



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, June 21, 2021 @ 7:00 PM
Horton Agencies Board Room/Zoom Video Conferencing

	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 June 21, 2021 Regular Village Council Meeting	
Be it resolved that the June 21, 2021 Regular Village Council Meeting Agenda be approved as presented.	
4 ADOPTION OF MINUTES	
4.1 June 7, 2021 Regular Village Council Meeting	4 - 8
Be it resolved that the June 7, 2021 Regular Village Council Meeting Minutes be approved as presented.	
5 DELEGATIONS/PUBLIC HEARINGS	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1 Quik Pick Cart Service Policy WS 01	9 - 13
Be it resolved that the Quik Pick Cart Service Policy WS 01 be approved as presented.	
6.2 Instructions for the Quik Cart Policy WAST 02	14 - 16
Be it resolved that the Instructions for the Quik Cart Policy WAST 02 be rescinded.	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Storage on Municipal Owned Lands Policy AD 20	17 - 22
Be it resolved that the Storage on Municipal Owned Lands Policy AD 20 be approved as presented.	
8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1 2021 Public Auction for Tax Recovery Properties	23

Be it resolved that the Terms and Conditions of sale for the 2021 Public Auction be approved as presented.

Be it resolved that the Public Auction be held on Tuesday November 9th, 2021 at 10:00 a.m. at the Horton Agencies Boardroom in the Village of Marwayne.

9.2 Social Media Policy HR 30 24 - 30

Be it resolved that the Social Media Policy HR 30 be approved as presented.

9.3 Code of Conduct Policy HR 41 31 - 38

Be it resolved that the Code of Conduct Policy HR 41 be approved as presented.

9.4 Progressive Discipline Policy HR 40 39 - 51

Be it resolved that the Progressive Discipline Policy HR 40 be approved as presented.

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 52 - 63

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

- Economic Development Committee Meeting Minutes
- Northern Lights Library System Report
- Marwayne Library Board Meeting Minutes and Treasurers Report
- Lloydminster Regional Housing Meeting Minutes

10.2 Chief Administrative Officer Report 64

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

11 FINANCIAL

11.1 Cheque Distribution Report 65

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

11.2 Bank Reconciliation Report 66

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

12 CORRESPONDENCE

13 CONFIDENTIAL

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

14 NEXT MEETING

14.1 July 12th, 2021 and August 16th, 2021 at the Horton Agencies Boardroom

15 ADJOURNMENT



Village of Marwayne
Box 113, 210 2nd Ave N
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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 June 7th, 2021
Commencing at 7:00 PM at the Horton Agencies Boardroom and via Zoom
Video Conferencing

PRESENT

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

1. CALL TO ORDER

Mayor C. Eikeland called the June 7th, 2021 Village of Marwayne Council Meeting to order at 7:02 p.m.

2. ADOPTION OF AGENDA

June 7th, 2021 Regular Council Meeting Agenda

2021-06-01

Moved By Councillor A. Rainey

Be it resolved that the June 7th, 2021 Regular Village Council Meeting Agenda be approved with the following additions as presented:

- Hanging Basket Brackets.

CARRIED

3. ADOPTION OF MINUTES

May 17th, 2021 Regular Council Meeting Minutes

2021-06-02

Moved By Councillor A. Rainey

Be it resolved that the May 17th, 2021 Regular Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Public Works Foreman Report

2021-06-03

Moved By Councillor A. Rainey

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

CARRIED

Regional Water Operator Report

2021-06-04

Moved By Councillor R. McDonald

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

CARRIED



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5. KEY STRATEGY: SAFE AND CARING COMMUNITY

Music Video Contribution

2021-06-05

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne deny the request for financial assistance towards the production of Caroline Parke's music video.

CARRIED

Halloween Hour Policy Admin 09

2021-06-06

Moved By Councillor A. Rainey

Be it resolved that the Halloween Hour Policy be rescinded.

CARRIED

Community Safety Policy Admin 11

2021-06-07

Moved By Councillor A. Rainey

Be it resolved that the Community Safety Policy be rescinded.

CARRIED

Branding Concept Policy Admin 18

2021-06-08

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Branding Concept Policy be rescinded.

CARRIED

Advertisement Request

2021-06-09

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Advertisement Request be received as information.

CARRIED

ADDITION – Hanging Basket Brackets

2021-06-10

Moved By Councillor A. Rainey

Be it resolved that the Hanging Basket Brackets Quotes be received as information.

CARRIED



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6. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Renewal of Alberta HUB Membership

2021-06-11

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Village of Marwayne renew its membership with Alberta HUB for 2021 and 2022.

CARRIED

7. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Sale of Used Engine

2021-06-12

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Village of Marwayne sell the used JD4239 Diesel Engine to Don Woode in the amount of \$1000.00.

CARRIED

Sale of Used Engine

2021-06-13

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Village of Marwayne sell the used JD4239 Diesel Engine to Don Woode in the amount of \$1000.00.

CARRIED

8. CLOSED SESSION - CONFIDENTIAL

2021-06-14

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Village of Marwayne move to a closed session at 7:50 p.m. under FOIP Section 17 (1) with all members in attendance.

CARRIED

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

2021-06-15

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne revert to an open session at 8:03 p.m. with all members in attendance.

CARRIED



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9. ADMINISTRATIVE REPORTS

Councillor Reports

2021-06-16

Moved By Councillor R. McDonald

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

- Pioneer Lodge Meeting Update
- Northern Lights Library Meeting Minutes & Report

CARRIED

Chief Administrative Officer Report

2021-06-17

Moved By Deputy Mayor C. Neureuter

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

CARRIED

10. FINANCIAL

Cheque Distribution Report

2021-06-18

Moved By Deputy Mayor A. Rainey

Be it resolved that the Accounts Payable Invoices being over \$5,000 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5000 but within budget and the March to May 2021 Credit Card Transaction Reports be received as information.

CARRIED

Monthly Utility Bill Report

2021-06-19

Moved By Deputy Mayor C. Neureuter

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

CARRIED

11. CORRESPONDENCE

Letter from Municipal Affairs

2021-06-20

Moved By Councillor A. Rainey

Be it resolved that the Letter from Alberta Municipal Affairs be received as information.

CARRIED



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12. SUMMER MEETINGS

**July 12th and August 16th, 2021 at the Horton Agencies
Boardroom and via Zoom Video Conferencing**

13. ADJOURNMENT

Being that the June 7th, 2021 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:20 p.m.

Approved this 21st day of June 2021.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO



POLICY – WS 01 QUIK PICK CART SERVICE

APPROVAL DATE:	07-23-2008	CROSS-REFERENCE:	Cart Registration and Instructions Forms
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2009	REVIEW DATE:	2021

POLICY STATEMENT

To designate specific cart numbers to residential homeowners within the Village of Marwayne.

BACKGROUND

The Waste Commission requires that the serial number of each cart be recorded for each residential pickup address. It is understood by the homeowner as well as Quik Pick that the cart remains with the property to which it has been assigned – regardless of whether the home is bought or sold.

OBJECTIVE

To assign and register the Quik Pick cart to the homeowner of a particular address within the Village of Marwayne.



DEFINITIONS

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

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

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

Homeowner is the registered owner of the property with Land Titles Alberta.

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

GUIDING PRINCIPLES

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

- All Homeowners within the Village of Marwayne must complete a Quik Pick cart registration form and submit it to the Village administration office for processing and filing.
- Village staff will deliver carts to Homeowners on an as needed basis.
- When the registered Homeowner sells their respective property, the new Homeowner is required to complete a new registration form attached hereto as “Schedule A”.
- The Quik Pick cart instructions have been attached hereto as “Schedule B”.

ROLES & RESPONSIBILITIES

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



SCHEDULE "A"

Please review the following information and fill in the personal information as required below. All homeowners must complete, sign, date, and return this form to the Village administration office during regular business hours or via the mail slot on the east side of the building. Upon receipt of this form, a Quik Pick cart for your property will be delivered as part of the automated garbage collection system.

Name of Homeowner: _____

Property Address: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Upon signing this for, you hereby agree to the following terms and conditions:

1. The Quik Pick cart with the serial number indicated on this form is registered to your property. The Quik Pick cart must remain on your property at all times, including at which time the property is sold.
2. The Quik Pick cart provided to you for use is the property of the Village of Marwayne.
3. The Quik Pick cart must be stored in a safe and secure place when not placed curbside for collection purposes. At all times, the Quik Pick cart must be protected from vandalism and theft. The Quik Pick cart must not be modified or altered in any way, shape or form.
4. In the event that your Quik Pick cart is stolen, you must alert the Village of Marwayne administration office immediately.
5. The Homeowner agrees to indemnify and hold harmless the Village of Marwayne and Quik Pick from any and all liabilities arising from damage to property, injury, death, or any other reason, as the case may be, from use of the cart.
6. The Homeowner is responsible for the cost of replacing the cart if it is stolen or damaged due to negligence.
7. Residential garbage collection are every Thursday. Carts must be curbside by 7am to ensure automated garbage collection.
8. Waste is collected by Quik Pick Waste Disposal as a qualified contractor approved by the Vermilion River Regional Waste Services Commission. For direct inquiries, please contact 780-875-4100.
9. Quik Pick carts must be brought back onto the residential property following automated garbage collection and not left curbside so as to interfere with municipal operations.

