



# Village of Marwayne

## Agenda

Regular Village Council Meeting  
Tuesday, September 7, 2021 @ 7:00 PM  
Horton Agencies Board Room

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	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 September 7th, 2021	
<b>Be it resolved that the September 7th, 2021 Regular Village Council Meeting Agenda be approved as presented.</b>	
3 ADOPTION OF MINUTES	
3.1 August 16th, 2021	4 - 10
<b>Be it resolved that the August 16th, 2021 Regular Village Council Meeting Minutes be approved as presented.</b>	
4 DELEGATIONS/PUBLIC HEARINGS	
5 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
5.1 Public Works Foreman Report	11
<b>Be it resolved that the Public Works Foreman Report be received as information.</b>	
6 KEY STRATEGY: SAFE & CARING COMMUNITY	
6.1 Recognized Leave Policy HR 11	12 - 23
<b>Be it resolved that the Recognized Leave Policy HR 11 be approved as presented.</b>	
7 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
7.1 Letter of Support for the Marwayne Agricultural Society	
<b>Be it resolved that the Village of Marwayne send a letter in support of the Marwayne Agricultural Society's application for a Community Facility Enhancement Program Grant.</b>	
8 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
8.1 Grant Policy FN 23	24 - 27
<b>Be it resolved that the Village of Marwayne approved the Grant Policy FN 23 as presented.</b>	

8.2	Public Participation AD 21	28 - 31
	<b>Be it resolved that the Public Participation Policy AD 21 be approved as presented.</b>	
9	ADMINISTRATIVE REPORTS	
9.1	Councillor Reports	32 - 38
	<b>Be it resolved that the following Councillor Reports be received as information:</b>	
	<ul style="list-style-type: none"> <li>• Vermilion River Regional Waste Management Services Commission Meeting Minutes</li> <li>• Northern Lights Library System Weekly Reports</li> </ul>	
9.2	Chief Administrative Officer Report	39 - 40
	<b>Be it resolved that the Chief Administrative Officer Report be received as information.</b>	
10	FINANCIAL	
10.1	Monthly Financial Report	41 - 42
	<b>Be it resolved that the August 2021 Monthly Financial Report be received as information.</b>	
10.2	Cheque Distribution Report	43
	<b>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.</b>	
10.3	Monthly Utility Bill Report	44
	<b>Be it resolved that the August 2021 Monthly Utility Bill Report be received as information.</b>	
11	CORRESPONDENCE	
11.1	Letter in Support of the RCMP	45 - 46
	<b>Be it resolved that the Letter from the Village of Elnora be received as information.</b>	
12	CONFIDENTIAL	
12.1	FOIP Section 17 (1) - Advice from Officials - CAO Report	

13 SETTING OF THE NEXT MEETING

13.1 October Meeting Dates

**Be it resolved that the October Regular Village Council Meetings be held on October 4th and 18th, 2021 at 7:00 p.m. at the Horton Agencies Boardroom.**

14 ADJOURNMENT



**Village of Marwayne**  
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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 August 16<sup>th</sup>, 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 August 16<sup>th</sup>, 2021 Village of Marwayne Council Meeting to order at 7:00 p.m.

**2. ADOPTION OF AGENDA**

**August 16<sup>th</sup>, 2021 Regular Council Meeting Agenda**

**2021-08-01**

**Moved By Councillor A. Rainey**

Be it resolved that the August 16<sup>th</sup>, 2021 Regular Village Council Meeting Agenda be approved as presented.

**CARRIED**

**3. ADOPTION OF MINUTES**

**July 12<sup>th</sup>, 2021 Regular Council Meeting Minutes**

**2021-08-02**

**Moved By Councillor R. McDonald**

Be it resolved that the July 12<sup>th</sup>, 2021 Regular Village of Marwayne Council Meeting Minutes be approved as presented.

**CARRIED**

**4. KEY STRATEGY: ADDRESSING SERVICE NEEDS**

**Public Works Foreman Report**

**2021-08-03**

**Moved By Deputy Mayor C. Neureuter**

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

**CARRIED**

**Regional Water Operator Report**

**2021-08-04**

**Moved By Councillor A. Rainey**

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

**CARRIED**



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**Emergency Pump 3 Pipe Replacement**

**2021-08-05**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne instruct Bi-Systems to source pipe and welding services from Sparky Industries and proceed with the Emergency Pump 3 Pipe Replacement.

**CARRIED**

**5. KEY STRATEGY: SAFE AND CARING COMMUNITY**

**Grazing Lease on SW 26 52 3 W4**

**2021-08-06**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Village of Marwayne direct administration to obtain comparable rates for grazing leases and bring the information back to the September 7<sup>th</sup>, 2021 Regular Village Council Meeting for discussion.

**CARRIED**

**Weed Spraying Policy PW 03**

**2021-08-07**

**Moved By Councillor R. McDonald**

Be it resolved that the Weed Spraying Policy PW 03 be approved as presented.

**CARRIED**

**Mowing Policy PW 09**

**2021-08-08**

**Moved By Councillor A. Rainey**

Be it resolved that the Mowing Policy PW 09 be rescinded.

**CARRIED**

**6. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE**

**Village Signage**

**2021-08-09**

**Moved By Councillor A. Rainey**

Be it resolved that new signage for the Village of Marwayne Public Works Shop and along Highway 897 be purchased and installed by Ironjet Promotions at a cost of \$2,737.15.

**CARRIED**

**7. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE**

**Sewer Back Up on Private Property Policy SW 02**

**2021-08-10**

**Moved By Councillor R. McDonald**

Be it resolved that the Sewer Back Up on Private Property Policy SW 02 be approved as presented.



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**CARRIED**

**Utility Connected to Municipal System Policy WT 03**

**2021-08-11**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Water and Sewer Connections Policy WT 03 be rescinded.

**CARRIED**

**Sewer Maintenance Policy SW 01**

**2021-08-12**

**Moved By Councillor A. Rainey**

Be it resolved that the Sewer Maintenance Policy SW 01 be approved as presented.

**CARRIED**

**Plumber Required Policy WT 08**

**2021-08-13**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Plumber Required Policy WT 08 be rescinded.

**CARRIED**

**Water Restriction Policy WT 09**

**2021-08-14**

**Moved By Councillor A. Rainey**

Be it resolved that the Water Restriction Policy WT 09 be rescinded.

**CARRIED**

**Winter Water Bleeder Policy WT 12**

**2021-08-15**

**Moved By Councillor R. McDonald**

Be it resolved that the Winter Water Bleeder Policy WT 12 be approved as presented.

**CARRIED**

**Utility Arrears Policy WT 05**

**2021-08-16**

**Moved By Councillor A. Rainey**

Be it resolved that the Utility Arrears Policy WT 05 be approved as presented.

