



Village of Marwayne

Agenda

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

	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 Regular Village Council Meeting Agenda	
Be it resolved that the October 25th, 2021 Regular Village Council Meeting Agenda be approved as presented.	
4 ADOPTION OF MINUTES	
4.1 Regular Village Council Meeting Minutes	4 - 6
Be it resolved that the October 4th, 2021 Regular Village Council Meeting Minutes be approved as presented.	
5 DELEGATIONS/PUBLIC HEARINGS	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1 Public Works Foreman Report	7
Be it resolved that the Public Works Foreman Report be received as information.	
6.2 Regional Water Operator Report	8
Be it resolved that the Regional Water Operator Report be received as information.	
6.3 Vehicle and Equipment Use Policy PW 13	9 - 13
Be it resolved that the Vehicle and Equipment Use Policy PW 13 be approved as presented.	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Annual Spring Cleanup Campaign Policy PW 07	14 - 16
Be it resolved that the Annual Spring Cleanup Campaign Policy PW 07 be approved as presented.	

7.2	2022 Family and Community Support Services Allocations	17
	Be it resolved that the 2022 FCSS allocations be approved as presented.	
8	KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
8.1	Bar Engineering Structural Report	18 - 52
	Be it resolved that the Structural Report prepared by BAR Engineering be received as information.	
8.2	Offer to Purchase S10 Railway Avenue	53 - 58
	Be it resolved that the Village of Marwayne receive the Offer to Purchase S10 Railway Avenue as information.	
9	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1	Wayfinding and Signage Policy PW10	59 - 65
	Be it resolved that the Wayfinding and Signage Policy PW10 be rescinded.	
10	ADMINISTRATIVE REPORTS	
10.1	Councillor Reports	66
	Be it resolved that the following Councillor Reports be received as information:	
	• Northern Lights Library Board Appointment Letter	
10.2	Chief Administrative Officer Report	67 - 71
	Be it resolved that the Chief Administrative Officer Report be received as information.	
11	FINANCIAL	
11.1	Cheque Distribution Report	72
	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	73
	Be it resolved that the September 2021 Bank Reconciliation Report be received as information.	

11.3 Monthly Utility Bill Report

74

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

12 CORRESPONDENCE

12.1 Letter from Alberta Transportation and Letter from the Minister of Community and Social Services

75 - 77

Be it resolved that the Correspondence be received as information.

13 CONFIDENTIAL

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

14 NEXT MEETINGS

14.1 November 1st and 15th, 2021

15 ADJOURNMENT



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

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

Minutes of the Regular Meeting of the Council of the Village of Marwayne
In the Province of Alberta, held on Monday October 4th, 2021
Commencing at 7:00 PM 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 October 4th, 2021 Village of Marwayne Council Meeting to order at 7:00 p.m.

2. ADOPTION OF AGENDA

October 4th, 2021 Regular Council Meeting Agenda

2021-10-01

Moved By Councillor A. Rainey

Be it resolved that the October 4th, 2021 Regular Village Council Meeting Agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

September 20th, 2021 Regular Council Meeting Minutes

2021-10-02

Moved By Deputy Mayor C. Neureuter

Be it resolved that the September 20th, 2021 Regular Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Beaver Policy PW 11

2021-10-03

Moved By Councillor A. Rainey

Be it resolved that the Beaver Policy PW 11 be rescinded.

CARRIED

5. KEY STRATEGY: SAFE AND CARING COMMUNITY

Tree Policy PW 08

2021-10-04

Moved By Councillor R. McDonald

Be it resolved that Tree Policy PW 08 be rescinded.

CARRIED



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

marwayne.ca

6. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Annual Marwayne Cleanup Policy PW 07

2021-10-05

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Annual Marwayne Cleanup Policy PW 07 be redrafted and brought to an upcoming Regular Village Council Meeting for review.

