources?
3. Can the work and expense be shared with others?
 - Is there a champion available who can lead the charge?
 - Is there a support team of resource expertise and energetic help available?

- Is there a potential financial partner or funding agency available?

Utilizing Three Key Questions to Establish Strategic Priorities



PROCEDURES:

MSP Report Card Template:

A template has been created for this. See example below.
Then after the annual meeting, the Report Card is taken to Council for approval and posted on the website on the “Sustainability” page and published in the next newsletter.
Template in: PlanningEconomicDevelopment/MSP/ReportCard

Community Capital Plan:

There is a template for this also. Before the meeting, the CAO updates the Village’s information & the Ag Society updates with information that they know. Then at the meeting it’s a review to make sure nothing is missing.
Template in: PlanningEconomicDevelopment/MSP/ReportCard

Marwayne Sustainability Plan Report Card 2017



Grading Key

Score	Term	Explanation
1	Advanced	Above and beyond expected goal
2	Proficient	Meets Strategic Plan Objectives
3	In Progress	Under Construction
4	Beginning	Discussed, in research stage
5	Not Started	
6	Failed	Due to funding or manpower shortfalls, the project was declined.

Strategic Actions Organized by Key Initiatives

Grade	Strategy	Consideration	Comments
Key Initiative #1: Land Management & Built Environment			
3	Sustainability Plan integrates with MDP, LUB, and MSP	<ul style="list-style-type: none"> Reflects the end state goals Provides framework & long range strategies to direct and shape community growth Culture & Community Spirit assist Village Council in evaluating their Strategic Plan 	<ul style="list-style-type: none"> Next five-year review in 2018 With upcoming mandatory Intermunicipal Collaboration Framework (ICF) with the County, the Village & Ag Soc need to discuss recreation, facilities & other joint topics
3	Research "Smart Growth" and "Built Green" standards for possible inclusion into the MDP and LUB		<ul style="list-style-type: none"> Community Hall and Arena Lobby are LEED shadow Energy audit on Curling Rink, Arena, Fire Hall, and Public Works Shop completed.
Key Initiative #2: Economic Development			
3	Create a business plan to ensure: <ul style="list-style-type: none"> atmosphere where businesses want to be established competitive advantage streamline process for attracting businesses 		<ul style="list-style-type: none"> Continue updating website & Facebook Page Seeking developers for investment opportunities in industrial, residential and commercial development is part of 2017-18 planning project discussions Increased industry will lead to increased commercial
3	Create vibrant downtown core area & "buy-local" ethic		<ul style="list-style-type: none"> Historic guidelines & grant program in place. Historic plaques grant application submitted fall 2017, if approved will happen in 2018 New signage for 897 required
2	Establish a community marketing strategy	<ul style="list-style-type: none"> Promotes advantages & opportunities for business & tourism Includes citizens engaged as ambassadors Has a business attraction listing 	<ul style="list-style-type: none"> Continue use of Website, Facebook All completed in 2014: Community & Business Profile, Investment Opportunities – Downtown Lots, Investment Opportunities – Residential, Investment Opportunities – Industrial Park Need to attract industrial development – continuing discussion during planning project
3	Regional economic development organizations to provide effective small-town oriented initiatives		<ul style="list-style-type: none"> Continue to explore and develop partnerships & collaboration with VRRR, Community Futures, HUB, and Lloydminster Ec. Dev. Corp.
4	Develop a tourism plan to help augment the local economy		<ul style="list-style-type: none"> Identify & update regional events Post on website, Go East, and Alberta Tourism Consider marketing with other entities
Key Initiative #3: Empowering Volunteers through Governance			
1	Promote the umbrella organization with new volunteers	<ul style="list-style-type: none"> By defining the board members Develop a budget Continue to utilize CDO 	<ul style="list-style-type: none"> Annual review meetings (moved to October) Encourage new groups offering new services to Marwayne
2	Identify funding source for CDO		<ul style="list-style-type: none"> Currently funding without a grant

AGENDA ITEM #7.5

3	Increase awareness of community events & increase communication	<ul style="list-style-type: none"> Continue newsletter Encourage groups to advertise their events on the Village Website and Facebook page 	<ul style="list-style-type: none"> Website & Calendar of Events – updated 2015 Facebook Encourage all groups to use the website Sandwich boards & Community Sign on 897. Look at feasibility of a community announcement sign on 897
2	Enhancing annual events	<ul style="list-style-type: none"> Lea Park Rodeo PBR Ag Fair Two community-wide garage sales 	<ul style="list-style-type: none"> Community groups need to look for partnerships & collaboration CDO can facilitate partnerships
2	Long-term community budget	Will enable coordinated fundraisers to meet the actual needs of the community, maximize grant funds & reduce volunteer burnout	<ul style="list-style-type: none"> Explore CIP, CFEP, and AIP grants Create community capital budget plan separate from operating plans Continue to hold annual review of Master Operating Leases and Capital Budget Plan Continue to work through the Ag Society and the Task Force
Key Initiative #4: Safe Small Town Atmosphere			
3	Continue with safe community strategy	<ul style="list-style-type: none"> Support the strengths that individuals and groups have to create a safe & healthy community. Uses engineering, education, environment, enforcement 	<ul style="list-style-type: none"> Competed traffic safety grant, "Respect! Our Streets We Live Here" in 2016 Continue to use movable traffic board to slow traffic & capture stats
2	Continue to advocate for a regional bylaw enforcement officer		<ul style="list-style-type: none"> ACP funding received in 2016 CPO patrolling Village effective Sept/17
3	MDP reflects community green areas, trees, village center as destination, safe & convenient spaces for social, artistic, cultural, revitalization of downtown core with focus on pedestrian friendly & social interaction		<ul style="list-style-type: none"> The Village Council & Ag Society adopted the Master Plan from the Community Needs Assessment & Facility Development. Village hired consultant Nick Pryce through the APC grant to complete a plan for the land west of the Village, including a Master Recreational Plan. Continue to build and connect the green parks and pathways.
3	Investigate "Smart Growth" practices to create community that brings people together	<ul style="list-style-type: none"> Hire a professional to assist with smart growth and economic development of downtown and industrial park 	<ul style="list-style-type: none"> Village hired consultant Nick Pryce & completed consultation, implementing outcomes on Center St Design Guidelines & Grant Program completed for Commercial downtown Continue to consult with experts on acquiring land and attracting low hanging fruit .
3	Develop a walkable, pedestrian-oriented downtown	Design a space that gets vehicles to slow down, gets people out of their vehicles, and encourages them to linger on the streets.	<ul style="list-style-type: none"> Connect your walkable downtown to the Master Recreational Plan.
3	Ensure the long-term sustainability of the volunteer Fire & Rescue Department		<ul style="list-style-type: none"> Newer fire truck from CVR in 2017 Continue to recruit new members Continue cultivating a professional environment
2	Volunteer Week celebration to thank volunteers for their community spirit & active participation		<ul style="list-style-type: none"> Volunteer banner On-going
2	Vibrant downtown core thru volunteer involvement	Murals, business participation,	<ul style="list-style-type: none"> Manwayne EDC review Strategic Plan Manwayne EDC as ambassadors for Investment Opportunities Continue to promote the school banner program
2	Promote history to foster community spirit	<ul style="list-style-type: none"> walking tour of Village regional history tour investigation of museum 	<ul style="list-style-type: none"> Complete the historic plaques in downtown 2018 if get grant Submit plaque write ups to upcoming history book Develop the historic walking tour
Key Initiative #5: Health and Social			
5	Continue to look for opportunities to provide long-term care facilities		<ul style="list-style-type: none"> Pioneer Lodge sees expansion
2	Encourage physical recreation activities		<ul style="list-style-type: none"> Support existing non-profits Attract new / out-side programming: Jiu jitsu and morning fitness class at hall

Key Initiative #6: Recreation, Leisure & Culture			
3	Long-term recreation facility plan to meet the community's needs		<ul style="list-style-type: none"> Possible plans include a water park, campground, housing Marwayne Agri-Plex Riding Arena
3	Plan/analysis to meet the recreational needs (emphasis on outside activities & land needed)	Establish the most desirable form of consolidated recreational development for the community	<ul style="list-style-type: none"> Acquire land for future green space development i.e. ball diamonds, walking/riding trails, campground, skate park, riding arena, etc. Important to be part of upcoming 2018 planning consultations. It will include trails development. Identify next projects
5	Research & implement sustainable technologies into the development of recreational and leisure facilities and programs		<ul style="list-style-type: none"> New buildings are LEED Shadow. Lights above Arena ice surface are LEED shadow Implement energy efficiency for heating, freezing, and water consumption
3	Develop a pedestrian master plan	<ul style="list-style-type: none"> With ACP funding, ensures that recreational, commercial & institutional areas are connected with a network of sidewalks and trails Children can walk safely to school and playgrounds 	<ul style="list-style-type: none"> Investigate how to move trails forward: planning in 2018, funding, timing Consider out-door workout apparatus on green trails.
Key Initiative #7: Environment: energy, water and solid waste management			
2	Study retro-fitting a facility & the possibility of making it green		<ul style="list-style-type: none"> New Community Hall is built to LEED Shadow standards Village complete Water Conservation, Efficiency, and Productivity Plan for Dec 2011 & updated annually
4	Develop partnerships that will mitigate capital costs to the extent that our community can begin implementing energy efficient facilities and equipment		<ul style="list-style-type: none"> Energy savings through 4-way power: 2014-15 saw ~ \$20,000 reduction in power bills and continued for 2015-16. Need to monitor water use because the new water ACE line will impact operations significantly. Anticipated start up is Spring 2018.
3	Investigate how other municipalities have engaged in renewable energy sources being implemented		<ul style="list-style-type: none"> With new provincial grants, is alternate energy a desire/feasible for the facilities
2	Address service needs by: <ul style="list-style-type: none"> aging infrastructure service provision communication 	The Village updating Infrastructure Renewal Plan in 2016 with engineer support.	<ul style="list-style-type: none"> Village replaced aging infrastructure for water & sewer on 1 St N and 2nd Ave N/2nd St N corner Built new storm sewer & drainage along Railway Avenue 2018 will see completion of federal funding (\$2 m) for the last phase: underground renewal for 2nd Ave N 2018 will see expansion of reservoir to meet ACE requirements & fire flow
5	Minimize potable water utilization and optimize use of non-potable water	Continue metering, education program, incentives, asset management plan, re-use of grey water	<ul style="list-style-type: none"> Keeping a raw water well for non-potable use in the future
4	reduce-reuse-recycle approach to solid waste management	Requires education, awareness, funding, and partnerships	<ul style="list-style-type: none"> Added curbside residential blue bag collection in fall 2017.
4	Education on need to divert groundwater from the sanitary sewer system		<ul style="list-style-type: none"> Storm sewer and sewer pipe build / repair on 1st Street N 2016-17 Storm Sewer along Railway Avenue
2	Begin to collect data for public facilities energy consumption		<ul style="list-style-type: none"> Completed energy audit of Curling Rink, Arena, Fire Hall, and Village Offices (Public Works)
Key Initiative #8: Education			
5	Re-visit the facility use agreement	to ensure that the needs of the school and community are being met and facilities are used to their maximum potential	<ul style="list-style-type: none"> Recruit an ambassador / liaison between school and Ag Society

3	Strengthen relationship between community and the school		• Village continues to support the banner program with the school art program.
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Final Recommendation

- The Village and the Agricultural Society should review their Strategic Plans, priorities, and action plans and decide how to move forward on Key Initiatives.
- As part of the revision process, groups should annually review all Master Operating Agreements and leases, a Community Capital Plan & Budget, with potential grants earmarked according to year, the Sponsorship Inventory, and Operational Budgets for all non-profits.
- The Agricultural Society should continue to implement its Sponsorship Inventory with best practices for asking for sponsorship, and train reps from each community group to use the community website.
- The Village, the EDC, and the Agricultural Society should partner to develop a Marketing Plan for the entire community that considers marketing of events, facilities, commercial & industrial development, and housing development. The plan should consider "the world inside Marwayne" and "the world outside Marwayne." They should strive to have a consistent message and clean up the signs along Highway 897.
- The Village and Agricultural Society should continue to partner in the development of the social media marketing through the community website, Facebook, etc.
- The Village and the Agricultural Society should continue to seek funding partnerships and opportunities with other groups while implementing the priorities of the Community Needs Assessment.
- The Village and the Agricultural Society should participate in the upcoming planning for undeveloped land on the west side of the village. Trails & recreational ideas need to be put forth.
- Both the Village and the Agricultural Society should continue to develop community leadership through its nonprofits.
- Revision of the Sustainability Plan: Looking to the Future should be reviewed in 2018.

Walking Trails Phase 3

Option 2
277 linear m
\$41,128.96



Option 3 (in red)
429 linear m
\$59,334.99

Option 4 (in turquoise)
175 linear m
\$28,855.75

Other options include
Through the park





ASL PAVING LTD.
4001 - 52nd Street
Lloydminster, SK S9V 2B5
Phone 306-825-4984
Fax 306-825-3227

November 30, 2021

Village of Marwayne
Box 113- 210 2nd Ave South
Marwayne Alberta, T0B 2X0

Attention: Shannon Harrower

Re: Asphalt Walking Trail Phase 3 Option 2

We are pleased to offer the following quotation for your consideration:

Walking Trail Structure- ± 277 l.m.
 Remove existing topsoil and take to supplied stockpile to 100mm depth.
 Excavate and dispose of waste to 125mm depth.
 Subgrade prep to 150mm depth.
 Supply, place and compact 20mm granular base to 150mm depth.
 Supply and place an emulsified SS-1 prime coat.
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth.
 Haul and place supplied topsoil adjacent to the new trail edge.
 Cleanup construction debris.
Unit rate @ \$148.48/l.m. Extended price: \$ 41,128.96

The following qualifications form an integral part of this quotation:

- 2022 budgetary price. Actual price will be forwarded in 2022 when oil price is announced in March.
- Payment based on field measured quantities.
- Sub cut excavation and backfill of unsuitable sub grade material below design grade is extra.
- Line locates and daylighting is included.
- Topsoil and waste disposal site supplied by customer within 5km of the village.
- Clay fill supplied by owner if needed.
- Topsoil for edging supplied from stockpile or by owner.
- Quality control testing is included.
- Work to conform to the City of Lloydminster specifications.
- Completion by September 30, 2022.
- Work not described in this proposal shall be extra.
- GST extra.

Thank you for providing ASL Paving Ltd an opportunity to quote on your project. If you require additional information do not hesitate to call the undersigned.

Regards,

A handwritten signature in blue ink, appearing to read 'Bill Kruining', is written over a light blue horizontal line.

Bill Kruining, General Manager
ASL Paving Ltd.



ASL PAVING LTD.
4001 - 52nd Street
Lloydminster, SK S9V 2B5
Phone 306-825-4984
Fax 306-825-3227

November 30, 2021

Village of Marwayne
Box 113- 210 2nd Ave South
Marwayne Alberta, T0B 2X0

Attention: Shannon Harrower

Re: Asphalt Walking Trail Phase 3 Option 3

We are pleased to offer the following quotation for your consideration:

Walking Trail Structure- ± 429 l.m.
 Remove existing topsoil and take to supplied stockpile to 100mm depth.
 Excavate and dispose of waste to 125mm depth.
 Subgrade prep to 150mm depth.
 Supply, place and compact 20mm granular base to 150mm depth.
 Supply and place an emulsified SS-1 prime coat.
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth.
 Haul and place supplied topsoil adjacent to the new trail edge.
 Cleanup construction debris.
Unit rate @ \$138.31/l.m. Extended price: \$ 59,334.99

The following qualifications form an integral part of this quotation:

- 2022 budgetary price. Actual price will be forwarded in 2022 when oil price is announced in March.
- Payment based on field measured quantities.
- Sub cut excavation and backfill of unsuitable sub grade material below design grade is extra.
- Line locates and daylighting is included.
- Topsoil and waste disposal site supplied by customer within 5km of the village.
- Clay fill supplied by owner if needed.
- Topsoil for edging supplied from stockpile or by owner.
- Quality control testing is included.
- Work to conform to the City of Lloydminster specifications.
- Completion by September 30, 2022.
- Work not described in this proposal shall be extra.
- GST extra.

Thank you for providing ASL Paving Ltd an opportunity to quote on your project. If you require additional information do not hesitate to call the undersigned.

Regards,

A handwritten signature in blue ink, appearing to read 'Bill Kruining', is written over a light blue horizontal line.

Bill Kruining, General Manager
ASL Paving Ltd.



ASL PAVING LTD.
4001 - 52nd Street
Lloydminster, SK S9V 2B5
Phone 306-825-4984
Fax 306-825-3227

November 30, 2021

Village of Marwayne
Box 113- 210 2nd Ave South
Marwayne Alberta, T0B 2X0

Attention: Shannon Harrower

Re: Asphalt Walking Trail Phase 3 Option 4

We are pleased to offer the following quotation for your consideration:

Walking Trail Structure- ± 175 l.m.
 Remove existing topsoil and take to supplied stockpile to 100mm depth.
 Excavate and dispose of waste to 125mm depth.
 Subgrade prep to 150mm depth.
 Supply, place and compact 20mm granular base to 150mm depth.
 Supply and place an emulsified SS-1 prime coat.
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth.
 Haul and place supplied topsoil adjacent to the new trail edge.
 Cleanup construction debris.
Unit rate @ \$164.89/l.m. Extended price: \$ 28,855.75

The following qualifications form an integral part of this quotation:

- 2022 budgetary price. Actual price will be forwarded in 2022 when oil price is announced in March.
- Payment based on field measured quantities.
- Sub cut excavation and backfill of unsuitable sub grade material below design grade is extra.
- Line locates and daylighting is included.
- Topsoil and waste disposal site supplied by customer within 5km of the village.
- Clay fill supplied by owner if needed.
- Topsoil for edging supplied from stockpile or by owner.
- Quality control testing is included.
- Work to conform to the City of Lloydminster specifications.
- Completion by September 30, 2022.
- Work not described in this proposal shall be extra.
- GST extra.

Thank you for providing ASL Paving Ltd an opportunity to quote on your project. If you require additional information do not hesitate to call the undersigned.

Regards,

A handwritten signature in blue ink, appearing to read 'B. Kruining', is written over a light blue horizontal line.

Bill Kruining, General Manager
ASL Paving Ltd.



POLICY – FN 03 PURCHASING AND PROCUREMENT

APPROVAL DATE:	2006-12-09	CROSS-REFERENCE:	Credit Card Policy FN 21
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2009-07-08; 2018-07-16; 2021-12-13	REVIEW DATE:	2026

POLICY STATEMENT

To establish the guidelines for the procurement of goods and services as it pertains to all Village of Marwayne expenditures.

BACKGROUND

The Village of Marwayne has always sought to purchase goods and/or services in a congruent manner that is consistent with the efficient and effective delivery of services to the residents of the community. The Village of Marwayne is committed to ethical behavior and conduct, full and open competition, and best value acquisition.

OBJECTIVE

To ensure objectivity and integrity in the procurement process, ensure fair treatment of all bidders, obtaining the best value when procuring goods and/or services, encouraging local supplier participation and providing for openness, accountability and transparency all the while protecting the Village's financial interests.



DEFINITIONS

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

Council is the governing body for the Village of Marwayne comprised of 5 individual Councillors whom have been elected to office for a four year term.

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.

MGA is the Municipal Government Act, as amended from time to time.

NWPTA is the New West Partnership Trade Agreement.

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

GUIDING PRINCIPLES

- Responsible purchasing is foundational to good governance and the reputation of the Village of Marwayne.
- In accordance with the Municipal Government Act (MGA), the Village of Marwayne may only make an expenditure that is:
 - Included in an operating budget, interim operating budget or capital budget or otherwise authorized by Council resolution;
 - For an emergency; and/or
 - Legally required to be made.
- Further, and also in accordance with the MGA, the Village of Marwayne will establish the procedure for authorizing or verifying expenditures that are not included in a budget, by requiring all such expenditures to be presented to Council for approval prior to purchasing.



- The Village of Marwayne is committed to following the New West Partnership Trade Agreement (NWPTA) in addition to any other trade agreements applicable to the public sector in Alberta by practicing open and non-discriminatory procurement where the anticipated costs are at or above the lowest applicable threshold currently:
 - \$75,000 or greater for goods;
 - \$75,000 or greater for services; and
 - \$200,000 or greater for construction.
- Alberta Purchasing Connection, the official electronic tendering system to advertise and distribute related solicitation documents when required.
- The Village of Marwayne shall take into consideration several factors in evaluating vendor selection. These factors may include but are not limited to:
 - Social – vendor contribution to the community;
 - Delivery time;
 - Quality;
 - Price; and
 - Support and service availability.
- The lowest cost supplier may not necessarily be the chosen supplier dependent upon the acceptance criteria outlined for the goods and services purchased. Local vendors will be included in the purchasing processes. All purchases made on behalf of the Village of Marwayne shall consider value for money regardless of dollar value spent.
- Council and Village staff are not allowed to purchase items for personal use through the Village's purchase arrangements thus alleviating potential conflicts of interest.
- Authority for purchasing on behalf of the Village of Marwayne shall rest with the Chief Administrative Officer and any other staff receiving authorization from the Chief Administrative Officer.



- The following purchasing process in relation to the thresholds shall be:

Level	Value	Process Required
1	Goods and/or services up to \$15,000	No quotations are required
2	Goods and/or services between \$15,000 to \$75,000 and under \$200,000 for construction	Written quotations from at least two, preferably three vendors
3	Goods and/or services over \$75,000 or over \$200,000 for construction	Advertised on Alberta Purchasing Connection

ROLES & RESPONSIBILITIES

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

EXEMPTIONS

The requirements for a procurement may not apply to the purchase of the following items unless specifically requested by Council. The CAO has the authority to execute any contracts required under this list. The CAO may delegate this authority if the CAO determines such delegation to be in the best interests of the Village:

- Human Resource expenses of training and education
 - conferences, courses, conventions, seminars, staff development and training, staff workshops
 - memberships, magazines, periodicals, subscriptions
- refundable employee expenses



- advances, meal allowances, miscellaneous-non-travel, travel expenses,
- employer's general expenses
 - payroll and payroll deductions
 - licenses – including software licenses
 - debenture payments, bank charges
 - insurance premium payments, claim settlements and adjuster services, damage claims
 - grants to agencies
 - petty cash replenishment
 - tax remittances, WCB
- professional and special services
 - legal fees and services
 - annual audit fees
 - such as engineers, consultants, architects etc.
- utilities (to include servicing and requested plan modifications/relocations related to construction)
 - postage
 - hydro, gas, telephone basic services
- amendments or renewals of existing agreements
- Emergency Purchases
 - A condition where lack of unforeseen supplies or services may adversely affect the functioning of the Village of Marwayne, it's residents, public property, private property, the environment or endanger the health of the public
 - Interim contractual arrangements following the abandonment or breach of a contract, or the receipt of unacceptable bids.
 - Emergency purchases are to be completed in an expedient manner but should take economy into consideration. In each case the authorizing person is required to report the emergency purchase to the Chief Administrative Officer

Purchasing and Account Processing:

- To process an invoice, the following steps shall be carried out:
 - No invoices can be paid without supporting documentation;
 - Invoices received will be dated with the date received stamp;
 - All Invoices or packing slips will be coded and entered into accounts payable (program/accounts payable/invoice maintenance);
 - Any public works invoices will be copied and given to the Public Works foreman for verification of work completed and to confirm correct account;



- All invoices will be brought to the attention of the CAO;
- Regular cheque runs will be prepared for approval by the CAO and/or Council;
- All cheques require two signatures, The Mayor or Deputy Mayor will be one signing authority and the CAO the other, except when conflict of interest occurs then both Mayor and Deputy Mayor may be the two signing authorities.
- The Administrative Assistant and Public Works Foreman may approve accounts approved by the budget with purchasing being done on the Village Credit Cards.

Policy No. FIN 03 Issue No. 1 Adopted: 2006-12-09 Amended: 2009-07-08 2018-07-16 To be reviewed: 2022	Village of Marwayne Purchasing and Procurement Policy
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Purpose: To outline the Village of Marwayne’s policy regarding expenditures and procurement of goods and services. This policy will be used to direct the purchasing process and facilitate appropriate control of expenditures for the Village.

Scope: This policy covers procurement and expenditures for all facets of the Village’s operation.

- Objectives:** To objectives of this policy are:
- to ensure objectivity and integrity in the procurement process;
 - to ensure fair treatment of all bidders;
 - to ensure openness, accountability and transparency while protecting the financial best interest of the Village and obtaining the best value when procuring supplies and services;
 - purchasing will be conducted in a manner where as many local suppliers as reasonable possible are given an opportunity to participate;
 - consideration will be given to price, quality and serviceability prior to purchasing commitments being made.

- Statement:** Responsible purchasing is foundational to good governance and the reputation of a municipal government. The Village of Marwayne therefore subscribes to and adheres to the following principals for all purchasing transactions:
- Ethical behaviour and conduct;
 - Full and open competition;
 - Best value acquisition

- Standards:** In accordance with the Municipal Government Act, the Village of Marwayne may only make an expenditure that is:
- Included in an operating budget, interim operating budget or capital budget or otherwise authorized by Council resolution;
 - For an emergency;
 - Legally required to be made

In accordance with the Municipal Government Act, the Village of Marwayne will establish the procedure for authorizing or verifying expenditures that are not included in a budget, by requiring all such expenditures to be presented to Council for approval prior to purchasing.