Name (Print & Sign) **Date**

OFFICE USE ONLY: **SERIAL NUMBER OF CART** _____



SCHEDULE “B”

As per the Vermilion River Regional Waste Management Services Commission, it is mandated that the Village of Marwayne’s curbside garbage collection be automated. Effective September 1, 2008, the collection vehicle will come by, pick up the cart with its mechanical arm and empty the contents into the refuse compaction compartment. The arm will then set the cart back in its original spot, ready for the homeowner to roll it back.

Benefits of automated waste collection – for the Homeowner

- No more lifting heavy bags – simply roll your cart out for collection
- The cart acts like an enclosure – keeps animals out of the bags
- Less litter, odor and pest problems
- No need to purchase waste cans – the Village supplies your cart

Benefits of automated waste collection – for the Waste Commission

- Ensures efficient waste collection for the municipality
- Reduced injuries and WCB costs for the contractor
- Reduced handling of dangerous and infectious waste – safer work environment

Items not allowed in carts

- Explosive, flammable or hazardous waste including paint, solvents, etc.
- Hot ashes or cinders
- Construction, renovation or demolition materials including boards, roofing materials, shingles, carpets, etc.
- Automotive parts, oil filters, oil, etc.
- Tree clippings over 2’ in length
- Animals or animals parts
- Propane cylinders, tires, metals, wire or electronics
- Abrasive materials (small stones, gravel, earth, brick, concrete)

Frequently Asked Questions (FAQs)

How and when are carts distributed?

Carts are assigned to an address by serial number that is hot-stamped on the cart. Each owner of a property within the Village of Marwayne must complete and return the registration form. Upon receipt of the form, public works staff will deliver a cart to the homeowner.

How do I place my cart for curbside pickup?

Carts must be placed curbside at the front of the property with the wheels facing toward the curb. At least 1m must be between your cart and any obstacles (vehicles, poles, fences, etc). The lid must be in the closed position.

Who is responsible for the maintenance of carts?

Homeowners are responsible for the routine maintenance of their carts. Homeowners are responsible for keeping their carts clean and ensuring they are removed from the curbside after collection and stored in a safe place.



When do I place my cart at the curbside for pickup?

On Thursdays by 7AM. You can also put it out the night before collection.

Where should I store my cart?

Wherever it is convenient on your property. Carts cannot be left on the curbside unless it is collection day.

Will there be a charge on my utility bill?

The cost of your cart is included in the garbage portion of your utility bill. It is not an extra charge.

What if my cart is stolen, damaged, or destroyed?

Stolen, damaged or destroyed carts must be immediately reported to the Village of Marwayne. Carts that are damaged as a result of negligence or abuse will be replaced at the homeowner's expense.

What if I have more waste than will fit in one cart?

Additional household waste may be brought to the Vermilion River Regional Waste Management Services Commission transfer station sites. Alternatively, residents may also compost, recycle or donate items, as the case may be.

For more information, please contact Shirley at the Vermilion River Regional Waste Management Services Commission at 780-853-5561 or vrrwmsc@telus.net

<p>Policy No. WAST 02 Issue No. 1 Adopted by Council: July 23 , 2008 To be reviewed: 2009</p>	<p style="text-align: center;">Village of Marwayne Instructions for the Quick Cart</p>
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Policy

The following instructions regarding the use of the quick cart will be distributed to the public:

Important Information Regarding Automated Garbage Collection

Changes to Your Waste Collection Service

The Vermilion River Regional Waste Management Waste Commission has mandated that the Village of Marwayne's curbside garbage collection will be switched to a new automated system.

Effective September 1, 2008, the collection vehicle will come by, pick up the cart with its mechanical arm and empty the contents into the refuse compaction compartment. The arm will then set the cart back in its original spot, ready for the resident to roll it back.

Benefits of Automated Waste Collection

For Residents:

- no more lifting heavy bags – simply roll your cart out for collection
- the cart acts as an enclosure – keeps animals out of the bags
- there will be less litter, odor and pest problems
- no need to purchase waste cans – the Village supplies your cart

For the Waste Commission:

- to ensure efficient waste collection to the municipalities
- the contractor will benefit with
 - reduce injuries, therefore, reducing Workers Compensation Board costs
 - reducing handling of dangerous and infectious waste – safer work environment

How and When are the Carts Being Distributed?

Carts will be assigned to an address by a serial number that is hot-stamped on the cart. Each owner of the property must return the registration form. Upon receiving the signed registration form, Public Works will deliver to each door the cart.

How Do I Place My Cart at Curbside for Pickup?

The placement of the carts is very important during the collection process. Place the cart on the front street surface with the wheels facing towards the curb. Where there are no curbs, place carts 1 meter (3 feet) back from the traveled portion of the road. Leave at least a 1 meter (3 feet) of space between your cart and any obstacles like cars, poles, fences, etc. Do not overfill the cart. The new carts are oversized so if you have more garbage than the cart will hold you will either have to take the extra to the transfer site or hold the surplus garbage until the following week. Leave the lid in the closed position.

Who is responsible for the maintenance of the carts:

Residents are responsible for routine maintenance such as keeping the carts clean, removing the carts from the street after collection and storing the carts in a safe place. Any carts that are stolen or damaged through neglect or misuse, will be replaced at the property owners' expense. The carts are the property of the Village and will be replaced at the end of their life cycle.

When Do I Place My Cart at the Curbside for Pick Up?

On Thursday's, wheel your cart out by 7 am. You could move the cart out the night before your collection. Then remove the emptied cart from the street as soon as possible and before the end of the day.

Where should I store the cart?

Material placed in the carts must be bagged. This will keep the carts and contents odor free, so residents may store the carts wherever it is convenient. On collection day, the resident must wheel the cart to the street for collection. The carts have large wheels that make them easy to roll, even over curbs, gravel and snow.

Will there be a Charge on my Utility Bill?

No. There was an increase to your waste portion on your utility bill earlier this year that reflected the Waste Commission's increased costs to the Village. Your monthly fee remains at \$18.25/household. This fee is for the curbside pickup and for the landfilling costs or long-term placement of the waste.

What if my Cart is Stolen, Damaged or Destroyed?

The wheeled cart is the property of the Village of Marwayne and must not be painted, abused, mutilated, altered or modified in any way. Stolen carts must be reported to the RCMP and the Village Office. Carts that are damaged through neglect or abuse will be replaced at the property owners' expense.

What if I Have More Waste Than Will Fit in One Cart?

Experience in other municipalities throughout North America has show the standard 5 bag capacity to be the optimum size for most residents, allowing enough capacity for seasonal increase in waste. Residents are encouraged to consider donation, recycling or composting for additional household wastes.

Items not allowed in carts:

- explosive, flammable or hazardous waste including paint, solvents, etc
- hot ashes or cinders
- construction, renovation or demolition materials including boards, roofing materials, shingles, carpet etc.
- automotive parts, oil filters, oil, etc
- tree clippings over 2' in length
- animals or animals parts
- propane cylinders, tires, metals, wire or electronics
- abrasive materials (small stones, gravel); earth, brick, concrete

Thank you for your cooperation in making this new, cleaner and more efficient system of waste collection work for you.

For further information on automated collection contact: Shirley at the Waste Commission, 780-853-5561 or email vrrwmsc@telus.net



POLICY – AD 20 STORAGE ON MUNICIPAL OWNED LANDS

APPROVAL DATE:	2000-12-08	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-5-28; 2019-6-10	REVIEW DATE:	2021

POLICY STATEMENT

To designate specific areas on municipal owned lands whereby resident's may store specific personal property.

BACKGROUND

The Village of Marwayne has green space on which privately owned property has been historically stored. Given that there are currently no immediate plans to develop these lands, the Village has endeavoured to allow residents the opportunity to store their belongings on public property subject to mutually agreed upon terms and conditions.

OBJECTIVE

To allow resident's the opportunity to store personal belongings on designated areas of municipal owned lands.



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.

Owner is a person who is the rightful and registered owner of a piece of personal property stored on Municipal owned lands.

Recreation Vehicles are motorhomes, travel trailers, park model trailers and campers.

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

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

GUIDING PRINCIPLES

This policy applies to all Residents who have elected to store personal property on designated municipal owned lands and is subject to the terms set forth below:

- Residents may only store Recreational Vehicles, utility trailers and boats on designated municipal owned lands.
- All Residents who wish to store personal property on designated municipal owned lands must:
 - Thoroughly read and submit to the Village administration office a rules and restrictions form attached hereto as Schedule "A";
 - Adhere to the rules and restrictions outlined in Schedule "A";
 - Complete and submit to the Village administration office a liability and indemnity waiver form attached hereto as Schedule "B" ; and



- o Complete and submit to the Village administration office a personal property storage form attached hereto as Schedule "C".

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 of Marwayne reserves the right to rescind this policy at any time and demand that all personal property be immediately removed from the designated municipal owned lands upon which they were stored.



SCHEDULE “A”

The following rules and restrictions apply to all personal property willingly stored by Residents on municipal owned lands.