**CARRIED**

**Cross Connection Program Policy WT 11**

**2021-08-17**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Cross Connection Program Policy WT 11 be rescinded.

**CARRIED**



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**Curb Cock Replacement Policy WT 04**

**2021-08-18**

**Moved By Councillor R. McDonald**

Be it resolved that the Curb Cock Replacement Policy WT 04 be rescinded.

**CARRIED**

**FCSS Policy AD 04**

**2021-08-19**

**Moved By Councillor A. Rainey**

Be it resolved that the FCSS Policy AD 04 be rescinded.

**CARRIED**

**Storm Drainage Policy PW 12**

**2021-08-20**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Storm Drainage Policy PW 12 be rescinded.

**CARRIED**

**8. CLOSED SESSION - CONFIDENTIAL**

**2021-08-21**

**Moved By Councillor A. Rainey**

Be it resolved that the Village of Marwayne move to a closed session at 7:31 p.m. under FOIP Section 17 (1) with all members in attendance.

**CARRIED**

**FOIP Section 17 (1) – Advice from Officials – CAO Report and 2020 Audit**

**2021-08-22**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne revert to an open session at 7:57 p.m. with all members in attendance.

**CARRIED**

**2021 Audit Request for Quotations**

**2021-08-23**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne send a letter to Leckie & Associates and direct administration to circulate the Request for Quotations for 2021 auditing services.

**CARRIED**



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**9. ADMINISTRATIVE REPORTS**

**Councillor Reports**

**2021-08-24**

**Moved By Councillor R. McDonald**

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

- Pioneer Lodge Meeting Update
- Alberta HUB upcoming Meeting Attendance
- Vermilion Water Treatment Plant Grand Opening Invitation

**CARRIED**

**Chief Administrative Officer Report**

**2021-08-25**

**Moved By Deputy Mayor C. Neureuter**

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

**CARRIED**

**10. FINANCIAL**

**Monthly Financial Report**

**2021-08-26**

**Moved By Councillor A. Rainey**

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

**CARRIED**

**Cheque Distribution Report**

**2021-08-27**

**Moved By Deputy Mayor C. Neureuter**

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

**CARRIED**

**Bank Reconciliation Report**

**2021-08-28**

**Moved By Councillor R. McDonald**

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

**CARRIED**





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**Monthly Utility Billing Report**

**2021-08-29**

**Moved By Deputy Mayor C. Neureuter**

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

**CARRIED**

**2020 Audited Financial Statements**

**2021-08-30**

**Moved By Councillor R. McDonald**

Be it resolved that the 2020 Audited Financial Statements by Leckie & Associates be approved as presented.

**CARRIED**

**11. CORRESPONDENCE**

**Letter from the Municipality of Crowsnest Pass opposing Bill C-21**

**2021-08-31**

**Moved By Councillor A. Rainey**

Be it resolved that the Village of Marwayne send a letter in support of the correspondence from the Municipality of Crowsnest Pass opposing Bill C-21.

**CARRIED**

**Meeting with the Minister of Municipal Affairs during the 2021 AUMA Convention**

**2021-08-32**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Village of Marwayne request a Meeting with the Minister of Municipal Affairs during the 2021 AUMA Convention.

**CARRIED**

**Letter from the Minister of Municipal Affairs regarding Election Funding**

**2021-08-33**

**Moved By Councillor A. Rainey**

Be it resolved that the Letter from the Minister of Municipal Affairs regarding Election Funding be received as information.

**CARRIED**

**12. NEXT MEETING**

**September 7<sup>th</sup> and 20<sup>th</sup>, 2021 at the Horton Agencies Boardroom**



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**13. ADJOURNMENT**

Being that the August 16<sup>th</sup>, 2021 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:56 p.m.

**Approved this 7<sup>th</sup> day of September 2021.**

\_\_\_\_\_  
Cheryle Eikeland, Mayor

\_\_\_\_\_  
Shannon Harrower, CAO



**AUGUST PUBLIC WORKS FOREMAN REPORT**

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	25 Aug all good	W.C.
Sidewalk – Complete Inspection Report	done IN JULY	W.C.
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	all time	W.C.
Playground Inspection & Rotofill if Necessary	done INSPECTION sept	
Lagoon Inspection & Rotation/Mowed and Whipper Snipped/Cattails Removed/Check Valves & Sludge Buildup	done	W.C.
Special Project (Clean up URE Land Site)		
Water Trees/Weed/Cultivate	done	W.C.
Hazard Assessment & Risk Management	done	W.C.
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic)	OK	W.C.
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	OK	W.C.

Submitted by: wd

Date: 1 sept



**POLICY – HR 11      RECOGNIZED LEAVE POLICY**

<b>APPROVAL DATE:</b>	2013-04-29	<b>CROSS-REFERENCE:</b>	HR 02 Sick Leave (rescinded) and HR 04 Vacation (rescinded)
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	2020-11-09; 2021-09-07	<b>REVIEW DATE:</b>	2023

**POLICY STATEMENT**

To establish the parameters under which Employees are authorized to take time off from work as well as their entitlements as it relates to the *Employment Standards Code* and the *Jury Act*.

**OBJECTIVE**

To outline which recognized leaves are paid and unpaid as it relates to vacation, personal days, bereavement, sick, holidays, maternity, and absence.

**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.



**Work Day** is the number of hours of work per day designated to an Employee's present position.

## GUIDING PRINCIPLES

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

- **Vacation**
  - The vacation year, as it pertains to Employee allotments in a twelve (12) month period, begins on the 1<sup>st</sup> day of January and concludes on the 31<sup>st</sup> day of December of the same calendar year.
  - **Entitlements**
    - For full-time permanent Employees of the Village of Marwayne, vacation is earned based on continuous years of service and may be taken as follows:
      - **After one (1) year** of continuous service, full-time permanent Employees are entitled to ten (10) working days vacation with pay;
      - **After two (2) years** of continuous service, full-time permanent Employees are entitled to fifteen (15) working days vacation with pay;
      - **After four (4) years** of continuous service, full-time permanent Employees are entitled to twenty (20) working days vacation with pay;
      - **After eight (8) years** of continuous service, full-time permanent Employees are entitled to twenty five (25) working days vacation with pay;
      - **After fifteen (15) years** of continuous service, full-time permanent Employees are entitled to thirty (30) working days vacation with pay; or
      - As negotiated by employment contract.
    - For part-time, seasonal or casual Employees, vacation pay shall be paid each pay period as outlined below:
      - **4%** for zero (0) to two (2) years of continuous service;
      - **6%** for three (3) to nine (9) years of continuous service;
      - or



- **8%** for ten (10) or more years of continuous service.
- Seasonal, casual and part-time Employees shall be paid vacation pay on regular and eligible sick hours as per the *Employment Standards Code*.