The Village of Marwayne will commit to following the New West Partnership Trade Agreement in addition to any other trade agreements applicable to the public sector in Alberta by practicing open and non-discriminatory procurement where the anticipated costs are at or above the lowest applicable threshold currently:

- \$75,000 or greater for goods;
- \$75,000 or greater for services;
- \$200,000 or greater for construction.

Alberta Purchasing Connection, the official electronic tendering system to advertise and distribute related solicitation documents will be utilized.

The Village of Marwayne will take into consideration several factors in evaluating vendor selection. These factors may include but are not limited to:

- Social – vendor contribution to the community;
- Delivery time;
- Quality;
- Price
- Support and service availability

The lowest cost supplier may not necessarily be the chosen supplier dependent upon the acceptance criteria outlined for the goods and services purchased. Local vendors will be included in the purchasing processes. All purchases made on behalf of the Village of Marwayne shall consider value for money regardless of dollar value spent.

Council and Village staff will not be allowed to purchase items for personal use through the Village’s purchase arrangements thus alleviating further potential conflicts of interest.

Authority for purchasing on behalf of the Village of Marwayne shall rest with the Chief Administrative Officer and any other staff receiving authorization from the Chief Administrative Officer.

The following purchasing process in relation to the purchasing thresholds shall be:

	Value	Process Required
Level 1	Up to \$15,000	No quotations are required
Level 2	From \$15,000 to \$75,000 (\$200,000 for construction)	Written quotations from at least two, preferably three vendors
Level 3	Over \$75,000 (\$200,000 for construction)	Advertised on Alberta Purchasing Connection

Exceptions to the Procurement Process: The requirements for a procurement may not apply to the purchase of the following items unless specifically requested by Council. The CAO has the authority to execute any contracts required under this list. The CAO may delegate this authority if the CAO determines such delegation to be in the best interests of the Village:

- Human Resource expenses of training and education
 - conferences, courses, conventions, seminars, staff development and training, staff workshops
 - memberships, magazines, periodicals, subscriptions
- refundable employee expenses
 - advances, meal allowances, miscellaneous-non-travel, travel expenses,
- employer’s general expenses
 - payroll and payroll deductions
 - licenses – including software licenses
 - debenture payments, bank charges
 - insurance premium payments, claim settlements and adjuster services, damage claims
 - grants to agencies
 - petty cash replenishment
 - tax remittances, WCB
- professional and special services
 - legal fees and services
 - annual audit fees

- such as engineers, consultants, architects etc.
- utilities (to include servicing and requested plan modifications/relocations related to construction)
 - postage
 - hydro, gas, telephone basic services
- amendments or renewals of existing agreements
- Emergency Purchases
 - A condition where lack of unforeseen supplies or services may adversely affect the functioning of the Village of Marwayne, it's residents, public property, private property, the environment or endanger the health of the public
 - Interim contractual arrangements following the abandonment or breach of a contract, or the receipt of unacceptable bids.
 - Emergency purchases are to be completed in an expedient manner but should take economy into consideration. In each case the authorizing person is required to report the emergency purchase to the Chief Administrative Officer

Purchasing and Account Processing Procedures: The following shall be following in Processing of an Invoice

1. To process an invoice, the following steps should be completed.
 - a. No invoices can be paid without supporting documentation.
 - b. Invoices received will be dated with the date received stamp.
 - c. All Invoices or packing slips will be coded and entered into accounts payable (program/accounts payable/invoice maintenance)
 - d. Any public works invoices will be copied and given to the Public Works foreman for verification of work completed and to confirm correct account
 - e. All invoices will be brought to the attention of the CAO
 - f. Regular cheque runs will be prepared for approval by the CAO and/or Council
 - g. All cheques require two signatures, The Mayor or Deputy Mayor will be one signing authority and the CAO the other, except when conflict of interest occurs then both Mayor and Deputy Mayor may be the two signing authorities.
2. The Administrative Assistant and Public Works Foreman may approve accounts approved by the budget with purchasing being done on the Village Credit Cards. Village Credit Cards carry an available credit of \$15,000.

Policy No. FIN 06 Issue No. 1 Adopted motion: 2008-01- Amended: To be reviewed:	Village of Marwayne Tangible Capital Assets (TCA) Policy
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Responsibility: CAO

Purpose:

The purpose of the policy is to provide direction for recognizing and recording Tangible Capital Assets (TCA) on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) 3150.

Policy:

A number of recommendations for TCA have been established by Alberta Municipal Affairs & Housing (AMAH). These recommendations will be adopted by the Village:

- Asset Classification
- Useful Life and Amortization Methods
- Capitalization Thresholds
- Excel spreadsheet for recording the inventory
- others as released

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all TCA
- b) Provide accountability over TCA
- c) Gather and maintain information needed to prepare financial statements.

Tangible Capital Asset Definition:

Tangible Capital Assets are non-financial assets having physical substance that:

- are used on a continuous basis by the Village
- have useful economic lives extending beyond one year
- are not for resale in the ordinary course of operations

Subsequent expenditures on a recorded TCA that:

- increase output or service capacity
- increase the service life
- lower associated operating costs
- improve the quality of the output

should be classified as betterments and capitalized accordingly. Any other expenditure should be considered a repair or maintenance and should be expensed in the period.

Inventory

The Village will establish a permanent accurate “Capital Asset Register” that will make it possible to keep accurate information about each assets history.

The asset categories, as shown in Appendix A, will be used to group assets for financial statement reporting purposes.

In establishing the TCA inventory,

- (1) maintain sufficient, appropriate audit information that indicates where and how, each and every asset value was obtained. This information will form the basis of the Capital asset Register, a permanent record of the village.
- (2) consult with the municipal auditor to obtain some level of concurrence with their approach to valuation, especially where that approach involves significant resources to compile and where any alternative approach would involve a significant effort.

Amortization

The cost, less any residual value of a TCA with a limited life should be amortized over its useful life in a rational and systematic manner. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis (as outlined in the table below or more frequently if needed) and revised when the appropriateness of a change can be clearly demonstrated.

Useful Life and Amortization Methods:

The Village of Marwayne will use “Appendix A” for establishing the useful life of each asset. If the useful life is expected to be longer than the recommended life, the Village shall provide adequate documentation to support the decision to extend the life beyond the recommended maximum.

If a TCA has exceeded its estimated useful life, the item will still be added to inventory, even if the asset is fully amortized. The historical cost will still be set up. From the stand point of ongoing replacement needs, it is desirable to set up a record because it will likely be replaced sooner than assets not fully amortized.

In the year of acquiring an asset, putting an asset into service ~~or disposing of an asset~~, the Village will record ~~50-~~ 100 percent of the annual amortization amount. ~~(from auditor’s direction) there will be no amortization in the year of disposition.~~

Disposals:

When TCA are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling the asset registers and accounting records recording a loss/gain on disposal will be adjusted.

Classes, Capitalization Thresholds, Amortization Method and Review Schedule:

The following table* shows the classes, capitalization thresholds and amortization method to be used:

Major Asset Class	Minor Asset Class	Capitalization Threshold	Amortization Method	Review Schedule
Land		All land will be recorded	N/A	N/A
Land Improvements		\$ 2,000.	Straight Line	Every 3 years
Buildings		\$10,000.	Straight Line	Every 5 years
Engineered Structures	Roadway System	\$10,000.	Straight Line	Every 5 years
	Water System	\$10,000.	Straight Line	Every 5 years
	Wastewater System	\$10,000.	Straight Line	Every 5 years
	Storm System	\$10,000.	Straight Line	Every 5 years
Machinery & Equipment		\$ 2,000.	Straight Line	Every 3 years
Vehicles		\$ 2,000.	Straight Line	Every 3 years
Cultural & Historical		N/A	N/A	N/A

**Where the above table can not be used, the auditor for the village will be consulted to assist in establishing the correct accounting procedures for a TCA.*

VALUATION

Once the capital inventory is assembled, the opening valuation of TCA's need to be determined. The Village will:

- Use historical costs as it is the most objective and measurable amount
- If historical are not available, then use in descending order:
 - reproduction costs discounted
 - replacement cost discounted
 - appraised cost discounted
 - residual value when fully amortized
 - nominal value; i.e. conservation estimate of cost

TCA are to be valued at cost (PS3150.09), therefore, TCA should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

Acquired, Constructed or Developed assets

Cost includes all costs directly attributable (e.g. construction, architectural and other profession fees) to the acquisition, construction or development of the asset. Carry costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are completed.

Donated or Contributed assets

Contributed assets (ex developer installed services) will be valued and accounted for as assets. Record the estimated "fair value" at the date of contribution.

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by the estimate of replacement cost. Ancillary costs should be capitalized.

Incidental Costs

The following costs associated with the acquisition of a fixed asset will be capitalized:

Land – legal and title fees, surveying costs, appraisal fees and site preparation costs

Land Improvements –

Buildings – architect fees, legal fees, survey costs, site preparation costs and any related costs to put the structure into its intended state of operation.

Engineered structures – engineering fees, legal fees, survey costs, site preparation costs and any related costs to put the structure into its intended state of operation

Machinery and equipment– freight and transportation costs and installation costs

Vehicles– freight and transportation costs and installation costs

Note: Engineering costs related to a feasibility study should be recorded as a prepayment for capital assets until:

- The project is commenced or cancelled, or
- The end of the next reporting period, whichever occurs first.

If the project is commenced before the end of the next reporting period, the engineering costs will be capitalized as part of the project. Otherwise the costs will be expensed in that reporting period.

Note: Items such as fences and landscaping acquired as part of the construction project which cannot be separated and identified in absolute terms should be capitalized as part of the building and/or engineering structure.

Note: Interest expense for a loan or debenture financing of the purchase of capital assets shall be expenses in the reporting year in which it is paid or is payable.

Construction of a Capital Project by a Third Party on Land Owned by the Village

The costs incurred by the Village for the project will be classified as transfer to other municipalities or organization if the Village does not retain custody and control.

MANAGEMENT

Updating Inventory Listing

The inventory listing will updated annually.

**APPENDIX A:
RECOMMENDED MAXIMUM USEFUL LIFE**

Major Minor	Asset Classes Sub-class One Sub-class Two Sub-class Three	Maximum Useful Life
	Land <i>Right-of-way</i> <i>Undeveloped right-of-way</i> <i>Parks</i> <i>General</i>	
	Cultural & Historical Assets <i>Public art</i> <i>Historical</i> <i>Heritage site</i>	
	Land Improvements <i>Parking lot</i> <i>Gravel</i> <i>Asphalt</i> <i>Playground structures</i> <i>Landscaping</i> <i>Fences</i> <i>Sprinkler systems</i> <i>Golf courses</i> <i>Tennis courts</i> <i>Fountains</i> <i>Lakes/ponds</i> <i>Retaining walls</i> <i>Running tracks</i> <i>Outdoor lighting</i> <i>Airport runways</i> <i>Soccer pitch - outdoor</i> <i>Bike/jogging Paths</i> <i>Gravel</i> <i>Asphalt</i> <i>Landfill</i> <i>Pits</i> <i>Pads</i> <i>Transfer stations</i> <i>Construction in progress</i>	15 25 15 25 20 25 45 20 20 25 20 15 20 10 20 15 20 Volume Volume 25
	Buildings <i>Permanent Structures</i> <i>Frame</i> <i>Metal</i> <i>Concrete</i> <i>Portable Structures</i> <i>Metal</i> <i>Frame</i> <i>Leasehold improvements</i> <i>Construction in progress</i>	50 50 50 25 25 Variable

Asset Classes		Maximum Useful Life
Major	Minor	
Sub-class One		
Sub-class Two		
Sub-class Three		
Engineered Structures		
Roadway system		
	Bridges	Variable
	Overpass/interchange	60
	Curb & gutter	30
	Parkades	50
	Roads & streets	
	<i>Lanes/alleys</i>	
	ACP - hot mix	20*
	Gravel	15*
	Nonconforming	20*
	<i>Local/Collector/Arterial/Major Arterial Surface</i>	
	Concrete	30*
	ACP - hot mix	20*
	ACP - cold mix	10*
	Chip seal	10*
	Oil	5*
	Gravel	25*
	<i>Subsurface</i>	40*
	Road signs	
	<i>Traffic control Information</i>	30
	Information	30
	Lights	
	<i>Decorative</i>	30
	<i>Street</i>	30
	<i>Traffic</i>	30
	Guard rails	30
	Ramps	30
	Sidewalks & para-ramps	30
	Light rail system	65
	Construction in progress	
(* subject to weather conditions)		
Water system		
	Distribution system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	45
	Plants and facilities	
	<i>Structures</i>	45
	<i>Treatment equipment</i>	
	Mechanical	45
	Electrical	45
	General	45
	<i>Pumping equipment</i>	45
	Hydrants/fire protection	75
	Reservoirs	45
	Construction in progress	

Asset Classes		Maximum Useful Life
Major	Minor	
	Sub-class One Sub-class Two Sub-class Three	
Wastewater system		
	Collection system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	45
	Plants and facilities	
	<i>Structures</i>	45
	<i>Treatment equipment</i>	
	Mechanical	45
	Electrical	45
	General	45
	<i>Pumping equipment</i>	45
	Lagoons	45
	Construction in progress	
Storm system		
	Collection system	
	<i>Mains</i>	75
	<i>Services</i>	75
	Pump, lift and transfer stations	45
	Catch basins	75
	Outfalls	75
	Wetlands	75
	Retention ponds	75
	Treatment facility	45
	Construction in progress	
Fibre optics		30
Electrical System		
	Electrical generation	
	<i>Boilers</i>	30
	<i>Turbo generators</i>	30
	<i>Combustion turbines</i>	20
	<i>Condensate tanks</i>	10
	<i>Gas compressors</i>	20
	<i>Other</i>	10
	<i>Generation Wind/Turbine</i>	30
	<i>Construction in progress</i>	
	Electrical Transmission	
	<i>Structures & improvements</i>	35
	<i>Station & line equipment</i>	
	Transformers	40
	Switchgear	35
	Protection systems	20
	Insulators	60
	Other structures & equipment	35
	<i>Towers and fixtures</i>	38
	<i>Poles and fixtures</i>	38

Major Minor	Asset Classes	Maximum Useful Life
	Sub-class One Sub-class Two Sub-class Three	
	<i>Overhead (O/H) conductors & devices</i>	35
	<i>Underground (U/G) conductors & devices</i>	40
	U/G conduit	40
	U/G cable	40
	<i>Construction in progress</i>	
	Electrical Distribution	
	<i>Site development</i>	35
	<i>Station & line equipment</i>	
	Transformers	40
	Switchgear	35
	Protection systems	20
	Insulators	60
	<i>Towers and fixtures</i>	38
	<i>Poles and fixtures</i>	38
	<i>O/H conductors & devices</i>	35
	<i>U/G conductors & devices</i>	40
	U/G conduit	40
	<i>Construction in progress</i>	
	General Plant - Electrical	
	<i>Site development</i>	80
	Electrical substations	
	<i>Site development</i>	35
	<i>Station & line equipment</i>	
	Transformers	40
	Switchgear	35
	Protection systems	20
	Other structures & equipment	35
	<i>Towers and fixtures</i>	38
	<i>Poles and fixtures</i>	38
	<i>O/H conductors & devices</i>	35
	<i>U/G conductors & devices</i>	40
	U/G conduit	40
	U/G cable	40
	<i>Construction in progress</i>	
	Gas distribution system	
	Structures	75
	Transmission	75
	Services	75
	Medium pressure	36
	High pressure	36
	Measurement	35
	<i>Construction in progress</i>	

Asset Classes		
Major	Minor	Maximum Useful Life
	Sub-class One	
	Sub-class Two	
	Sub-class Three	
Machinery and Equipment		
	<i>Heavy construction equipment</i>	Variable
	<i>Stores</i>	25
	<i>Food services</i>	10
	<i>Fire equipment</i>	12
	<i>Police special equipment</i>	10
	<i>Aircraft</i>	Variable
	<i>Boats</i>	25
	<i>Fitness and wellness</i>	10
	<i>Control systems</i>	5
	Communication links	20
	SCADA system	10
	<i>Fuelling stations</i>	15
	<i>Laboratory</i>	10
	<i>Communications</i>	
	Radios	10
	Telephone systems	10
	<i>Tools, shop and garage equipment</i>	15
	<i>Scales</i>	15
	<i>Bins</i>	15
	<i>Meters</i>	
	Electrical	20
	Cumulative	20
	Interval	20
	Gas	20
	Water	40
	Parking meters and splitters	20
	<i>Turf equipment</i>	10
	<i>Ice re-surfacer</i>	10
	 <i>Office Furniture & Equipment</i>	
	Furniture	20
	Office equipment	10
	Audiovisual	10
	Photocopiers	5
	<i>Computer Systems</i>	
	Hardware	5
	Software	10
	<i>Construction in progress</i>	
Vehicles		
	<i>Light duty</i>	10
	<i>Medium duty</i>	10
	<i>Heavy duty</i>	10
	<i>Transit buses</i>	20
	<i>Fire trucks</i>	25
	<i>Light rail transit cars</i>	40
	<i>Construction in progress</i>	

2.6 - Capital Assets Inventory Form

Department _____
Division _____
Asset Category _____
Asset Sub Category _____
Asset Description _____
Location _____
Identification # 1 _____
Identification # 2 _____
Identification # 3 _____
Identification # 4 _____
Acquisition Month _____
Acquisition Year _____
In Service Month _____
In Service Year _____
Purchase Price _____
Estimated Purchase Price _____
Manufacturer _____
Supplier #1 _____
Supplier #2 _____
Disposal Value _____
Depreciable Life _____
Comments _____

Note: Attach a copy of any costing information (Invoices) you have.

2.2 PSAB Handbook Section 3150 – Tangible Capital Assets

PURPOSE AND SCOPE

- .01 This Section establishes standards on how to account for and report tangible capital assets in government financial statements.¹
- .02 Tangible capital assets are a significant economic resource managed by governments and a key component in the delivery of many government programs. Tangible capital assets include such diverse items as roads, buildings, vehicles, equipment, land, water and other utility systems, aircraft, computer hardware and software, dams, canals, and bridges.
- .03 This Section does not apply to intangible assets, natural resources, and Crown lands that have not been purchased by the government.
- .04 Government capital grants and government transfers of tangible capital assets would be accounted for in accordance with GOVERNMENT TRANSFERS, Section PS 3410.

DEFINITIONS

- .05 For the purposes of this Section:
 - (a) **Tangible capital assets** are non-financial assets² having physical substance that:
 - (i) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
 - (ii) have useful economic lives extending beyond an accounting period;
 - (iii) are to be used on a continuing basis; and
 - (iv) are not for sale in the ordinary course of operations.
 - (b) **Cost** is the gross amount of consideration given up to acquire, construct, develop or better a tangible capital asset, and includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed tangible capital asset, including a tangible capital asset in lieu of a developer charge, is considered to be equal to its fair value at

¹ The term "financial statements" refers to the summary financial statements prepared by a government to report on its financial condition and results of operations.

² For the purposes of this Section, tangible capital assets are defined to include computer software.

the date of contribution. Capital grants would not be netted against the cost of the related tangible capital asset. The cost of a leased tangible capital asset is determined in accordance with PUBLIC SECTOR GUIDELINE PSG-2, Leased Tangible Capital Assets.

- (c) **Fair value** is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.
- (d) **Net book value** of a tangible capital asset is its cost, less both accumulated amortization and the amount of any write-downs.
- (e) **Residual value** is the estimated net realizable value of a tangible capital asset at the end of its useful life to a government.
- (f) **Service potential** is the output or service capacity of a tangible capital asset, and is normally determined by reference to attributes such as physical output capacity, quality of output, associated operating costs, and useful life.
- (g) **Useful life** is the estimate of either the period over which a tangible capital asset is expected to be used by a government, or the number of production or similar units that can be obtained from the tangible capital asset by a government. The life of a tangible capital asset may extend beyond the useful life of a tangible capital asset to a government. The life of a tangible capital asset, other than land, is finite, and is normally the shortest of the physical, technological, commercial and legal life.

ACCOUNTING

- .06 Governments need to present information about the complete stock of their tangible capital assets and amortization in the summary financial statements to demonstrate stewardship and the cost of using those assets to deliver programs and provide services.
- .07 Tangible capital assets should be accounted for and reported as assets on the statement of financial position.³
- .08 Works of art and historical treasures are property that has cultural, aesthetic or historical value that is worth preserving perpetually. Works of art and historical treasures would not be recognized as tangible capital assets in government financial statements because a reasonable estimate of the future benefits associated with such property cannot be made. Nevertheless, the existence of such property should be disclosed (see paragraph PS 3150.42(e)).

³ APRIL 2005

MEASUREMENT COST

- .09 Tangible capital assets should be recorded at cost.⁴
- .10 The cost of a tangible capital asset includes the purchase price of the asset and other acquisition costs such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs, and duties. The cost of a constructed asset would normally include direct construction or development costs (such as materials and labour) and overhead costs directly attributable to the construction or development activity. The activities necessary to prepare a tangible capital asset for its intended use encompass more than the physical construction of the tangible capital asset. They include the technical and administrative work prior to the commencement of and during construction.
- .11 The cost of each tangible capital asset acquired as part of a single purchase (for example, the purchase of a building and land for a single amount) is determined by allocating the total price paid for all of the tangible capital assets acquired to each one on the basis of its relative fair value at the time of acquisition.
- .12 Many tangible capital assets, particularly complex network systems such as those for water and sewage treatment, consist of a number of components. Whether a government decides to record and account for each component as a separate asset will be determined by the usefulness of the resulting information to the government and the cost versus the benefit of collecting and maintaining it.
- .13 When, at the time of acquisition, a portion of the acquired tangible capital asset is not intended for use, its costs and any costs of disposal, net of any estimated proceeds, are attributed to that portion of the acquired tangible capital asset that is intended for use. For example, the cost of acquired land that includes a building that will be demolished includes the cost of the acquired property and the cost of demolishing the building.
- .14 Governments may receive contributions of tangible capital assets. The cost of a contributed asset is considered equal to its fair value at the date of contribution. Fair value of a contributed tangible capital asset may be estimated using market or appraisal values. In unusual circumstances, where an estimate of fair value cannot be made, the tangible capital asset would be recognized at nominal value.

⁴ SEPT. 1997

- .15 The cost of a tangible capital asset that is acquired, constructed or developed over time includes carrying costs directly attributable to the acquisition, construction or development activity, such as interest costs when the government's policy is to capitalize interest costs.
- .16 Carrying costs incurred while land acquired for building purposes is held without any associated construction or development activity do not qualify for capitalization.
- .17 Capitalization of carrying costs ceases when no construction or development is taking place or when a tangible capital asset is ready for use in producing goods or services. A tangible capital asset is normally ready for productive use when the acquisition, construction or development is substantially complete.
- .18 Determining when a tangible capital asset, or a portion thereof, is ready for productive use requires consideration of the circumstances in which it is to be operated. Normally it would be predetermined by a government by reference to factors such as productive capacity, occupancy level, or the passage of time.
- .19 Costs of betterments are considered to be part of the cost of a tangible capital asset and would be added to the recorded cost of the related asset. A betterment is a cost incurred to enhance the service potential of a tangible capital asset. In general, for tangible capital assets other than complex network systems, service potential may be enhanced when there is an increase in the previously assessed physical output or service capacity, where associated operating costs are lowered, the useful life of the property is extended or the quality of the output is improved.
- .20 This definition of a betterment is more difficult to apply to tangible capital assets that are complex network systems and are very long-lived, such as highway and water systems, because identifying expenditures that would extend their lives may not be practicable. For example, expenditures on road systems to widen the roads or add to the number of lanes expand the capacity of the road system to provide services and are clearly betterments. On the other hand, expenditures incurred to maintain the originally anticipated service potential of a road, or its estimated useful life, are more in the nature of maintenance.
- .21 For complex network systems, therefore, the following basic distinctions can be used to identify maintenance and betterments:
 - (a) Maintenance and repairs maintain the predetermined service potential of a tangible capital asset for a given useful life. Such expenditures are charged in the accounting period in which they are made.

- (b) Betterments increase service potential (and may or may not increase the remaining useful life of the tangible capital asset). Such expenditures would be included in the cost of the related asset.

AMORTIZATION

- .22 The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use by the government.⁵
- .23 The amortization of the costs of tangible capital assets should be accounted for as expenses in the statement of operations.^{6,7}
- .24 Land normally has an unlimited life and would not be amortized.
- .25 Most tangible capital assets, however, have limited useful lives. This fact is recognized by amortizing the cost of tangible capital assets in a rational and systematic manner over their useful lives. Amortization expense is an important part of the cost associated with providing government services, regardless of how the acquisition of tangible capital assets is funded. Information about a program or activity's total costs is relevant to any assessment of the benefits the program or activity provides.
- .26 Different methods of amortizing a tangible capital asset result in different patterns of cost recognition. The objective is to provide a systematic and rational basis for allocating the cost of a tangible capital asset, less any residual value, over its useful life. A straight-line method reflects a constant charge for the service as a function of time. A variable charge method reflects service as a function of usage. Other methods may be appropriate in certain situations.
- .27 Where a government expects the residual value of a tangible capital asset to be significant, it would be factored into the calculation of amortization.
- .28 The useful life of a tangible capital asset depends on its expected use by the government. Factors to be considered in estimating the useful life of a tangible capital asset include:
 - (a) expected future usage;
 - (b) effects of technological obsolescence;

⁵ SEPT. 1997

⁶ SEPT. 1997

⁷ Editorial change — January 2003.