- All personal property stored on municipal owned lands is stored at the owner’s own risk.
- All personal property must be insured by the owner prior to being stored on municipal owned lands.
- Proof of residence must be provided to the Village administration office during the application process to ensure eligibility.
- Approval from the Village is required prior to the placement of any personal owned property on municipal owned lands.
- Applications must include a complete liability and indemnity waiver completed by the owner of the personal property.
- The Village reserves the right to deny any application for any reason.
- The Village reserves the right to demand for the immediate removal of any personal property at any time. The Village shall provide a minimum of fifteen (15) days notice to the owner of the personal property requesting its removal.
- Property that has not been removed from municipal owned lands following the fifteen (15) day notice provided by the Village is subject to enforcement under the Community Standards Bylaw, including the issuance of municipal tags, violation tickets and penalties.

By signing this agreement, the Owner acknowledges that he/she has read, understood and agreed to all of the provisions & waivers listed on this form.

Name (Print & Sign)

Date



SCHEDULE "B" – Liability and Indemnity Waiver

Please read the liability and indemnity waiver carefully as it removes any and all liability from the Village of Marwayne for the storage of personal property on municipal owned lands.

The owner of the personal property (hereinafter referred to as the "Owner") acknowledges that there are inherent risks, obvious or hidden, involved in using an open and unmonitored land for the storage of personal property. The Owner understands these risks and voluntarily assumes all of these risks. The Owner acknowledges that this agreement replaces any agreements or representations made by the Village of Marwayne and constitutes the entire agreement between the parties.

I, _____, assume all responsibility for the supervision of my personal property while stored on the Village of Marwayne's property. I agree to be liable for all damages whatsoever while my property is being stored on publicly owned lands. I hereby hold harmless and indemnify the Village of Marwayne from any and all damages, costs, legal fees, expenses, fines, penalties or liabilities, as the case may be, of any nature resulting from the use of publicly owned lands for the purpose of storing my personal property. I release the Village of Marwayne in its entirety from all claims with respect to my personal property.

By signing this agreement, the Owner acknowledges that he/she has read, understood and agreed to all of the provisions & waivers listed on this form. The Owner accepts full responsibility for any loss or damage to their personal property by signing below.

Name (Print & Sign)

Date



SCHEDULE "C" – Personal Property Storage Form

Address: 210 2nd Avenue South, Box 113, Marwayne, Alberta T0B 2X0

Email: admin@marwayne.ca **Phone:** 780-847-3962

NAME:		DATE	
ADDRESS:		PHONE:	
PERSONAL PROPERTY:			
Property Type		Personal Insurance Policy Number	
Location of storage			

VILLAGE OF MARWAYNE USE ONLY	
Storage Authorized or Denied:	
By:	
Date:	
Order Comments:	

This agreement is valid for a maximum of (12) twelve months from the authorized date. Owner's are responsible for renewing their access request with the Village of Marwayne after each twelve (12) month period.

By signing this agreement, the Owner of the personal property acknowledges that he/she has read and agrees to all the provisions & waivers listed within Policy AD 20 and Schedules A, B and C attached thereto. The Owner of the personal property accepts full responsibility for any loss, theft or damage to their property.

Name (Print & Sign)

Date

2021 - Public Auction – Terms and Conditions

1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes for the current year.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.



POLICY – HR 30 SOCIAL MEDIA

APPROVAL DATE:	2013-05-12	CROSS-REFERENCE:	Media Relations HR50
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-08-13	REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules governing the use of the Village of Marwayne's Social Media Platforms.

BACKGROUND

The Village of Marwayne utilizes Social Media Platforms to enhance communications with residents and stakeholders alike. All content posted to the Village of Marwayne's Social Media Platforms must be in support of the Village of Marwayne's strategic plan, goals and objectives. Being that Employees have the ability to publish articles, facilitate discussions and communicate information through various forms of Social Media Platforms, it is essential that Employees are accurately, effectively and respectfully representing the organization. Through the proper use of Social Media Platforms, the Village of Marwayne is able to compliment traditional methods of communication and marketing to better serve the community.



OBJECTIVE

To reach new audiences, increase transparency, and provide alternative means of communication for residents and stakeholders of the Village of Marwayne.

DEFINITIONS

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

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

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

Social Media Platforms are any online publication, website or application used for the purposes of social networking. These include but are not limited to, Instagram, Facebook, LinkedIn, Twitter, Flickr, and YouTube.

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

GUIDING PRINCIPLES

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

- The utilization of Social Media Platforms is designed to benefit the Village and build a positive image without incurring large monetary costs typically associated with marketing and advertising initiatives.
- Employees are required to ensure that they promptly engage with and reply to inquiries from residents and stakeholders as a means of providing timely customer service.
- By actively engaging the community and our regional partners and businesses, the Village of Marwayne shall be able to gauge and monitor public opinion regarding our services and network with the general public accordingly.
- Employees and Councillors must not represent the Village of Marwayne on their personal Social Media accounts nor provide comment on the Village's operations through any Social Media Platform. All Social Media



inquiries pertaining to the Village of Marwayne must be directed to the Village administration office for response and commentary.

- Employees and Councillors shall clearly identify that they are expressing personal views, and not the views of the Village of Marwayne, on any topic that may potentially be viewed as being controversial.
- Employees and Councillors may participate in Social Media of their own accord so long as they are adhering to the Village's respective Code of Conduct, Oath of Confidentiality, Freedom of Information and Protection of Privacy Act, Media Relations Policy and Acceptable Use of Technology Policy. Employees and Councillors are encouraged to follow all official Village Social Media Platforms and share content that has already been officially posted by the Village administration office.
- The Village must not post, share, like or comment on any external political content that may portray the Village in a negative manner.
- Employees posting, sharing or communicating information on behalf of the Village of Marwayne via Social Media Platforms must:
 - Respond as quickly as possible or when you can and where appropriate;
 - Be honest, transparent and share relevant information;
 - Maintain professionalism but don't follow a script or key messages;
 - Provide alternative means of communicating and move the conversation offline if necessary;
 - Respond during regular business hours to posts, comments and direct messages; and
 - Record negative content along with any official responses via screen shot.
 - It is important that Employees respond to fix facts, improve service, concur and/or share municipal successes.
 - Employees shall consult the Alberta Urban Municipalities Association's (AUMA) social media toolkit if uncertain as to how to respond on any official Village of Marwayne matter using a Social Media Platform.



ROLES & RESPONSIBILITIES

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

Policy No. HR 30 Issue No. 1 Adopted motion : 2013-05-12V Reviewed: 2018-08-13 Supersedes:	Village of Marwayne Social Media Policy
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Intent

This policy governs the publication of social media commentary on social media venues by employees and Council of Village of Marwayne.

Policy

The Village of Marwayne may utilize social media and social network site to further enhance communications with various stakeholder organizations in support of Village goals and objectives. Village officials and Village organizations have the ability to publish articles, facilitate discussions and communicate information through various media related to conducting Village business.

The Village's goals for these communication tools are to:

- Reach new audiences with Village messages and information
- Provide additional channels of input for citizens and other stakeholders
- Increase the transparency of the Village's decision-making process
- Facilitate a sense of community

Policy Guidelines

1) Social Media means any facility for online publication and commentary, including without limitation blogs, wiki's, and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube.

2) Village of Marwayne supports the use of social media to further the strategic direction and goals of the organization. Social media provides additional tools and channels that can complement traditional communications and marketing methods and mediums.

3) Village of Marwayne will build its presence on social media sites and use social media tools with adequate consideration given to:

- a. ensuring efforts align with the Village's Strategic Plan, Corporate Values and policies
- b. identifying the fit within business and communications/marketing plans and objectives
- c. understanding the benefits, implications and risks in using social media

4) Legitimate business use of social media should benefit the organization by advancing the following goals:

- a. Building a positive image for the Village of Marwayne;
- b. Increasing mind share and awareness of the organization by reaching large audiences at low monetary cost;
- c. Improving client satisfaction in order to receive more timely and personal service in the medium that they prefer so that they will be more satisfied;
- d. Gaining citizen insights to monitor public opinion about the Village of Marwayne and its services;

- e. Networking with professionals to maintain business contacts or maintaining contacts with members of professional organizations and their standards;
 - f. Reducing the cost of servicing clients to quickly and efficiently respond to customer service issues.
- 5) In their capacity as private citizens, Village Councilors and employees have the same rights of free speech as other citizens; however, the Village of Marwayne expects that they will not represent the Village of Marwayne on their own personal social media sites or comment about the Village's operations.
- 6) Members of Council may participate in social media of their own accord, respecting their Code of Conduct. Members of Council are welcome to like/follow official Village sites and are encouraged to share content that has already been officially posted to the Village's website. The Village's official sites will not share/retweet political content.
- Members of Council should clearly identify where they are expressing personal views, and not necessarily the views of the Village.
- 7) Employees are bound by the Oath of Confidentiality, Employee Code of Conduct, the Freedom of Information and Protection of Privacy Act and the Acceptable Use of Information Technology Resources Policy and must not disclose any Village information or content that they are not specifically authorized to disclose.
- 8) Acting as a private citizen, a Village Councilor or employee must use a private email address and make every reasonable effort to make it clear that their contribution to social media sites is as a private individual, and not as a representative of the Village.
- 9) Administration may establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Social Media Tools from AUMA Social Media Toolkit

TIPS FOR DEALING WITH COMMON ONLINE INTERACTIONS

1. Respond as quickly as possible or when you can and where appropriate reference your Terms of Use.
2. Be honest and transparent, and share relevant information.
3. Maintain professionalism but don't follow a script or key messages, be human.
4. Provide an alternative means of communicating. Move the conversation offline as necessary and if possible.
5. Record negative content along with any official responses (e.g. - screen shot).