○ **Length and Dates**

- Employees are encouraged to take two (2) consecutive weeks' vacation. Exceptions may be made however with prior authorization by the CAO.
- If an agreement cannot be reached between the Employee and the Employer, as to when vacation is to be taken, the Employer shall determine when the vacation is to be taken. The Employer shall provide the Employee with two (2) weeks written notice of the date vacation time is to be taken in accordance with the *Employment Standards Code*.
- Vacation shall not be taken in increments larger than ten (10) working days without prior approval from the CAO, or in the case of the CAO, without prior approval from Council.
- Vacation entitlement must be used before January 1<sup>st</sup> of the following year. Only under special circumstances, as determined and approved by the CAO, will vacation days be eligible to be carried forward to the following year.
- An Employee may not take more vacation days than what has been earned.
- Vacation days must be taken in half-day or full day increments.
- Vacation shall be pro-rated for Employees granted a leave of absence in excess of thirty (30) days or who has been laid off.

• **Sick Leave**

- Permanent full-time Employees of the Village of Marwayne are entitled to sick leave with pay under the following conditions:
  - When an Employee's absence is made necessary for his or her own medical or dental treatment, or because of accident, sickness or disability;
  - Every absence from work and the reason therefore must be reported to the Village Office on the first day of absence;



- An employee who is absent through illness for more than three (3) days is required to provide a medical note, signed by his or her doctor which states the nature of his or her illness and in the case of a prolonged absence through illness, the Employee will be required to supply further medical evidence to the Village upon request. Failure to provide medical evidence within fourteen (14) working days of the illness will result in non-payment of sick leave for the days the Employee was absent;
- If an Employee is injured while on duty and is eligible to receive Worker's Compensation Board benefits, he or she will not be eligible for sick leave pay, nor will he or she receive pay for the period of such eligibility.
- When the above terms and conditions have been satisfied, sick leave shall be granted as follows:
  - **Permanent-full time Employees**
    - Sick leave is granted at one (1) day per month to a maximum of twelve (12) days in each year of employment. For the purpose of this policy, a work day shall be defined as the number of hours of work per day, designated to an employee's present position;
    - All employees shall have their sick leave pay administered in accordance with their regular hours per day x hourly rate = sick pay per day;
    - The period of leave with pay to be allowed is determined by the year of employment in which the employee's absence commences;
    - The unused portion of sick leave entitlement shall accumulate at the completion of each year of service to the credit of each employee to a maximum of sixty (60) working days; and
    - The unused portion of sick leave entitlement remaining at termination shall be lost to the employee and will not be paid out.



- **Permanent part-time Employees (20+ hours per week), Permanent Seasonal Employees and Temporary Term Employees**
  - Sick leave shall be granted at one (1) day per month to a maximum of twelve (12) days in each year of employment.
  - Sick leave shall be granted with pay using the formula designated to permanent full-time employees in the department the employee works;
  - The period of leave with pay to be allowed is determined by the year of employment in which the employee's absence commences; and
  - The unused portion of sick leave entitlement remaining at termination shall be lost to the employee and will not be paid out.
  
- **Part-time Employees, Casual Employees and Temporary Employees are not eligible for sick leave.**
  
- **Designated Holidays**
  - The following days have been designated as paid time off, as per the *Employment Standards Code*:
    - **New Years Day;**
    - **Family Day;**
    - **Good Friday;**
    - **Victoria Day;**
    - **Canada Day;**
    - **Labour Day;**
    - **Thanksgiving Day;**
    - **Remembrance Day; and**
    - **Christmas Day.**
  - The Village of Marwayne offers their Employees with three additional paid days off each calendar year, over and above the allotments under the *Employment Standards Code*.
    - **Easter Monday;**





- **Heritage Day;**
- **Boxing Day; and**
- **National Day for Truth and Reconciliation.**
- If a paid holiday falls on a Saturday or Sunday, the holiday is moved to the nearest Friday or Monday, as the case may be.
- The Village of Marwayne offers their Employees with three additional paid days off over the Christmas period. The dates of the six (6) paid holidays occurring during the Christmas period shall be determined in accordance with the day of the week upon which Christmas falls, according to the following schedule:
  - If Christmas Day is Sunday, the paid holiday days fall on December 26, 27, 28, 29, 30 and January 2;
  - If Christmas Day is Monday, the paid holiday days fall on December 25, 26, 27, 28, 29 and January 1;
  - If Christmas Day is Tuesday, the paid holiday days fall on December 25, 26, 27, 28, 31 and January 1;
  - If Christmas Day is Wednesday, the paid holiday days fall on December 25, 26, 27, 30, 31 and January 1;
  - If Christmas Day is Thursday, the paid holiday days fall on December 25, 26, 29, 30, 31 and January 1;
  - If Christmas Day is Friday, the paid holiday days fall on December 25, 28, 29, 30, 31 and January 1;
  - If Christmas Day is Saturday, the paid holiday days fall on December 24, 27, 28, 29, 30, 31; and
  - Employees may take a half day off with **no pay** on December 24.
- **Personal Days**
  - Personal days are intended to help Employees balance their personal and work lives and allows for Employees to take paid time off to:
    - Conduct personal business;
    - Attend medical and dental appointments; and
    - Meet family responsibilities.
  - Each permanent full-time Employee who has completed the probationary period is awarded one personal day on the completion of that quarter (i.e., the three month period of January,



February and March; April, May and June; July, August and September; October, November and December).

- A personal day shall be granted at such time or times as shall be mutually agreeable to by the Employee and the CAO.
- Personal days do not accumulate year to year. Personal Days not taken in any given calendar year are forfeited and are not paid out.

- **Maternity and/or Parental Leave**

- Employees are eligible for maternity and parental leave if they have been employed at least ninety (90) days with the Village.
- Eligible Employees can take time off work without pay for maternity or parental leave without risk of losing their job.
- Employees with less than ninety (90) days of employment may still be granted leave however the Village is not required under employment legislation to grant them leave.
- The Village of Marwayne shall not discriminate against, lay off, or terminate an Employee, or require them to resign, because of pregnancy or childbirth.
- The Village must grant maternity or parental leave to eligible Employees and give them their same, or equivalent, job back when they return to work.
- The Village isn't required to pay wages or benefits during leave, unless stated in an employment contract or collective agreement.
- Employees on maternity or parental leave are considered to be continuously employed, for the purposes of calculating years of service.
- Employees must provide six (6) weeks notice to the Village of Marwayne of their intention to take maternity leave so as to allow the municipality to make the necessary arrangements for accommodation and ensuring adequate staffing solutions.
- Submission of a request for maternity or parental leave shall be accompanied by the appropriate documentation, as required by the CAO.
- Employees may choose to continue their benefit package through AUMA and Sunlife Financial during their leave provided that the



Employee continues to pay the Employee portion of the monthly premium.