- (c) expected wear and tear from use or the passage of time;
 - (d) the maintenance program;
 - (e) studies of similar items retired; and
 - (f) the condition of existing comparable items.
- .29 The amortization method and estimate of the useful life of the remaining unamortized portion of a tangible capital asset should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.⁸
- .30 Significant events that may indicate a need to revise the amortization method or the estimate of the remaining useful life of a tangible capital asset include:
- (a) a change in the extent to which the tangible capital asset is used;
 - (b) a change in the manner in which the tangible capital asset is used;
 - (c) removal of the tangible capital asset from service for an extended period of time;
 - (d) physical damage;
 - (e) significant technological developments;
 - (f) a change in the demand for the services provided through use of the tangible capital asset; and
 - (g) a change in the law or environment affecting the period of time over which the tangible capital asset can be used.

WRITE-DOWNS

- .31 When conditions indicate that a tangible capital asset no longer contributes to a government's ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value.⁹

⁸ SEPT. 1997

⁹ SEPT. 1997

- .32 The net write-downs of tangible capital assets should be accounted for as expenses in the statement of operations.^{10 11}
- .33 A write-down should not be reversed¹².
- .34 A government would write down the cost of a tangible capital asset when it can demonstrate that the reduction in future economic benefits is expected to be permanent. Conditions that may indicate that the future economic benefits associated with a tangible capital asset have been reduced and a write-down is appropriate include:
- (a) a change in the extent to which the tangible capital asset is used;
 - (b) a change in the manner in which the tangible capital asset is used;
 - (c) significant technological developments;
 - (d) physical damage;
 - (e) removal of the tangible capital asset from service;
 - (f) a decline in, or cessation of, the need for the services provided by the tangible capital asset;
 - (g) a decision to halt construction of the tangible capital asset before it is complete or in usable or saleable condition; and
 - (h) a change in the law or environment affecting the extent to which the tangible capital asset can be used.
- .35 The persistence of such conditions over several successive years increases the probability that a write-down is required unless there is persuasive evidence to the contrary.
- .36 When the tangible capital asset no longer contributes to the government's ability to provide goods and services, it would be written down to residual value, if any. This would be appropriate when the government has no intention of continuing to use the asset in its current capacity, and there is no alternative use for the asset.
- .37 In other circumstances, it will be necessary to estimate the value of expected remaining future economic benefits. Where a government can objectively estimate a reduction in the value of the asset's service potential to the government, and has persuasive evidence that the reduction is

¹⁰ SEPT. 1997

¹¹ Editorial change — January 2003.

¹² SEPT. 1997

expected to be permanent in nature, the tangible capital asset would be written down to the revised estimate of the value of the asset's remaining service potential to the government.

DISPOSALS

- .38 The difference between the net proceeds on disposal of a tangible capital asset and the net book value of the asset should be accounted for as a revenue or expense in the statement of operations.^{13,14}
- .39 Disposals of government tangible capital assets in the accounting period may occur by sale, destruction, loss or abandonment. Such disposals represent a reduction in a government's investment in tangible capital assets, regardless of how that investment is reported.

PRESENTATION AND DISCLOSURE

- .40 The financial statements should disclose, for each major category of tangible capital assets and in total:
 - (a) cost at the beginning and end of the period;
 - (b) additions in the period;
 - (c) disposals in the period;
 - (d) the amount of any write-downs in the period;
 - (e) the amount of amortization of the costs of tangible capital assets for the period;
 - (f) accumulated amortization at the beginning and end of the period; and
 - (g) net carrying amount at the beginning and end of the period.¹⁵
- .41 Major categories of tangible capital assets would be determined by type of asset, such as land, buildings, equipment, roads, water and other utility systems, and bridges.
- .42 Financial statements should also disclose the following information about tangible capital assets:

¹³ SEPT. 1997

¹⁴ Editorial change — January 2003.

¹⁵ APRIL 2005

- (a) the amortization method used, including the amortization period or rate for each major category of tangible capital asset;
- (b) the net book value of tangible capital assets not being amortized because they are under construction or development or have been removed from service;
- (c) the nature and amount of contributed tangible capital assets received in the period and recognized in the financial statements;
- (d) the nature and use of tangible capital assets recognized at nominal value;
- (e) the nature of the works of art and historical treasures held by the government; and
- (f) the amount of interest capitalized in the period.¹⁶

TRANSITIONAL PROVISIONS FOR LOCAL GOVERNMENTS

- .43 This Section applies to local governments for fiscal years beginning on or after January 1, 2009. Earlier adoption is encouraged.
- .44 This Section applies to all tangible capital assets.
- .45 When, during the period of transition, a local government has information on some but not all categories of its tangible capital assets, the local government would disclose information in accordance with PUBLIC SECTOR GUIDELINE PSG-7¹⁷, Tangible Capital Assets of Local Governments.
- .46 All government tangible capital assets would be recorded in a government's accounting system according to this Section. The information recorded would include the actual or estimated original cost of the tangible capital assets, their estimated useful lives and the related estimated accumulated amortization. When recording the initial value of a tangible capital asset for the purposes of applying this Section, consideration would be given to whether the net book value of the tangible capital asset is in excess of the future economic benefits expected from its use and, therefore, whether a write-down is required to establish more appropriate cost and accumulated amortization amounts for the asset.
- .47 When a government does not have historical cost accounting records for its tangible capital assets, it will need to use other methods to estimate the cost

¹⁶ SEPT. 1997

¹⁷ On page 55 of this handbook.

and accumulated amortization of the assets. It may be possible to derive information for recording tangible capital assets from records of government departments that manage those assets. A government would apply a consistent method of estimating the cost of the tangible capital assets for which it does not have historical cost records, except in circumstances where it can be demonstrated that a different method would provide a more accurate estimate of the cost of a particular type of tangible capital asset.

- .48 Some government tangible capital assets that are still in use by the government may not have any unamortized cost remaining because of their age and the amortization period set for that type of tangible capital asset. A record of such tangible capital assets would, however, need to be set up for asset control purposes. If a government has the information to estimate the historical cost and accumulated amortization of such fully amortized assets, then that information would be recorded in the accounting records. If a local government does not have this detailed information on its fully amortized assets, it would disclose them at an initial value equal to their residual value, where material and previously known. Otherwise it would disclose them at a nominal value.



POLICY – FN 06 TANGIBLE CAPITAL ASSETS

APPROVAL DATE:	2008-01	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2021-12-13	REVIEW DATE:	2026

POLICY STATEMENT

To meet the requirements of the Public Section Accounting Handbook Section 3150 as it relates to the recognizing and recording of Village of Marwayne tangible capital assets.

BACKGROUND

The module for the recording of tangible capital assets has been integrated with the general ledger financial system of the Village of Marwayne. This policy and the Village's asset management plan serve to recognize the Village's investments and economic resources that are required to acquire and maintain the Village's assets.

OBJECTIVE

To prescribe the accounting for tangible capital assets.



DEFINITIONS

Betterment is the cost incurred to the tangible capital asset that increases previously assessed physical output or service capacity, lower associated operating costs, extends the useful life of the asset or improves the quality of the assets output. All other expenditures are considered a repair or maintenance and will be expensed.

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

Capital Threshold is the value of an expenditure for a tangible capital asset that is established as the base minimum amount for the recording of tangible capital assets.

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.

Pooled/Grouped Asset(s) are assets that have an individual unit value below the capitalization threshold but that as a group have a material value. These items are recorded as a single asset with a combined value where applicable.

Residual Value is the net amount that may be realized at the end of the useful life of an asset.

Tangible Capital Asset(s) or TCA are assets of a physical substance that:

1. Are used in the course of operations for the Village of Marwayne;
2. Have a useful life extending beyond an accounting period;
3. Are not held for resale in the ordinary course of operations; and
4. Meet both the criteria of a tangible capital asset and exceed the established capitalization thresholds.

Useful life is the shortest of the physical, legal, technological or commercial life of an asset as recorded in Schedule A attached hereto.

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

GUIDING PRINCIPLES

- **Asset Classification**
 - The Village possesses a TCA register that contains accurate information about each asset, its history and its value.
 - TCA's are defined in two (2) classes: Major and Minor.



- **Major** – land, land improvements, buildings, engineered structures, machinery & equipment, vehicles and cultural & historical.
 - **Minor** – roadway systems, water systems, wastewater systems and storm systems.
- **Capitalization Thresholds**
 - Capitalization Thresholds have been established in order to ensure asset records meet materiality requirements proven for effective asset management practices.
 - All initial expenditures that meet the requirements of a TCA and meet or exceed the minimum thresholds listed below in Table 1 are recorded as TCA's.

Asset	Class	Threshold
Roadway Systems	Minor	\$10,000
Water Systems	Minor	\$10,000
Wastewater Systems	Minor	\$10,000
Storm Systems	Minor	\$10,000
Land	Major	No Minimum
Land Improvements	Major	\$2,000
Buildings	Major	\$10,000
Engineered Structures	Major	\$10,000
Machinery & Equipment	Major	\$2,000
Vehicles	Major	\$2,000
Cultural & Historical	Major	N/A

- **Valuation**
 - TCA's are recorded at historical cost. Should historical costs be unknown, a reasonable estimate of the value shall be made. In the absence of actual costs for roadways, assets shall be valued in accordance with the costing formulas provided by Alberta Municipal Affairs. In the absence of actual costs for bridges and



culverts, assets shall be valued in accordance with the costing formulas provided by Alberta Transportation.

- Land costs shall include the purchase price plus legal fees, registration costs, transfer taxes, out of pocket expenses, and any costs incurred to make the land suitable for use.
 - Purchased assets are to include the costs plus all non-refundable taxes, duties, freight, delivery, installation and site preparation charges. Discounts and/or rebates are to be netted against the costs.
 - Acquired, constructed or developed assets are to include the costs for the acquisition, development, construction, professional and architectural fees. Carrying costs may include internal design, inspection and administrative costs. Carrying costs may no longer be capitalized once the asset is ready for use or when no construction or development is taking place.
 - Donated or contributed assets shall have their value estimated at fair market value upon receipt. Values may be estimated by replacement cost.
 - Interest costs are to be capitalized from the start of the period where expenses were incurred or when activities take place that prepare the asset for its intended use. Capitalization of interest costs must cease during periods where no activity takes place and ends when substantially all of the activities to prepare the asset for use have been completed.
 - Single purchases are to be allocated to each asset within the group when the purchased price is obtained for a group of assets. Each asset is to be valued at its fair value or some other reasonable basis if the fair value cannot be determined.
- **Amortization Methods and Rates**
 - The cost of a TCA, less the residual value, is to be amortized over the useful life of the asset in a rational and systematic manner.
 - Amortization is recorded the year following acquisition and in the year of disposal or in the year an asset was put into service.
 - Assets, with the exception of land, is to be amortized in a straight line basis.



- **Review Schedule**

- The amortization method and estimate of the useful life of the remaining unamortized portion of a TCA should be reviewed as follows:
 - Every three (3) years:
 - Land Improvements
 - Machinery & Equipment
 - Vehicles
 - Every five (5) years:
 - Storm Systems
 - Wastewater Systems
 - Water Systems
 - Roadway Systems
 - Buildings
- When conditions indicate that a TCA is no longer contributing to the Village of Marwayne's ability to provide goods and/or services, or that the value of future economic benefits associated with the asset is less than its net book value, the cost of the asset should be reduced to reflect the decline in the asset's value.

- **Disposal**

- Disposals of TCA's may occur by sale, destruction, loss or abandonment. A gain or loss on disposal shall be recorded as revenue or expenses in the Village's statement of operations.



ROLES & RESPONSIBILITIES

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



SCHEDULE “A” – Useful Life

Asset	Class	Useful Life
Land <ul style="list-style-type: none"> • Right of way • Undeveloped right of way • Parks • General 	Major	N/A
Land Improvements <ul style="list-style-type: none"> • Gravel parking lot • Asphalt parking lot • Playground structures • Fences • Outdoor lighting • Landfill pits • Landfill pads • Transfer stations • Landscaping • Sprinkler systems • Soccer pitches • Bike/jogging paths asphalt 	Major	<ul style="list-style-type: none"> • 15 • 25 • 15 • 20 • 20 • 20 • Volume • Volume • 25 • 25 • 20 • 20
Cultural & Historical	Major	N/A
Buildings <ul style="list-style-type: none"> • Permanent structures <ul style="list-style-type: none"> <i>Frame</i> <i>Metal</i> <i>Concrete</i> • Portable structures <ul style="list-style-type: none"> <i>Metal</i> <i>Frame</i> 	Major	<ul style="list-style-type: none"> • 50 • 50 • 50 • 25 • 25
Roadway Systems <ul style="list-style-type: none"> • Bridges • Overpasses/interchanges • Curbs & gutters • Lanes/Alleys <ul style="list-style-type: none"> ACP hot mix Gravel Nonconforming • Local/Collector/Arterial <ul style="list-style-type: none"> ACP hot mix ACP cold mix 	Minor	<ul style="list-style-type: none"> • Variable • 60 • 30 • 20 • 15 • 20 • 30 • 20



<ul style="list-style-type: none"> Chip Seal Oil Gravel Subsurface • Road signs Traffic control Information • Lights Decorative Street Traffic • Guard rails • Ramps • Sidewalks 		<ul style="list-style-type: none"> • 10 • 5 • 25 • 40 • 30 • 30 • 30 • 30 • 30 • 30 • 30 • 30
<p>Water Systems</p> <ul style="list-style-type: none"> • Distribution system Mains Services • Pumps, lift & transfer stations • Plants and facilities Structures • Treatment equipment Mechanical Electrical General • Pumping equipment • Hydrants/fire protection • Reservoirs 	Minor	<ul style="list-style-type: none"> • 75 • 75 • 45 • 45 • 45 • 45 • 45 • 45 • 75 • 45
<p>Storm Systems</p> <ul style="list-style-type: none"> • Collection systems Mains Services • Pump, lift & transfer stations • Catch basins • Outfalls • Wetlands • Retention ponds • Treatment facility 	Minor	<ul style="list-style-type: none"> • 75 • 75 • 45 • 75 • 75 • 75 • 75 • 45
<p>Wastewater Systems</p> <ul style="list-style-type: none"> • Collection systems Mains Services 	Minor	<ul style="list-style-type: none"> • 75 • 75



<ul style="list-style-type: none"> • Pump, lift & transfer stations • Treatment equipment <li style="padding-left: 20px;">Mechanical <li style="padding-left: 20px;">Electrical <li style="padding-left: 20px;">General • Pumping equipment • Lagoons 		<ul style="list-style-type: none"> • 45 • 45 • 45 • 45 • 45 • 45
<p>Machinery & Equipment</p> <ul style="list-style-type: none"> • Heavy construction equipment • Stores • Food services • Fire equipment • Control systems <li style="padding-left: 20px;">Communication links <li style="padding-left: 20px;">SCADA system <li style="padding-left: 20px;">Radios <li style="padding-left: 20px;">Telephone systems • Fueling stations • Meters <li style="padding-left: 20px;">Electrical <li style="padding-left: 20px;">Gas <li style="padding-left: 20px;">Water • Office furniture • Office equipment • Computer systems <li style="padding-left: 20px;">Hardware <li style="padding-left: 20px;">Software 	Major	<ul style="list-style-type: none"> • Variable • 25 • 10 • 12 • 5 • 20 • 10 • 10 • 10 • 15 • 20 • 20 • 40 • 20 • 10 • 5 • 10
<p>Vehicles</p> <ul style="list-style-type: none"> • Light duty • Medium duty • Heavy duty • Fire trucks 	Major	<ul style="list-style-type: none"> • 10 • 10 • 10 • 25

Any assets not defined in the above table shall coincide with the TCA implementation toolkit from the Public Sector Accounting Handbook

Policy No. FIN 09
Issue No. 1
Adopted motion: Sept, 1988
Amended: 2009-03-05 and
2010-09
2018-07-16
To be reviewed: 2022

**Village of Marwayne
Councilor Committee and Board,
Meetings: Reimbursement &
Reporting**

Policy: The pay and expense reimbursement amounts for all Committee and Board Meetings and per diem rates are set annually at the Organizational meeting.

Each Councilor is responsible for documenting and submitting to administration monthly the workshops, committee, board and commission meeting they attended. Each Councilor will submit quarterly their Meeting and Expense Claim forms.

Administration will be responsible for tracking and paying out the Council meetings attended. Annually administration will issue to each Councilor a summary of their pay and expense reimbursements that detail the 1/3 non-taxable portion on their indemnities.

Administration will issue cheques for all Council meetings, Committee and Board meetings and expenses incurred at these intervals:

1. January, February, March issued in April
2. April, May, June issued in July
3. July, August, September issued in October
4. October, November and December issued the last cheque run of December

A Councilor can ask for additional reimbursements outside these intervals.

The agenda will have an item called "Council Reports". Councilors will submit a report on every meeting or workshop they have attended on Council's behalf and the Minutes will reflect that the report was given.

Boards/Committees Report for the month of _____

Councillor: _____

	Meeting?	Date	Time(hours)	Mileage(km)
Key Messages/Updates:				

	Meeting?	Date	Time(hours)	Mileage(km)
Key Messages/Updates:				

	Meeting?	Date	Time(hours)	Mileage(km)
Key Messages/Updates:				



POLICY – FN 09 COUNCILLOR REMUNERATION

APPROVAL DATE:	09-1988	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2009-03-05; 2010-09; 2018-07-16	REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which Councillors are reimbursed for attendance at Council and committee meetings.

OBJECTIVE

To outline the way in which Councillor remuneration is calculated and processed by administration.

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.

Councillor is a member of Council for the Village of Marwayne in the Province of Alberta.

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



GUIDING PRINCIPLES

- Remuneration amounts are established at the annual organizational meeting of Council.
- Each Councillor is responsible for documenting and submitting to administration the workshop, committee, board, and/or commission meeting attended.
- Administration is responsible for tracking and paying each Councillor for the meetings they attended and expenses they incurred.
- Councillors must submit their meeting and expense claim forms quarterly by the 10th of the following month after the quarter has concluded. Payments shall be made as follows:
 - January, February and March Issued in April
 - April, May, and June Issued in July
 - July, August, and September Issued in October
 - October, November and December Issued December
- Councillors may ask for their reimbursements outside of these intervals as required.

ROLES & RESPONSIBILITIES

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



POLICY – FN 13 TAX INSTALLMENT PLAN

APPROVAL DATE:	2008-10-13	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2013; 2021-12-13	REVIEW DATE:	2026

POLICY STATEMENT

To establish the way in which monthly payments are received by the Village of Marwayne to allow residents the ability to make payment installments towards their tax account without interest being applied.

BACKGROUND

The Village of Marwayne has been providing residents the option to pay their taxes monthly since 2008 in an effort to ease the burden of one lump sum payment each spring. The plan is free of charge provided that residents complete the required paperwork by the annual deadline.

OBJECTIVE

To outline the administrative process for the pre-authorized tax installment payment plan.



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

In accordance with Bylaw 475-08, this policy establishes the way in which the Village accepts payment under the tax installment plan.

- The Village of Marwayne accepts pre-authorized payments by either post dated cheques or direct debit from the owner's bank account.
 - Post dated cheques must be received up front by the Village of Marwayne prior to the first payment date of the plan. Cheques should be made on any date of the month between the 1st and 15th. The consent form, attached hereto as Schedule "A", must be completed prior to enrollment.
 - For direct debit, attached hereto as Schedule "B", must be completed prior to enrollment in the plan. Debits are made on the 15th of each month.
- To be eligible for the plan, the owner's tax account must be paid in full and in good standing.
- The pre-authorized payment plan runs from January to December with pre-determined monthly amounts which are determined as follows:
 - The first six (6) months are based on the previous years' tax levy.
 - The last six (6) months are adjusted to reflect the actual remaining balance for the year upon the issuance of the tax assessment notice.
- The balance on the owners tax account must be \$0 by December 31.
- Authorization and enrollment in the plan can be cancelled at any time upon written notice being provided to the Village of Marwayne. All outstanding taxes at the time of cancellation shall immediately become



due and payable and will be subject to the penalties as outlined in the property tax bylaw.

- In the event that the property is sold or there is a change to the payment type, owners must notify the Village of Marwayne at least ten (10) days prior to the next payment date.
- The Village of Marwayne shall provide written notice of the amount to be debited at least ten (10) calendar days before the due date of the first pre-authorized payment. Any changes to the amount or payment date shall be communicated via correspondence to the property owner.
- The Village does not refund any credits on the tax roll account in the event the property is sold. It is the responsibility of the property owner to ensure this amount is accounted for during the sale with their respective lawyer. The purchaser of the property will be entitled to all credits on the account upon closing.
- The owner of the property will continue to receive their tax notice on an annual basis, regardless of whether or not they are enrolled in the plan.

ROLES & RESPONSIBILITIES

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



SCHEDULE "A" – Pre-Authorized Debit Form

Roll Number

Property Address

Legal Description

Lot Block Plan

Description

Name and Mailing Address

Financial Institution that payment is to come from

Name of Financial Institution

Branch Address

City

Province

Postal Code

Branch and Institution Number

Account Number

1. I/we hereby authorize the Village of Marwayne and its Financial Institution to debit my account listed above:
 - a. For property taxes in the amount of the monthly payment calculated by the Village of Marwayne on the 15th day of each month beginning on the date indicated below.
 - b. And which amount may increase/decrease to the amount shown on the annual combined Property Assessment and Tax Notice by the Village of Marwayne to reflect monthly adjustments required on the new balance.
2. A cheque marked "VOID" is attached to this authorization.
3. This authorization may be cancelled at any time upon written notice by me/us, and all outstanding taxes become due and payable and subject to penalties.
4. Any payment return NSF may result in termination of the plan, and all outstanding taxes become due and payable and subject to penalties.
5. In the event of a sale of the above noted property or a change in bank accounts, I/we will notify the Village of Marwayne at least 10 days prior to the next payment date, to arrange for cancellation, or to provide the new bank account information and a cheque marked "VOID".
6. Any delivery of this authorization to you constituted delivery by me/us.



7. All persons whose signatures are required to sign on the bank account have signed the agreement below.

Signature

Signature

Date

(_____)_____
Phone Number

Email Address



SCHEDULE "B" – Post Dated Cheque Form

You must attach a cheque marked "VOID" to this form.

Name and Mailing Address

Roll Number

Lot Block Plan

Property Address

Roll Number

1. I/we hereby authorize the Village of Marwayne to deposit a post-dated cheque on the ____ of the month or on the next banking day thereafter.
 - a. For all property taxes including any local improvement levies payable to the Village of Marwayne
 - b. In the amount of the monthly payment calculated on the ____ day of each month beginning on the date indicated below.
 - c. And which amount may increase/decrease to the amount shown on the annual combined Property Assessment and Tax Notice by the Village of Marwayne to reflect monthly adjustments required on the new balance.
2. Post-dated cheque payment method allows payment to be made equally over the year, without interest being applied. The Village will accept post-dated cheques to pay annual taxes and will not apply interest as long as all conditions set forth in this policy are met.
3. The first 6 post-dated cheques are to be in the villages' possession prior to the first payment. The next 6 post-dated cheques are to be in the possession of the village prior to July 1 with the adjusted amounts about receipt of that years tax assessment notice.
4. This authorization may be cancelled at any time upon written notice by me/us, and all outstanding taxes become due and payable and subject to penalties.
5. Any payment return NSF may result in termination of the plan, and all outstanding taxes become due and payable and subject to penalties.
6. In the event of a sale of the above noted property or a change in bank accounts, I/we will notify the Village of Marwayne at least 10 days prior to the next payment date, to arrange for cancellation.
7. Any delivery of this authorization to you constituted delivery by me/us.
8. All persons whose signatures are required to sign on the bank account have signed the agreement below.

Signature

Signature

Date

(____)_____
Phone Number

Email Address

Policy No. FIN 13
Issue No. 1
Adopted 2008-10-13
Amended:
To be reviewed: 2013

Village of Marwayne

Pre-Authorized Tax Payment Plan Policy

Policy Perspective:

The Pre-Authorized Tax Payment Plan allows payments to be made equally over the year, without interest being applied. In accordance with Bylaw 475-08, this policy sets out the details regarding two options for pre-authorization of tax payments:

1. post-dated cheques
2. direct debit to your bank account

Policy:

1. **To be eligible for this plan, your tax account must be paid in full.**
2. Our Pre-Authorized Tax Payment Plans run from January to December with pre-determined monthly amounts determined as follows:
 - a. The first six monthly payments are based on the previous year's tax levy.
 - b. The final six monthly payments are adjusted to reflect the actual taxes for the year.
3. The balance on the tax account must be \$0 by December 31.
4. Authorization can be cancelled at any time upon written notice to the Village Office, and all outstanding taxes become due and payable and subject to penalties.
5. Any payment returned NSF may result in termination of the plan, and all outstanding taxes become due and payable and subject to penalties. Normal NSF administration fee and late payment charges will apply.
6. In the event of a sale of the property or a change in bank accounts, the taxpayer must notify the Village of Marwayne at least ten (10) days prior to the next payment date to arrange for cancellation.
7. There is no charge for this service; however, normal bank service charges do apply.
8. The Village will provide written notice of the amount to be debited at least ten (10) calendar days before the due date of the first pre-authorized payment, and such notice shall be given every time there is a change in the amount or payment date.
9. The Village will not refund credits under this plan. The new purchaser must buy the credit when the property changes hands.
10. The taxpayer will continue to receive their regular tax billing.