CARRIED

7. ADMINISTRATIVE REPORTS

Councillor Reports

2021-10-06

Moved By Councillor A. Rainey

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

- Marwayne Library Board Minutes and Report
- Vermilion River Regional Waste Management Services Commission Meeting Minutes
- Vermilion River Regional Alliance Meeting Update

CARRIED

Chief Administrative Officer Report

2021-10-07

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Village of Marwayne move to a closed session under FOIP Section 17 (1) – Advice from Officials at 7:30 p.m. with all members in attendance.

CARRIED

2021-10-08

Moved By Councillor R. McDonald

Be it resolved that the Village of Marwayne revert to an open session under FOIP Section 17 (1) – Advice from Officials at 7:47 p.m. with all members in attendance.

CARRIED

2021-10-09

Moved By Councillor A. Rainey

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

CARRIED

2021-10-10

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne refile the 2019 and 2020 GST returns with the Canadian Revenue Agency.

CARRIED



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

marwayne.ca

8. FINANCIAL

Cheque Distribution Report

2021-10-11

Moved By Councillor 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 be received as information.

CARRIED

Monthly Financial Report

2021-10-12

Moved By Deputy Mayor C. Neureuter

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

CARRIED

9. NEXT MEETING

October 25th, 2021 via Zoom Video Conferencing

10. ADJOURNMENT

Being that the October 4th, 2021 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 7:57 p.m.

Approved this 25th day of October 2021.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO



SEPTEMBER 2021 PUBLIC WORKS FOREMAN REPORT

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	done	we
Welcome Triangle Water Drained & Off for the Summer (Prepare Base for Snowman)	done	we
Check Trees if they need watering	done	we
Playground Inspection & Rototilling/Outdoor Skating Rink	done	we
"Dipping" Water Wells (Pumping & Non Pumping)		
Lagoon Inspection & Rotation	good	we
Storm Water Fall Maintenance (Are culverts/catch basins/orifice openings & channels clear of debris? How are culverts? Is there bank erosion? Has sediment been removed?)	good	we
Dead End Hydrants Flushed/UDF Hydrant Flushed	done	we
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	done	we
Sewer Flushing/Manhole Inspection/Cleaning (Check 3rd St Manhole/Area for insulation)	done	we
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic)	pass	we
Check Gravel (Do we have enough for winter/sanding/water line breaks)	good	we
Check Agricore Meter (Does it need to come out?)	done	we
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	good	we

Submitted by: WJ

Date: _____



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Regional Operator report

September 2021

Common information:

Monthly reports up to date.

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

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

The operator truck was serviced by Ken's Auto, have on quote on back brakes but no panic at this time.

Outstanding items:

Need to do residential lead tests before October. With Covid restrictions this may not be possible.

Review Drinking water safety plans must be done this year.

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

Marwayne lift station pump September 22 still not installed.

Xylem serviced pumps in Marwayne and Kitscoty in September.

Flushing and testing of hydrants complete, have started pumping down for winter.

Marwayne:

Data for Sept 2021 was electronically submitted on AEP site.

The new pump for the West lift station is repaired attempted to install with same problem. Xylem took pump for bench testing.

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

Consumption remains lower, minimum nighttime consumption down to 13 lpm at times.

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

Need to do a number of residential lead tests before October.

A couple of problem valves need some attention.

Still some problems with Element submitting our results to AEP.

Bulk water fill system is still being investigated for administration.



POLICY – PW 13 VEHICLE AND EQUIPMENT USE

APPROVAL DATE:	2010-12-12	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-09-10; 2021-10-25	REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules and regulations for Employees whom utilize and operate Village of Marwayne owned and/or leased vehicles and equipment.

BACKGROUND

The Village of Marwayne has always provided vehicles and equipment for use as it relates to municipal operation initiatives.

OBJECTIVE

To summarize the ways in which Employees are able to utilize Village of Marwayne owned and/or leased vehicles and equipment.