ONLINE INTERACTIONS

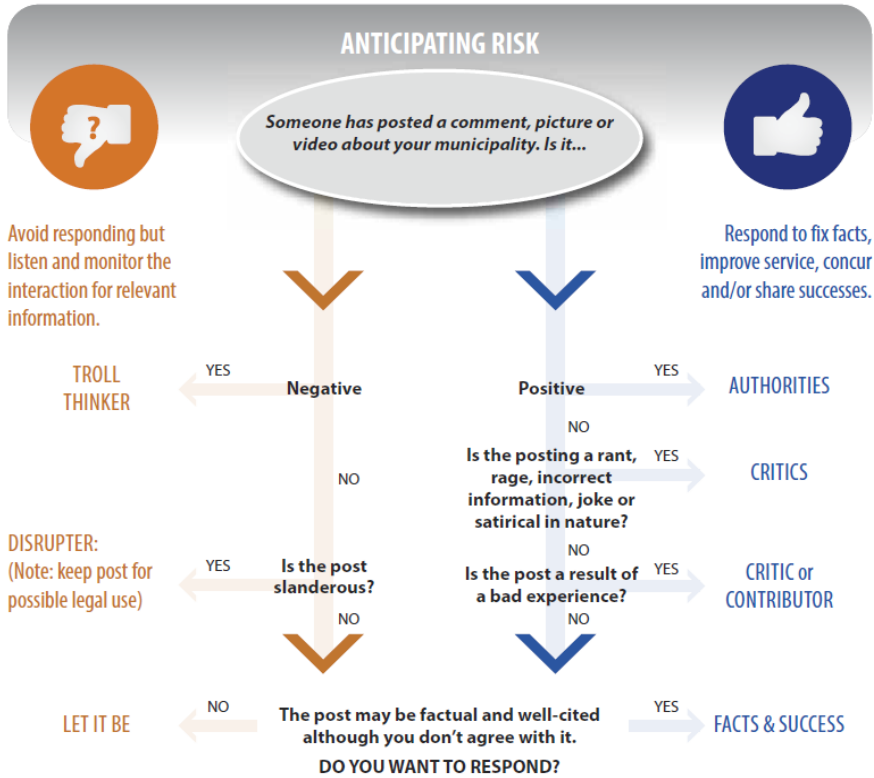
Central to the question of resourcing is the potential need for timely interaction and responses to public questions and comments, and the potential for high volume citizen commentary. In some instances a quick answer may be appropriate for a simple inquiry, while other instances may involve working with various departments and the Mayor and members of Council to provide information about sensitive topics that may be controversial in the community.

Monitoring, interaction and response to questions and comments should take place during regular business hours and these hours should be posted on each of the municipal organization's social media accounts.

**DISTRACTORS ARE EVERYWHERE.
HERE IS WHO YOU CAN EXPECT TO ENCOUNTER THROUGH
SOCIAL MEDIA:**

- Trolls/Thinkers:** May disrupt conversation; may have something to contribute but generally are against the issue or municipality.
- Disrupters:** Wants to engage to create havoc; sometimes bordering on slander.
- Critics:** Judges who can sometimes be supportive.
- Contributors:** Active contributors.
- Authorities:** Influencers who are supportive of the municipality or topic.

Given that some risk is inevitable in social media, the following decision tree diagram offers guidance in navigating online interactions. As the diagram suggests, it is not necessary to respond to every post, tweet, or comment. However, it is important to respond to fix facts, improve service, concur and/or share municipal successes.



Adapted from "Air Force Web Posting Response Assessment" US Air Force Public Affairs Agency



POLICY – HR 41 CODE OF CONDUCT

APPROVAL DATE:	2013-05-19	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To set the standard for professional conduct while employed by the Village of Marwayne.

BACKGROUND

Municipal Employees are entrusted to conduct themselves with honesty, integrity, diligence and political neutrality. Village Employees have an obligation to maintain and promote public confidence in local government organizations.

OBJECTIVE

To provide a safe, healthy and respectful work environment that promotes a high level of job satisfaction amongst Employees.



DEFINITIONS

CAO is the Chief Administrative Officer for 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.

Employee is a full-time permanent Employee, Summer Student, Contractor or Volunteer 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, Contractors, Volunteers and Summer Students and is subject to the terms set forth below:

General

- All Employees are expected to conduct themselves in a polite and courteous manner at all times to all other Employees, Councillors and the general public.
- No Employee shall threaten, intimidate, interfere, coerce, or display any other unethical behavior verbally or physically toward another Employee.
- Employees shall not be argumentative, insubordinate or use coarse language at any time.
- During regular business hours, Employees must follow all applicable provincial and federal legislation, municipal bylaws, and municipal policies.
- No Employee shall engage in illegal activity during regular business hours. Employees whom engage in illegal activity outside of regular business may face disciplinary action, up to and including, termination.
- Employees must follow all applicable traffic laws when in Village of Marwayne equipment and vehicles. Failure to do so may result in disciplinary measures, up to and including, termination.



Conflict of Interest

- A conflict of interest may arise when an Employees personal or pecuniary interest conflicts with the Employees duties and responsibilities for the Village of Marwayne.
- Employees must not make decisions on behalf of the municipality, make recommendations to the Village, use their position with the Village, or take any action on behalf of the Village for any matter where there is a possible or probable conflict of interest.
- The Village of Marwayne condones secondary employment, provided that the secondary employment does not cause any adverse effects to the Employees performance of their duties for the Village and it is performed outside of the Employees regular working hours.
- If an Employee requires clarification on any action or behavior that may constitute a conflict of interest, the Employee must contact the Chief Administrative Officer for more information.

Gross Misconduct

- In situations of gross misconduct, an Employee may be dismissed without prior warnings.
- In instances of gross misconduct, an Employee may be terminated without notice and without pay in lieu of notice.
- The following actions constitute gross misconduct under this policy. These actions are neither exclusive nor exhaustive and the Village of Marwayne reserves the right to categorize other behaviors, apart from those listed below, as gross misconduct for the purpose of termination.
 - Theft;
 - Refusal to comply with an order from a supervisor;
 - Physical or verbal attack on another Employee;
 - Breach of health and safety policies and/or procedures;
 - Fraud;
 - Offensive behavior;
 - Sexual or racial harassment; and
 - False representations.



Village Sanctioned Events

- Employees in attendance at Village sanctioned events are expected to conduct themselves in a manner that reflects positively on the municipality.
- In the event that an Employee is engaged in a serious breach of misconduct while at a Village sanctioned event, the Employee may face disciplinary action, up to and including, termination.
- Employees departing from Village sanctioned events at which alcohol may have been consumed are expected to ensure they have a safe ride home.
- Employees whom drink excessively at Village sanctioned events may be asked to leave the event should their behavior be deemed to be negatively affecting the municipality.

Duty to Report

- Employees who allege wrongdoing against fellow Employees or Councillors must immediately notify the Chief Administrative Officer.
- In the case of illegal activity, the Chief Administrative Officer must immediately notify Council and the appropriate policing authority.
- Employees who allege wrongdoing may do so privately and confidentially.
- Retaliation towards any Employee for their acknowledgement of alleged wrongdoing is strictly prohibited. Any Employee who is deemed to be retaliating towards another Employee is subject to disciplinary measures, up to and including, termination.
-

Gifts, Entertainment and Other Benefits

- Employees must not accept or solicit gifts, entertainment, or other benefits from any individual, enterprise, business or non-profit organization in relation to any business being conducted with the Village of Marwayne.
- Gifts of real property, cash, negotiable securities, vacation rentals, boats, vehicles or airline tickets must not be accepted by any Employee.
- If an Employee is uncertain as to whether or not a gift may be accepted, they must consult with the Chief Administrative Officer. In the case of the Chief Administrative Officer, consult with Council.



ROLES & RESPONSIBILITIES

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

EXEMPTIONS

Employees may accept occasional gifts of nominal or promotional value, including but not limited to, baseball hats, t-shirts, mugs, pens, calendars, holiday baskets, etc.

Policy No. HR 41 Issue No. 1 Adopted motion : 2013-05-19V Amended: Supersedes:	Village of Marwayne Code of Conduct Policy
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Policy Perspective

Village of Marwayne employees hold a special position of trust, employed at public expense for the benefit of the Village. Accordingly, Village employees are expected to conduct themselves with honesty, integrity, diligence and political neutrality. By striving to make the Village even better, Village employees have an obligation to maintain and promote public confidence in local government, however, they should not be subject to unnecessary restrictions simply because they work in the public sector.

Scope

This policy applies to all employees, including contractors, volunteers and students.

Policy

Village of Marwayne is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees to work towards the constant improvement of our workplace. To assist the organization in maintaining an exemplary work environment, we require that all employees of Village of Marwayne conduct themselves in an ethical and professional manner, at all times.

1. General Employee Conduct

- a. All employees are expected to conduct themselves in a polite and courteous manner at all times to other employees, management staff, Council Members and the general public.
- b. An employee shall not use any actions or words suggesting the use of threats, intimidation, interference, coercion or any other unprofessional or unethical behaviour.
- c. An employee shall not demonstrate argumentative behavior, insubordination, coarse language or violations of confidentiality.
- d. Employees must follow all applicable federal and provincial legislation, municipal bylaws, village policies and procedure while engaging in Village business.
- e. No employee shall engage themselves in illegal activity.
- f. Failure to follow applicable traffic laws may also result in progressive disciplinary measures, up to and including dismissal.