Post-Dated Cheque Option:

11. Post-dated cheque payment method allows payment to be made equally over the year, without interest being applied. The Village will accept post-dated cheques to pay annual taxes and will not apply interest as long as all conditions set forth in this policy are met.
12. The date of the month for the payment can be chosen at the taxpayer's discretion.
13. All post-dated cheques have to be in the Village's possession prior to the first payment.

Direct Debit Option:

14. An agreement, as determined by the CAO, must be executed to enter into the direct debit option.

15. To reduce administrative costs, the Village withdraws monthly payments only on the 15th of the month.
16. Pursuant to #14 above, the taxpayer must also provide the bank account information and a cheque marked "VOID".
17. Note also that under the Canadian Payment association regulations two NSF automatic debits and you are removed from the program.

Policy No. FIN 13
Issue No. 1
Adopted by CAO on Oct15/08
Amended: June 6, 2019
To be reviewed: 2021

Village of Marwayne
Pre-Authorized Tax Payment Plan
Procedures

Two-tier Authorization

The ATB Village Account is to have two users: assistant and administrator. The Assistant will use the main ATB Online Business Account and prepare the monthly EFTs. The Administrator account needs to be accessed to authorized the EFT processing.

Example Notification:

Pre-authorized Tax Payment Plan

Pre-authorized Tax Payment Plan offers the convenience of having no worries about overdue payments, no large lump sum payments and no line-ups at your bank. We offer two convenient option plans that enable you to have twelve monthly installments for taxes taken directly from you bank account and credited to your property tax account. Our Pre-authorized Tax Payment Plan runs from January to December. The first six monthly payments are based on the previous year's tax levy. The final six monthly payments are adjusted to reflect the actual taxes for the year. You will be notified of any changes in your monthly withdrawal amount.

Example

Previous year's property taxes	\$2,400
January through June monthly payments	\$ 200
Current year's property taxes	\$2,437
Less total payments (January to June)	<u>\$1,200</u>
Balance owing	\$1,237
July through December payments (\$1,237/6)	\$206.17

You can join the plan:

- If you are a property taxpayer in the Village of Marwayne
- If your tax account is in good standing
- If you do not presently pay your taxes through a mortgage company

Choose the Plan that is right for you

Option 1: Post Dated Cheques

The post-dated cheque payment method allows payments to be made equally over the year, without interest being applied.

Option 2: Direct Debit

An application form must be completed. The withdrawal will be the 15th day of each month.

For more information, or to arrange pre-authorized tax payment, contact the Village Office at 780-847-3962.

Calculation of Monthly Amount:

In MIG tax installment program, it will automatically calculate the amount based on the last tax levy applied. Keep a copy of the calculation.

Application:

Below is the application to be used for the direct debit option:



Village of Marwayne
 Box 113, 210 2nd Ave S
 Marwayne, AB T0B 2X0
 780-847-3962 f: 780-847-3324
 marwayne@mcsnet.ca
 marwayne.ca

Pre-Authorized Debit Form Tax Payment Plan

Roll Number **Property Address**

Legal Description **Lot** **Block** **Plan** **Description**

Name and Mailing Address

Financial Institution that payment is to come from

Name of Financial Institution **Branch Address**

City **Province** **Postal Code**

Branch and Institution Number **Account Number**

1. I/we hereby authorize the Village of Marwayne and its Financial Institution to debit my account listed above:
 - a. For all property taxes including any local improvement levies payable to the Village of Marwayne
 - b. In the amount of the monthly payment calculated on the 15th day of each month beginning on the date indicated below.
 - c. And which amount may increase/decrease to the amount shown on the annual combined Property Assessment and Tax Notice by the Village of Marwayne to reflect monthly adjustments required on the new balance.
2. A specimen cheque, marked "VOID" is attached to this authorization.
3. This authorization may be cancelled at any time upon written notice by me/us, and all outstanding taxes become due and payable and subject to penalties.
4. Any payment return NSF may result in termination of the plan, and all outstanding taxes become due and payable and subject to penalties.
5. In the event of a sale of the above noted property or a change in bank accounts, I/we will notify the Village of Marwayne at least 10 days prior to the next payment date, to arrange for cancellation, or to provide the new bank account information and a cheque marked "VOID".
6. Any delivery of this authorization to you constituted delivery by me/us.
7. All persons whose signatures are required to sign on the bank account have signed the agreement below.

 Signature

 Signature

 Date

() _____
 Phone Residence

() _____
 Phone Business



Village of Marwayne
 Box 113, 210 2nd Ave S
 Marwayne, AB T0B 2X0
 780-847-3962 f: 780-847-3324
 marwayne@mcsnet.ca
 marwayne.ca

Attach a cheque marked "VOID"

Please Note: The current taxes, local improvement levies plus any tax arrears must be paid in full for eligibility in the plan.

Post Dated Cheques Option - Tax Payment Plan

Roll Number

Lot Block Plan

Name and Mailing Address

Property Address

1. I/we hereby authorize the Village of Marwayne to deposit a post-dated cheque on the ____ of the month or on the next banking day thereafter.
 - a. For all property taxes including any local improvement levies payable to the Village of Marwayne
 - b. In the amount of the monthly payment calculated on the ____ day of each month beginning on the date indicated below.
 - c. And which amount may increase/decrease to the amount shown on the annual combined Property Assessment and Tax Notice by the Village of Marwayne to reflect monthly adjustments required on the new balance.
2. Post-dated cheque payment method allows payment to be made equally over the year, without interest being applied. The Village will accept post-dated cheques to pay annual taxes and will not apply interest as long as all conditions set forth in this policy are met.
3. The first 6 post-dated cheques are to be in the villages' possession prior to the first payment. The next 12 post-dated cheques are to be in the possession of the village prior to July 1 with the adjusted amounts.
4. This authorization may be cancelled at any time upon written notice by me/us, and all outstanding taxes become due and payable and subject to penalties.
5. Any payment return NSF may result in termination of the plan, and all outstanding taxes become due and payable and subject to penalties.
6. In the event of a sale of the above noted property or a change in bank accounts, I/we will notify the Village of Marwayne at least 10 days prior to the next payment date, to arrange for cancellation.
7. Any delivery of this authorization to you constituted delivery by me/us.
8. All persons whose signatures are required to sign on the bank account have signed the agreement below.

Signature

Signature

Date

() _____
Phone Residence

() _____
Phone Business

Please Note: The current taxes, local improvement levies plus any tax arrears must be paid in full for eligibility in the plan.

Using the Service

Make Payments

F439E401

The Make Payments – Workspace page allows you to initiate Payments. From this page you can create new Payments, modify Payments and submit Payments for authorization.

Initiating Payments

The process to initiate Payments has 3 steps:

Step 1: Add the Payments you wish to make to your Workspace using one of the following three methods:

- ✓ 1. Copy Payments to the Workspace From: Allows you to create payments by copying payment Templates to the workspace.
2. Add One-Time Payment: Allows you to create a non-recurring payment.
3. Import Payments: Allows you to Import payments from an EFT 80 byte file layout.

Note: Whenever you create Payments, a summary of the Payments you created is added to your Workspace; rather than displaying each individual Payment.

✓ **Step 2:** Find Payments that need to be modified. Once Payments have been added to the Workspace you can modify the Payment amounts and delete unneeded Payments using the Find Payments function. Example: John Smith wanted to double his payment amount this month; Debbie Donaldson wanted to defer her payment until next month.

✓ **Step 3:** Submit the Payments for authorization. Once submitted, the Payments will be delivered to the Authorize page. Once fully authorized, the Payments are processed by TD.

Note: The **Delete** button allows you to delete payments you added to the Workspace in error (e.g. assigned an incorrect due date, added the wrong payments, etc.). When you use the **Delete** button all of the Payments associated with the Payments (Summary Record) are deleted.

Continued on Next page >>>

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Authorize Payments

The Authorize page allows you to authorize and/or decline Payments. Once Payments have been fully authorized, a Payment File for each unique Originator will be created. These Payment Files will then be forwarded to the TD EFT System for processing. As each file is processed a File Acknowledgement will be delivered to your Company's Sent to Bank Activity List.

Authorizing and Declining Payments

The process to Authorize/Decline Payments has 7 steps:

Step 1: Click Authorize from the Electronic Funds Transfer menu. The Authorize Payments page will be displayed.

Step 2: Review the Details of the payments; by clicking the '# Payments' or 'Total Amount' hyperlink.

Step 3: Select the payments you wish to authorize and/or decline.

Step 4: Generate a pre-transmission report by clicking on the **Generate Report** button. If desired you can print this report.

Step 5: Authorize and/or Decline payments by clicking the **Submit** button.

Step 6: Authenticate yourself using your Vasco or Racal authentication device. This is only required if your Company has elected to use Authentication devices to authorize payments.

Step 7: Review the Authorize Results.

Activity List

The Activity List page allows you to access the three EFT Activity Lists:

1. **Payments Sent to Bank:** Details the Payment Files sent to TD for processing.
2. **Payments in Progress:** Details the payments that are currently in progress for your Company (i.e. Payments that have not been fully authorized).
3. **Returned Payments:** Details the Payments that have been returned.

My Reports

The My Reports page allows you to generate a Payment Template report that details your Company's payment Templates. The reports can be generated in the following 3 formats:

1. PDF; Viewable / Printable Adobe Acrobat format
2. CSV; Comma Separated Value data format
3. TAB; Tab delimited data format

Template Maintenance

The Template maintenance page allows you to access the payment Templates for your Company. From this page you can create and maintain Templates for all of your Company's recurring debit and credit payments. Once Templates have been created, they can then be used to initiate payments from the Make Payments – Workspace page.

From this page, depending on your User Rights, you can:

- Add Templates
- Find Templates: For the purpose of viewing and modifying.

**Note : password to log in is jhorton99 user: F4S9#401
You also have to little green TD Commercial Banking FOB**

Must make sure you change amounts in both bank and MIG in July and August. Double check balance will be \$0 at beginning of Dec.

Policy No. FIN 15 Issue No. 1 Adopted: 2017-09-9V Amended: replaces all MIMS motions To be reviewed:	Village of Marwayne Asset Management Policy
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1. Policy Perspective

Council’s vision for the community is a safe, viable and thriving community where our citizens can rely on a system of effective, efficient services that enable a good quality of life.

The purpose of this policy is to provide leadership and commitment to asset management and provide a policy that guides the Village’s development and implementation of an Asset Management System.

This policy applies to all physical assets of the Village: the water system, wastewater system, and transportation system.

2. Definitions

Asset management – the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Asset maintenance – regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not considered capital investments.

Asset renewal – the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.

Capital plan - A multi-year plan (10+ years) that identifies the capital infrastructure projects and their cost to address the current and future service objectives.

Long term financial plan - A plan that documents the process of aligning financial capacity with long-term service objectives.

3. Principles

Stability – The Village of Marwayne will manage our assets in a manner that is stable over the long term and is consistent with the long term community objectives.

Value – The Village of Marwayne will implement asset management practices that ensure public resources are put to the best possible use and that the full cost of asset ownership is considered in decision making.

4. Strategic Plan Alignment

This policy supports the Vision and current Strategic Plan of the Village of Marwayne, particularly with respect to:

- a) **Marwayne Community Core Value**
Value 7: A Sustainable Community: Marwayne is committed to meeting its existing needs without compromising the ability of future generations to meet their own needs. We are open to growth that is positive, managed, well-balanced and takes into consideration the long-term impacts of policy decisions and programs.
- b) **Strategic Goal 3: Addressing Service Needs**

Our citizens can rely on a system of effective, efficient services that enable a good quality of life. Continuing to employ fair and responsible resource management practices will enable infrastructure and service initiatives to be delivered in the best interests of our residents and allow Elected and Administrative personnel to serve current and emerging needs in the most effective manner possible.

3.a. Provide effective & sustainable levels of service in a responsive, customer-oriented fiscally responsible manner

3.b. Support sustainable and stable fiscal management of capital infrastructure.

3c. Fiscal Policy

5. Policy Statements

5.1 Asset Acquisition

Decisions to acquire new assets will be based on an understanding that the asset supports the long term goals of the community and that the full life cost of ownership has been considered and incorporated into future operating and financial plans.

5.2 Asset Maintenance

For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired service levels and seeks to minimize risk and the life cycle cost of ownership.

5.3 Asset Renewal/Replacements

Decisions to renew or replace an asset will consider risk (probability and consequences of asset failure), life cycle cost and the impacts to the level of service.

Upgrades to the roadways and sidewalks be coordinated with water distribution system upgrades/replacement and /or upgrades/replacement to the sanitary sewer system. A cost savings can be realize in doing this.

To prioritize asset renewal/replacement, the condition of the existing infrastructure components will be scrutinized in accordance with the following criteria:

- Public health
- Environmental impacts
- Public safety
- Present level of service, and
- Degree of maintenance required.

Based on this criterion, infrastructure upgrades will be considered in the following increments, depending on budget availability and upgrading efficiencies:

- Priority 1: Present condition may impact public health and safety and the environment
- Priority 2: Present condition impacts existing level of service
- Priority 3: Present degree of maintenance

The 25 year capital budget is based on the report "Infrastructure Condition Assessment" by Associated Engineering. The Village has put forth a plan, based on asset management, to rehabilitate the water system, wastewater system and transportation system. This included: a current assessment of the condition of

the asset infrastructure, expected remaining service life, expected replacement cost at a point in the future, and development of strategies to realistically fund the asset replacement.

5.4 Funding for Asset Renewals/Replacements

A long term financial plan will be maintained which considers the renewal and replacement of existing infrastructure and the impact to taxation and user fees. The timing for asset renewal/replacement will balance risk with cost and levels of service.

The long term financial plan will identify how asset renewals/replacements will be financed, whether be it through current revenues, reserve funds or borrowing. Assumptions made while formulating the long term financial plan:

- Funding source: With the Village’s limited resources, it is assumed that MSI, or some form of contribution from the Province will remain constant with a positive adjustment each subsequent year.
- Major capital projects will be limited to approximately \$1.5 million

The development of funding strategies is critical in small communities, where currently revenue opportunities, in terms of assessment/taxation, are restricted due to their inherent small populations and commercial/industrial assessment base.

5.5 Asset Disposal

The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that community resources can be applied to other uses with greater benefit.

6. Roles and Responsibilities

Position	Delegation/Task
Council	<ul style="list-style-type: none"> • Endorse Asset Management Policy • Comply with Asset Management Policy • Approve the planning and budgeting of assets
Staff	<ul style="list-style-type: none"> • Plan and budget asset acquisitions and maintenance • Document items into the asset register (TCA in WinFin) • Coordinate maintenance of assets • Coordinate the disposal of assets

7. Related Documents & Programs

- Village of Marwayne, Infrastructure Condition Assessment, November 2016 - Associated Engineering (this includes the condition and performance information on the assets. Also has basic forecasts and risk assessment for assets & a long-term financial plan)
- Village of Marwayne, Water Systems Study, August 2009 – Genivar
- Village of Marwayne, Lift Station Investigation, November 2010 – Genivar
- Current Council Strategic Plan document – this includes monitoring & measuring of the assets ex.
 - Water: how many water breaks, % of water lost
 - Sewer: number of backups

- % of paved roads rated good
- Municipal affairs financial indicator graphs
- Current “Marwayne Sustainability Plan”
- Capital Asset Register for the Village is within the WinFin financial program in the “Tangible Capital Asset” module. All assets here are in accordance with the TCA policy.
- ArcGIS houses the mapping/GIS data for the Village. The old MIMS data was moved into ArcGIS in 2016.
- Itron’s mlogonline for leak detection.

Policy No. FIN 15 Adopted 2009 by CAO Amended: July 2017 by CAO To be reviewed:	Village of Marwayne Asset Management Background Information/Implementation
--	---

1. POLICY & GOVERNANCE

This competency involves putting in place policies and objectives related to asset management, bringing those policies to life through a strategy and frameworks, and then measuring and monitoring implementation.

Current Council Strategic Plan document

Value 7: A Sustainable Community: Marwayne is committed to meeting its existing needs without compromising the ability of future generations to meet their own needs. We are open to growth that is positive, managed, well-balanced and takes into consideration the long-term impacts of policy decisions and programs.

Strategic Goal 3: Addressing Service Needs

Our citizens can rely on a system of effective, efficient services that enable a good quality of life. Continuing to employ fair and responsible resource management practices will enable infrastructure and service initiatives to be delivered in the best interests of our residents and allow Elected and Administrative personnel to serve current and emerging needs in the most effective manner possible.

3.a. Provide effective & sustainable levels of service in a responsive, customer-oriented fiscally responsible manner

Key Strategy

- a) Continuous monitoring of public works functions for efficiency and effectiveness of services delivered for road, water, sewer, solid waste, storm water drainage, and building management
Administration will recommend changes to levels of service, user fees, and/or revenues where appropriate
- b) continue participating in regional services, inter-municipal cooperation and collaboration

See current document for Action Plan items.

3.b. Support sustainable and stable fiscal management of capital infrastructure.

Key Strategy

- a) Maintain the multi-year infrastructure renewal plan for roads, water, sewer, sidewalks

- b) connected to regional waterline
- c) asset management base with GIS and infrastructure information
- d) allocate surpluses into the capital replacement funds; however, move formally towards funded reserves to match the TCA depreciation by 2020

See current document for Action Plan items.

3a & b includes monitoring & measuring of the assets

- o Water: how many water breaks, % of unaccounted water reduced to 10%
- o Sewer: number of main backups per year
- o % of paved roads rated good to very good
- o Municipal Affairs financial indicator graphs that compare us to others

3c Fiscal Policy

Key Strategy

- i. ensure the tax revenues are adequate to provide for effective municipal government while ensuring the programs are both effective and cost efficient
- ii. create an environment that supports a healthy and diverse tax base
- iii. continue with community based capital planning for public owned facilities

See document for Action Plan & monitoring and benchmarks.

2. PEOPLE AND LEADERSHIP

This competency involves setting up cross-functional groups with clear accountability and ensuring adequate resourcing and commitment from senior management and elected officials to advance asset management.

The CAO is responsible for guiding and supporting asset management on an ongoing basis. The CAO documents changes to AM system and implements improvements as necessary within the organization. Council has provided the budget for the proper tools.

3. DATA & INFORMATION:

This competency involves using the asset data, performance data and financial data to support effective asset management planning and decision-making.

Asset Register:

Note MIMS was discontinued by the Alberta Government. It housed our GIS information & maintenance details. The maintenance details were lost when the system went down. All the MIMS assets were exported to WinFin and created the backbone of the TCA asset register.

Below documents the creation of the asset register in WinFin Financial System.

Classification notes:

Engineered Structures:

I used the gov't "guidelines on valuations of tca"

Roads

- need to exclude the highway portions: 19F8, RN95, RN96, 19EE, 19EF, RN103, RN18, RN37, RN38, RN39
- decided to just divide into surfaces so used: asphalt (\$47/m²), gravel (since back alleys used \$15,000/km) & BST (urban <\$360,000/km> & rural <\$590,000/km>)
- THEN broke it down by year of each surface type
- did not break out the culverts (even tho they are in MIMS) as they are included in the calculations above
- curbs & gutters: 30 years, \$105,000/km one side
- sidewalks into 3 parts:
 - concrete (regardless if monolithic...still 2 parts) \$110/m²
 - trail/gravel
 - cobblestones
- N 1st St for some reason is shown as 'commercial' – 3 ID's
- arena shows as 'trail'
- put highway 897 & 45 all under "secondary highway"
- N 4th St (Galvin) undeveloped RN90
- rural county road is RN97 & RN101

ID count: asphalt (58), BST (43), gravel (43), other: arena (2) = 146

Storm Drainage

- cement channels/swales on roads based on Genivar numbers assigned \$115/lineal meter
- mains (like office street) \$266,000/km
- culverts/ditches are part of road calculations & not included here
- catch basins \$3600/unit count: 3

count: 200mm (54), 300mm (27) = 81

Water

- distribution system: mains subdivided into pipe size
 - 150mm \$320,000/km count: 180
 - 50mm & under \$200,000 (at arena & well supply lines) count: 24
- pipes, valves, hydrants & fittings all included in the above calculation so did not use the MIMS assets to determine values
- services: water meter part of this...they say this also includes the lateral & cc but I have not broken that out, do that in the future if possible.

Sewer

- includes pipe & manholes
- distribution system used:
 - 150mm \$305,000 pressure mains
 - 200 mm \$320,000 gravity mains count 54
 - 300 mm \$350,000 gravity mains count 27 = 81
- THEN broke if down further: by year of the type of surface.

Move in 2016 to ESRI ArcGIS

Funded through the Regional Collaboration Grant, the tri-Villages have one portal for the management of our GIS and mapping. The old MIMS information was re-created in the new ArcGIS system.

The company ESRI uses the name ArcGIS to refer to its suite of GIS software products. The Village's GIS information is online.

Infrastructure Condition Assessment Report by Associated Engineering completed in 2016

This document has details on:

- Appendix A – Inspection Reports for water & sewer facilities
- Appendix B – Data Sheets for facility inspections
- Appendix C – Diver's Report on the reservoirs
- Appendix D – Roads/Sidewalks Inspection Reports

Also see the Tables for the details on infrastructure priorities includes structural condition, length of section, pipe diameter, required upgrading, construction costs.

Leak Sensors/ Itron mlogonline

The Village has installed leak sensors on every second service line to help detect leaks. In Marwayne most of our leaks are service line leaks. These leak sensors were installed permanently on the water service pipes, near the water meter. The strategically placed sensors analyze patterns every day, detecting new, evolving and pre-existing leaks automatically. A web interface interprets the data and analyzes the recordings and graphically displays all leak sensor locations using GIS and satellite mapping images, highlighting the status and location of leak locations using colored flags. Each "leak flag" prioritizes leaks as either probable, possible, no leak likely or sensor out of status. Over time, an expanding database of historical sensor information will provide comprehensive condition assessment of the entire water distribution system.

The ability to remotely monitor data from the sensors will help identify loss patterns within the distribution system at specific locations, as well as analyze seasonal water use anomalies. By flagging areas of change within the system that indicates the probability that a leak has formed. This level of leak investigation translates into efficiencies, saving the Village's water and advancing our conservation objectives.

This proactive approach demonstrates Marwayne's environmental leadership and will be cost saving along with achieving measurable water conservation results.

4. PLANNING AND DECISION-MAKING

This competency involves documenting and standardizing how the organization sets asset management (AM) priorities, conducts capital and operations and maintenance (O&M) planning. And decides on budgets.

In the Infrastructure Condition Assessment from 2016, the tables were used to construct a 25 year Capital Budget. Inflation factor is applied to the project costs. Projects are grouped in approx. \$1.5 million projects. There is also a map showing the location of the future project upgrades.

Then the Village prepares a multi-year needs-based capital and operating budgets which are based on a mix of historical values and new priorities.

5. CONTRIBUTION TO ASSET MANGEMENT PRACTICE

This competency involves asset management training and developing staff, sharing knowledge internally and participating in external knowledge sharing.

CAO have gone to Municipal Affairs asset management seminars. Marwayne, as part of the Tri-Village partnership, is also involved in training and now use:

- the ArcGIS system
- water meter leak detection online software (Mlog online)
- remote water meter reading (Itron)
- SCADA (housed in Marwayne Office for the 3 villages)
- Regional policies & sharing of a water operator



POLICY – FN 15 ASSET MANAGEMENT

APPROVAL DATE:	2017-09-09	CROSS-REFERENCE:	FN 03 – Purchasing and Procurement
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2021-12-13	REVIEW DATE:	2025

POLICY STATEMENT

To protect and enhance Village of Marwayne assets in a way that provides targeted levels of service and manages risk in a cost-effective manner.

BACKGROUND

The Village of Marwayne is committed to managing its assets using a strategic approach. The Village is dedicated to the development and maintenance of its entire asset inventory in order to provide residents with sustainable and reliable services that are regulatory compliant. The Village seeks to ensure that all assets meet or exceed their expected life cycle. This policy has been designed to focus on managing risks, addressing priorities, and meeting both short and long term needs and objectives.

OBJECTIVE

To construct community infrastructure and maintain community assets in a proactive manner so as to meet or exceed expected life cycles.



DEFINITIONS

Asset Maintenance is regular activities that are conducted to keep an asset functioning in its intended state.

Asset Management is the process of making decisions about the use and care of infrastructure and equipment to deliver services in a way that considers current and future needs, manages risks and opportunities and makes the best possible use of resources while remaining fiscally sustainable.

Asset Renewal is the replacement, refurbishment, or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.

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

Capital Plan is a multi year plan that identifies the capital infrastructure projects and their cost to address the current and future service objectives of the municipality.

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.

Long Term Financial Plan is a plan that documents the process of aligning financial capacity with service objectives and delivery.

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

GUIDING PRINCIPLES

- The Village of Marwayne shall manage assets in a manner that is stable over the long term and is consistent with the community's objectives and asset management plan.
- The Village shall implement asset management practices that ensure public resources are put to the best possible use and that the full cost of the asset is always considered when making decisions.
- Asset management practices shall align with the Village's asset management plan, strategic plan, and sustainability plan.
- Decisions to acquire new assets are based on the understanding that the asset supports the Village's long-term goals and that the full life cost of



ownership has been considered and incorporated into the Long-Term Financial Plan.