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:

- Vehicles and equipment, whether owned or leased by the Village of Marwayne, must be used in the conduct of municipal business operations only.
- Vehicles and equipment, owned or leased by the Village of Marwayne, may be utilized to assist community groups upon request. Requests from community groups may be carried out free of charge at the discretion of the CAO and Council.
- Vehicles and equipment, owned or leased by the Village of Marwayne, may be rented to members of the general public at the rates established under the Fees and Charges Bylaw. These rates include the cost of equipment and the operator. Members of the general public are not permitted to operate any vehicle or equipment owned or leased by the Village of Marwayne.
- Use of Village of Marwayne owned or leased equipment by any other person besides an Employee is considered theft and shall be enforced accordingly.
- Use of Village of Marwayne owned or leased equipment is restricted to the municipal boundary. Usage outside of the Village limits must first be approved by the CAO.
- Any complaints received by the public pertaining to the usage of Village of Marwayne owned or leased vehicles and/or equipment shall be formally investigated by the CAO. Verbal and/or written warnings may be



issued at the discretion of the CAO following the formal investigation. Depending on the severity of the incident, an Employee may be subject to more severe consequences, up to and including, termination.

- Personal use of the Village of Marwayne's public works shop and garage is subject to prior approval by the CAO.
- Employees must conduct a pre-trip inspection in writing for the use of any vehicle or equipment owned or leased by the Village of Marwayne as a means of complying with all safety policies and Occupational Health and Safety regulations.
- Any vehicle and/or equipment deemed unsafe for operation shall not be used by an Employee and must be immediately scheduled for repair after notifying the CAO.

ROLES & RESPONSIBILITIES

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

EXEMPTIONS

Subject to approval by the CAO, Employees may be able to take a municipally owned vehicle to their residence on evenings and/or weekends, on a case by case basis.

Policy No. PW 04 Issue No. 1 Adopted 2010-12-12 Reviewed: 2018-09-10	Village of Marwayne Vehicle and Equipment Use
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Policy Perspective To establish a policy for employee use of municipally owned or leased vehicles and equipment.

Policy

1. It is the policy of the Village of Marwayne that Village vehicles and equipment are provided for some of our employees are to be used only for Village business. Only as a result of their position, may a vehicle be taken home evenings and weekends.
2. Further, equipment and vehicles rental rates are established in the Fees & Services Bylaw. Work requested for jobs at Village owned property (arena, ball diamonds etc) may be done free of charge depending on employee work load and with approval from the CAO. The Village will rent equipment (includes operator) out to the general public only when a private contractor is not available to do the work.
3. The use of company vehicles and equipment is restricted to employees of the Village only. Non-employees including spouses, children, other relatives, friends or members of community organizations are not authorized to drive Village vehicles/equipment at any time. The Village will consider any unauthorized use of vehicles as the equivalent of theft and the driver may be held responsible (liable) for consequences of any accidents.
4. Any personal use of the Village vehicles and equipment is to be made in writing or noted conversations with the CAO. Under no circumstance can the Village equipment leave the Village limits. A decision to allow limited personal use shall be based upon past driver performance and usage anticipated.
5. A driver road observation program is also in effect to monitor usage of the vehicles during business and off hours. Employees driving company vehicles will be observed on a random basis, after call in complaints and after an accident. If any negative results are found, a warning will be issued to the employee by the CAO. A second warning will be cause for termination of employment in accordance with Village policy.
6. Full-time employees will have use of the Village garage for personal use after regular working hours.

This policy supersedes all previous motion regarding vehicle/equipment use.

I, the undersigned, have read and understand and agree to comply with this policy.

Print Name

Signature

Date

(Employee Name) _____ has been authorized for
personal use of (vehicle description) _____ under the
following conditions:

- A. Log Book is kept _____
- B. _____

CAO Signature





POLICY – PW 07 SPRING CLEANUP CAMPAIGN

APPROVAL DATE:	2007-05-02	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2012-05-11; 2021-10-25	REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which the annual spring cleanup campaign is conducted on an annual basis.