2. Gross Misconduct

- a. Only for situations constituting gross (serious) misconduct will an employee be dismissed for the first breach of discipline without prior warnings.
- b. A dismissal for gross misconduct is without notice or pay in lieu of notice.
- c. The following list is neither exclusive nor exhaustive and other acts may be considered an act of gross misconduct:

- Theft of Village's, another employee's or customer's property
- Refusal to comply with a legitimate instruction given by a Supervisor
- A physical or verbal attack on another employee or customer
- Serious breach of Health and Safety Policy and Procedures
- Deliberate entry of a false expense claim to obtain reimbursement of expenses not actually incurred, or any other fraudulent action against the Village.
- Offensive behaviour in the presence of customers or staff
- Sexual or racial harassment
- Making false claims at the time of hiring

3. Conflict of Interest

A conflict of interest arises when an employee's personal or pecuniary interests conflicts with the employee's duties and responsibilities to the Village.

- a. Employees will not make decisions on behalf of the municipality, make recommendations to the municipality, use their position with the municipality, or take any action on behalf of the municipality in respect of matters in which they have a Conflict of Interest
- a. The Village generally allows outside employment where: the secondary employment causes no adverse affects to the employee's performance of job duties at the Village; the secondary work is performed after the employee's regularly scheduled working hours; and, there is no conflict of interest.
- b. Where a situation arises where a Village employee is required to conduct business or provide services to a family member, or associate, this may create a real or perceived conflict of interest for both the Village and the employee in question. As such, the Village requires any employee that feels they may have a conflict of interest to immediately notify the CAO for relief.

4. Duty to Report

- a. Employees who allege wrongdoing on the part of Council, management, employees, agents or contractors should disclose this information to the CAO, or the appropriate policing authority.
- b. Retaliation for disclosure or against informants or witnesses involved in investigations of wrongdoing is absolutely prohibited. Retaliation will be grounds for disciplinary action up to and including dismissal.

5. Village Events

- a. While present at Village sponsored events and conventions, all staff are expected to conduct themselves in a manner that reflects well on the organization. In the event that an employee is engaged in a serious breach of conduct while at a Village Sponsored event, disciplinary actions may be incurred.
- b. When employees leave a Village sponsored event (via taxi or designated driver or driving themselves), their actions after their departure become their own responsibility.

- c. The Village requests that Village employees avoid drinking excessive amounts of alcohol. In the event that a Village representative or other authority determines that an employee is intoxicated, and/or may not be in a legal state to operate a vehicle, they may request that the employee surrender their keys and accept a taxi voucher, or return home with a designated driver.

6. Gifts, Entertainment and Other Benefits

- a. Employees are not to accept or solicit gifts, entertainment, or other benefits from any individuals or from any profit-making or non-profit organizations or associations which have business dealings with the Village.
- b. Exceptions to this policy include:
 - i. Occasional gifts of nominal or promotional value, such as, but not limited to: baseball caps, T-shirts, mugs, pens, calendars
- c. Gifts of real property, cash, the equivalent of cash, such as negotiable securities, the use of vacation property, boats or vehicles and airline tickets shall not be accepted.
- d. If any employee has a question as to whether a gift may be accepted in compliance with this policy, the employee should consult the CAO.



POLICY – HR 40 PROGRESSIVE DISCIPLINE

APPROVAL DATE:	2013-05-35	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2025

POLICY STATEMENT

To establish the parameters by which progressive discipline measures will be taken in addressing performance and/or behavioral issues with Employees of the Village of Marwayne.

BACKGROUND

The Village of Marwayne has established a reasonable set of rules and regulations for Employees to adhere to while employed with the municipality. These rules and regulations have been put in place to protect the safety of all Employees as well as Village of Marwayne property and business practices.

OBJECTIVE

To set the standard by which progressive discipline measures will be taken in addressing performance and/or behavioral issues with Employees of the Village of Marwayne.



DEFINITIONS

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

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

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

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

GUIDING PRINCIPLES

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

- **General**

- Progressive discipline measures can be issued for any reason at any time for performance and/or behavioral issues with an Employee.
- Employees, depending on the severity of the situation, shall be given three (3) opportunities to correct performance and/or behavioral issues prior to termination. These opportunities shall be documented in the form of warnings by the Chief Administrative Officer as follows:
 - 1st – Verbal warning
 - 2nd – Written warning
 - 3rd – Final written warning
- Performance and/or behavioral issues shall be recorded as violations. Each violation shall be directly communicated to the Employee, whether it be verbally or in writing, as outlined above.
- For written violations, the Chief Administrative Officer shall provide a copy of the violation to the Employee by completing Schedule “A” attached hereto. Alternatively, should the written violation be communicated to the Employee during their annual performance evaluation, the Employee is deemed to have received formal



notification of the incident through the provision of a copy of their performance evaluation.

- Violations, whether written or verbal, shall inform the Employee of:
 - The performance and/or behavioral issue;
 - Provide a reiteration of the Village's policies;
 - Advise as to the consequence associated with further performance and/or behavioral issues; and
 - Provide a suggestion for improvement.
 - All violation records, or alleged violation records, are kept within the Employees personnel file. Violation records are kept in the Employees file indefinitely.
 - The Village of Marwayne reserves the right to suspend an Employee who has received a warning prior to termination. Employees may be suspended for a period of 1 to 3 days for performance and/or behavioral issues, as the case may be, without pay.
 - Termination of employment for performance and/or behavioral issues is subject to the Employment Standards Code, as amended from time to time.
- **Appeals**
 - In the event that an Employee feels that they have been wrongfully accused of a behavioral and/or performance issue, they may file a written appeal using Schedule "B" attached hereto.
 - The Chief Administrative Officer shall review the appeal and respond in writing within ten (10) business days of the date on which the appeal was received.
 - **Investigations**
 - In the event that a Village Employee is placed under investigation, a suspension period of greater than 1 to 3 days may be necessary. Under these circumstances, the Employee will be notified in writing of the nature of the investigation, the projected timeline of the investigation, the actions that predicated the investigation and a notice of decision following the completion of the investigation.
 - Investigations are intended to allow the Village to examine performance and/or behavioral issues thoroughly and determine the appropriate course of action.



- The Village reserves the right to undertake an investigation for any performance and/or behavioral issues at any time, with or without notice, as the case may be. The suspension may be extended as many times as is necessary in order for the Village to complete the investigation.
- During the investigation, the Employee will be given an opportunity to respond to the allegations made against them. Responses from Employees must be made in writing to the attention of the Chief Administrative Officer.
- The Employee must make him or herself available at any time during the investigation period for an interview with the Chief Administrative Officer. The Village will make every reasonable effort to provide a minimum of twenty four (24) hours notice to the Employee. Failure to make one's self available may result in further disciplinary action, up to and including, termination.
- Employees, and the Village, reserve the right to legal representation throughout the course of the investigative process.
- Employees subject to investigation for performance and/or behavioral issues may be suspended with or without pay, at the discretion of the Chief Administrative Officer, dependent on the severity of the investigation.
- Employees whom are suspended with pay must be readily available to return to work at a moment's notice. Failure to be readily available to return to work shall result in the Employee's pay being revoked.
- Employees that have been suspended are required to immediately turn over their keys, access passes, credit cards, laptops, equipment, and Village identification cards to the Chief Administrative Officer.
- Employees on suspension must not have contact with any other Village Employee, apart from the Chief Administrative Officer, during their suspension period.



ROLES & RESPONSIBILITIES

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

EXEMPTIONS

In instances where this policy conflicts with any provision under the Employment Standards Code, the Employment Standards Code shall prevail.

The Village of Marwayne reserves the right to terminate any Employee at any time, with or without notice, as the case may be, for serious performance and/or behavioral issues. As such, the Village of Marwayne shall act in accordance with the Employment Standards Code legislation for termination.



SCHEDULE "A" – Violation Report

Employee Name	
Position	
Date of Offence	
Violation Type/Number	

Description of Incident

I, _____, confirm that I have been advised of my performance and/or behavioral issue by the Chief Administrative Officer. I acknowledge that I have been provided with a copy of this report for my records and a copy has been placed in my personnel file.

Employee Signature _____ **Date** _____

Violation Report Created by	
Position	
Date	



SCHEDULE "B" – Violation Appeal

Employee Name	
Position	
Date of Offence	
Violation Type/Number	

Appeal Details	

Appeal Received by	
Position	
Date	

Policy No. HR 40
Issue No. 1
Adopted motion : 2013-05-35V
Amended:
Supersedes:

Village of Marwayne Progressive Discipline Policy

Policy

The Village of Marwayne has adopted a policy of Progressive Discipline to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise. The Village has established a set of reasonable rules and guidelines for employees to follow. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of Village employees, property, and our business practices.

The Discipline, Suspension and Dismissal Policy is rescinded.

Scope

This policy applies to all employees that work for the Village.

Guidelines

This policy addresses the following:

- A. The Progressive Discipline Process
- B. The Levels of Progressive Discipline
- C. Investigation and Documentations
- D. Suspension and Review Period
- E. Termination
- F. Suspension with Pay

A. Progressive Discipline Process

In the event that an employee of the Village violates company policy or exhibits problematic behavior, a system of progressive discipline shall be utilized.