- For each asset, efficient maintenance strategies must be implemented that consider sustaining the desired service levels and seek to minimize risk and the life cycle cost of ownership.
- Decisions to renew or replace an asset shall consider risk, life cycle and impacts to the level of service provided.
- Efficient maintenance strategies form part of the Village's asset management plan in order to sustain service level provision, minimize risk and extend the life cycle of the asset.
- Upgrades to roadways and sidewalks is coordinated with water or sanitary sewer distribution system upgrades to realize a cost savings.
- Priority of asset management is included within the Village's asset management plan, attached hereto as Schedule "A".
 - Condition of the existing infrastructure is scrutinized in accordance with the following criteria:
 - Public health;
 - Environmental impacts;
 - Public safety;
 - Level of service; and
 - Degree of maintenance required.
 - Based on the above criterion, infrastructure upgrades are considered based on the following priorities and based on budget availability:
 - Priority 1 – present condition may impact public health and safety and the environment.
 - Priority 2 – present condition impacts existing level of service.
 - Priority 3 – present degree of maintenance.
- The Village's Long Term Financial Plan is maintained in a way that considers the renewal and replacement of existing infrastructure and the potential impact on taxation and user fees.
- The Long Term Financial Plan identifies how asset renewals and replacements will be financed, whether it be through current revenues, reserve funds, borrowing or grant funding.
- Assets are disposed of when it is determined that community resources could be better utilized or when there is a resulting greater community benefit.



- The Village shall consider long-term demographic and economic trends in the region as it pertains to the asset management plan and practices.
- Levels of service will continuously be reviewed and updated in order to align with the Village's asset management plan and practices.
- The CAO, along with Council, will review the asset management plan regularly to ensure it is up to date and meeting the community's needs. Substantial updating to the plan is dependent on grant funding and will be completed on an as needed basis when feasible.

ROLES & RESPONSIBILITIES

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



POLICY – FN 22 TWO TIER INTERNAL CONTROLS

APPROVAL DATE:	2019-06-17	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2021-12-13	REVIEW DATE:	2025

POLICY STATEMENT

To establish the process for two-tiered internal controls relating to the financial transactions and process of the Village of Marwayne.

BACKGROUND

Internal controls are designed, implemented and operated in such a way that they are able to prevent, detect and correct misstatements in the financials of a municipality.

OBJECTIVE

To outline the process by which financial statements and processes are carried out by administration.



DEFINITIONS

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

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

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

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

GUIDING PRINCIPLES

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

- **Deposits**
 - The Village utilizes both a deposit book as well as Central Square Technologies software for general ledger transactions.
 - All deposits are prepared by the administrative assistant and then provided to the CAO for review and approval.

- **Accounts Payable**
 - The Village utilizes accounts payable vouchers for all entries prior to the printing of any cheques.
 - Accounts payable transactions are entered by the administrative assistant and reviewed by the CAO to ensure the amount, gst and general ledger code is being recorded appropriately.
 - Accounts payable vouchers must be accompanied by an invoice or reimbursement receipt.
 - The CAO must initial all accounts payable vouchers to accompany the listing generated from the Central Square Technologies software.
 - Once approved, the administrative assistant is permitted to print cheques for signing by the CAO and the Mayor, upon approval by Council.
 - Once signed, the administrative assistant places all of the cheques in envelopes for mailing.



- **Credit Card Payments**
 - Credit card statement transactions are entered in a journal voucher by the administrative assistant to accurately record the amounts, general ledger codes and expense types.
 - Once entered into the journal voucher template for credit card transactions, the administrative assistant provides a copy, along with all receipts, to the CAO for review and approval.
 - Once approved, the payment of the credit card is made via online banking in ATB.
 - The journal voucher is then subsequently presented to Council for their information.

- **Payroll Electronic Fund Transfers**
 - Payroll is entered by the administrative assistant and then reviewed and approved by the CAO using our Central Square Technologies software.
 - Individual employee payroll payments are issued via an electronic fund transfer in ATB.
 - Electronic fund transfers are initiated by the administrative assistant and approved for issuance by the CAO on the 10th and 27th of each month.

- **Journal Entries**
 - Journal entries are prepared and entered by the administrative assistant.
 - Once entered, the CAO reviews and approves the journal entry to ensure the amounts and general ledger codes have been selected correctly.
 - Once approved, journal entries are printed and filed.



ROLES & RESPONSIBILITIES

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

Policy No. FIN 22 Issue No. 1 Adopted by CAO 2019-06-17 Updated:	Village of Marwayne Two-Tier Internal Controls
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Policy

Two-Tier Internal Controls for the Village of Marwayne will help prevent any deficiencies in internal control. A deficiency in internal control is when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financials of the municipality.

Procedure

To ensure there is limited internal controls where deficiencies can incur, the financial operations of the Village of Marwayne will be done in two tiers between Administrator and Administrative Assistant. Effective immediately this applies to:

Deposits – The Village of Marwayne will use a deposit book in addition to the general ledger software printout. The deposits will be prepared by the Administrative Assistant and then confirmed and signed off on by the Administrator prior to the deposit being taken to the municipality’s financial institution.

Accounts Payable – The Village of Marwayne will use Account Payable Vouchers for all entries prior to cheque printing. Accounts Payable will be entered in the municipal software by the Administrative Assistant and will create a voucher for all entries to accompany invoice/statement/receipt. On the voucher form, the Administrator must confirm the amount, expense account destination and physically initial the voucher prior to the completion of the cheque run.

Electronic Fund Transfer Credits – In collaboration with the monthly installment tax payment program offered by the municipality, the Village of Marwayne will have two online user names to access online banking. The new, second account will be created as an administrator access to approve the monthly EFT prepared by the Administrative Assistant on the existing financial institution’s online account for the municipality. The monthly EFT withdrawal from ratepayer’s financial accounts will not occur until approval is granted from the Administrator’s online account.



**Vermilion River Regional Alliance Meeting
Thursday, November 25, 2021 at 5:30 P.M.
Videoconference**

Page

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- 2 ADOPTION OF MINUTES**
 - 2.1 Minutes of September 22, 2021**
- 3 OLD BUSINESS**
- 4 NEW BUSINESS**
- 5 ROUND TABLE**
- 6 ADDITIONAL ITEMS**
- 7 NEXT MEETING**
- 8 ADJOURNMENT**

AGENDA ITEM #2.1



**Vermilion River Regional Alliance
General Meeting
Wednesday, September 22, 2021 at 5:30 p.m.
via Video Conference**

PRESENT VIA ZOOM:

Cheryle Eikeland, Village of Marwayne - Chair	Jody Quickstad, Village of Mannville
Jill McLuckie, Village of Mannville	Rex Smith, Village of Mannville
Alice Wainwright-Stewart, Lakeland College	Daryl Frank, Village of Kitscoty
Robert Pulyk, Town of Vermilion	Caroline McAuley, Town of Vermilion
Kevin Lucas, Town of Vermilion	

REGRETS: Jim Warren, Village of Paradise Valley, Don Bergquist, Village of Paradise Valley, Shannon Harrower, Village of Marwayne, Chris Neureuter, Village of Marwayne, Mary Arnold, Village of Paradise Valley, Dennis Roth, Village of Kitscoty, Sharon Williams, Village of Kitscoty

Cheryle Eikeland called the meeting to order at 5:31 p.m.

1. ADOPTION OF AGENDA

Moved by Alice Wainwright-Stewart THAT the Agenda for September 22, 2021 Vermilion River Regional Alliance meeting be accepted as amended. **CARRIED**

Addition of "7.1. Drone Study and 7.2. Ambulance Service" to 7. ADDITIONAL ITEMS.

2. ADOPTION OF MINUTES

2.1. Minutes of June 17, 2021

Moved by Jill McLuckie THAT the Minutes from the June 17, 2021 Vermilion River Regional Alliance Meeting be accepted as presented. **CARRIED**

3. FINANCE UPDATE

3.1. Financials as at September 16, 2021

Moved by Rex Smith THAT the Financials as at September 16, 2021 Vermilion River Regional Alliance Meeting be accepted as presented. **CARRIED**

4. OLD BUSINESS

- none

AGENDA ITEM #2.1

5. NEW BUSINESS

5.1. Review of VRRRA Information Sheet

- Information sheet to be sent out to new Councillors; review and send any revisions to Chair
- Send to County of Vermilion River, City of Lloydminster, and all current members
- Caroline McAuley volunteered to reach out to City of Lloydminster with a meeting request

6. ROUND TABLE

Municipalities gave a brief update as to what is happening in their area:

Village of Kitscoty – recruitment of new CAO Jason Olsen; Municipal Election - 6 candidates for 5 positions; Farmstead Market several successful events

Village of Marwayne – Lea Park had a record year; 6 candidates running in Municipal Election; will do outdoor Christmas light-up event on the first Saturday in December

Town of Vermilion – Town of Vermilion’s new CAO, Kevin Lucas; was former Community Services Director; September 29 had a sneak peek in McDonald’s with their Grand Opening on October 1; Minister Rajan Sawhney attended the Wastewater Treatment Facility event; Senior Level 4 (SL4) update; Alberta Health Services recognizes the shift in service for SL4 service and is supportive of facility in Vermilion; 13 candidates running for 6 spots and one Mayoral candidate in Municipal Election; new business Burnt Rock Adventure Co.; Minister Madu meeting; promoting provincial police initiative

Village of Mannville – Fair went very well; golf course and campgrounds were very busy; hopes of opening up the museum next year with the upgrades done; road projects; 6 candidates for 5 spots running in Municipal Election

Lakeland College – trying to keep up with many new changes to COVID-19 restrictions; moving towards proof of vaccination; upset employees, students and community members; moved the deadline up for opting out

7. ADDITIONAL ITEMS

7.1 Drone Study - Discussion around drone video footage; video footage has fallen short of expectations; Lakeland Connect contract; municipalities were not consulted regarding what the focus of the footage was; concerns about the resulting videos and what these videos were representing; Towns/Villages have complained; some municipalities haven’t even seen videos

7.2. Ambulance Service - Concerns with ambulance service out of City of Lloydminster; AHS cancelled contract in Lloydminster; new place in Lloydminster supplying ambulance service; long wait times; discussion around VRRRA to help out with any rural ambulance service issues

8. NEXT MEETING

- November 18, 2021 at 5:30 p.m. via Zoom

9. ADJOURNMENT

Being all of the Agenda matters concluded, the meeting adjourned at approximately 6:45 p.m.



Northern Lights Library System Executive Director Weekly Board Update

Date: November 12, 2021

If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone.

BOARD

- Next general board meeting is November 27th (10:00am). [The draft agenda](#) includes the Zoom link.
- [Draft Minutes](#) of the August 27, 2021 general board meeting are available.
- We are accepting feedback [on these policies](#) prior to the November 27 Board meeting.
- Vicky and I met with the following municipal councils this week: Sturgeon County, Town of Lamont, and the Village of Boyle.
- Vicky and I will meet with the councils for the Village of Holden, Town of Redwater, Town of Bon Accord, Summer Village of Island Lake South, and the Village of Myrnam this coming week.
- We received notice of these board appointments from their municipalities: **Athabasca County** – Kelly Chamzuk, **City of Cold Lake** - Vicky Lefebvre, **County of Vermilion River** – Leslie Cusack, **Town of Athabasca** - Edith Yuill, **Town of Gibbons** – Loraine Berry, **Village of Ryley** – Annette Short.
- Thus far, we welcome 40 new representatives to the board, including 8 new alternates. We are still waiting to here from 20 municipalities.
- If you are new you'll want to review our [board orientation package](#).
- PLSB will offer new board members 2 orientation webinars: December 8th 6-8pm OR December 16th 2-4pm. [Register here](#).

OPERATIONS

- The [Service Catalog](#) is being prepped by the printers.
- Jessie Morris, our Member Library Services Manager, began a series of focus groups this week with NLLS staff. We are working on our customer service philosophy.
- We were closed for Remembrance Day on November 11th. Did you know that the Library and Archives of Canada has digitized the military records and attestation papers of WWI veterans? You can [search those records here](#). I had to pay for the photocopying of my GG grandfather's some years ago – it is pretty cool they are all online now.
- We followed up on our recent proposal on changes to our van run with a survey to library manager's today. The van run is a vital system service that will change with increases in stops and library usage.

LIBRARIES

- The MLS team now has 4 weekly webinars up on [our YouTube Channel](#): Polaris Reports, LEAP, Microsoft Office, and ILL/Relais. This is a great new training resource.
- The [spreadsheet of library anniversary dates](#), I sent out in a previous weekly report, has proven rather popular. I've had a number of calls asking if I could share it again. So, if you missed it here it is again.

I am re-reading Robert Jordan's Wheel of Time series. The Amazon Prime TV series based on the books premiers next Friday, November 19th. There are 19/29 copies of book 1 available in the system right now... We've got 4 digital audiobooks (all-out) and 2 ebook copies (all-out).

EXECUTIVE COMMITTEE MEMBERS

NAME	ZONE	EMAIL	PHONE NUMBER
Vicky Lefebvre	Zone 2 - Chair	gillesvicky74@gmail.com	780-573-1926
Curtis Schoepp (ML)	Zone 1	curtisschoepp@gmail.com	780-220-4897
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-689-3643
Vacant	Zone 2		
Vacant	Zone 3		
Vacant	Zone 3		
Jennifer Anheliger (ML)	Zone 3	jennifer.anehliger@morinville.ca	780-380-7296
Vacant	Zone 4		
Vacant	Zone 4		

ML = Member at Large

Zones

Zone 1

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

Zone 2

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

Zone 3

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

Zone 4

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

MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION OF SEPTEMBER 28, 2021, ON ZOOM

PRESENT:

Chair: L. Wolgien
Vice-Chair: R. McDonald
Directors: M. Baker; T. Pollard; J. Thompson; G. Barr; D. Bergquist
CAO: S. Schwartz

ABSENT:

Director: S. Hryciuk

The meeting was called to order 5:31 P.M.

AGENDA:

Additions and Changes to the Agenda:

Addition:

Old Business: L. Wolgien - Preston Oil Shed

Changes:

The topics from the Town of Vermilion regarding Sludge Disposal and the Concrete Program are deferred to the October meeting.

MOVED by T. Pollard that the agenda be adopted with the above additions and changes.

Carried.

MINUTES OF THE MEETING OF AUGUST 24, 2021:

MOVED by R. McDonald that the minutes of the meeting of August 24, 2021, be adopted as presented.

Carried.

TOWN OF VERMILION TOPICS:

Reuse Centre:

J. Thompson explained that the Town of Vermilion Environmental Committee and the Rotary Club are requesting permission to proceed with a reuse centre pilot program for approximately six to eight months. They would like to locate the structure at the Vermilion transfer site on the North side of the access road east of the scale house. The facility will be staffed and monitored by volunteers from the Town of Vermilion Environmental Committee and the Rotary Club. An agreement between the Commission and the Committee must be formalized before the project begins. Final approval for continuation of the program and for any issues that may arise from it, must remain with the Commission and the Chief Administrative Officer.

MOVED by G. Barr that an agreement between the Commission and the Town of Vermilion Environmental Committee be completed granting permission for the proposed Reuse Centre pilot program to commence once an agreement has been signed.

Carried.

Minutes of the Meeting of the VRRWMS on September 28, 2021

AUGUST 2021 FINANCIAL REPORT:

S. Schwartz presented the August 2021 financial report, and provided explanations as required. The August report showed a balance of **\$251,456.69** in the operating account. The capital reserve account increased to **\$594,009.03** due to an interest payment received. The operational reserve account increased to **\$230,791.93** due to an interest payment received. The Closure/Post Closure reserve account increased to **\$110,343.57** due to an interest payment received.

MOVED by J. Thompson that the August 2021 financial report be adopted as presented.

Carried.

AUGUST 2021 MONTHLY REQUISITION REPORT:

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

MOVED by G. Barr that the August 2021 monthly requisition report be accepted as information.

AUGUST 2021 ACCOUNTS FOR APPROVAL:

S. Schwartz presented the August 2021 cheques numbered 6076, and 7022 to 7042, and the debit memos and credit card charges for August 2021, and provided explanations as required.

MOVED by R. McDonald that the cheques numbered 6076, and 7022 to 7042, and the debit memos and credit card charges be accepted as presented.

Carried.

AUGUST 2021 VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

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

MOVED by D. Bergquist that the August 2021 Vermilion transfer site outstanding accounts be accepted as information.

SEPTEMBER 2021 CHIEF ADMINISTRATIVE OFFICER'S REPORT:

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

MOVED by D. Bergquist that the September 2021 Chief Administrative Officer's report be accepted as presented.

Carried.

BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:

None.

NEW BUSINESS:

1. Two Signature Signing Authority at the Vermilion Credit Union:

S. Schwartz informed the Board that the Vermilion Credit Union is going to update their on-line banking platform which will allow businesses and organizations that require two signatures on all cheques, the ability to create electronic funds transfers

Minutes of the Meeting of the VRRWMS on September 28, 2021

with two approved electronic signatures for their selected vendors. There is a form to be completed and filed with the bank with the organization's two or three approved signatories. This will be discussed further in the October meeting when the Commission Board is finalized and the signing authorities designated after the upcoming election.

OLD BUSINESS:

1. Quote from Quik Pick Waste Disposal Regarding Their Waste Disposal Contract (January 2022 to December 31, 2026):

Ms. Schwartz presented a cost comparison of an invoice showing the current charges from the August 2021 invoice, and one that incorporates the cost reductions outlined in the quote. The proposed savings in the example provided are between 5% and 6%.

MOVED by J. Thompson that the quote presented by Quik Pick Waste Disposal be accepted as presented.

Carried.

2. Upgrade to Marwayne Burn Pit:

S. Schwartz informed the Board that the burn pits at Kitscoty and Marwayne are full of ash and require cleaning out. When the ash is removed the contractor will be able to make some changes to the pits. The pit at Kitscoty requires a higher berm on the South end. The pit at Marwayne could be expanded to the West. R. McDonald requested that the dirt taken out of the pit could be placed on the access road into the chemical jug compound.

3. Preston Oil Shed:

The shed at the Preston transfer site needs to be in place before this winter.

The next meeting will be held on Tuesday, October 26, 2021, at 5:30 P.M. on ZOOM.

The meeting adjourned at 6:34 P.M.

These minutes have been adopted in their entirety at the October 26, 2021, meeting.

for SA Schwartz
Chair

November 24/21
Date



Annual General Meeting

Tuesday, November 30, 2021

10:00 a.m.

Where: Online

Zoom Meeting

A G E N D A

- | | |
|---|-------------------------------------|
| 1. Welcome | Jennifer Filip |
| 2. Adoption of Agenda | |
| 3. Approval of January 25, 2021 Annual General Meeting Minutes | |
| 4. Chairpersons Report | Jennifer Filip |
| 5. Year End Financial Reports | Donna Jenson/Danielle Charette |
| 6. 2020 Membership List | Donna Jenson/Danielle Charette |
| 7. Introduction of Executive and Board Members | Jennifer Filip |
| 8. Elections – Description of positions | Jennifer Filip |
| 9. Elections – Ask for Nominees | Jennifer Filip |
| 10. 2021-2022 Marketing and Tourism Development Projects & Activities | Kevin Kisilevich |
| 11. AGM Adjournment | |
| 12. Tourism Partners Roundtable | |
| 13. Closing Remarks | Jennifer Filip and Kevin Kisilevich |



**Annual General Meeting Minutes
Monday, January 25, 2021
Virtual – Online Zoom**

Board of Directors

Present: Jennifer Filip (Chair), Cyndy Heslin (Vice Chair), Yvonne Brown (Treasurer), Diane Jenkinson (Director), Kevin Kisilevich (Director), Jerrold Lemko (Director)

Others Present

See last page for attendance list.

Proceedings:

Call to Order

Jennifer Filip called the meeting to order at 10:06 a.m.

Welcome

Jennifer Filip welcomed attendees to the meeting.

Adoption of the Agenda

Jennifer Filip asked if there were any additions to the agenda. There were no additions or revisions to the agenda.

Motion: Cyndy Heslin moved that the agenda be accepted as presented. Seconded by Jerrold Lemko. Carried.

Approval of April 30, 2019 Annual General Meeting Minutes

Jennifer Filip asked if there were any comments or revisions to the minutes of the April 30, 2019 Annual General Meeting. She asked for a motion to approve the minutes from the April 30, 2019 Annual General Meeting.

Motion: Bernie Marko moved that the minutes of the April 30, 2019 Annual General Meeting be approved as presented. Seconded by Diane Jenkinson. Carried.

Motion to approve Bylaws

Cyndy Heslin provided the new Bylaws for discussion and approval. Jennifer Filip asked if there were any questions or additions to the bylaws. There were no additions or revisions to the Bylaws.

Motion: Cyndy Heslin moved that the new Bylaws be accepted as presented. Seconded by Judy Acres. Carried.

Introduction of the Executive and Board Members

Jennifer Filip introduced board members as listed in the AGM package to those in attendance.

Chairpersons Report

Jennifer Filip noted that due to Covid-19 restrictions and the inability to hold a meeting until now this AGM is based on November 30, 2019 and provided a verbal Report.

Motion: Willie Babiuk moved that the Chairpersons Report be accepted as presented. Seconded by Diane Jenkinson. Carried.

Year End Financial Reports

The Notice to Reader letter; Balance Sheet; and Statement of Income and Retained Earnings for the year ended November 30, 2019 from Cripps & Associates Accountants was submitted by Donna Jenson. She provided a brief summary of the items listed on the reports as submitted in the meeting package.

Motion: Larry Tiedemann moved that the Financial Reports be approved as submitted. Seconded by Yvonne Brown. Carried.

2019 Membership List

The 2019 Membership Listing for the year ended November 30, 2019 was submitted by Donna Jenson for information.

Elections – Description of Positions & Nominees

Jennifer Filip provided a description of the positions available as outlined in the list provided in the meeting package.

Cyndy Heslin asked for nominations for Chair. Yvonne Brown nominated Jennifer Filip as Chairperson. Jennifer Filip accepted to let her name stand as Chair. Cyndy Heslin asked if there were any other nominations (x3). Willie Babiuk moved to cease nomination. All in favor. Carried.

Jennifer Filip asked for nominations for Vice-Chair. Judy Acres nominated Cyndy Heslin as Vice-Chair. Cyndy Heslin accepted nomination as Vice-Chair. Jennifer Filip asked if there were any other nominations from the floor (x3). Bernie Marko moved to cease nomination. All in favor. Carried.

Jennifer Filip asked if there were any nominations for Treasurer. Cyndy Heslin nominated Yvonne Brown as Treasurer. Yvonne Brown accepted to let her name stand as Treasurer. Jennifer Filip asked if there were any other nominations from the floor (x3). Jana Rowe moved to cease nomination. All in favor. Carried.

Jennifer Filip asked if the remaining Directors of the Board agreed to let their name stand or if there were any nominations from the floor. All past board members agreed to let their names stand.

Diane Jenkinson nominated Jana Rowe, Lac La Biche County to the Board. Jana Rowe accepted nomination.

Jennifer Filip made a final call for positions on the board and a motion to cease nominations. Cyndy Heslin moved to cease nominations. Seconded by Yvonne Brown. All in favor. Carried.

Jennifer Filip nominated Donna Jenson as secretary. Donna Jenson accepted nomination.

Motion: Jerrold Lemko moved to that Donna Jenson remain as secretary. Seconded by Diane Jenkinson. Carried.

It is noted same as last year Donna Jenson, Secretary at the meetings, is not a voting member of the board.

2020-21 Marketing and Tourism Development Projects & Activities

Kevin Kisilevich, Go East of Edmonton Marketing & Development/Director Go East RTO, provided a verbal presentation with slides on the 2019 through to 2021 Marketing and Tourism Development Projects and Activities. Questions and discussion followed.

Jennifer Filip thanked Kevin Kisilevich for his presentation.

Adjournment

Jennifer Filip moved that the meeting be adjourned at 11:06 a.m.

Note: Tourism Partners Panel Discussion – Persevering through the Pandemic and Looking Ahead followed the meeting.



Dear Valued Member of Go East Regional Tourism Organization:

I would like to thank everyone for their interest in Go East of Edmonton RTO and thank you for attending our annual meeting today. Thank you to my fellow board members for their contributions and valuable input this past year, including board member Kevin Kisilevich who provides valuable marketing expertise and project management.

I would also like to introduce Danielle Charette who joined us in September of 2021 as our new office administrator taking over from Donna Jenson. Thank you to Jolene Kisilevich for keeping the Go East of Edmonton website up to date with engaging content and her many hours dedicated to social media promotion for the Go East of Edmonton region.

Kevin Kisilevich, on behalf of Go East of Edmonton who keeps the organization moving forward will provide a presentation on projects, marketing success, plans for future growth, and other important marketing information.

Conclusion

Go East Board and staff has enjoyed working with its members for continued growth of tourism in all parts of our region. We look forward to continuing to work with each and every one of you in again in 2021!

An Interesting Year in 2020

2020 was certainly an interesting and challenging year for the tourism industry. However, despite the challenges we continued to provide our members with great benefits. The work we do drives tourism to our local businesses and communities. A road trip adventure game was created with 16 partnering communities. This project was hugely successful and was of benefit to our member communities, businesses, and non-profits in the Go East region.