BACKGROUND

The Village of Marwayne has always recognized community beautification as a shared responsibility between the municipality and the greater community at large. The annual spring cleanup is typically scheduled at the same time as the treasure hunt on the second weekend of May. The campaign may look different year to year depending on community participation and involvement.

OBJECTIVE

To coordinate a community wide incentive for the betterment of the Village of Marwayne via a partnership between the municipality and the residents.



DEFINITIONS

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

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

GUIDING PRINCIPLES

This annual spring cleanup campaign is comprised of five (5) components:

- **Treasure Hunt**
 - The treasure hunt is designed to encourage residents to clean junk out of their homes and yards. Rain or shine, residents are to put their unwanted items on their front curb and others are encouraged to travel around the community and take the items home for free. Any items left over on the following Monday will be picked up by Public Works and brought to the transfer site.
- **Big Item Pick Up**
 - Village Public Works staff will pick up any large items such as furniture, mattresses, appliances and/or workout machines on the following Monday from the front curb and bring to the transfer site.
- **Litter Clean Up**
 - Residents and business owners are encouraged to pick up any litter in areas around their respective properties. The Village welcomes residents go one step further and also pick up any debris and/or garbage from the ditches, parks, boulevard, back alleys, etc.
- **Sidewalk Sweeping**
 - Residents and business owners are asked to sweep their sidewalks.
- **Vehicle Pick Up**
 - If you or someone you know requires the removal of an old vehicle from a property, you may phone the Village office who will coordinate the pickup with the Fire Department. If and when the



Fire Department picks up your old vehicle, it immediately becomes their property and will be used for extrication practice.

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 Council reserves the right to change the date for the annual spring cleanup campaign and treasure hunt at their discretion. Dates will be advertised on the Village's website and in the monthly newsletter.

2022 Family and Community Support Services (FCSS) Funding			
Applicant	Amount Requested	Amount Awarded	Summary of Request
Family School Liaison BTPS	\$ 1,850.00	\$ 1,850.00	Provide Leadership, counselling to students in the area of social-emotional well-being
Catholic Social Services	\$ 1,300.00	\$ 1,000.00	Guided by faith to care for and bring hope to people in need with humility, compassion and respect
Vermilion & Area Brighter Beg.	\$ 1,000.00	\$ 1,000.00	To support families with young children reach their full potential
Marwayne L'il Critters Playschool	\$ 5,000.00	\$ 5,000.00	Children will learn how to decelop and interact socially with others
Volunteer Fire Department-	\$ 1,000.00	\$ 1,000.00	Volunteer appreciation initiatives
Walking thru Grief	\$ 780.00	\$ 600.00	Support for those who grieve life losses in individual and group settings
Vibe	\$ 2,000.00	\$ 2,000.00	Mental health capacity-building program that works to promote positive mental health in children, youth, families and individuals in the community
Vermilion senior support	\$ 1,250.00	\$ 1,250.00	Deliver citizen-centered programs and services that improve the life of Albertans in this region
Kitscofy Public Library	\$ 300.00	\$ 300.00	Provide literacy kits to newborns in the county and villages
TOTALS	\$ 14,480.00	\$ 14,000.00	



Structural Building Assessments

Village of Marwayne
BAR Project #:21BU-458600

Prepared by:
BAR Engineering Co. Ltd.
5237-70 Ave
Lloydminster, AB T9V 3N6
780-875-1683

Prepared For:
Village of Marwayne

Inspection Dates:
August 6th, 2021
August 20th, 2021

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1.0 Scope

The Village of Marwayne has retained BAR Engineering to conduct inspections and prepare a report outlining the current structural condition of seven existing buildings. The scope of the assessment involved onsite inspection of all seven of the buildings structural systems. The report provides a brief summary of the current structural condition of the buildings, identifies if there are any structural issues which require repair, and provides costs associated with the repairs.