- If both parents work for the Village, the Village is not required to grant leave to both Employees at the same time.
  - Length of leave is as follows:
    - Birth mothers may take up to sixteen (16) consecutive weeks of unpaid maternity leave.
    - Leave can start any time within the thirteen (13) weeks leading up to the estimated due date and no later than the date of birth.
    - If pregnancy interferes with the Employee's job performance during the twelve (12) weeks before their due date, the Village may require that the Employee start maternity leave earlier by notifying the Employee in writing.
    - Birth mothers must take at least six (6) weeks off after birth for health reasons, unless:
      - The Village agrees to an early return to duties; and
      - The Employee provides a medical certificate stating that the return to work will not endanger their health.
  - Pregnancies that end other than in a live birth are subject to the rules and regulations of the *Employment Standards Code*.
  - Employees must give the Village four (4) weeks written notice before they are to return to work, or to advise that they will not be returning to work after their leave ends. Failure to provide notice may result in disciplinary action, up to and including, termination.
  - Annual vacation earned prior to leave must be taken within twelve (12) months after it was earned. If this time falls while the Employee is on leave, the Employee must take the remaining vacation time at the end of their leave, or get approval from the Village to take the vacation time at a later date.
- **Jury Duty**
    - The Village recognizes and respects the necessary civic duty of jury duty and shall make accommodations for Employees that have been selected to perform it.
    - Employees selected for jury duty must provide the CAO with as much advance notice as is possible.



- Advance notice shall be accompanied by a copy of the summons for jury duty.
  - The Village will ensure that staff required to report for jury duty are provided with time off to perform their civic duty.
  - Jury duty leave is unpaid.
  - Any Employee of the Village who is required to appear in a court of law as a plaintiff, defendant, or witness shall not be eligible for a paid leave of absence. In these instances, the employee may use vacation time, personal days or request an unpaid leave of absence.
- **Bereavement Leave**
    - Employees are eligible for bereavement leave when they have been employed with the Village for at least ninety (90) days.
    - Employees shall be granted bereavement leave as follows and in accordance with the *Employment Standards Code*:
      - Three (3) days with pay for immediate family;
      - For non-immediate family, or attendance at a funeral, Employees shall be granted time off as is required without pay.
- **Leave of Absence**
    - Leaves of absence are authorized only by Council and must be requested in writing at least thirty (30) days prior to the time requested for leave, which shall be without pay except in situations of an unforeseen or emergency nature, in which case the employee's request shall be made as soon as they become aware of the situation which prompted the request for a leave of absence.



**ROLES & RESPONSIBILITIES**

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

**EXEMPTIONS**

As the *Employment Standards Code* is amended from time to time, the provisions set forth therein, should they conflict with this policy, shall prevail.



Government  
of Canada

Gouvernement  
du Canada

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## Federal Statutory Holiday: National Day for Truth and Reconciliation

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### July 20, 2021 - Defence Stories

The Government of Canada is committed to reconciliation and ensuring that the tragic history and ongoing legacy of residential schools is never forgotten.

As you may be aware, the government recently passed legislation to make **September 30<sup>th</sup>** a federal statutory holiday called the National Day for Truth and Reconciliation. Like all Canadians, this day provides an opportunity for each public servant to recognize and commemorate the legacy of residential schools. This may present itself as a day of quiet reflection or participation in a community event.

Our current collective agreements include provisions to allow for an additional designated holiday if one is proclaimed by an act of Parliament. As a result, the National Day for Truth and Reconciliation will become a designated paid holiday and will allow employees in the federal public service to observe and participate in this important day starting September 2021.

Please note: Employees do not have to take any action to request this leave (no system entry) – it is to be treated in the same manner as all other statutory holidays.

If you have any questions, please contact [HR Connect RH](#) (accessible only on the National Defence network) ;online or by calling 1-833-747-6363 (for DND employees only).

**Date modified:**

2021-07-20



**POLICY – FN 23      GRANTS**

<b>APPROVAL DATE:</b>	2021-09-07	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>		<b>REVIEW DATE:</b>	2026

**POLICY STATEMENT**

To outline the process by which administration shall utilize and allocate grant funding in order to align with the goals and objectives of Council for the Village of Marwayne.

**BACKGROUND**

The Village of Marwayne annually receives grant funding from Provincial and/or Federal levels of government for designated projects and/or endeavours. The Village of Marwayne is required to meet the eligibility criteria and fulfill the reporting requirements in order to be approved for funding in any given year.

**OBJECTIVE**

To summarize the way in which administration shall allocate grant funds upon receipt from the Provincial and/or Federal Government for approved Council projects and endeavors.





## 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.

**FCSS** is Family and Community Support Services.

**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:

- Administration shall present to Council various projects and/or endeavors on an annual basis which meet the eligibility criteria for recurring provincial and/or federal grant funding opportunities.
- All grant applications must be approved by Council prior to submission.
- Administration is responsible for fulfilling the requirements of the grant application as well as completing the reporting requirements upon receipt of payment by the legislated deadline and agreement for the grant.
- All grant approvals must be signed and saved on the Village's server for future accessibility and referral.
- Administration must ensure to code all applicable expenses to the correct general ledger account number for year end financial reporting and auditing purposes.
- Council will be advised of funding amounts for all provincial and/or federal grants.
- Currently, the Village of Marwayne receives annual grant funding such as the Municipal Sustainability Initiative (Operational & Capital) and Gas Tax Fund. Other grant funding received is based on specific projects and/or endeavors or new programs made available by the provincial and/or federal governments.



- External grant funding, such as FCSS, is subject to specific eligibility criteria that is approved internally by the Village of Marwayne.
  - FCSS applicants are reviewed by administration on an annual basis using the guidelines of the provincial government for eligibility;
  - A summary of applications and allocation amounts must be presented to Council each year in October for disbursement;
  - Funding decisions must be made no later than November of any given year to ensure applicants have the necessary time to assess the impact on their respective budgets;
  - Upon Council approval, administration is to send letters to all applicants advising whether or not their application was approved and the amount of grant funding they shall receive;
  - Grant recipients must have completed the previous year end reporting requirements in order to be eligible for funding;
  - Administration must ensure that the yearly FCSS report to the provincial government is submitted by the legislated timeline; and
  - The Village of Marwayne reserves the right to limit the amount of grant funding delivered externally in order to fund internal FCSS initiatives.

**ROLES & RESPONSIBILITIES**

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



## **EXEMPTIONS**

Annual grant funding opportunities for the Village of Marwayne, outside of those referenced in this policy, shall be presented and communicated to Council to determine eligibility as they become available.