We are fortunate to continue to work with Strong Coffee Marketing again this past year. We have obtained valuable learning opportunities with them and this will continue into 2021. We use this knowledge to implement in our work for our members.

Other great successes this year have been a weekly radio segment on Country 106.5, weekly featured social media posts, regular summer event blogs, and great website features. The results of this increased work was positive as it has boosted web traffic, increased the social media followers and the Travel Guide continues to be in great demand throughout our region. The Go East Board is very thrilled with the results of our efforts put forth this past year.

What's Ahead for 2021

With the growing positive tourism trend in the region we look to focus on continued efforts to promote our Go East region and its members. Through our strong partnerships with key major media and government organizations we will continue to work towards building a strong network to encourage tourism growth. Stay tuned for updates on what we have planned!

The board reviewed its membership fees and has decided that fees will remain the same in 2021. As outlined in this package we will continue to provide our members with the same great benefits again this year. You will still get website, social media, radio, summer/fall digital marketing campaign, and the CARES project. We are continually growing daily in our reach, which in turn supports your return on investment. Not only are we rated #1 in all areas of tourism marketing, but we are the only tourism organization of its kind in the region and are highly recommended. We are growing and so are the results. We are now reaching more people and in turn your ROI—Return on Investment continues to get better and better every year as we grow.

The attached information outlines all the valuable benefits that you will receive as a member of the RTO. Please fill out the attached membership form for either a municipality or business/non-profit organization and return to enroll as a member with Go East Regional Tourism Organization in 2021. We also ask that you annually review and provide us with an update to your profile page on the website and a listing of events for 2021. You can email us directly and/or make updates directly on the website www.goeastofedmonton.com and at any time throughout the year.

Thank you for your support in helping to grow rural tourism. We hope you will continue to support and grow with us in 2021!

Sincerely,

Jennifer Filip,

CHAIR



Go East Regional Tourism Organization
For the year ended November 30, 2020
Summary Report

ASSETS

Fixed assets consists of 3 accounts related to one website www.goeastofedmonton.com. It was broken down separately between the years to show allocation of costs related to the upgrade and new website costs in various years. In 2019 www.eateastofedmonton.com linked into www.GoEastofEdmonton.com and currently consists of only one website asset at this time. The asset account shows a slight increase this year due to continued completion of work on the new website.

Go East is switched over to the NEW Go East of Edmonton website (GL Account #15400) and now has a new website provider. The new website went live in the year 2020. Funding was provided through the 2-year CARES project which is currently complete. (02-GERTO-51-08)

REVENUE

The CARES Grant (06-08-GERTO) through Alberta Economic Development and Trade was received on August 5, 2020 for \$30,000. This is a 2-year matching grant which \$7,500 from membership revenue went towards the CARES Grant Expenses in 2020 and \$7,500 once again in 2021. Due to Covid-19 the work on this grant has not started and carried forward to 2021. See project file for more details.

The Travel Alberta Cooperative Funding Grant (20-235-CN) for \$29,000 was completed by the year ended Nov 30, 2020. As this project was completed prior to the fiscal year end it was recorded as revenue. Half of this grant was received Sept 4th and the other half of \$14,500 will be received in 2021. Refer to project file for more information.

Other Revenue that was NEW for Go East in 2020 was partner/member-based revenue projects such as the Roadtrip Game and Digital Campaign Partners Project which explains the large increase in Revenue in this account compared to last year. Both were successful projects that will be done again. Other revenue \$5160 deferred from last year, and \$300 Other Marketing.

Other variances to note in Other Revenue was no fall event and no AGM was held this year which brought in no revenue in those accounts other what carried forward from the year prior.

Membership Fees remained the same in 2020.

OPERATIONS

Go East Regional Tourism had a net profit for 3 years (2013-2016), followed by a net loss in 2017 of (\$5,705), a net profit of \$16,041.37 in 2018, a net profit of \$3,377.64 in 2019 and a net profit of \$24,930.23 in 2020.

In 2020 and 2021, \$7,500 will be allotted each year to cover CARES Grant expenses, which will be mainly incurred in 2021, as its matching portion in the Agreement. These funds will come from membership fees.

Go East Regional Tourism Organization
For the year ended November 30, 2020
Summary Report
Page 2

It was a unique year in operations. Expense decreases in operating were seen due to Covid-19 which required less event/tradeshow attendance and related expenses; marketing; services; website entry; meeting expenses; general expenses; and other miscellaneous costs that are required in a *normal* year. Both major Go East events the AGM and Fall Event were cancelled and any extra work and travel related to that reduced. Total operating expenses this year were \$25,341.40.

Expense increases compared to last year in Contract Services were seen due to 2 NEW partner/member projects the Roadtrip Game and Digital Campaign Partners Project.

Go East Regional Tourism Organization has 1 director Kevin Kisilevich who helps manage 2 grants. Strong Coffee Marketing works with Go East to provide services related to grants, website upgrades, and projects. Directors are busy with their businesses and fulltime jobs and do not have time to take on grant management so grant applications have reduced the last few years. Other contractor services for projects were provided by Hannah Lintott, Rebecca Isbister, and Kristen Gusnowski.

GST

As noted in past years there is no GST on memberships and our previous accountants Wilde and Company Chartered Accountants inquired and found out Go East was not able to qualify for GST rebates. Therefore, they have advised that Go East no longer needed to track this part of expenses in a separate G/L Account.

OTHER

Go East Regional Tourism Organization currently has Donna Jenson as a contractor to do Bookkeeping/Office Administration and other major time-consuming services such as event entry related to the website. Her time towards services she provides continues to grow yearly as the website events entry needs continue to grow and as does the services required by members. Donna Jenson works out of her home on a part-time basis for Go East RTO. Donna is also Secretary at meetings to free up board members time but is not a Director.

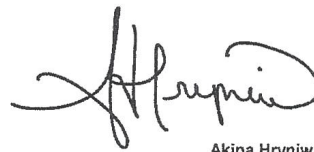
Go East Regional Tourism Organization
Financial Statements
For the Year Ended November 30, 2020
(Unaudited - See Disclaimer to Readers)

Akina Hryniw
Chartered Professional Accountant

Akina Hryniw, CPA, CMA
Chartered Professional Accountant
253 River Point NW., Edmonton, Alberta T5A 4Z2
(780) 884-4586

Disclaimer to Readers
(Unaudited)

I have compiled the accompanying financial statements of Go East Regional Tourism Organization, as of and for the year ended November 30, 2020. The financial statements were not subject to an audit, review, or compilation engagement by me, nor has it gone through any attestation services to validate such information and transactions. Accordingly, I do not express an opinion, a conclusion, nor provide any assurance on them. Readers are cautioned that these statements may not be appropriate for their purposes.



Akina Hryniw
Chartered Professional Accountant
Edmonton, Alberta
February 23, 2021

**Go East Regional Tourism Organization
Balance Sheet
As at November 30, 2020
(Unaudited Statement)**

	November 30, 2020	November 30, 2019
	\$	\$
Assets		
Current Assets		
Cash	64,616	9,497
Accounts Receivable	195	11,850
Other Current Assets	14,500	-
Total Current Assets	<u>79,311</u>	<u>21,347</u>
Intangible Capital Assets		
Intangible Assets	49,790	48,687
Total Intangible Capital Assets	<u>49,790</u>	<u>48,687</u>
Total Assets	<u>129,101</u>	<u>70,034</u>
Liabilities & Shareholder's Equity		
Liabilities		
Current Liabilities		
Accounts Payable & Accrued Liabilities	4,322	3,565
Deferred Income	39,430	-
Total Current Liabilities	<u>43,752</u>	<u>3,565</u>
Long-Term Liabilities		
Deferred Income	-	6,050
Total Long-Term Liabilities	<u>-</u>	<u>6,050</u>
Equity		
Retained Earnings	85,349	60,419
Total Owners Equity	<u>85,349</u>	<u>60,419</u>
Total Liabilities and Equity	<u>129,101</u>	<u>70,034</u>

**Go East Regional Tourism Organization
Statement of Income and Retained Earnings
For the year ended November 30, 2020
(Unaudited Statement)**

		November 30, 2020	November 30, 2019
		\$	\$
Revenue			
Other Revenue	Note 1	96,942	80,502
Total Revenue		<u>96,942</u>	<u>80,502</u>
Cost of Sales			
Trades and Sub-Contracts		15,052	32,048
Production Costs Other than Resource		2,678	4,464
Resource Production Costs		4,087	-
Other Direct Costs		1,796	1,975
Cost of Sales		<u>23,613</u>	<u>38,487</u>
Gross Profit/Loss		<u>73,329</u>	<u>42,015</u>
Operating Expenses			
Advertising & Promotion		30,338	20,847
Insurance		1,555	1,464
Office Expenses		3,188	275
Professional Fees		11,675	13,700
Travel		1,643	2,352
Total Operating Expenses		<u>48,399</u>	<u>38,638</u>
Total Expenses		<u>72,012</u>	<u>77,125</u>
Net Income		<u>24,930</u>	<u>3,377</u>
Retained Earnings - Beginning of year		<u>60,419</u>	<u>57,042</u>
Retained Earnings - End of year		<u>85,349</u>	<u>60,419</u>

**Go East Regional Tourism Organization
Notes to the Financial Statements
As at November 30, 2020
(Unaudited- See Disclaimer to Readers)**

Note 1 - Other Revenue

A portion of the Membership Revenue in the amount of \$7,500.00, will fund the Community and Regional Economic Support (CARES) Project.

*Go East Regional Tourism Organization
2020 Memberships Listing - For the year ended November 30, 2020*

<i>Municipalities</i>	<i>Municipalities</i>	<i>Businesses</i>
Alliance	Strathcona County	Barr Estate Winery
Andrew	Thorhild County	Bear Ridge Campground
Athabasca County	Tofield	Busy B Bargains
Beaver County	Two Hills	Camrose Farmers Market
Bonnyville	Vegreville	Canalta Hotels
Bruderheim	Vermilion	Coal Creek Golf Resort
Camrose County	Vermilion River (County)	Erdmann's Gardens & Greenhouses
Chauvin	Viking	Hastings Lake Gardens
Chipman	Wilna	Home Hardware Lloydminster
Cold Lake	Wainwright	Lindbrook Stargazer Campground
Daysland	Waskatenau	Red Feather Ridge
Dewberry		St. Brides Trading Post
Edgerton		Tofield Farmers Market
Flagstaff County	(55)	
Forestburg		(13)
Fort Saskatchewan		
Gibbons	<i>Non-Profit Organizations</i>	
Glendon	Alberta Parks *NEW	
Hardisty	Boyle Ag Society	
Holden	Boian Museum	
Innisfree	Clandonald Ag Society	
Irma	CREAM (Central Rural East Alberta Museums)	
Killam	Elk Island National Park	
Kitscoty	Friends of Battle River Railway	
Lac La Biche County	Holden & District Ag Society	
Lamont	Iron Creek Museum	
Lamont County	Josephburg Ag Society	
Legal	Killam Chamber of Commerce	
Lougheed	Lamont Ag Society	
Mannville	Lloydminster Ag Society	
Marwayne	Metis Crossing	
Minburn County	St. Paul Agricultural Society	
Mundare	Reynold Alberta Museum	*New (1 NPO)
M.D. of Bonnyville	Tourism Camrose	Total Members: 90
Myrnam	Ukrainian Cultural Heritage Village	
Paradise Valley	Vegreville Ag Society	
Provost	Vegreville Legion	
Redwater	Wainwright & District Chamber of Commerce	
	Wainwright Museum/Battle River Historical Society	
Ryley		
Sedgewick		
St. Paul		
Smoky Lake (Town)	(22)	
Smoky Lake (County)		
St. Paul (County)		



2020 Executive & Board Members
(For the year ended November 30, 2020)

- Chairperson: Jennifer Filip
- Vice-Chair: Cyndy Heslin
- Treasurer: Yvonne Brown
- Secretary: Donna Jenson (Bookkeeper/Office Administrator - Not a voting member of the Board)

Board of Directors (in alphabetical order)

BARR, Rick (ceased 2020-10-30)
Barr Estate Winery

BROWN, Yvonne
Busy B Bargains & Tofield Farmers Market

FILIP, Jennifer
Tourism Camrose

HESLIN, Cyndy
Village of Ryley

JENKINSON, Diane
M.D. of Bonnyville

KISILEVICH, Kevin
Bear Ridge Campground

LEMKO, Jerrold
Town of Vegreville

ROWE, Jana
Forward Movement Solutions



Current Submissions
for
Executive & Board Member Elections

Chairperson: Jennifer Filip

Vice-Chair: Jerrold Lemko

Treasurer: Yvonne Brown

Secretary: Danielle Charette (Bookkeeper/Office Admin - Not a voting member of the Board)

Directors (in alphabetical order)

BROWN, Yvonne
Busy B Bargains & Tofield Farmers Market

BROWN, Kara
Ramada Camrose

FILIP, Jennifer
Downtown Camrose

KISILEVICH, Kevin
Managing Director of Go East of Edmonton RTO

PRODANIUK, Alexa
M.D. of Bonnyville

ROSYCHUK, Jana
Forward Movement Solutions

ACE Regional Water Corporation Zone 2 Minutes

County of Vermilion River
November 18, 2021
6:30 PM
ZOOM Meeting

PRESENT:

Marty Baker	County of Vermilion River
Dale Swyripa	County of Vermilion River
Rob Pulyk	Town of Vermilion
Brent Romanchuk	ACE Water
Rod McDonald	Village of Marwayne
Dennis Roth	Village of Kitscoty
Don Berguist	Village of Paradise Valley
James Warren	Village of Paradise Valley CAO
Harold Northcott	County of Vermilion River CAO
Recording Secretary Susan Hodges Marlowe	County of Vermilion River

1. Call to Order

Harold Northcott called the meeting to order at 6:34 PM

2. Election of Chair

Harold Northcott gave first call for nomination for the position of Chairperson.

Rod McDonald nominated Dale Swyripa for the position of Chairperson. Dale Swyripa accepted the nomination.

Harold Northcott gave second call for nominations for the position of Chairperson.

Rod McDonald nominated Marty Baker for the position of Chairperson. Marty Baker declined the nomination.

Harold Northcott gave third call for nominations for the position of Chairperson.

Rob Pulyk made the motion for nominations to cease. CARRIED

Dale Swyripa was elected as Chairperson.

Dale Swyripa took Chair of the meeting.

3. Election of Vice Chair

Dale Swyripa called for the nomination for the position of Vice Chair.

Marty Baker nominated Rod McDonald for the position of Vice Chair.

Dale Swyripa gave second call for nominations for the position of Vice Chair.

Dale Swyripa gave third call for nominations for the position of Vice Chair.

Dennis Roth made the motion for nominations to cease. CARRIED

Rod McDonald was elected as Vice Chair.

4. Additions to the Agenda

Rob Pulyk asked that an addition be made to the agenda.

7.a Terms of Reference Review.

5. Adoption of Agenda

Marty Baker made the motion to adopt the agenda. CARRIED

6. Adoption of Prior Minutes

a. October 28, 2020

Rod McDonald made the motion to adopt the Minutes of the October 28, 2020 Minutes as presented. CARRIED

b. July 14, 2021

Dennis Roth made the motion to adopt the Minutes of the July 14, 2021 Minutes as presented. CARRIED

7. Business Arising out of Prior Minutes

a. Terms of Reference Review and Update

Dale Swyripa indicated that the Terms of Reference have not been reviewed and updated.

Rob Pulyk indicated that they had not been reviewed and updated since 2016.

Marty Baker reported that the Village of Dewberry would need to be removed as it is no longer a Village but a Hamlet.

Rob Pulyk made the motion that the Chair and Vice Chair review and bring forward recommendations for changes to the next meeting. CARRIED

8. New Business

7.1 Appointment of Town of Vermilion Representative

Councillor Baker nominated Rob Pulyk to represent the Town of Vermilion. Rob Pulyk accepted the nomination.

Rod McDonald motioned for nominations to cease. CARRIED

Rob Pulyk was elected.

7.2 Update from ACE Regional Water Corporation

Brent Romanchuk gave an update on ACE Regional Water Corporation.

Maintenance

It has been a very good year as far as maintenance goes. We have had no issue with line breaks or with anything of big concern. We continue to do maintenance on the Cathodic with some upgrades to existing cathodic that was installed in some of the previous contracts which is on going.

We have also started cathodic testing on 11 and 12. Contract 11 is from Two Hills to Beauvallon and Contract 12 is from Beauvallon to Myrnm. That testing is completed.

Heating up grade for Vegreville station for the ammonia room. On going heating issues in that facility. It was an under-design issue. Lloydminster station was designed to ensure wouldn't have the same issues.

UV treatment in Lloydminster due to Saskatchewan Water to bring it up to Alberta standards. Have had some issues with UV in monitoring but have repaired those issues at about half the cost of purchasing a new system.

ACE meeting with AB Environment, County of Two Hills, Village of Myrnm, Vegreville operators to sort out issues of water quality in Myrnm. That line is larger than what is needed to serve Myrnm so the water quality decays over time. Water takes about 30 days to get to Myrnm from Two Hills. That line will also go to Derwent so want to get this issue cleared up. Do have the option of injection of chlorine.

Busy summer with road construction beside the ACE water line in County of Minburn. What we have learned is that there is not a lot of room to work around the water line. In future 100 ft right of way instead of 66 ft. Scott Land is working with landowners to increase these right of ways. There may be time were we have to be in that 66 ft range but we are doing what we can to be at 100 ft.

Construction

Contract 18 – Water line from Marwayne to Dewberry is complete. There will be carry over clean up this spring with landscaping . The line is waiting to go into operation.

Contract 19 – Dewberry to Clandonald has been completed. Waiting for Final Approval.

Both of those lines will be ready to go into service.

Contract 20 is not completed. New PRV – pressure reducing valve station – by Kathy’s Greenhouse. We have three existing PRV stations to reduce pressure on the line. Until the new PRV station is installed we can’t go forward with water into Dewberry and Clandonald. Delays will be into February or March. Water in the line now will need to be dumped and this comes with a cost which will be covered by ACE. The water will be dechlorinated before it is discharged and will be released as per environment regulations.

Contract 21 – Myrnm to Derwent – design is completed. Construction tender in new year.

Contract 22 – west of Blackfoot to Paradise Valley. Finalized a routing to PV – not a clear route and so a lot of zigging and zagging through that area. Survey work is being done. This will go to tender in 2023.

Contract 23 – Line to Duvernay we are not being aggressive on this one until Contract 18, 19 and 21 and 22 is completed and have enough money to move on to Contract 23. Board will make this discussion in 2023. All projects have to be completed and wrapped up by 2024.

Discussion of options for water discharge.

9. Adjournment at 7:25 PM

VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

2022 DRAFT OPERATING BUDGET						
				2022	2021	2020
ADMINISTRATION EXPENDITURES						
Directors	Expenses					
(per diems for	(Chge back to	Verm	3,000			
meetings)	Municipalities)	Dewberry	0			
		Cty	7,750			
		PV	3,000			
		Kits	2,750			
		Mar	2,500			
	Dir Expenses	Sub-total		19,000	19,000	21,750
	Fees			3,000	3,500	3,000
C.A.O.	Wages			37,625	37,625	37,625
	Expenses			9,000	10,000	10,000
	Benefits			10,000	10,000	10,000
	WCB			3,500	3,000	3,500
	Telephone			4,000	5,000	5,000
	Postage			500	700	850
	Supplies			4,000	5,000	5,000
	Advertising			3,000	3,000	3,000
	Audit			11,000	11,000	11,000
	Insurance			22,000	20,000	20,000
	Legal			0	0	0
	Misc			3,500	3,000	3,000
	Mmbrshps			0	0	0
	Shared Sub-Total			111,125	111,825	111,975
TOTAL ADMIN EXPENSES		(incl. Dir Exp above)		130,125	130,825	133,725
				-0.5%	-2.2%	1.2%
REVENUES						
	Fr. Surplus			0	0	0
	Fr. Req.			130,125	130,825	133,725
TOTAL ADMIN REVENUES						
		POPULATION (2018 Figures+Dew Change)				
Req.	County	8,267	58.3%	72,545	72,954	71,946
	Vermilion	4,150	29.3%	35,527	35,732	35,851
	Kitscoty	976	6.9%	10,400	10,448	10,108
	Marwayne	606	4.3%	7,250	7,280	7,224
	Dewberry	0	0.0%	0	0	4,200

2022 DRAFT OPERATING BUDGET						
				2022	2021	2020
	P.V.	179	1.3%	4,403	4,412	4,395
TOTAL REQUISITIONS		14,178	100.0%	130,125	130,825	133,725
DISTRIBUTION BY POPULATION						
	County	8,267	58.8%	72,545	72,954	71,946
	Vermilion	4,150	29.3%	35,527	35,732	35,851
	Kitscoty	976	6.9%	10,400	10,448	10,108
	Marwayne	606	4.3%	7,250	7,280	7,224
	Dewberry	0	0.0%	0	0	4,200
	P.V.	179	1.3%	4,403	4,412	4,395
TOTAL		14,178	100.5%	130,125	130,825	133,725
TRANSFER SITE EXPENDITURES						
PVTS						
	Supervision			10,486	10,486	10,486
	Expenses	Utilities		700	700	700
		Phone		360	360	360
		Gravel		300	300	500
		Site		5,500	5,500	5,500
		Haul		1,500	2,000	2,000
		Misc.		315	315	315
		Freon		1,500	1,000	1,000
		Haz Waste		2,000	2,000	2,000
		Transfers		12,000	12,000	12,000
		Op Reserve		2,000	2,000	2,000
	Total Exp			26,175	26,175	26,375
Sub-Total PVTS				36,661	36,661	36,861
				0.0%	-0.4%	6.8%
KTS						
	Wages/Ben			21,945	21,945	21,945
	Expenses	Utilities		900	900	900
		Phone		360	360	360
		Gravel		5,500	5,500	5,500
		Site		8,000	8,000	8,000
		Haul		6,000	6,000	6,000
		Misc		1,500	1,500	1,500
		Freon		4,000	4,000	4,000
		Haz Waste		3,000	4,000	4,000
		Transfers		30,000	30,000	30,000
		Op Reserve		3,000	3,000	3,000
	Total Exp.			62,260	63,260	63,260

2022 DRAFT OPERATING BUDGET						
				2022	2021	2020
Sub-Total KTS				84,205	85,205	85,205
				-1.2%	0.0%	1.1%
MTS	Wages/Ben			11,647	11,647	11,475
	Expenses	Utilities		400	750	750
		Phone		360	360	360
		Gravel		2,000	2,000	2,000
		Site		4,500	5,500	5,500
		Haul		2,500	3,000	3,000
		Misc.		1,000	1,000	1,000
		Freon		2,500	3,000	3,000
		Haz Waste		2,500	2,500	2,000
		Transfers		16,000	14,000	14,000
		Op Reserve		2,000	2,000	2,000
	Total Exp.			33,760	34,110	33,610
Sub-Total MTS				45,407	45,757	45,085
				-0.8%	0.4%	-11.7%
DTS	Supervision			10,660	10,660	10,502
	Expenses	Utilities		700	700	700
		Phone		360	360	360
		Gravel		1,000	2,000	2,000
		Site		4,500	5,500	5,500
		Haul		2,000	3,000	3,000
		Misc.		1,000	1,000	1,000
		Freon		2,500	2,500	2,500
		Haz Waste		1,000	2,000	2,000
		Transfers		16,000	14,000	13,000
		Op Reserve		2,000	2,000	2,000
	Total Exp.			31,060	33,060	32,060
Sub-Total DTS				41,720	43,720	42,720
				-4.6%	2.3%	2.8%
TLTS	Wages/Ben			6,200	6,178	6,178
	Expenses	Utilities		450	450	450
		Phone		460	360	360
		Gravel		1,000	1,000	2,000
		Site		4,000	5,500	7,000
		Haul		1,000	1,000	1,000
		Misc.		500	500	500
		Freon		600	800	800
		Transfers		4,000	4,000	4,000
		Op Reserve		500	500	500

2022 DRAFT OPERATING BUDGET						
				2022	2021	2020
	Total Exp.			12,510	14,110	16,610
Sub-Total TLTS				18,710	20,288	22,788
				-7.8%	-11.0%	7.5%
PrTS	Wages/Ben			10,000	9,700	6,425
	Expenses	Utilities		600	500	500
		Phone		360	360	360
		Gravel		1,000	1,000	1,000
		Site		5,500	6,500	5,500
		Haul		1,500	2,500	2,500
		Misc.		400	400	400
		Freon		800	1,000	1,000
		Transfers		9,000	8,000	8,000
		Op Reserve		500	500	500
	Total Exp.			19,660	20,760	19,760
Sub-Total PrTS				29,660	30,460	26,185
				-2.6%	16.3%	15.1%
ECTS	Wages			6,178	6,178	6,178
	Expenses	Utilities		500	500	500
		Phone		360	360	360
		Misc		300	300	500
		Transfers		1,500	1,300	1,500
	Total Exp			8,838	8,638	9,038
Sub-Total ECTS				2.3%	-4.4%	1.0%
VTS	Contract			242,453	236,540	230,900
	Expenses	Gas		3,000	3,000	2,000
		Elec.		3,500	3,000	5,000
		Phone		4,000	4,500	5,500
		Water & Sewer		1,000	2,000	2,000
		Main. (Bldgs & Site)		12,000	12,000	12,000
		Gravel & Grading		3,500	3,500	3,500
		Misc.		1,500	2,000	2,000
		Supp		1,000	1,500	1,500
		Freon		15,000	12,000	12,000
		Haz Waste/Paint		4,000	4,000	4,000
		Oil		500	1,000	1,000
		Operational Reserve		5,000	5,000	5,000
	Total Exp.			54,000	53,500	55,500
Sub-Total VTS				296,453	290,040	286,400
				2.2%	1.3%	2.4%