Progressive Discipline can be issued on either: attendance, conduct, health & safety or performance concerns.

Employees will be given four opportunities to correct the unwanted behavior, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation. Typically, progressive discipline will progress through the following steps:

1. Coaching - informal
2. Verbal Warning - formal
3. Written Warning - formal
4. Final Written Warning with Possible Suspension - formal
5. Termination

With each violation or apparent problem, the employee will be provided with a written document to: (1) alert them to the problem, provide a reiteration of the correct company policy regarding the violation, (2) advise them of the consequences associated with further infractions, and (3) provide a suggestion towards a method of improvement.

All formal warnings will be kept on file for a period of eighteen (18) months. If no further discipline happens within the time period, the warning will become inactive. If further offences relating to the issue have taken place, the warning will be attached to the next set of progressive disciplinary actions.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, the Village reserves the right to skip the three step disciplinary process and move straight to termination where necessary.

B. Progressive Discipline Levels

This policy contains attached Progressive Discipline Levels in Appendix A. The table outlines the progressive discipline steps for common workplace issues. The chart provides clear examples of unacceptable offences and the resulting violation in general terms. The chart does not contain all offences and depending on the nature and severity of the offense Village reserves the right to advance discipline to a higher level.

C. Investigation and Documentation

All violations or alleged violations will be properly investigated and documented by the CAO. All formal measures that have been taken within the progressive discipline process will be documented and kept in the employee's personnel file.

D. Suspension and Review Period

During the final written warning, an employee may be suspended and/or put on review.

- Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation. Typically suspension will be for three (3) days unless the employee is required at work to complete projects or perform required duties.
- Review: Employees may be put on a review period following the final written warning. The review period will last three (3) months. During the review period the employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

E. Termination of Employment

The final stage of progressive discipline is termination of employment. Termination of employment with Village may occur following an employee committing multiple violations of company policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

F. Appeals

In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with the CAO. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline;
- Why the employee feels the discipline is not warranted or appropriate.

The CAO shall review and respond to all written appeals within ten (10) business days.

G. Suspension with Pay – Pending Investigation

In the event that a Village employee is placed on suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow the Village to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, the Village will reserve the right to extend the suspension, as necessary.

During the course of the investigation, the suspended employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended employee must ensure that he/she is available for interviews during this period. If the suspended employee fails to make him/ herself available, the Village will proceed with the investigation and make a determination based on the information available.

The suspended employee will have the right to legal representation, union representation, or a Village representative present at any such interview, and will be given 24 hours notice prior to any interviews taking place.

As the suspended employee will be suspended with full pay, he/she will be required to be available for interviews during this period. Should the suspended employee need to leave town or be otherwise unavailable for interviews, he/she must submit a request and be granted approved leave.

Any Village employee who is placed on suspension with pay will be required to temporarily turn over his/her office keys, access passes and Village identification and credit cards. Any and all Village property, business information, and confidential information are to remain at the worksite. In the event that any Village employee placed on suspension with pay maintains any files or equipment at his/her residence which are the property of Village, he/she will be required to turn these items over to a Village representative, until such time as the investigation is completed.

Village employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

Appendix A: Progressive Discipline Levels

Intent

The Village is committed to maintaining a safe and productive workplace. Behaviour that is incompatible with that goal will be dealt with in a firm, fair and effective manner. Documentation of improper behavior as the resulting consequences is required in all instances.

Work Violation and Suggested Responses

The following table outlines required progressive discipline for common workplace issues.

Key: Formal Disciplinary Actions

V: Verbal warning;

W: Written warning

S: Final written warning and suspension

T: Termination of employment

Consideration will be given to the nature of incidents, factual details, the frequency of offences and the employee's overall work record prior to issuing any progressive discipline.

Description	Violation			
	1 st	2 nd	3 rd	4 th
Attendance Violations				
Not following attendance policy	V	W	S	T
Unscheduled absences of more than 3 days annually	V	W	S	T
Unapproved late arrivals	V	W	S	T
Unapproved early exits	V	W	S	T
Unapproved extended breaks or meal times	V	W	S	T
Absences that exhibit a pattern or trend	V	W	S	T
Three of more days of no call, no show at work	T			
Conduct Violations				
Using another person's computer login, passwords or access codes without proper authorization	W	S	T	
Giving out your password, access codes and logins for the intention of allowing another person to gain access	W	S	T	
Unauthorized and improper use of company property	W	S	T	
Using company time for personal gains including visiting social networking sites and conduct personal business during work hours	V	W	S	T

Description	Violation			
	1 st	2 nd	3 rd	4 th
Making unauthorized long distance calls from work phones	W	S	T	
Using company vendors and purchasing agreements for unauthorized personal gain, including receiving the company discount on personal merchandise orders, using company credit to purchase personal items such as gas and food	S	T		
Smoking on work premises in unauthorized areas	V	W	S	T
Compromising the privacy and confidentiality of another or of company information, including medically related documents	S	T		
Being unfit to perform job requirements, including sleeping on the job or working under the influence of illegal drugs and alcohol	W	S	T	
Insubordination, including refusing to accept instructions from supervisors, security officers or other proper authorities	V	W	S	T
Use of profane, abusive, or loud/ boisterous language on company premises or when acting on the organizations behalf	V	W	S	T
Harmful or damaging comments, gossip or rumours	V	W	S	T
Failure to appropriately interact with anyone on company premises, including visitors, customers, patients, or other employees	V	W	S	T
Actions that are considered to be disrespectful or harmful to others	W	S	T	
Threats, fighting, or other physical actions against another person while on company premises or while acting on behalf of the company	S	T		
Crimes against the organization, including theft, willful damage of company property, possession of alcohol/illegal drugs/weapons/explosives, gambling for personal gain	T			
Any activity which violates federal or provincial standards regulating the provision of professional services or violation of regulations the affect licensing, commissioning or certification	T			
Health & Safety Violations				
Failure to follow organizational policies, practices and procedures that relate to the health & safety of the organization and its employees *could be progressed depending on severity	V	W	S	T
Failure to wear the required personal protective equipment	V	W	S	T
Failure to immediately report an accident on company premises or of company responsibility	W	S	T	
Using company machinery or equipment without proper training or certification	W	S	T	
Behaviour which could comprise the safety of yourself or others	S	T		

Description	Violation			
	1 st	2 nd	3 rd	4 th
Performance Violations				
Not meeting job requirements/ standards	V	W	S	T
Missing deadlines	V	W	S	T
Not attending, arriving late or leaving early to scheduled meetings including team, group, client and/or vendor appointments	V	W	S	T

Summary

This chart is meant to provide you with an example of unacceptable offences and the resulting violation. Depending on the severity of your action, management reserves the right to advance the progressive discipline to a higher level that fits the violation.

A Progressive Discipline warning will remain on file for 18 months. If no further violations happen during that period, the discipline will become inactive.

JUNE16, 2021 Marwayne Library Board Treasurer's Report

Balance March 01/21		\$31645.05
CRA	\$ 81.23	
Gift Cards for reading program	150.00	
NLLS books	77.58	
Deposit lost book		\$ 7.50
March Wages	1046.08	
Copper Beech Books	205.19	
Knowbuddy Books	310.34	29782.13
April/2021		
CRA Source ded	89.83	
April wages	840.41	28851.89
May/2021		
CRA source ded.	71.58	
A. Parker financial reviewer	50.00	
May Wages	997.79	
Hendricks PO box rent/stamps	212.67	
Deposit lost books		57.00
<u>May 31/21 Book Balance</u>	<u>1 outstanding cheque</u>	<u>\$27576.85</u>

VILLAGE OF MARWAYNE LIBRARY BOARD

June 16, 2021

Call to Order: 3:55 pm

Present: Eileen Hines, Sharon Hutchings, Raelle Kissick, Carmen Smart, Cheryle Eikeland, Norma Omstead, Kirsten Hnatow

Missing: Liz Fournier

Minutes of the last meeting were read. Norma Omstead moved that the minutes be accepted as read with no changes. Kirsten Hnatow seconded. Motion carried.

Treasurer's Report:

Sharon Hutchings presented the Treasurer's Report. A copy is attached to the Minutes. Cheryle Eikeland moved that the Treasurer's Report be accepted. Raelle Kissick seconded. Motion Carried.

Sharon Hutchings advised that the Financial Statements have been sent to Municipal Affairs and have been approved. Sharon also advised that Amy Parker is doing a fantastic job being our auditor.

Library Manager's Report:

Carmen Smart advised that the appointment of the library board for an additional three year term has been passed by the Village of Marwayne. We are in compliance with the Public Library Services Branch.

The Plan of Service was complete and filed.

Book Fair has been tentatively scheduled for October 2021. No definite date as Scholastics is trying to co-ordinate dates with Dewberry and Kitscoty. All books will be arriving in boxes. There will be no more cases due to insurance and lack of drivers willing to transport the cases. Carmen advised it will take longer to set up and will need extra help.

Carmen discussed some key points she took away from the NLLS Conference "Spark Ideas, Ignite Passion".

Carmen informed the board the summer hours will be Wednesdays 9:00 – 7:00 pm. However, it will not be open to the public until 12:00 pm in order to give Kirsten adequate time to get TracPac unpacked. The library will be open on the following Fridays: July 23, August 6th and 20th, and September 3rd from 10:00 am – 2:00 pm.