2.0 Discussion

The Building Assessment Report will discuss items associated with the structural systems for the following seven (7) buildings:

- Public works office and shop
- Fire Hall
- Senior Center
- Ball Hall
- Ball Field Quonset
- Arena
- Curling Rink

2.1 Limitations

The assessment is based on, and is limited to, the following:

- Building description, observations, evaluation, and assessment were based on non-intrusive and non-destructive visual inspections of the accessible areas of the buildings conducted on August 6th, 2021 and August 20th, 2021.
- Existing drawings of the buildings were not provided.
- The cost estimates presented in this report are based on industry recognized publications as well as experience from previous building projects. The costs are intended to be used for future planning purposes only. Actual construction/repair costs may vary once a detailed scope of work is complete and all the pre-existing site conditions that may affect the work are fully investigated.

3.0 Public Works Office & Shop

3.1.1 Building Description

The Public Works Office and Shop consists of an approximately 90ftx36ft shop and 28ftx36ft office. The shop is constructed from 2x wood stud walls and pre-engineered wood trusses. The office portion consists of concrete block walls and a wood roof. It is believed that the building is supported on a concrete foundation, but the exact type of foundation could not be confirmed due to the backfill height. It is believed the building was constructed sometime in the 1970's to 1980's.

Village of Marwayne – Structural Building Assessments
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Picture #3.1 - North Exterior Wall of Public Works Office & Shop.

3.1.2 Foundation



Picture #3.2 - Grading at the Back of the Office.

Comments

- The foundation system for the building is unknown as there were no original drawings available for review.
- The foundation could not be inspected due to the height of the backfill around the building (refer to picture #3.2).
- There were no signs of differential foundation movement such as vertical cracks in the concrete block walls of the office.

Recommendations

- N/A

3.1.3 Concrete Slab on Grade Floor

Comments

- The concrete slab on grade in the shop shows its age and its use as a maintenance shop. Wear and cracks were noted throughout (refer to picture #3.3).
- It does not appear that the cracks and wear are affecting the use of the building.
- The slab on grade in the office portion could not be inspected due to the floor being covered with carpet and vinyl flooring.

Recommendations

- Repair the cracks and wear spots on the shop's concrete slab on grade. Estimated

Village of Marwayne – Structural Building Assessments
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cost of the slab repairs is \$5,000 to \$10,000.



Picture #3.3 – Cracks and Wear on Concrete Shop Floor.

3.1.4 Exterior Walls



Picture #3.4 – Hole in Exterior Wall Finish of the Shop.

Comments

- The exterior finishes of the shop and office have reached the end of their useful life.
- Multiple holes were noted in the exterior wall finishes of the shop portion of the building (refer to pictures #3.4 & #3.5). Deterioration of the wood framing could be seen in the vicinity of the holes
- The exterior walls of the office consist of CMU blocks. The paint on the walls is worn and weathered (refer to picture #3.6).
- Multiple holes in the blocks were noted on the backside of the office (refer to picture #3.7). Wasps have created a nest using a hole in one of the blocks.

Recommendations

- The exterior wall assembly of the building has surpassed its useful life and needs to be replaced. The high-level estimate to replace the exterior of the building is approximately \$96,000 ($\pm 50\%$).
- Repair the damaged wood framing in the area where there are holes in the exterior walls. Estimated cost of the repairs is \$5,000 to \$10,000.

Village of Marwayne – Structural Building Assessments
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Picture #3.5 – Hole in Exterior Wall Finish of the Shop. Deterioration of the Wood Framing for the Door was noted.



Picture #3.6 – East Wall of Office Side.



Picture #3.7 – South (Back) Wall of the Office.

Village of Marwayne – Structural Building Assessments
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3.1.5 Roof



Picture #3.8 – Shop Roof.

Comments

- The building has corrugated metal roof. It appeared to be in good condition (refer to picture #3.8).
- There was no obvious sagging of the roof or leaks.

Recommendations

- A certified roof inspector should be retained to inspect the roof and determine its exact condition. Approximate cost for the inspection \$1,000 to \$2,000.

3.2 Summary

In general there were no major structural issues observed with the building. There are however, issues related to the exterior wall assemblies failing. If the issues with the exterior assemblies are not fixed in a timely manner the damage to the building will progress to a point where major structural issues will begin to occur.