2022 DRAFT OPERATING BUDGET						
				2022	2021	2020
TOTAL TR STN. EXP.				561,654	560,597	554,222
				0.2%	1.2%	1.6%
Total Satellite Site Exp				265,201	270,557	267,822
VTS BY TONNAGE ESTIMATE						
	Vermilion			2,400 mT	2,400 mT	2,400 mT
	Contractors			500 mT	500 mT	500 mT
	County			3,700 mT	3,700 mT	3,700 mT
			County	53.9%	53.9%	48.3%
		(6,600 mT)	Kitscoty	3.5%	3.5%	3.5%
			Marwayne	2.5%	2.5%	2.5%
			Dewberry	0.0%	0.0%	1.0%
			P.V.	0.8%	0.8%	0.8%
	Other Tsfr Stn.	By Agree.	Cty/PV	75/25	75/25	75/25
			Cty/Kits	75/25	75/25	75/25
			Cty/Mar	66.6/33.4	66.6/33.4	66.6/33.4
			Cty/Dew	0	0	66.6/33.4
	2022 BUDGET			2021 BUDGET		
Requisition	VTS	SAT TSFR SITES	TOTAL	VTS	SAT TSFR SITES	TOTAL
County	145,558	219,819	365,367	141,540	224,865	366,405
Town	107,909	0	107,909	105,575	0	105,575
Contractors	22,827	0	22,827	23,203	0	23,203
Kitscoty	10,376	21,051	31,427	10,151	21,301	31,453
Marwayne	7,411	15,166	22,577	7,251	15,225	22,476
Dewberry	0	0	0	0	0	0
P.V.	2,372	9,165	11,537	2,320	9,165	11,485
TOTALS	296,453	265,201	561,644	290,040	270,557	560,597
Residential Pick-up						
	Blackfoot			15,000	15,000	15,000
	Clandonald			6,000	6,000	6,000
	Islay			8,300	8,500	8,500
	Kitscoty			31,000	30,000	31,000
	Marwyane			21,500	21,000	21,000
	Dewberry			10,000	10,000	10,000
Total Residential				91,800	90,500	91,500
				1%	-1.0%	0.0%
Requisitions	(Distribution by user municipality)					
	County			39,300	39,500	29,500

2022 DRAFT OPERATING BUDGET						
				2022	2021	2020
	Kitscoty			31,000	30,000	31,000
	Marwayne			21,500	21,000	21,000
	Dewberry			0	0	10,000
Total Requisitions				91,800	90,500	91,500
Recycling						
	Transfers			26,500	23,000	24,500
	Advertising			0	0	0
Total				26,500	23,000	24,500
Requisition		Village	Cty/PV			
	County		100%	19,500	17,500	16,000
	Kitscoty	25.0%	75%	3,000	3,000	3,000
	Marwayne	33.3%	67%	2,000	2,000	2,500
	Dewberry	0.0%	0%	0	0	2,500
	P.V.	25.0%	75%	2,000	500	500
Total Requisitions				26,500	23,000	24,500
					-6.1%	8.2%
Landfilling/Transportation		(Distributed by Tonnage Estimate)				
	Town of Verm				2,400 mT	2,400 mT
	Contractors				500 mT	500 mT
	County & Vill.				3,700 mT	3,700 mT
	(County and Village shared by population)			6,000 mT	6,600 mT	6,600 mT
Transportation				225,680	225,680	227,636
Landfilling				177,320	177,320	179,584
Grand Total				403,000	403,000	407,220
TTL Cty & Tstr Sites			CTY & TFR S	224,068	224,068	227,636
Requisition	County *	55.9%	84.2%	188,665	188,665	186,206
	Vermilion	36.4%		146,692	146,692	148,228
	Contractors	7.7%		32,240	32,240	31,356
	Kitscoty *		8.1%	18,150	18,150	18,439
	Marwayne *		5.8%	12,996	12,996	13,203
	Dewberry *		0.0%	0	0	5,462
	P.V. *		1.9%	4,257	4,257	4,325
Total Requisitions	* Cty & Tstr Sites	100.0%	100.0%	403,000	402,999	407,220
				0.0%	-1.0%	0.4%
Capital Buildings Reserve						

2022 DRAFT OPERATING BUDGET						
				2022	2021	2020
Expenditure						
Total				65,000	65,000	65,000
				0.0%	0.0%	0.0%
<i>Depreciation (based on population)</i>						
<i>(See Attached Depreciation Sheet)</i>						
<i>Bldgs \$1,000,000 over 40 yrs (by Population)</i>						
Requisition						
	County	58.3%		38,285	38,285	37,440
	Vermilion	29.3%		18,785	18,785	18,785
	Kitscoty	6.9%		4,420	4,420	4,420
	Marwayne	4.3%		2,730	2,730	2,730
	Dewberry	0.0%		0	0	845
	P.V	1.3%		780	780	780
Total Requisitions		100.1%		65,000	65,000	65,000
GRAND TOTAL EXPENDITURES				1,278,079	1,272,922	1,276,167
				0.4%	-0.1%	1.7%
REVENUE	(Requisitions for Administration, Services and Reserve)					
County of Vermilion River						
	Administration			72,545	72,954	71,946
	Transfer Stations			365,367	366,405	346,325
	Residential Waste			39,300	39,500	29,500
	Recycling			19,500	17,500	16,000
	Ldfl/Trans			188,665	188,665	186,206
	Capital Reserve			38,285	38,285	37,440
Sub Total				723,663	723,309	687,417
				0.0%	5.2%	3.0%
Town of Vermilion						
	Administration			35,527	35,732	35,851
	Transfer Station			107,909	105,575	104,250
	Ldfl/Tran			146,692	146,692	148,228
	Capital Reserve			18,785	18,785	18,785
Sub Total				308,913	306,784	307,114
				0.7%	-0.1%	-0.9%
Contractors						
	Admin			0	0	0
	Transfer Station			22,827	23,203	22,053
	Ldfl/Trans			32,250	32,240	30,783
Sub Total				55,077	55,443	52,836

2022 DRAFT OPERATING BUDGET						
				2022	2021	2020
				-0.7%	4.9%	2.8%
Village of Kitscoty						
	Administration			10,400	10,447	10,108
	Transfer Stations			31,427	31,453	31,325
	Residential Waste			31,000	30,000	31,000
	Recycling			3,000	3,000	3,000
	Ldfl/Trans			18,150	18,150	18,439
APPROVED:	Capital Reserve		DATE:	4,420	4,420	4,420
Sub Total				98,396	97,470	98,292
				1.0%	-0.8%	0.9%
Village of Marwayne						
CHAIR	Administration		CHIEF ADMINISTRATIVE OFFICER	7,280	7,280	7,224
	Transfer Stations			22,577	22,476	22,218
	Residential Waste			21,500	21,000	21,000
	Recycling			2,000	2,000	2,500
	Ldfl/Trans			12,996	12,996	13,203
	Capital Reserve			2,730	2,730	2,730
Sub Total				69,053	68,482	68,875
				0.8%	-0.6%	-0.7%
Village of Paradise Valley						
	Administration			4,403	4,412	4,395
	Transfer Station			11,537	11,486	11,492
	Recycling			2,000	500	500
	Ldfl/Trans			4,257	4,257	4,325
	Capital Reserve			780	780	780
Sub Total				22,977	21,435	21,492
					-0.2%	3.5%
GRAND TOTAL REVENUES				1,278,079	1,272,922	1,276,167
				0.4%	-0.1%	1.7%

LIBRARY MEETING – December 8, 2021

Outside attendance to the Library has been slow, not doubt due to Covid, so the staff is looking at options to entice people to come to the Library.

A winter Gift Package will be advertised in the Newsletter to entice families to come to the Library to pick up an Art Project to take home and do. At present 10 packages will be made available and if there is further interest, they will increase the number of Gift Packages to give out in January.

All Board Members were given a “Board Members Working in the Library – A Fact Sheet for Alberta Public Libraries”, which shows the roles and responsibilities of Board members. The document highlighted that Board Members should not take on jobs or positions within the Library that offers a wage. The overall conclusion was that whenever possible, it is best to avoid having board members perform the work of staff. Library boards are most effective when focused on their Governance role. It is critical that roles Library staff roles are respected and individuals should act strictly as a volunteer or staff member and not as a Board Member.

With Northern Lights, our Library will be having a “Scavenger Hunt” in the library, whereby adults/kids will need to look through the books on the shelves and find objects hidden. Hopefully this will also bring more people to the library and remind readers to grab and book and take it home to read.

Library staff have been given a 1.00 raise starting in January. Their last raise was in 2019 and was only .50 per hour.

One board member has decided that she is unable to sit on the Library Board, so the Library Secretary will forward a name to the Village Office for acceptance.

A \$150.00 donation was sent to the Library in honor of Teresa Miskie’s brother.

Part of the Grant money received in 2020 has been used to purchase books for the library and teachers. It was muchly appreciated by the staff and school readers to have new books.

Library outdoor furniture that was purchased in the Spring was utilized numerous times throughout the remaining part of the school year. The Library Board is looking at possibly purchasing cushions for those outdoor chairs in the Spring.

Treasurers Report for September, October & November, 2021 is attached.

Next meeting will be set for March, 2021

Minutes from this meeting will be forwarded by the Library Secretary.

Marwayne Library Board	TREASURE'S REPORT	December 8, 2021
Bank/book Balance Aug 31/21		36,646.85
September/21		
Sep 01 wage	358.14	36288.71
#689 nlls BOOKS 118.84/reading program 52.26	171.10	
#690 CRA source ded	72.86	
#691 C.Smart reimburse for books purchased	837.23	35,207.52
o/s #692 wage	471.41	34,736.11
<u>October/21</u>		
#693 wage	539.46	34,196.65
Deposit village of marwayne/Leduc & Cold lake library	1444.68	
#694 CRA source ded	84.30	
#695 Sharon reimburse for tim card	100.00	
#696 wage(o/s)	618.25	
#697 wage	281.68	34,557.10
<u>November/21</u>		
#698 CRA source	67.38	
#699 wage	488.93	
#700 wage	281.68	33,719.11
Deposit Drumheller library	25.44	
Deposit Miskie donation/Leduc/Okotoks library *patron	146.20	<u>\$33,890.75 (Book)</u>



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Canada

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[Home](#) → Thank you

[Log out](#)

100%

Thank you

Your confirmation code is **WJXBGH56** (write it down or [print this page](#)). Statistics Canada would like to thank you for your participation in the **Canada's Core Public Infrastructure Survey, 2020**.

If you wish to retain a copy of your responses, [print the questionnaire](#).

[Tell us what you think](#) about your experience on the Electronic Collection website so we can improve it.

You have reached the end of your electronic questionnaire. Please [log out](#).



CHIEF ADMINISTRATIVE OFFICER MEETING DATE: DECEMBER 13TH, 2021

SAFE & CARING COMMUNITY

- **Snowmobiles**
 - Received a call regarding snowmobiles in the park and through the Village. She is concerned regarding the lack of enforcement when it comes to snowmobiles travelling within the Village.
 - We do not currently have a bylaw prohibiting the use of off highway vehicles in town. The only bylaw we have is our traffic bylaw and it only speaks to recreational vehicles such as campers.
 - She is wanting a response from Council as to what the Village's plans are for controlling snowmobiles this winter.
- **Tax Arrears Courtesy Letters**
 - Letters mailed out the week of November 23rd to remind those with 2+ years of outstanding property taxes to remit their payments by December 31st to avoid tax sale proceedings in 2022.
 - A list is to be provided to Taxservice by January 15th 2022 for all of those who have not met the deadline.

PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **Strategic Planning**
 - Advised Strategic Steps and It's Logical that Council deferred strategic planning to 2023.
 - Reached out to V3 Group of Companies to see if they could provide strategic planning in conjunction with our Sustainability Plan. They advised that they could do this and have provided a quote for Council's consideration.
- **Infrastructure Survey Statistics Canada**
 - Administration completed the mandatory survey regarding asset management and infrastructure. Lengthy survey took almost one hour to complete.
- **Sale of S10 Railway**
 - Buyer will not be completing the sale. He heard back from the Automotive Association of Alberta and they will not grant him a permit without putting a building on the lot. He doesn't want to construct a building and therefore is no longer interested in the property.
 - The property remains for sale. Administration will continue with the removal of the caveats so that it is ready for the next potential buyer.
 - The buyer will receive his deposit as obtaining his permits prior to November 30th was part of his conditions on the sale agreement.

- **Fire Hall Addition**
 - Tar Row Construction vacated the building on November 24th and the building inspector was on site on November 26th.
 - Inspection met all safety code regulations and a final report was provided on November 26th. No deficiencies reported – permit is now closed.
 - An inspection of the burnt out light determined that the fixture needed replacement. Time for a Change (Shane) ordered a new one and it was installed the week of November 29th.
 - All interior work that was outstanding has been completed as of December 7th.
 - The project was completed on time and on budget, as per our agreement.

- **Property on Railway Avenue**
 - Siding was completed on November 26th – in advance of the deadline of the bylaw notice. No further action is required at this time. A thank you letter shall be circulated to the owner in recognition of compliance.

- **MAP Review**
 - The establishment of a regional SDAB and ARB is the last outstanding item for our MAP review to conclude.
 - I circulated an email on November 30th to our municipal neighbors to schedule a virtual meeting in order to move forward with finalizing our agreements.
 - Our meeting is scheduled for December 16th, 2021 at 10:00am.

- **MCSNet Lease Agreement**
 - MCSNet contacted the Village in regards to the power supply of their tower located next to the public works shop. They wish to supply their own power instead of using ours.
 - I confirmed that the cost of our services would not change as the agreement stipulates a reduction in fees in exchange for the power. MCSNet confirmed that there would be no change to the fees.
 - The agreement has been signed.

- **MSP redraft**
 - I've reviewed the preliminary findings from our consultants. The project is on track.

- **Sanding**
 - Received a phone call asking that all streets in the Village be sanded in the winter months. Advised the resident that we only sand those intersections and streets approved by Council,

VILLAGE OF MARWAYNE

**Council Revenue & Expense Report
Report**

For Period Ending 30-Nov-2021



GL5410

Date : Dec 01, 2021

Page : 1

Time : 3:42 pm

	BUDGET	CURRENT	YTD VARIANCE
GENERAL OPERATING FUND			
OPERATIONAL			
GENERAL GOVERNMENT	(53,575.00)	(151,306.02)	97,731.02
PROTECTIVE SERVICES	(1,150.00)	(13,026.57)	11,876.57
PROTECTIVE SERVICES	43,883.00	124,896.34	(81,013.34)
LEGISLATIVE SERVICES	25,850.00	12,617.24	13,232.76
ADMINISTRATION	228,011.00	211,263.42	16,747.58
PUBLIC WORKS	(650.00)	17.69	(667.69)
PUBLIC WORKS	260,677.00	231,844.11	28,832.89
WATER SUPPLY & DISTRIBUTION	(329,400.00)	(344,956.74)	15,556.74
WATER SUPPLY & DISTRIBUTION	372,898.00	299,753.33	73,144.67
WASTEWATER	(60,000.00)	(60,913.85)	913.85
WASTEWATER	75,914.00	32,064.98	43,849.02
ENVIRONMENTAL HEALTH	(70,000.00)	(68,599.00)	(1,401.00)
ENVIRONMENTAL HEALTH	100,811.00	70,075.90	30,735.10
COMMUNITY SERVICES	(28,400.00)	(25,205.00)	(3,195.00)
COMMUNITY SERVICES	61,363.00	30,743.85	30,619.15
RECREATION & CULTURE	(1,000.00)	(3,150.00)	2,150.00
RECREATION & CULTURE	51,469.00	48,908.60	2,560.40
Total OPERATIONAL	676,701.00	395,028.28	281,672.72
CAPITAL			
GRANT FUNDING (MSI & GTF)	(288,716.00)	0.00	(288,716.00)
MSI & GTF PROJECTS	135,000.00	51,581.18	83,418.82
OTHER PROJECTS	69,482.00	116,683.26	(47,201.26)
Total CAPITAL	(84,234.00)	168,264.44	(252,498.44)
MUNICIPAL TAXATION			
RESIDENTIAL & FARMLAND	(462,458.00)	(380,934.76)	(81,523.24)
COMMERCIAL & INDUSTRIAL	(59,478.00)	(50,369.75)	(9,108.25)
MACHINERY & EQUIPMENT	(1,508.00)	(3,247.65)	1,739.65
MINIMUM TAX	(31,796.00)	0.00	(31,796.00)
RECREATION DEBENTURE	(22,454.00)	(22,230.80)	(223.20)
SCHOOL REQUISITION (IN)	(111,366.00)	(111,335.36)	(30.64)
SCHOOL REQUISITION (OUT)	111,386.00	92,380.85	19,005.15
OTHER	(14,793.00)	(12,134.23)	(2,658.77)
Total MUNICIPAL TAXATION	(592,467.00)	(487,871.70)	(104,595.30)
Total GENERAL OPERATING FUND	0.00	75,421.02	(75,421.02)
Total Surplus (-)/Deficit	0.00	75,421.02	(75,421.02)

VILLAGE OF MARWAYNE

**Council Revenue & Expense Report
Report**

For Period Ending 30-Nov-2021



GL5410

Date : Dec 01, 2021

Page : 2

Time : 3:42 pm

Report Options Accounts : All

Cost Center 1 : All

Cost Center 2 : All

Cost Center 3 : All

Unposted Included

Summarize Cost Centers Selected

Fund Level Selected

Group Level Selected

Sub Group Level Selected

Group Total Selected

Sub Group Total Selected

Print Surplus(-)/Deficit Selected

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



MARWAYNE

AP5090

Date : Nov 26, 2021

Page : 1

Time : 2:16 pm

Supplier : 10 To XYLCA
 Cheque Dt. 26-Nov-2021 To 26-Nov-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
3898	26-Nov-2021	10032	Receiver General For Canada	Issued	113	C	8,959.88
3899	26-Nov-2021	AISL	AMSC Insurance Services Ltd	Issued	113	C	2,054.26
3900	26-Nov-2021	10001	Gas Utility CVR	Issued	114	C	638.15
3901	26-Nov-2021	10113	TELUS	Issued	114	C	179.60
3902	26-Nov-2021	ASTEC	Astec Safety Inc.	Issued	114	C	841.48
3903	26-Nov-2021	BREDO	Bredo Consulting	Issued	114	C	1,155.00
3904	26-Nov-2021	ENVIR	EnviroWay	Issued	114	C	786.82
3905	26-Nov-2021	HMS2	Alberta 1171363 Ltd. Hendricks Microtech	Issued	114	C	591.33
3906	26-Nov-2021	IPI	Ironjet Promotions Inc.	Issued	114	C	3,672.80
3907	26-Nov-2021	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	114	C	73.40
3908	26-Nov-2021	MHS	Marwayne Historical Society	Issued	114	C	95.00
3909	26-Nov-2021	SGAC	Strunk, Glen AND Strunk, Carla	Issued	114	C	72.65
3910	26-Nov-2021	WRD	Wells Fargo Equipment Fin Co	Issued	114	C	785.52
3911	26-Nov-2021	XYLCA	Xylem Canada Company	Issued	114	C	2,771.48

Total Computer Paid :	22,677.37	Total EFT PAP :	0.00	Total Paid :	22,677.37
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

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



MARWAYNE

AP5090

Date : Dec 09, 2021

Page : 1

Time : 10:45 am

Supplier : 10 To XYLCA
Cheque Dt. 09-Dec-2021 To 09-Dec-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
3912	09-Dec-2021	10	Tannas Bros. Hardware Ltd	Issued	116	C	459.29
3913	09-Dec-2021	10012	Parkland Industries- Race Trac Gas	Issued	116	C	2,055.14
3914	09-Dec-2021	10038	Royal Canadian Legion	Issued	116	C	46.00
3915	09-Dec-2021	10113	TELUS	Issued	116	C	114.82
3916	09-Dec-2021	ACE	ACE	Issued	116	C	9,757.30
3917	09-Dec-2021	FOCM	Federation of Canadian Municipalities	Issued	116	C	267.87
3918	09-Dec-2021	HAMBR	Hames, Brittany	Issued	116	C	262.50
3919	09-Dec-2021	HUGHJ	Hughes, JoAnne	Issued	116	C	39.99
3920	09-Dec-2021	KENNS	Kennedy, Shannon	Issued	116	C	186.64
3921	09-Dec-2021	KTL	Kat Traks Ltd.	Issued	116	C	133.10
3922	09-Dec-2021	LUNPL	LUNKERS PLUMBING Inc.	Issued	116	C	1,077.30
3923	09-Dec-2021	MERBO	The Meridian Source	Issued	116	C	506.63
3924	09-Dec-2021	RSL	Reid Signs Ltd.	Issued	116	C	85.32
3925	09-Dec-2021	SAFEG	Safeguard Business System Ltd.	Issued	116	C	445.11
3926	09-Dec-2021	SHAHAR	Harrower, Shannon	Issued	116	C	113.79
3927	09-Dec-2021	TARCON	Tar-Row Construction	Issued	116	C	74,878.35
3928	09-Dec-2021	TM	TELUS	Issued	116	C	90.87
3929	09-Dec-2021	WAGL	Wainwright Assessment Group Ltd	Issued	116	C	708.75
3930	09-Dec-2021	WWG	Wolseley Waterworks Group	Issued	116	C	338.52

Total Computer Paid :	91,567.29	Total EFT PAP :	0.00	Total Paid :	91,567.29
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

ATB MasterCard Purchases - Aug / Sep 2021

Date	Vendor Name	Description of Purchase	GL Account	Debit	Credit
19-Aug-21	D&D Grocery	Plates / Chips for Office	1-2-1200-519	\$ 43.70	
19-Aug-21	D&D Grocery	Water	1-2-120-519	\$ 11.50	
19-Aug-21	Princess Auto	Hanging Baskets	1-2-7200-214	\$ 71.39	
19-Aug-21	On The Border Bakeshop	Cupcakes for Birthdays	1-2-1200-519	\$ 28.80	
19-Aug-21	Peavy Mart	Hooks for Hanging Baskets	1-2-7200-214	\$ 21.98	
24-Aug-21	Princess Auto	Hose for Hanging Baskets & Shop Supplies	1-2-7200-214	\$ 71.37	
02-Sep-21	Home Depot	Plywood for Highway Signs	1-2-6100-218	\$ 130.20	
02-Sep-21	Home Depot	Liner for Signs	1-2-6100-218	\$ 60.22	
15-Sep-21	Twilio	Water Op Phone Line	1-2-4100-522	\$ 13.08	
TOTAL PURCHASES FOR WILSON CURTIS				\$ 452.24	\$ -
19-Aug-21	Marwayne Hotel	Pizza For Staff Meeting	1-2-1200-519	\$ 105.23	
20-Aug-21	Vista Print	Business Cards	1-2-1200-218	\$ 37.79	
20-Aug-21	Art of Flowers	Flowers	1-2-1200-519	\$ 89.25	
23-Aug-21	Staples	Frames	1-2-1200-519	\$ 15.27	
23-Aug-21	ADOBE	Monthly Subscription	1-2-1200-220	\$ 20.99	
26-Aug-21	UofA Bookstore	Books for Courses	1-2-1200-214	\$ 153.28	
26-Aug-21	Nurtures Organic	Gift Card for Go East Road Trip Game	1-2-6200-400	\$ 25.00	
26-Aug-21	Chucks Cornucopia	Gift Card for Go East Road Trip Game	1-2-6200-400	\$ 25.00	
27-Aug-21	Canada Post - Vermilion	Postage	1-2-1200-216	\$ 2.04	
08-Sep-21	UofA Bookstore	Books for Courses	1-2-1200-214	\$ 99.59	
08-Sep-21	UofA Bookstore	Books for Courses	1-2-1200-214	\$ 122.83	
09-Sep-21	Staples	Lamination Paper	1-2-1200-519	\$ 47.24	
16-Sep-21	Country Blessings	Flowers for Isaak Martin Funeral	1-2-1200-519	\$ 100.00	
TOTAL PURCHASES FOR SHANNON HARROWER				\$ 843.51	\$ -
TOTAL MASTERCARD PURCHASES				\$ 1,295.75	\$ -
LESS PAYMENTS AND CREDITS					
ACTUAL BALANCE DUE				\$ 1,295.75	

APPROVED ON: October 10th, 2021
 APPROVED BY: Shannon Harrower, CAO
 SIGNATURE: _____