**POLICY – AD 21      PUBLIC PARTICIPATION**

<b>APPROVAL DATE:</b>	2021-09-07	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>		<b>REVIEW DATE:</b>	2025

**POLICY STATEMENT**

To establish the ways in which the Village of Marwayne shall engage municipal stakeholders.

**BACKGROUND**

The Village of Marwayne recognizes that decisions are improved by engaging citizens and stakeholders, where appropriate, to provide Council and administration with the best possible information prior to making commitments. Recognizing the value of ongoing input from citizens and stakeholders, the Village of Marwayne is committed to maintaining open lines of communication to ensure that engagement remains relevant, successful, and upholds the public's best interests.

**OBJECTIVE**

To ensure that the Village of Marwayne achieves a consistent, effective and efficient public participation process that adheres to the public engagement



requirements under the Municipal Government Act and any other applicable legislation.

## 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.

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

**Public** means any resident, landowner or stakeholder within the Village of Marwayne who has an interest in or is affected by a Village decision or outcome.

**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:

- **Public Engagement**
  - The Village will engage the public by applying the most suitable method amongst those described in Schedule A, attached hereto.
  - Schedule A outlines the degree of public involvement and levels of participation based on the scope, timeframe, resources and level of complexity of a particular project and/or endeavor.
  - The Village is committed to informing its residents and notifying the public of matters requiring their participation.
  
- **Core Values**
  - **Responsibility**
    - Creating a viable and sustainable community between the Village of Marwayne, residents, landowners and stakeholders within our municipal boundary.



- **Public participation**
  - Meaning engagement practices that support community values, perspectives and experiences that foster strong relationships between the Village and its residents.
  
- **Proactive, timely and transparent**
  - Initiation of conversation, seeking input and providing feedback to the public on information gathered and how it shapes the decisions of the Village.
  
- **Consistent and accessible**
  - Utilizing clear and simple methods to carry out meaningful conversations to ensure people feel heard and know their input is valued.
  
- **Innovation and improvement**
  - Using best practices, tools and tactics based on recognized approaches to public participation and evaluation of processes.

**ROLES & RESPONSIBILITIES**

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



**SCHEDULE “A”**

<b>INFORM</b>	<b>INPUT</b>	<b>LISTEN</b>	<b>COLLABORATE</b>	<b>EMPOWER</b>
Provide the public with balanced and objective information to assist them in understanding problems, alternatives, opportunities, and/or solutions.	Obtain feedback from citizens and stakeholders to test ideas and/or concepts, clarify issues, and identify possible solutions.	Create opportunities for Village staff, citizens, and stakeholders to enter into a dialogue together to explore each others perspectives, goals, plans, concerns, expectations and possible solutions.	Partner with citizens and stakeholders in each aspect of the decision, including development of alternatives, recommendations and preferred solutions.	Delegate some or all aspects of decision making to citizens and stakeholders.
<b>IMPLEMENTATION</b>				
Provide ways and opportunities to communicate with the community in print and digital means.	Provide ways and opportunities to collect input from the public with the assurance that their input will be considered in the decision making process.	Provide ways and opportunities to engage the public in conversations with assurance that their ideas, concerns, and aspirations will be reflected in the alternatives developed.	Provide ways and opportunities for the public to contribute directly through advice, developing solutions and alternatives, and making recommendations regarding decisions or outcomes.	Provide opportunities to the public to make decisions with assurances that they will be implemented.
<b>EXAMPLES</b>				
Advertising, website, fact sheets, brochures, etc.	Public comment, surveys, comment cards, public meetings, open houses, etc.	Workshops, focus groups, one on one conversations, discussion boards, etc.	Citizen advisory committees, working groups, steering committees, etc.	Authorized committees, voting, citizen juries, etc.

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION ON JUNE 22, 2021, ON ZOOM**

**PRESENT:**

*Chair:* L. Wolgien  
*Vice-Chair:* R. McDonald  
*Directors:* S. Hryciuk; M. Baker; T. Pollard; G. Barr; J. Thompson;  
D. Bergquist  
*CAO:* S. Schwartz  
*Guest:* D. Young, Town of Vermilion

**ABSENT:** None.

**AGENDA:**

***Additions to Agenda:***

*New Business:*

*J. Thompson:* -D. Young from the Town of Vermilion attended the meeting.  
Discussion Regarding a Reuse Centre at the Vermilion Transfer Site  
*S. Schwartz:* -Commercial Use of Paint Recycling Bins  
-Recent Proposal from Quik Pick Waste Disposal  
*R. McDonald:* -Marwayne Transfer Site (*requesting a closed session*)

**MOVED** by G. Barr that the agenda be adopted with the above additions.  
*Carried.*

**MINUTES OF THE MEETING OF MAY 25, 2021:**

**MOVED** by R. McDonald that the minutes of the meeting of May 25, 2021, be adopted as presented.  
*Carried.*

**PROPOSAL FOR A REUSE CENTRE AT THE VERMILION TRANSFER SITE:**

D. Young presented a proposal initiated by the Environmental Committee from the Town of Vermilion. A small building for holding the reusable items would be erected inside the Vermilion transfer site fence. The building would be approximately 10 feet by 30 feet, with a roll-up, lockable door. The building would be made of metal, and shelving would be placed inside. The Rotary Club of Vermilion is offering their support as well as volunteers to monitor, sort and date the received items for the reuse program.

There was some discussion about this topic, and some concerns raised. The actual effect on the contract staff at the Vermilion transfer site is to be determined, and the location where to put this proposed building would have to be decided. It would have to be set back from the road and there would have to be room for parking, so that those dropping off items would not block traffic. There was more discussion about the building being kept neat and tidy, and also concerns about browsers and scavengers having access, not just to this building, but other compounds and bins at the site



*Minutes of the Meeting of the VRRWMS on June 22, 2021*

which must not be allowed. D. Young promised to send a copy of the proposal for the Board to peruse, and this topic will be discussed at a later date.

**MOVED** by D. Bergquist that this proposal be received as information.

*Carried.*

**MAY 2021 FINANCIAL REPORT:**

S. Schwartz presented the financial report for May 2021, and provided explanations as required. The May 2021 report showed a balance of **\$297,075.68** in the operating account. The capital reserve account increased to **\$547,487.79** due to an interest payment received. The operational reserve account remained at **\$229,647.38**. The Closure/Post Closure account remained unchanged at \$109,852.63.

**MOVED** by T. Pollard that the May 2021 financial report be adopted as presented.

*Carried.*

**MAY 2021 MUNICIPAL REQUISITION REPORT:**

S. Schwartz presented the May 2021 municipal requisition report for information.

**MAY 2021 ACCOUNTS FOR APPROVAL:**

S. Schwartz presented the cheques numbered 5957, 5969, 5970 and 6023 to 6050, and the debit memos and credit charge charges for May 2021, and provided explanations as required.