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4.0 Fire Hall

4.1.1 Building Description

The firehall consists of a single-story office/meeting area attached to five garage bays used for emergency vehicle storage (refer to pictures #4.1 and #4.2). The exact age of the building is unknown. Portions of the building appear to be quite old given the clay brick chimney in the mechanical room and the roof beams in the garage areas being older dimensional lumber. It also appears that over the years the building has been expanded and renovated.



Picture #4.1 – North Side of the Firehall.



Picture #4.2 – East Side of the Firehall

4.1.2 Foundation



Picture #4.3 – Cracks in West Foundation.

Comments

- The foundation system for the building is unknown as there were no original drawings available for review.
- The foundation could not be inspected as the building is backfilled on all sides.
- Some cracks in the foundation were noted on the west side of the building (refer to picture #4.3).
- The grading on the southside of the building needs to be improved as this side is ungraded and overgrown with weeds (refer to picture #4.4).

Recommendations

- Improve the grading and landscaping on the south side of the building, approximate cost \$1,000 to \$2,000.

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Picture #4.4 – Grading and Landscaping on Southside of the Firehall.

4.1.3 Concrete Slab on Grade Floor



Picture #4.5 – Crack and Wear on Concrete Garage Floor.



Picture #4.6 – Cracking at transition between interior slab and exterior apron slabs.

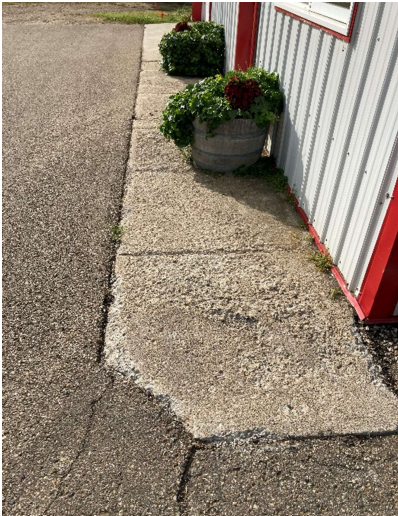
Comments

- The concrete slab in the garage portions of the building has some wear and tear with minor cracking (refer to picture #4.5).
- Cracking and delamination at the transition between the slab and the exterior concrete aprons was observed (refer to picture #4.6).
- The sidewalk on the east side of the firehall is in poor condition and should be replaced (refer to picture #4.7).

Recommendations

- Repair the cracks in the garage concrete slab on grade. Estimated cost of the slab repairs is \$1,000 to \$2,000.
- Replace the concrete sidewalk on the east side of the building \$6,000.

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Picture #4.7 – Damaged Sidewalk on East Side of the Firehall.

4.1.4 Exterior Walls



Picture #4.8 – Damage to Exterior Overhead Door.

Comments

- In general the exterior walls are in good condition. Some wear and tear including holes in the siding, deterioration of door trim and weather stripping was noted (refer to pictures #4.8 and #4.9).

Recommendations

- Allow for an annual cost of \$2,000 to \$3,000 in the buildings maintenance budget to account for repairs to the exterior finishes of the building such as patching holes, painting, replacing weather stripping etc.

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Picture #4.9 – Deteriorated Door Trim, and Weather Stripping.

4.1.5 Roof



Picture #4.10 – Corrugated Metal Roof.

Comments

- The building has a corrugated metal roof. It appeared to be in good condition (refer to picture #4.10).
- There was no obvious sagging of the roof or leaks.

Recommendations

- N/A

4.2 Summary

In general, no structural issues were observed with the Firehall. Most of the issues observed would be considered general maintenance items. If the maintenance for the building is kept up it is expected that the building will be able to remain in service for the long term.

5.0 Seniors Center

5.1.1 Building Description

The seniors center building is a single story building attached to several other buildings located along the main street of Marwayne (refer to picture #5.1). The interior of the building is one main open area with an activity area and kitchen (refer to picture #5.2). The age of the building is unknown.