-2-

The library will be closed for deep cleaning from June 26th – July 13th.

The Summer Events are as follows:

July – August 31st – Pokemon Go/Wizards Unite

July 15- August 15th – Village Story Walk at various businesses

August 11th – Outdoor Story time/Kite Flying, Freezies and Prizes will be given away.

Carmen advised that on June 15th she received notification from the Alberta Government and from NLLS that the book quarantine regulation is now optional.

Computer not working may be cord. NLLS will be asked to come to the library for an IT house call in September.

Carmen would like to purchase stakes for an outdoor story walk. It was suggested to ask the village if they would donate the stakes. If not, Home Depot, Home Hardware, Bea Fisher may have the stakes for purchase.

Sharon Hutchings motioned that the meeting be adjourned. Cheryle Eikeland seconded.
Motion Carried.

Next meeting will be scheduled in September.

Meeting adjourned at 4:50 pm.



Northern Lights Library System Executive Director Weekly Board Update

Date: June 11th, 2021

The following report is for your information. If you have questions, concerns, compliments please direct them to the Executive Board representative for your zone. Contact information is found on page two of this report.

BOARD

- Next Executive committee meeting July 9, 2021 (10:00am)
- Next general board meeting August 27, 2021 (10:00am)
- I met with Vicky (Chair) and Warren (Vice-Chair) this afternoon to discuss an upcoming meeting with the Public Library Services Branch on the Libraries Act.
- Vicky and I have been invited to meet with the Gibbons council in late July.

OPERATIONS

- I met with the TRAC directors this week. We included the director of Parkland Regional Library System and have hammered out a deal to share our e-book content with one another. This will increase the number of materials available to our patrons and reduce hold queues. The best part – it costs us nothing!

Current Overdrive electronic book/audiobook content in TRAC:

Current holds – 36,586 holds on 5596 titles

eAudio holds – 13,397 holds on 2031 titles

eBook holds – 23,189 holds on 3565 titles

Holdings – 47,143 titles in our holdings

- 38,182 are eBooks
- 8,961 are eAudio
- Parkland is set to invest significant money into its new Overdrive collection and we will see thousands of new items available in our collection as a result. This follows a pattern of sharing with Parkland. Like our Cloud Linking agreement with Parkland our libraries will be unable to see items from their collections that already have holds and vice-versa.
- We are forming a system level Overdrive collection development team to help coordinate purchases to avoid too much duplication.

LIBRARIES

- Libraries are moving to Phase 2 and are in the midst of reopening.
- The 24 hour quarantine requirement for library materials has been lifted by Alberta Health.

I will be travelling back to Canada from Utah mid next week. This will make me unavailable from Wednesday June 16 to Friday June 18. It is a long drive in a moving truck.

EXECUTIVE COMMITTEE MEMBERS

NAME	ZONE	EMAIL	PHONE NUMBER
Vicky Lefebvre	Chair	gillesvicky74@gmail.com	780-573-1926
Warren Griffin (ML)	Zone 1 - Vice Chair	wgriffin@athabascacounty.com	780 675-0470
Larry Tiedemann	Zone 1	casperti@telus.net	780-975-0508
Barb Smith (ML)	Zone 1	bsmith@boylealberta.com	780-689-3643
Debra McQuinn	Zone 2	mcquinndac@msn.com	780-614-8288
Cyndy Heslin	Zone 3	heslin@riley.ca	780-663-3653
Karen Shaw (Sturgeon County)	Zone 3	kshaw@sturgeoncounty.ca	587-879-0208
Jennifer Anheliger (ML)	Zone 3	jennifer.anehliger@morinville.ca	780-380-7296
Jill McLuckie	Zone 4	jmcluckie@mannville.ca	780-763-6495
Justin Thompson	Zone 4	ithompson@vermilion.ca	780-581-3278

ML = Member at Large

Zones

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



Village of Marwayne
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Minutes of the Economic Development Committee (EDC) Meeting of the Village of Marwayne

In the Province of Alberta, held on Monday June 22nd, 2020
Commencing at 5:00 PM via Zoom Video Conferencing

1. CALL TO ORDER

Mayor C. Eikeland called the June 22nd, 2020 Economic Development Committee Meeting to order at 5:01 p.m.

2. ADOPTION OF AGENDA

June 22nd, 2020 Economic Development Committee Meeting Agenda

2020-06-01-EDC

Moved By C. Stark

Be it resolved that the June 22nd, 2020 Village of Marwayne Economic Development Committee Meeting Agenda be approved as presented.

CARRIED

October 28th, 2019 Economic Development Committee Meeting Agenda

2020-06-02-EDC

Moved By Councillor C. Neureuter

Be it resolved that the October 28th, 2019 Village of Marwayne Economic Development Committee Meeting Agenda be received as information in absence of the October 28th, 2019 Economic Development Committee Meeting Minutes.

CARRIED

3. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Highway 897 Signage

2020-06-03-EDC

Moved By C. Hendricks

Be it resolved that the Economic Development Committee receive the Highway 897 Signage options as information.

CARRIED

4. DISCUSSION ITEMS

- **Marwayne is 100 in 6 years**
 - The EDC should begin to think about the allocation of budget funds for a community wide celebration and/or event.
- **Signage Options**
 - CAO for the Village of Marwayne to bring back options for signage for consideration to the next EDC meeting.
 - Sign requirements are as follows: business signs all the same size, lighting so that the logos are clearly visible, double sided (if possible).
 - EDC to pay for base and frame of sign, business owners to pay for individual logo to affix.



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- Send email to gauge community interest, follow up with survey if required.
- Sign should be located on private property so as to not have to adhere to Alberta Transportation regulations – South of Nathan Saunders' shop.
- Revamp of Marwayne triangle wood sign – currently blank.
- Sign restrictions: no peddler businesses

5. ADJOURNMENT

Being that the June 22nd, 2020 Economic Development Committee Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 5:55 p.m.

Approved this 14th day of December 2020.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO



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Minutes of the Economic Development Committee (EDC) Meeting of the Village of Marwayne

In the Province of Alberta, held on Wednesday June 9th, 2021
Commencing at 7:00 PM via Zoom Video Conferencing

1. CALL TO ORDER

Chief Administrative Officer Shannon Harrower called the June 8th, 2021 Economic Development Committee Meeting to order at 7:05 p.m.

2. ADOPTION OF AGENDA

June 9th, 2020 Economic Development Committee Meeting Agenda

2021-06-01-EDC

Moved By S. Kneen

Be it resolved that the June 9th, 2021 Village of Marwayne Economic Development Committee Meeting Agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

December 14th, 2020 Economic Development Committee Meeting Minutes

2021-06-02-EDC

Moved By C. Eikeland

Be it resolved that the December 14th, 2020 Village of Marwayne Economic Development Committee Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Highway 897 Signage

2021-06-04-EDC

Moved By C. Stark

Be it resolved that the Economic Development Committee approve the purchase of a permanent post billboard from Sign Solutions to advertise Village of Marwayne businesses along Highway 897.

CARRIED

2021-06-05-EDC

Moved By S. Kneen

Be it resolved that the Economic Development Committee charge a \$75.00 annual fee for all businesses who wish to affix a 16 x 48 business logo on the billboard along Highway 897.

CARRIED

Downtown Investment Opportunities

2021-06-06-EDC

Moved By C. Eikeland

Be it resolved that the Downtown Investment Opportunities be received as information.

CARRIED



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5. NEW BUSINESS – NEXT PROJECTS

**Public Washroom on Centre Street
Hanging Basket Brackets**

6. SETTING OF THE NEXT MEETING

September 2021

7. ADJOURNMENT

Being that the June 9th, 2021 Economic Development Committee Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 7:30 p.m.

Approved this _____ day of September 2021.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO

DRAFT

**Minutes of the June 17, 2021 meeting of the Board of Directors
of the Lloydminster Region Housing Group**

Members Present: Herb Flieger, Lou Crockett, Daryl Frank, Don Driedger,
Sheldon Weinrauch, Rod McDonald

Members Absent: Dennis Roth, Jason Stelmaschuk

Non- voting: Dea Stang-Livingston

1. Call to order: By Herb at 7:05 p.m.

2. Adoption of agenda:

Moved by Rod, Seconded by Daryl. Carried

3. Approval of minutes May 19, 2021 meeting:

Moved to adopt by Sheldon, Seconded by Don. Carried

4. Review Pioneer Lodge board minutes - Mar 5th & Apr 15th regular meetings

5. Business arising from the Minutes:

5.1 Duplex capital project - update

5.2 Addressing healthier waitlist for seniors suites - tabled to next meeting

6. Reports

A. Financial

1. Motion: Moved by Lou to approve Balance Sheet May 31, 2021.
Seconded by Daryl. Carried

2. Motion: Moved by Daryl to approve Income Statement May 31, 2021.
Seconded by Sheldon. Carried

3. Motion: Moved by Lou to approve the bank reconciliations May 31, 2021
Seconded by Sheldon. Carried

4. Motion: Moved by Sheldon to approve current payments journal - June 15, 2021.
Seconded by Rod. Carried

B. Vacancies:

Southridge Estates	3 vacant of 50
Padua Place	5 vacant of 24
Fellowship Village	0 vacant of 54
Knox Manor	4 vacant of 24
Kitscoty	2 vacant of 16 (0 ARM, 2 houses)
Marwayne	4 vacant of 17
Townhouses	2 vacant of 40
Duplexes	0 vacant of 14

C. Rent Supplement Program: Now Serving 26

D. Seniors Waitlist: 5

7. G.M. Report:

See Agenda.