**MOVED** by R. McDonald that the cheques numbered 5957, 5969, 5970 and 6023 to 6050, and the debit cards and credit card charges be accepted as presented.

*Carried.*

**MAY 2021 VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:**

S. Schwartz presented the May 2021 Vermilion transfer site outstanding accounts for information.

**JUNE 2021 CHIEF ADMINISTRATIVE OFFICER'S REPORT:**

S. Schwartz presented the June 2021 Chief Administrative Officer's report, and provided explanations as required.

**MOVED** by J. Thompson that the June 2021 Chief Administrative Officer's report be accepted as presented.

*Carried.*

**BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:**

S. Hryciuk requested that as the containment tanks at the Preston site do contain oil, they must be emptied safely. S. Schwartz explained that as soon as the quote from UFA is received she will inform the Board of the cost. It is to be determined whether or not this building has to be created on site or if it can be done in the UFA shop.

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T, Pollard asked a question about the burn protocol document that was presented in the report. He says burning and the resultant smoke at the Kitscoty transfer site seems to be going on every day the site is open. S. Schwartz is to follow up with this.

## **NEW BUSINESS:**

### **Request to Transfer \$45,000 to Capital Reserves:**

**MOVED** by R. McDonald that \$45,000 be transferred to a Capital Reserve GIC.

*Carried.*

### **Draft Bylaw No. 2021-B-001 (Administration) and Draft Bylaw No. 2021-B-002 (Capital Project Procurement):**

S. Schwartz presented the draft bylaws to the Board for their information. There were no questions about either of them. These two bylaws, along with others that are still to be drafted, will be presented for first reading at the August meeting.

### **Cheque Signing:**

L. Wolgien will sign cheques and the approved bylaws.

### **Commercial Usage of Paint Recycling Bins:**

S. Schwartz informed the Board that we are now receiving full reimbursement for used paint handling, so it would be possible to begin accepting commercial used paint into the program. It was decided that we would accept commercial used paint at the Vermillion site only.

### **Quik Pick Waste Disposal Proposal:**

S. Schwartz informed the Board that she had received a proposal from Quik Pick Waste Disposal about their waste handling contract. D. Dalton has proposed to keep the current contract charges in effect until December 31, 2023. There was discussion about this, and S. Schwartz is to request an extension until December 31, 2025, and a flat rate on the fuel surcharge.

## **OLD BUSINESS:**

### **Bylaw 2021-A-001 > Appointment of Board of Directors:**

#### **SECOND READING:**

The Chair asked for any questions or concerns with *Bylaw 2021-A-001* as it is written. There were no concerns or questions.

**MOVED** by T. Pollard that the second reading of *Bylaw 2021-A-001* was noted and recorded.

*Carried.*

#### **THIRD READING:**

The Chair asked for any questions or concerns with *Bylaw 2021-A-001* as it is written. There were no questions or concerns.

**MOVED** by M. Baker that *Bylaw 2021-A-001* be adopted as presented.

*Carried.*

*Minutes of the Meeting of the VRRWMSO on June 22, 2021*

***Bylaw 2021-A-002 > Appointment of Board Chair and Vice-Chair:***

**SECOND READING:**

The Chair asked for any questions or concerns with *Bylaw 2021-A-002* as it is written. There were no questions or concerns.

**MOVED** by T. Pollard that the second reading of *Bylaw 2021-A-002* was noted and recorded.

*Carried.*

**THIRD READING:**

The Chair asked for any questions or concerns with *Bylaw 2021-A-002* as it is written. There were no questions or concerns.

**MOVED** by M. Baker that *Bylaw 2021-A-002* be adopted as presented.

*Carried.*

***Bylaw 2021-A-003 > Passage of Commission Bylaws:***

**SECOND READING:**

The Chair asked for any questions or concerns with *Bylaw 2021-A-003* as it is written. There were no questions or concerns.

**MOVED** by G. Barr that the second reading of *Bylaw 2021-A-003* was noted and recorded.

*Carried.*

**THIRD READING:**

The Chair asked for any questions or concerns with *Bylaw 2021-A-003* as it is written. There were no questions or concerns.

**MOVED** by J. Thompson that *Bylaw 2021-A-003* be adopted as presented.

*Carried.*

***Paradise Valley Transfer Site Update:***

S. Schwartz informed the Board that the pile of debris uncovered when the pit was expanded has been removed.

D. Bergquist informed the Board that the excavation of the truck bay has brought up a few issues. The pad is very soft at the East end close to the berm. The contractor has tried to use fabric and gravel, but it hasn't worked so he has ordered rig mats to be placed in the area. The contractor is not considering adding to his original quote at this time.

***Proposed Concrete Program:***

There was discussion about charging scale usage costs at the Vermilion transfer site. These charges would apply to the proposed concrete program, as well as any requests for weighing by outside companies or contractors. The cost would be a two-way cost. It was decided that the cost would be **\$20.00** for outside contractors and anyone bringing concrete into the Vermilion site. There was some discussion about procedures for handling overweight trucks that come in to use the scale. The scale personnel should call the County of Vermilion River Peace Officers to notify them if this

*Minutes of the Meeting of the VRRWMSD on June 22, 2021*

occurs. S. Schwartz is to work with D. Young on a step-by-step procedure for handling, recording and billing for this program. Further discussion after that has been completed will aid in determining a handling cost for the program.

**Marwayne Transfer Site:**


**MOVED** by R. McDonald that the Board move into a closed session.  
*Carried.*

**MOVED** by S. Hryciuk that the Board move out of closed session.  
*Carried.*

The next meeting will be held on August 24, 2021, at 5:30 P.M. at the Vermilion transfer site.

The meeting adjourned at 7:30 P.M.

**These minutes have been adopted in their entirety at the August 24, 2021, meeting.**

  
\_\_\_\_\_  
Chair

Aug 24/21  
Date



*Northern Lights Library System* Executive Director Weekly Board Update

**Date: August 13th, 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**

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- Next general board meeting August 27, 2021 (10:00am)
- [Draft Minutes](#) of the May 27, 2021 general board meeting are available
- There is a vacancy for a member-at-large position on the Executive Committee. We hope to elect someone at the upcoming board meeting. If you are interested don't miss that meeting.
- The executive met on Friday for a marathon session (8am to 2pm). We spent most of that time on the 2022 budget. This is a dedicated and fun group. You might consider running for that member at large position. Not because you like long meetings but because you enjoy being awesome.

**OPERATIONS**

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- I met with the CAO of Elk Point this week. We had an engaging discussion about the town and our partnership with them. We are glad to to be members of this community.
- We formed a staff committee to evaluate our benefits insurance carrier here at NLLS and current market offerings. We'll seek input from all staff but the committee is a cross section of our demographics.
- Our service catalog is making exciting progress. The executive committee had its first look at a long draft and provided some excellent feedback. I am so tempted to share it here but I'll wait... stay tuned.