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Picture #5.1 – Main Entrance of Seniors Center.



Picture #5.2 – Main Area of Senior Center.

5.1.2 Foundation

Comments

- The foundation system for the building is unknown as there were no original drawings available for review.
- The foundation could not be inspected as the building is backfilled on the north and south sides and covered on the east and west side by the adjacent buildings.

Recommendations

- N/A

5.1.3 Main Floor Structure

Comments

- The main floor structure of the building is unknown due to the lack of original drawings. Given the age and feel of the floor it is suspected to be wood joists with a crawl space, however this could not be confirmed. If there is a crawl space no access hatch was observed during the inspection.
- The floor appeared level with no low or soft spots noted.

Recommendations

- N/A

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5.1.4 Exterior Walls



Picture #5.3 – Back Wall Exterior Finish.



Picture #5.4 – Exhaust Fan and Water Damaged Section of the Back Wall.

Comments

- It is believed that the exterior walls are constructed using 2x lumber which has been covered with plaster.
- The plaster on the back of the building appeared worn and weathered (refer to picture #5.3).
- There is an exhaust fan on the back wall of the building that appears to be leaking and/or a cold bridge that frosts over in the winter as there is water damage to the wall on the inside face (refer to picture #5.4).
- There is a lean-to attached to the back wall which contains the mechanical room for the center. The walls for the lean too are clad in metal siding (refer to picture #5.5). The walls and metal siding appeared to be in good condition.

Recommendations

- Replace the exterior siding and repair the water damage to the back wall of the center, approximate cost \$5,000 to \$10,000. Prior to commencing the repair work it is recommended that the plaster be tested for asbestos.
- A qualified mechanical specialist should be retained to determine if the in wall exhaust fan can be eliminated or improved to prevent further issues with water ingress. Approximate cost to retain mechanical specialist \$1,000 to \$2,000.

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Picture #5.5 – Mechanical Room Lean-to.

5.1.5 Roof



Picture #5.6 – Water Staining on the Ceiling Tiles.

Comments

- Water staining of the ceiling tiles was noted near the middle of the building (refer to picture #5.6). It could not be determined if the roof is still leaking or where the leak is originating from.

Recommendations

- A certified roof inspector should be retained to inspect the roof to determine whether the roof is still leaking, source of the leak and remaining useful life of the roof membrane. Approximate cost to complete the roof inspection \$1,000 to \$2,000.

5.2 Summary

In general, there were no major structural issues observed with the Seniors Center. The most concerning issue is the water ingress and damage observed around the exhaust fan along the back wall. If this issue is not repaired it will progress to a point where the entire wall will need to be replaced.

6.0 Ball Hall

6.1.1 Building Description

The ball hall is a single-story wood framed structure supported on concrete foundation walls (refer to pictures #6.1 & #6.2). The building has a full basement that is currently being used as storage. There is a wood framed canopy on the west side of the building. The building is used for several different purposes such as a concession, public washrooms, kitchen and storage.



Picture 6.1 – West Side of the Ball Hall.



Picture 6.2 – North Side of the Ball Hall.

6.1.2 Foundation



Picture #6.3 – Vertical Cracks in the Foundation.

Comments

- The foundation for the building consists of concrete foundation wall supported on footings.
- Vertical cracks were noted in the foundation walls (refer to picture #6.3).
- The top of the west foundation wall appeared to be bulging out significantly at the top (refer to picture #6.4).

Recommendations

- Refer to Section 6.2.

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Picture #6.4 – Bulging of the Foundation Wall at the Top.

6.1.3 Main Floor Structure



Picture #6.5 – Crack in Floor Joist, Partially Obstructed by Wires.

Comments

- The main floor structure of the building consists of 2x joists supported on the foundation walls and a central beam.
- Cracking floor joists were noted at the southwest corner of the building (refer to picture #6.5). Water staining of the joists in this area was also observed.
- Most of the floor finishes were worn and in need of replacement (refer to picture #6.6)

Recommendations

- Refer to Section 6.2.