8. New Business:

8.1 Motion: Moved by Sheldon to set a minimum payment amount for the Rent Assistance Benefit of \$100.00 per tenant per month. If calculation of new or renewed contract results in less than a \$100 payment, no payment will be issued & the contract will be terminated. Second Daryl. Carried.

9. Correspondence:

9.1 News article out of Barrhead re challenging amalgamation of housing bodies (as recommended from the recent **Alberta Affordable Housing Review** report.

Adjournment moved by Lou at 8:00 p.m.

Board Chair

Vice Chair or Secretary Treasurer

7. General Manager's Report

- Fellowship Village break-in into the Centre on Wed June 9th night, no major damage, however, office was the target with papers, empty cashbox strewn about; unfortunately, nearly all keys for the Centre, including the suite keys were stolen; a very large chunk of budget will be spent on rekeying all the locks & keys
- Covid-19 Update: Common areas in seniors bldgs (i.e. lounges & activity areas) now open under new guidelines for re-opening (30 people indoors @ public gatherings)
- Telus did pre-work visit to Fellowship, Townhouses & Duplexes re installation of fibre cable upgrade - will happen later this summer.
- Mark enjoying the new mower and the bag helps to keep lawns looking clean
- Door replacements at Duplexes have begun, windows to follow (Yellowhead Windows)
- One duplex suite reported to be in dire need of attention with the stench that greeted the contractor at the door being too much to enter! Warning notice issued with demand for cleanup, inspection planned for later in June & if no change, eviction will be served (tenant since 2006)
- Also, one tenant from David Thompson appears to have skipped & left a large mess, not the least of which is beer boxes stacked to the ceiling & ground-in dirt covering the floor throughout
- 4 new vacancies (seniors) in past month - 3 deaths & 1 move to long term care, 1 death was assisted dying in their suite
- Budget Surplus spending update: see attached



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: JUNE 21ST, 2021

SAFE & CARING COMMUNITY

- **Trees**
 - Public Works was able to safely remove the tree from in front of D & D. They will also be moving forward in removing the one that is dying near the shop, unless it can be saved through routine maintenance upon Lloyds Limb Service's assessment report.
- **COVID Re-opening**
 - The administration office is now re-open to in person service. Masks remain mandatory and only one person in the office at a time.
 - We continue to encourage remote services until all restrictions from the pandemic have been lifted.
- **Walking Trail**
 - In speaking with ASL, the incline on the walking trail near 6th street north was due to the proximity of underground services. Unfortunately, due to their location, the trail needed to be constructed as is.

PURSuing OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **Policy Review**
 - Policy review continues to be underway. I am in the midst of completing a new policy manual for all employees to review. Employees will be required to sign off on receipt of the policy manual annually (to account for any changes) as well as in the case of any new hires.
- **Identification Cards**
 - All staff for the Village of Marwayne is entitled to an identification card. This allows for employees to properly identify themselves in the conduct of their duties. Furthermore, as restrictions continue to be lifted and in person attendance at conference and events is permitted, identification cards provide a cost savings on hotel expenditures for the municipality.

PLANNING FOR GROWTH & CHANGE

- **Sustainability Plan**
 - The sustainability plan has been sent to the Agricultural Society for review. Administration is working away at the rebranding of the document as well as a comprehensive review and update of all of the information contained therein.
 - The goal would be to approve the revised sustainability plan by December 31, 2021.

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090 Page : 1
 Date : Jun 18, 2021 Time : 9:57 am

Supplier : 10 To XYLCA
 Cheque Dt. 18-Jun-2021 To 18-Jun-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
3721	18-Jun-2021	10001	Gas Utility CVR	Issued	64	C	22.32
3722	18-Jun-2021	10012	Parkland Industries- Race Trac Gas	Issued	64	C	2,085.74
3723	18-Jun-2021	10025	Vermilion River Regional Waste	Issued	64	C	5,707.00
3724	18-Jun-2021	10113	TELUS	Issued	64	C	617.74
3725	18-Jun-2021	ACE	ACE	Issued	64	C	12,060.15
3726	18-Jun-2021	ASC	AMSC Insurance Services Ltd	Issued	64	C	547.50
3727	18-Jun-2021	ASC3	Alberta Municipal Services Corporation	Issued	64	C	5,137.17
3728	18-Jun-2021	ASLP	ASL Paving LTD	Issued	64	C	99,648.17
3729	18-Jun-2021	ASTEC	Astec Safety Inc.	Issued	64	C	204.75
3730	18-Jun-2021	BLADA	BLADE AUTOMATION	Issued	64	C	1,006.95
3731	18-Jun-2021	ELEME	Element Materials Technology Canada Inc.	Issued	64	C	54.98
3732	18-Jun-2021	ENVIR	EnviroWay	Issued	64	C	414.07
3733	18-Jun-2021	FEUA	Faculty of Extension	Issued	64	C	100.00
3734	18-Jun-2021	GENFEN	General Fence Ltd	Issued	64	C	1,398.01
3735	18-Jun-2021	GRACA	Grant, Carry	Issued	64	C	97.52
3736	18-Jun-2021	HAMBR	Hames, Brittany	Issued	64	C	150.00
3737	18-Jun-2021	HSSC	Hach Sales & Service Canada LP	Issued	64	C	37.80
3738	18-Jun-2021	IFEL	Ireland Farm Equipment Ltd.	Issued	64	C	676.09
3739	18-Jun-2021	KENNS	Kennedy, Shannon	Issued	64	C	100.00
3740	18-Jun-2021	MCFCO	McFadyen Construction	Issued	64	C	1,218.00
3741	18-Jun-2021	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	64	C	73.40
3742	18-Jun-2021	PCI	Pinnacle Computers Inc.	Issued	64	C	99.75
3743	18-Jun-2021	SANRO	Robinson, Sandy	Issued	64	C	3,442.79
3744	18-Jun-2021	SHAHAR	Harrower, Shannon	Issued	64	C	119.85
3745	18-Jun-2021	SPC	Lloydminster & District SPCA	Issued	64	C	35.00
3746	18-Jun-2021	SRSL2	Saunders Repair Service Ltd.	Issued	64	C	131.25
3747	18-Jun-2021	TM	TELUS	Issued	64	C	70.59
3748	18-Jun-2021	VERVO	Vermilion Voice	Issued	64	C	47.25
3749	18-Jun-2021	WAGL	Wainwright Assessment Group Ltd	Issued	64	C	695.10
Total Computer Paid :		135,998.94	Total EFT PAP :	0.00	Total Paid :		135,998.94
Total Manually Paid :		0.00	Total EFT File :	0.00			

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

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jun 08, 2021

Page : 1

Time : 2:25 pm

Period : 5
 Year : 2021
 For Bank : ATB

Statement Date : 31-May-2021
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3587	19-Feb-2021	AP	2	2021	-1850.00	Buffalo Trail Public School
3645	26-Mar-2021	AP	3	2021	-112.88	CentralSquare Canada Software Inc.
UB9	07-Apr-2021	UB	4	2021	-24.32	Utility billing Posting for transactions upto 07 Apr,21All accounts
3687	13-May-2021	AP	5	2021	-40.00	Marwayne Jubilee School
3693	13-May-2021	AP	5	2021	-350.00	Grant Carry
3697	13-May-2021	AP	5	2021	-3817.83	Marwayne Fire and Rescue Dept.
3703	28-May-2021	AP	5	2021	-609.22	Tannas Bros. Hardware Ltd
3704	28-May-2021	AP	5	2021	-538.11	Gas Utility CVR
3705	28-May-2021	AP	5	2021	-1125.04	Workers Compensation Board
3706	28-May-2021	AP	5	2021	-1197.20	County Of Vermillion River
3707	28-May-2021	AP	5	2021	-273.56	TELUS
3708	28-May-2021	AP	5	2021	-627.04	AMSC Insurance Services Ltd
3709	28-May-2021	AP	5	2021	-3937.50	EBH Contracting
3711	28-May-2021	AP	5	2021	-250.00	Go East RTO
3713	28-May-2021	AP	5	2021	-5565.00	Infrastructure Solutions (Software) Inc.
3714	28-May-2021	AP	5	2021	-73.40	MCSNet-Lemalu Holdings Ltd.
3715	28-May-2021	AP	5	2021	-4452.00	Tar-Row Construction
3716	28-May-2021	AP	5	2021	-168.00	Time for a Change Home Improvement Ltd
3717	28-May-2021	AP	5	2021	-767.81	CentralSquare Canada Software Inc.
3718	28-May-2021	AP	5	2021	-785.52	Wells Fargo Equipment Fin Co
10401	01-Jun-2021	CR	5	2021	16150.76	CR; DEPT:[VILLAGE OFFICE] D#[104].

Bank Balance Statement	306248.24	as of 31-May-2021
Add outstanding deposits	16150.76	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-26564.43	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	295834.57	
GL Bank Account Balance	295834.57	as of Period : 5 Year : 2021
Difference	0.00	