**LIBRARIES**

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- Site visits from our consultants and TSI folks this week included: Boyle, Vilna, Manville, Kitscotty, and Paradise Valley.
- Axia/Bell will be out to the Frog Lake library next week to get them connected to the Supernet.
- More and more of our library mangers are getting on to Microsoft Teams and learning to capitalize on that tool.

Did you know that in 2020 our staff responded to 5,081 HelpDesk Tickets? If we worked every day of the year that is 14 tickets a day! Tickets divide into our various departments in interesting ways: 27.3% Operations, 35.4% Member Services, 29.0% Technology Services, 8.3% Admin. We changed the branding on our helpdesk this year. You can reach us at [ask@nlls.ab.ca](mailto:ask@nlls.ab.ca).

## EXECUTIVE COMMITTEE MEMBERS

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

ML = Member at Large

## Zones

### Zone 1

Athabasca County  
 S.V. of Bondiss  
 S.V. of Sunset Beach  
 S.V. of Island Lake  
 S.V. of Island Lake South  
 S.V. of Mewatha Beach  
 S.V. of West Baptiste  
 S.V. of Whispering Hills  
 Smoky Lake County  
 Thorhild County  
 Town of Athabasca  
 Town of Smoky Lake  
 Village of Boyle  
 Village of Vilna  
 Village of Waskatenau

### Zone 2

City of Cold Lake  
 County of St. Paul  
 County of Two Hills  
 Lac La Biche County  
 M.D. of Bonnyville  
 S.V. of Pelican Narrows  
 Town of Bonnyville  
 Town of Elk Point  
 Town of St. Paul  
 Town of Two Hills  
 Village of Myrnam  
 Frog Lake  
 Fishing Lake

### Zone 3

Beaver County  
 Lamont County  
 Sturgeon County  
 Town of Bon Accord  
 Town of Bruderheim  
 Town of Gibbons  
 Town of Lamont  
 Town of Morinville  
 Town of Mundare  
 Town of Redwater  
 Town of Tofield  
 Town of Viking  
 Village of Andrew  
 Village of Holden  
 Village of Ryley

### Zone 4

County of Minburn  
 County of Vermilion River  
 M.D. of Wainwright  
 Town of Vegreville  
 Town of Vermilion  
 Town of Wainwright  
 Village of Chauvin  
 Village of Edgerton  
 Village of Innisfree  
 Village of Irma  
 Village of Kitscoty  
 Village of Mannville  
 Village of Marwayne  
 Village of Paradise Valley



## CHIEF ADMINISTRATIVE OFFICER REPORT MEETING DATE: SEPTEMBER 7<sup>TH</sup>, 2021

### SAFE & CARING COMMUNITY

- **TD Tree Program**
  - Following the August 16<sup>th</sup>, 2021 Regular Village Council Meeting, administration inquired about the TD Canada Trust tree program.
  - Grant applications must be submitted by January 15<sup>th</sup> in order to be reviewed and funded by April.
- **Letters**
  - Letters from the previous Council Meeting regarding siding installation and opposition to Bill C-21 were mailed on August 19<sup>th</sup>, 2021.
- **Signage**
  - Signs have been ordered for the welcome triangle, the public works shop and along Highway 897.
  - Public Works repainted the steel bars on Highway 897 as they were rusted as well as stained the wood at the welcome triangle.
- **Go East of Edmonton Adventure Roadtrip Game**
  - Submissions were due by August 31<sup>st</sup>, 2021. This year, our \$50.00 prize consisted of two \$25.00 gift certificates – one from Nurtures and one from Chucks Cornucopia Market.
  - Mailed on August 26<sup>th</sup>, 2021 to the head office.

### PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **Trees**
  - Lloyd's Limb Service has recommended that we do a fall planting of trees to replace those that were removed this past year. We may either proceed in planting a few Japanese Tree Lilac or Ohio Buckeye, or, we can await the results of our Tree grant application for next season.
  - Lloyd has advised that the cost of these trees would be \$450.00 plus GST and that would include the tree itself and installation.
- **Summer Student**
  - Liam Kissick's last day with the Village was August 19<sup>th</sup>, 2021. His ROE has been issued and we wish him all the best in his future endeavors.
  - Administration fulfilled the grant reporting requirements.
- **Council Nominations**
  - Just a reminder to submit your application package if you are looking to run for Council for the next term.

## PLANNING FOR GROWTH & CHANGE

- **Alberta Community Partnership Grant Application**
  - Re-submitted our application to develop an ASP on the old URE land as our 2021/2022 project.
  - The deadline for submissions is January 5<sup>th</sup>, 2022 for funding in the spring.
  - With increased interest in the site by developers and business owners, administration is hopeful we will be successful in this endeavor and be able to have a reliable planning document moving forward.



**VILLAGE OF MARWAYNE**

**Council Revenue & Expense Report  
Report**

For Period Ending 31-Aug-2021



GL5410

Date : Sep 01, 2021

Page : 1

Time : 3:45 pm

	BUDGET	CURRENT	YTD VARIANCE
<b>GENERAL OPERATING FUND</b>			
<b>OPERATIONAL</b>			
GENERAL GOVERNMENT	(53,575.00)	(140,465.94)	86,890.94
PROTECTIVE SERVICES	(1,150.00)	(12,961.57)	11,811.57
PROTECTIVE SERVICES	43,883.00	25,159.60	18,723.40
LEGISLATIVE SERVICES	25,850.00	8,224.00	17,626.00
ADMINISTRATION	228,011.00	155,826.40	72,184.60
PUBLIC WORKS	(650.00)	192.69	(842.69)
PUBLIC WORKS	260,677.00	147,418.39	113,258.61
WATER SUPPLY & DISTRIBUTION	(329,400.00)	(241,931.90)	(87,468.10)
WATER SUPPLY & DISTRIBUTION	372,898.00	218,913.04	153,984.96
WASTEWATER	(60,000.00)	(44,301.24)	(15,698.76)
WASTEWATER	75,914.00	24,620.04	51,293.96
ENVIRONMENTAL HEALTH	(70,000.00)	(49,979.66)	(20,020.34)
ENVIRONMENTAL HEALTH	100,811.00	52,187.76	48,623.24
COMMUNITY SERVICES	(28,400.00)	(20,486.00)	(7,914.00)
COMMUNITY SERVICES	61,363.00	22,288.34	39,074.66
RECREATION & CULTURE	(1,000.00)	(2,362.00)	1,362.00
RECREATION & CULTURE	51,469.00	36,481.61	14,987.39
Total OPERATIONAL	676,701.00	178,823.56	497,877.44
<b>CAPITAL</b>			
GRANT FUNDING (MSI & GTF)	(288,716.00)	0.00	(288,716.00)
MSI & GTF PROJECTS	135,000.00	51,581.18	83,418.82
OTHER PROJECTS	69,482.00	102,083.26	(32,601.26)
Total CAPITAL	(84,234.00)	153,664.44	(237,898.44)
<b>MUNICIPAL TAXATION</b>			
RESIDENTIAL & FARMLAND	(462,458.00)	(381,784.76)	(80,673.24)
COMMERCIAL & INDUSTRIAL	(59,478.00)	(61,204.04)	1,726.04
MACHINERY & EQUIPMENT	(1,508.00)	(3,247.65)	1,739.65
MINIMUM TAX	(31,796.00)	0.00	(31,796.00)
RECREATION DEBENTURE	(22,454.00)	(22,230.80)	(223.20)
SCHOOL REQUISITION (IN)	(111,366.00)	(111,335.36)	(30.64)
SCHOOL REQUISITION (OUT)	111,386.00	61,587.23	49,798.77
OTHER	(14,793.00)	(12,134.23)	(2,658.77)
Total MUNICIPAL TAXATION	(592,467.00)	(530,349.61)	(62,117.39)
Total GENERAL OPERATING FUND	0.00	(197,861.61)	197,861.61
<b>Total Surplus (-)/Deficit</b>	0.00	(197,861.61)	197,861.61