ATB MasterCard Purchases - Oct / Nov 2021

Date	Vendor Name	Description of Purchase	GL Account	Debit	Credit
19-Oct-21	Vermilion Chrysler	Oil Change & Truck Detail	1-2-3100-519	\$ 343.64	
27-Oct-21	Cornerstone Co-Op	Toilet Paper & Creamer	1-2-1200-519	\$ 13.12	
04-Nov-21	D&D Grocery	Paper Towel & Coffee	1-2-1200-519	\$ 31.42	
04-Nov-21	Wal-Mart	Christmas Lights	1-2-3200-544	\$ 108.93	
16-Nov-21	Kitscoty Grocery	Fuel for PW	1-2-3100-543	\$ 138.99	
TOTAL PURCHASES FOR WILSON CURTIS				\$ 636.10	\$ -
20-Oct-21	Staples	Filing Cabinets	1-2-1200-519	\$ 804.57	
23-Oct-21	ADOBE	Monthly Subscription	1-2-1200-220	\$ 20.99	
09-Nov-21	UofA Faculty of Extension	Courses	1-2-1200-214	\$ 1,590.00	
09-Nov-21	UofA Faculty of Extension	Courses	1-2-1200-214	\$ 795.00	
TOTAL PURCHASES FOR SHANNON HARROWER				\$ 3,210.56	\$ -
TOTAL MASTERCARD PURCHASES				\$ 3,846.66	\$ -
LESS PAYMENTS AND CREDITS					
ACTUAL BALANCE DUE				\$ 3,846.66	

APPROVED ON: November 30th 2021

APPROVED BY: Shannon Harrower, CAO

SIGNATURE: _____

ATB MasterCard Purchases - Sep / Oct 2021

Date	Vendor Name	Description of Purchase	GL Account	Debit	Credit
16-Sep-21	Reid Signs	Banners	1-2-6200-400	\$ 1,089.38	
23-Sep-21	Home Depot	Wood	1-2-3100-521	\$ 260.40	
24-Sep-21	Stuart Wright Ltd	Bearings - Public Works	1-2-3100-521	\$ 19.02	
24-Sep-21	Lloydminster Nut & Bolt	Items for Public Works Shop	1-2-3100-521	\$ 23.94	
27-Sep-21	Princess Auto	Benches - Walking Trails	1-2-7200-214	\$ 408.29	
27-Sep-21	Stuart Wright Ltd	Brushings - Public Works	1-2-3100-521	\$ 72.14	
12-Oct-21	Princess Auto	Seafoam - Public Works	1-2-3100-521	\$ 28.33	
15-Oct-21	D&D Grocery	Water for Office	1-2-1200-519	\$ 5.75	
18-Oct-21	Kat Traks	Food for Election	1-2-1200-992	\$ 12.00	
18-Oct-21	Marwayne Hotel	Food for Election	1-2-1200-992	\$ 31.64	
18-Oct-21	Marwayne Hotel	Food for Election	1-2-1200-992	\$ 41.39	
TOTAL PURCHASES FOR WILSON CURTIS				\$ 1,992.28	\$ -
21-Sep-21	Municipal World	Election Materials	1-2-1200-992	\$ 405.13	
21-Sep-21	Team Viewer	Annual Subscription Renewal	1-2-1200-521	\$ 1,047.00	
22-Sep-21	Staples	Trimmer for Office	1-2-1200-519	\$ 183.32	
23-Sep-21	ADOBE	Monthly Subscription	1-2-1200-220	\$ 20.99	
08-Oct-21	UofA Bookstore	Refund of Online Book	1-2-1200-214		\$ 122.83
12-Oct-21	AWWOA	Water Week Course for Andrew Abbott	1-2-3200-214	\$ 399.00	
13-Oct-21	Staples	Items for Office	1-2-1200-519	\$ 27.49	
	ATB	Interest Charged	1-2-1200-810	\$ 3.79	
TOTAL PURCHASES FOR SHANNON HARROWER				\$ 2,086.72	\$ 122.83
TOTAL MASTERCARD PURCHASES				\$ 3,956.17	\$ 122.83
LESS PAYMENTS AND CREDITS					
ACTUAL BALANCE DUE				\$ 3,956.17	

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Dec 07, 2021

Page : 1

Time : 12:51 pm

Period : 11
 Year : 2021
 For Bank : ATB

Statement Date : 30-Nov-2021
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3645	26-Mar-2021	AP	3	2021	-112.88	CentralSquare Canada Software Inc.
3897	10-Nov-2021	AP	11	2021	-504.27	Wolseley Waterworks Group
3899	26-Nov-2021	AP	11	2021	-2054.26	AMSC Insurance Services Ltd
3902	26-Nov-2021	AP	11	2021	-841.48	Astec Safety Inc.
3903	26-Nov-2021	AP	11	2021	-1155.00	Bredo Consulting
3904	26-Nov-2021	AP	11	2021	-786.82	EnviroWay
3905	26-Nov-2021	AP	11	2021	-591.33	Alberta 1171363 Ltd. Hendricks Microtech
3906	26-Nov-2021	AP	11	2021	-3672.80	Ironjet Promotions Inc.
3907	26-Nov-2021	AP	11	2021	-73.40	MCSNet-Lemalu Holdings Ltd.
3908	26-Nov-2021	AP	11	2021	-95.00	Marwayne Historical Society
3909	26-Nov-2021	AP	11	2021	-72.65	Strunk Glen Strunk Carla
3910	26-Nov-2021	AP	11	2021	-785.52	Wells Fargo Equipment Fin Co
3911	26-Nov-2021	AP	11	2021	-2771.48	Xylem Canada Company
13101	01-Dec-2021	CR	11	2021	2816.99	CR; DEPT:[VILLAGE OFFICE] D#[131].

Bank Balance Statement	447449.70	as of 30-Nov-2021
Add outstanding deposits	2816.99	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-13516.89	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	436749.80	
GL Bank Account Balance	436749.80	as of Period : 11 Year : 2021
Difference	0.00	

**VILLAGE OF MARWAYNE
Billing Register Report Detailed**



UB4110 Page : 28
Date : Dec 01, 2021 Time : 2:31 pm

Report Options

Customer Selection : All

Calculation Type : All

Batch Number

From : [2021120101]
To : [2021120101]

Include Billing Transaction From Transaction Maintenance : No

Srv. End Date On/Before : 01-Dec-2021 Final Bills Only : No

Cat	Srv	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	ONOFF	Water On/Off	5		5.00	175.00		
01	WBULK	Bulk Water	10		10.00	2,969.49	412.30	41.23
01	WCOM	Commercial Water	24		24.00	2,146.55	257.00	10.71
01	WINS	Institutional Water	3		3.00	551.90	86.00	28.67
01	WLF	Water Line Fee	267		267.00			
01	WMUN	Municipal Properties	2		2.00		1.00	0.50
01	WPUB	Public Building Water	8		8.00	1,199.80	212.00	26.50
01	WRES	Residential Water	234		234.00	17,680.75	2,005.00	8.57
02	SCOM	Commercial Sewer	23		23.00	460.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	8		8.00	160.00		
02	SRES	Residential Sewer	235		235.00	4,700.00		
03	GIN	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	234		234.00	6,201.00		
Book 000 Totals :			1059		1,059.00	36,502.49	2,973.30	
Totals			1059		1,059.00	36,502.49	2,973.30	



RECEIVED
NOV 17 2021

Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 9, 2021

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

Dear Mayor Neureuter:

On behalf of the Government of Alberta, I would like to offer you sincere congratulations on your recent election as Mayor of the Village of Marwayne. You are now fortunate to lead a truly great Alberta community!

The Village of Marwayne and our entire province have been through several challenging years. Our economy still has not fully recovered from the 2015 economic downturn, the impact of which was magnified by last year's global COVID-19 recession and energy price collapse. Despite these challenges, Albertans have continued to demonstrate true resilience, and our province's greatest strength—a deep and abiding entrepreneurial culture.

Thanks in part to the determination of Albertans, we are experiencing a remarkable economic recovery across our province. With historic new investments across our economy, Alberta is now leading Canada in economic and job growth, and we are projected to continue the momentum in 2022. It is critical that we work together to continue this exciting progress so that those who have experienced so much adversity in recent years can fully participate in the current and coming recovery.

I very much look forward to working with you, your administration, and the Village of Marwayne Council toward this end. Whatever political differences may exist, we all serve the same citizens who broadly share the same aspirations: the opportunity to achieve their potential through a strong economy, in a safe community with a high quality of life. You have my commitment to seek solutions together in a respectful and collaborative way. I am excited to meet with you in the weeks ahead to identify common goals and areas in which we can get real results for your residents, and for all Albertans.

With best of luck for a successful mandate as mayor, I remain

Yours sincerely,


Hon Jason Kenney PC MLA
Premier of Alberta

cc: Honourable Ric Mclver, Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

RECEIVED

NOV 17 2021

AR106789

November 10, 2021

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

Dear Mayor Neureuter and Council,

Congratulations on your election to office and choosing to serve as an elected official for the Village of Marwayne.

Our government looks forward to working with you to make life better for Albertans. As our economy recovers, there are many opportunities for us to collaborate on shared priorities like jobs and public safety, and making sure Albertans have access to strong public services they can count on, like transportation, infrastructure, parks and libraries.

It is an honour and privilege to serve Albertans in elected office. As elected officials, we strive to act with integrity, to work openly and transparently, and to actively demonstrate our democratic accountability to Albertans. This is fundamental to our success as stewards in managing the affairs of our offices and in achieving demonstrable results for our communities.

Once again, I extend my congratulations and thanks for your willingness to participate in our democratic process and for your commitment to Albertans. I wish you all the best in this new term of office, and look forward to meeting and working with you to provide good government, improve our communities, and faithfully serve the needs of Albertans.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver
Minister



1041 - 10A Street
Wainwright, AB T9W 2R4

T: 780.842.6144
F: 780.842.3255
www.btps.ca

NOV 17 2021
RECEIVED

November 4, 2021

Village of Marwayne
c/o Chris Neureuter, Mayor
Box 113,
Marwayne, AB TOB 2X0

SUBJECT: Thank you

Dear Mayor Neureuter,

On behalf of the Board, I would like to thank the Village of Marwayne and Returning Officer, Shannon Harrower, for holding a joint election with Buffalo Trail Public Schools this year. We truly appreciate the cooperation and assistance of the Village in providing a more cost-efficient election solution that benefits all of our stakeholders.

Thank you again, we look forward to working together in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Spornitz", written in a cursive style.

Stephanie Spornitz,
Board Chair



November 17, 2021

RECEIVED
NOV 27 2021

Village of Marwayne
PO Box 113
Marwayne, AB T0B 2X0

Attention: Mayor and Council

We are pleased to announce that Daryl Frank was acclaimed to the position of Mayor and Dennis Roth was acclaimed to the position of Deputy Mayor at the Organizational Meeting of Council held on November 1, 2021.

Village Council and administration look forward to working in partnership with your municipality on upcoming intermunicipal and regional initiatives.

Kind regards,

A handwritten signature in blue ink, appearing to read 'Jason Olson', is written over the typed name.

Jason Olson
Chief Administrative Officer

c: Village of Kitscoty Council

Village of Kitscoty
5011 – 50th Street, Box 128 Kitscoty, Alberta T0B 2P0
(780) 846-2221(p) (780)846-2213(f) info@vokitscoty.ca



ALBERTA
JUSTICE AND SOLICITOR GENERAL

Office of the Minister
MLA, Edmonton - South West

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

- 2 -


In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing jsg.appstranstionstudy@gov.ab.ca.

Yours very truly,



Kaycee Madu, QC
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs

Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC’s Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC’s Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC’s Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

Dates (2022)	Time	Location ¹	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297

¹ Addresses will be provided when available.

Last Updated: November 5, 2021

Classification: Protected A

January 10	2:00pm to 4:30pm	Fort Saskatchewan	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077
January 11	8:30am to 11:00am	St. Albert	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797
January 11	2:00pm to 4:30pm	Stony Plain	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767
January 12	9:00am to 11:30am	Westlock	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257
January 12	2:00pm to 4:30pm	Athabasca	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407
January 13	8:30am to 11:00am	Ft. McMurray	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107
January 24	8:30am to 11:00am	Okotoks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847
January 25	8:30am to 11:00am	Claresholm	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757
January 25	2:00pm to 4:30pm	Pincher Creek	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747
January 26	2:00pm to 4:30pm	Lethbridge	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827
January 27	8:30am to 11:00am	Medicine Hat	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807
January 27	2:00pm to 4:30pm	Brooks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797
January 28	8:30am to 11:00am	Strathmore	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467
February 7	8:30am to 11:00am	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987
February 7	2:00pm to 4:30pm	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617

Last Updated: November 5, 2021

Classification: Protected A

February 8	8:30am to 11:00am	Rocky Mountain House	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877
February 9	8:30am to 11:00am	Stettler	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497
February 9	2:00pm to 4:30pm	Hanna	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947
February 10	8:30am to 11:00am	Airdrie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347
February 10	2:00pm to 4:30pm	Olds	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257
February 28	8:30am to 11:00am	Leduc	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157
February 28	2:00pm to 4:30pm	Ponoka	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557
March 1	8:30am to 11:00am	Camrose	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877
March 1	2:00pm to 4:30pm	Wainwright	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567
March 2	8:30am to 11:00am	Vermillion	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737
March 3	8:30am to 11:00am	Bonnyville	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957
March 4	2:00pm to 4:30pm	Smoky Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347
March 7	8:30am to 11:00am	Slave Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357
March 8	2:00pm to 4:30pm	Peace River	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837
March 9	2:00pm to 4:30pm	High Level	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707

Last Updated: November 5, 2021

Classification: Protected A

March 14	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127
March 15	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347
March 16	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227
March 17	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097
March 18	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007
March 28	8:30am to 11:00am	Whitecourt	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677
March 28	2:00pm to 4:30pm	Valleyview	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057
March 29	2:00pm to 4:30pm	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767
March 30	8:30am to 11:00am	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497
March 31	8:30am to 11:00am	Edson	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777
March 31	2:00pm to 4:30pm	Drayton Valley	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487
April 1	2:00pm to 4:30pm	Edmonton	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317

Last Updated: November 5, 2021

Classification: Protected A



Shannon Stubbs, MP
Lakeland

November 25, 2021

Mayor and Council/Reeve and Council,

As the Member of Parliament for Lakeland, I am reaching out to municipalities to discuss and gather information on how the retroactive pay mandated by the recently ratified RCMP Collective Agreement impacts your community. I know that each community will be impacted differently based upon their size and that dictates your payment requirement. In discussion and outreach with communities in Lakeland, the information gathered indicate that some will be tasked with funding large unbudgeted payments for a negotiation made by the federal Liberal Government.

I applaud the work being done by Lakeland communities to reduce budgets, and attempt not to overburden your residents with tax increases. This is not an easy job, especially at a time where you are receiving less provincial and federal funding. The addition of this retro pay is overwhelming many regions across the country, especially in rural areas.

I have been working to raise awareness on this issue, and am very concerned about the downloading of this expense on municipalities that were not even consulted during the bargaining process. I understand that the Federation of Canadian Municipalities (FCM) is calling on the federal government to pay the lump sum and change the process for consultation. As your federal representative, I will continue to advocate on your behalf.


Please share any information about the financial impacts on your community that will help my work to support your municipality. Information can be emailed to my office at Shannon.Stubbs@parl.gc.ca.

Thank you in advance for your assistance.

Sincerely,


A handwritten signature in blue ink that reads "Shannon Stubbs".

Shannon Stubbs, MP
Lakeland

Shannon.Stubbs@parl.gc.ca
5009 50th Street, P.O. Box 599, Two Hills, Alberta, T0B 4K0
Tel.: 780-657-7075 Fax: 780-657-7079  659 Wellington Building, Ottawa, Ontario, K1A 0A6
Tel.: 613-992-4171 Fax: 613-996-9011



Shannon Stubbs, MP
Lakeland

Shannon.Stubbs@parl.gc.ca
5009 50th Street, P.O. Box 599, Two Hills, Alberta, T0B 4K0 659 Wellington Building, Ottawa, Ontario, K1A 0A6
Tel.: 780-657-7075 Fax: 780-657-7079  Tel.: 613-992-4171 Fax: 613-996-9011

Alberta COVID-19

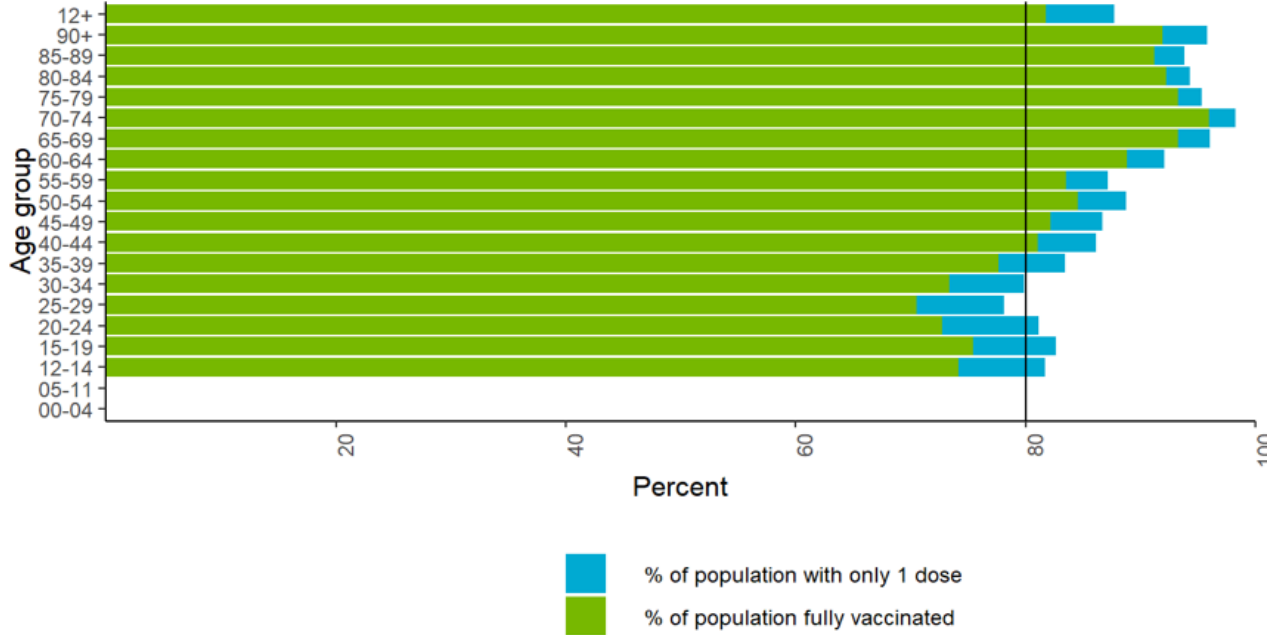
Update

Dr. Deena Hinshaw, Chief Medical Officer of Health
Ethan Bayne, Incident Commander, Emergency Health Operations Centre

November 17, 2021

Alberta

Alberta Vaccine Coverage (November 14, 2021)



6,717,007 doses administered

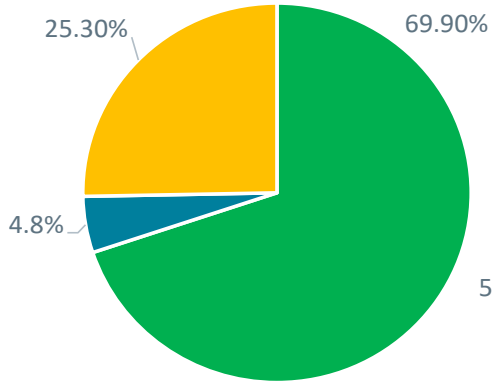
87.8% of 12+ population has received at least one dose (**74.7%** total population)

82.2% of 12+ population fully vaccinated (**69.9%** total population)

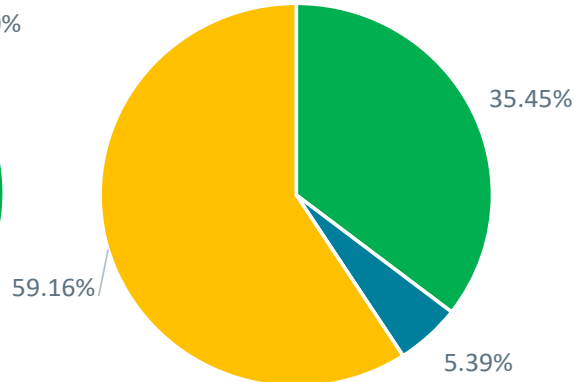


Current State by Vaccination Status (Nov 14, 2021)

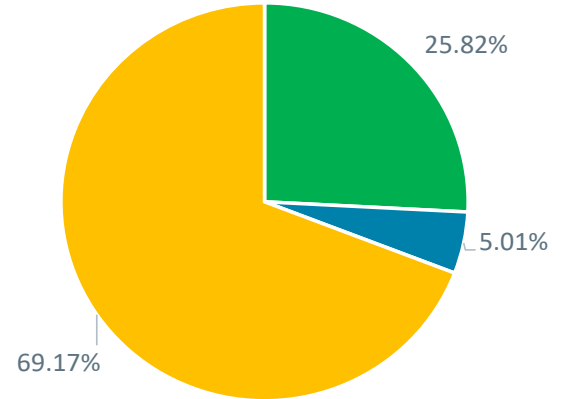
Total Population



Active Cases



Hospitalized



■ Complete ■ Partial ■ Unvaccinated



COVID-19 Public Health Measures



Enhanced Record with QR Code

The enhanced record with QR code is now the only valid proof of vaccination under REP.

- Vaccine records from First Nations, military, other provinces, and international travellers continue to be accepted.
- Either digital or paper copy of the record will be acceptable.
 - Albertans can request a printed version of the proof of vaccination with a QR code at no cost from a local registry agent office or by calling 811.
 - Albertans can download their record [online](#).



Thank you!



November 22 2021

Village of Marwayne
Box 113, 210-2nd Avenue South
Marwayne AB T0B 2X0
cao@marwayne.ca
admin@marwayne.ca

RE: Council Appointment

Dear Mayor Neureuter,

On behalf of City Council, I would like to extend congratulations to you on your recent re-appointment as Mayor of Marwayne.

This is an exciting time and a great responsibility for you to your community.

We look forward to working with you in the future and if needing anything, please feel free to contact my office.

Regards,

A handwritten signature in blue ink, appearing to read "Gerald S. Aalbers".

Gerald S. Aalbers
Mayor
City of Lloydminster

Alberta Recreation and Parks Association

December 6, 2021

Dear Mayor and elected Councillors,



On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to extend my congratulations on your recent election to your municipal council! You should be proud of the passion and dedication you have to making your communities better places to live, work and play.

I would also like to take this opportunity to introduce you to our Association. ARPA is a non-profit, volunteer run organization whose purpose is to collaboratively support our members and partners to (re)create healthy citizens, communities and environments, enhancing the wellbeing of all Albertans. The majority of municipalities in Alberta are members with ARPA, especially those that have recreation and parks within their planning and services.

Recreation and parks are the heart of our communities and often serve as the hubs for communities to gather and connect. In a recent study ARPA undertook, 77% of Albertans surveyed strongly agree that public recreation services are essential to their community and over 95% believe that recreation and parks make a community a desirable place to live.

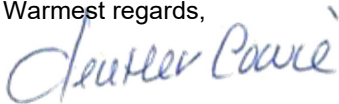
Over the past 18 months, Albertans have reconnected with nature and the outdoors. This has led to both opportunities and challenges. Over this same period the pandemic and changing restrictions has made it difficult to provide consistent, equitable and quality recreation programs in our indoor spaces.

ARPA is here to help our municipal members more than ever to support our citizens and communities to recover and re-engage with the activities they have always loved, or maybe just recently discovered. We are here to support your staff, volunteers and community leaders. We are also here to help you as elected officials.

I would also like to highlight the important role you have as a member of council to ensuring everyone in your community has access to affordable, quality recreation and park experiences. If you and your council would like to learn more about providing leadership to the recreation and parks in your own communities please contact us in regards to the Recreation and Parks for Elected Officials training we have available for both virtual and in-person. We would also love to host you at our annual Conference next October in Jasper. We will send you all invitations next summer once we have the program finalized.

Once again, my sincere congratulations on your appointment to council. We value the work you are doing to support the quality of life in your community, and we encourage you to reach out at any time with questions or simply to connect. You can contact our Executive Director, Steve Allan at 780-415-1745 ext. 102 or sallan@arpaonline.ca

Warmest regards,



Heather Cowie
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca



Loans to Local Authorities – Loan Pricing Announcement

Historically, loans have been provided to local authorities with low interest rates and generous other terms by the government, directly or through a provincial corporation. Unfortunately, Alberta can no longer afford to continue lending money to local authorities below market interest rates. Starting in December 2021, the interest rates charged on new loans to local authorities will be revised to better reflect the market cost of borrowing for local authorities, using rates for large municipalities in the bond market as the proxy for municipal costs. As a result of this change, lending rates will increase by approximately 0.50 per cent to 0.75 per cent over what rates were in the past. The indicative interest rates table on the local authorities loan web page (<https://acfa.gov.ab.ca/loan-form-script/rates.html>) has shown the new rates since October 15, 2021.

Alberta will continue to lend money to local authorities. For most borrowers, the rates and other terms, such as being able to borrow at fixed rates for periods beyond five years, will continue to be attractive when compared to other methods of borrowing.

As a result of the pandemic and other fiscal and economic impacts over the past several years, Alberta's debt has grown substantially, and Alberta's Loans to Local Authorities program is funded by provincial borrowing. This change will help ensure the program is sustainable going forward.

My contact information is provided below. Please contact me if you have any questions.

Lowell Epp, Assistant Deputy Minister
Treasury Board and Finance
Phone: (780) 422-4052
Email: lowell.epp@gov.ab.ca

Classification: Protected A



COUNCIL MEETINGS ■
 OFFICED CLOSED (HOLIDAYS) ■

2022

JANUARY

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DECEMBER

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