VILLAGE OF MARWAYNE

**Council Revenue & Expense Report  
Report**

For Period Ending 31-Aug-2021



GL5410

Date : Sep 01, 2021

Page : 2

Time : 3:45 pm

Report Options Accounts : All

Cost Center 1 : All

Cost Center 2 : All

Cost Center 3 : All

Unposted Included

Summarize Cost Centers Selected

Fund Level Selected

Group Level Selected

Sub Group Level Selected

Group Total Selected

Sub Group Total Selected

Print Surplus(-)/Deficit Selected

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



AP5090 Page : 1  
 Date : Aug 24, 2021 Time : 2:15 pm

Supplier : 10 To XYLCA  
 Cheque Dt. : 24-Aug-2021 To 24-Aug-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
3803	24-Aug-2021	10001	Gas Utility CVR	Issued	84	C	108.40
3804	24-Aug-2021	10025	Vermilion River Regional Waste	Issued	84	C	5,707.00
3805	24-Aug-2021	10113	TELUS	Issued	84	C	272.55
3806	24-Aug-2021	C-TIS	Cam - Trac Inspection Services Ltd	Issued	84	C	8,126.74
3807	24-Aug-2021	GRACA	Grant, Carry	Issued	84	C	60.00
3808	24-Aug-2021	HMS2	Alberta 1171363 Ltd. Hendricks Microtech	Issued	84	C	382.50
3809	24-Aug-2021	LECAS	L&A CPA LLP	Issued	84	C	18,351.06
3810	24-Aug-2021	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	84	C	73.40
3811	24-Aug-2021	MFRD	Marwayne Fire and Rescue Dept.	Issued	84	C	3,360.00
3812	24-Aug-2021	TRECO	Tregan Contracting Ltd.	Issued	84	C	420.00
3813	24-Aug-2021	WRD	Wells Fargo Equipment Fin Co	Issued	84	C	785.52
3814	24-Aug-2021	10032	Receiver General For Canada	Issued	85	C	8,384.57
3815	24-Aug-2021	AISL	AMSC Insurance Services Ltd	Issued	85	C	2,028.48

Total Computer Paid :	48,060.22	Total EFT PAP :	0.00	Total Paid :	48,060.22
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

**VILLAGE OF MARWAYNE**  
**Billing Register Report Detailed**



UB4110 Page : 28  
 Date : Sep 01, 2021 Time : 3:24 pm

Report Options  
 Customer Selection : All Calculation Type : All Batch Number  
 From : [2021090101]  
 To : [2021090101]  
 Include Billing Transaction From Transaction Maintenance : No  
 Srv. End Date On/Before : 01-Sep-2021 Final Bills Only : No

Cat	Srv	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	ONOFF	Water On/Off	6		6.00	210.00		
01	WBULK	Bulk Water	10		10.00	2,398.44	320.90	32.09
01	WCOM	Commercial Water	24		24.00	2,727.55	397.00	16.54
01	WIND	Industrial Water	1		1.00	687.50	150.00	150.00
01	WINS	Institutional Water	3		3.00	398.35	49.00	16.33
01	WLF	Water Line Fee	267		267.00			
01	WMUN	Municipal Properties	2		2.00		22.00	11.00
01	WPUB	Public Building Water	9		9.00	592.40	56.00	6.22
01	WRES	Residential Water	232		232.00	22,070.30	3,082.00	13.28
02	SCOM	Commercial Sewer	23		23.00	460.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	9		9.00	180.00		
02	SRES	Residential Sewer	233		233.00	4,660.00		
03	GIN	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	233		233.00	6,174.50		
<b>Book 000 Totals :</b>			<b>1058</b>		<b>1,058.00</b>	<b>40,817.04</b>	<b>4,076.90</b>	
<b>Totals</b>			<b>1058</b>		<b>1,058.00</b>	<b>40,817.04</b>	<b>4,076.90</b>	



P.O. Box 629, Elnora, Alberta T0M 0Y0  
Phone: 403-773-3922  
Fax: 403-773-3173  
Email: elnoraab@gmail.com

June 21, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 – 97 Avenue  
EDMONTON, Alberta T5K 2B6

Dear Minister Madu;

**RE: Provincial Policing vs. RCMP**

The Village of Elnora has been the recipient of numerous letters from both urban and rural municipalities forwarded to you supporting the RCMP versus the proposed provincial policing alternative. It is noted there has been no correspondence in support of provincial policing.

Each letter has reiterated numerous reasons against proceeding with provincial policing, all of which our Council is in agreement with. It is understood the cost will continue to escalate which is alarming in terms of future budgets. The Village will have no control over these costs but will be held accountable by our ratepayers for property tax increases as the municipalities will be required to collect the revenue on behalf of the province.

As stated, municipalities have developed long term partnerships with their local RCMP and have mutually worked together to resolve challenges and issues. The RCMP, through long term service and local commitment, have a keen knowledge and understanding of the communities and regions they serve.

As municipalities struggle with the realities of grant reductions, increasing servicing costs and pandemic recovery, it is not financially feasible to proceed with the proposed provincial policing. The benefit of an APPS over current RCMP policing has not been conveyed.

Yours truly,



Leah Nelson, Mayor  
VILLAGE OF ELNORA

:SW

Cc: The Honourable Jason Kenny, Premier  
Barry Morshita, President Alberta Urban Municipalities  
AUMA Members