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Picture #6.5 – Worn Floor Finishes.

6.1.4 Exterior Walls



Picture #6.6– Failed Exterior Wall Finishes with Rotting Wood Behind.

Comments

- The exterior walls of the hall are in poor condition.
- Most of the exterior finishes have deteriorated to a point where the outside elements can easily penetrate them, which has caused damage to the structure behind (refer to pictures #6.6 & #6.7).
- Damage to the interior finishes on the walls was also noted throughout the building (refer to pictures #6.8, #6.9 & 6.10)

Recommendations

- Refer to Section 6.2.

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Picture #6.7– Failed Exterior Wall Finishes with Rotting Wood Behind.



Picture #6.8– Missing Window.



Picture #6.9– Worn Paint.

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Picture #6.10– Missing Insulation and Wall Finishes in the Basement.

6.1.5 Roof



Picture #6.11 - Roof Shingles.

Comments

- The roof appears to have been framed using wood gable trusses.
- The shingles on the roof appeared newer and in good condition (refer to picture #6.11).
- The trim and downspouts around the perimeter of the roof are in very poor condition and separating from the roof (refer to picture #6.12).

Recommendations

- Refer to Section 6.2.

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Picture #6.12 – Trim and Downspouts Separating for the Roof.

6.1.6 Front Canopy



Picture #6.13 – Deteriorated Canopy Framing.

Comments

- The front canopy of the building is in very poor condition.
- A significant amount of rot was noted on the canopy rafters (refer to picture #6.13). Given the amount of deterioration observed the canopy can no longer be considered safe.
- The steps and deck on the concession side of the canopy are very weathered and deteriorated (refer to picture #6.14).
- The foundation for the steps and deck consists of a combination of concrete blocks and wood members sitting directly on the ground (refer to picture #6.15).

Recommendations

- Refer to Section 6.2.

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Picture #6.14 – Concession Step and Deck.



Picture #6.15 –Canopy Steps and Deck Supported by Combination of Concrete Blocks and Directly on the Ground.

6.2 Summary

The ball hall is in very poor condition due to deterioration of the exterior assemblies leading to structural damage. In order to completely understand the exact scope of the issues and how to repair them the entire building will likely need to be completely stripped down to the framing members (i.e all exterior and interior finishes removed). It is also suspected that as more of the wall and floor coverings are removed additional damage will be found. The bulging and bowing observed at the top of the foundation walls is the most concerning issue and will likely be one of the costliest issues to fix. Exactly how to fix the foundation is

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beyond the scope of this report and will require excavating down to the walls footing and removing most of the interior finishes to expose all the structure behind them.

Although it is possible to completely renovate the building it may not be the most cost-effective option due to the extensive number of repairs required to the structure as well as the interior and exterior finishes. If any issues with the mechanical and electrical systems are found this will also affect the price of the repairs. Consideration should be given to demolishing the building and replacing it, as this may be the more economical option. The most cost effective of option if replacement is chosen, would be to purchase a ready to move (RTM) building of similar size and support it on screw piles. Although an RTM building would not have a basement.

The cost to replace the building with an RTM building is in the range of \$200,000 to \$500,000 depending on the size and amenities of the new building. It is expected that completely gutting the building and renovating it would be in the same range of costs, but the risk of unforeseen additional costs is much higher as more damage may be uncovered during the repairs. No matter which option is pursued the canopy on the west side of the building should be torn down as it has reached a state where it is no longer safe and at risk of collapse. The life expectancy for the building is minimal if repairs are not completed as it will no longer be safe to occupy. It is also recommended that the mechanical and electrical systems of the building are assessed as this will provide additional information whether the building should be repaired or replaced.

7.0 Ball Field Quonset

7.1.1 Building Description

The structure of the Quonset consists of wooden arch ribs supported on a concrete grade beam foundation. The exterior of the Quonset is covered with corrugated metal siding (refer to pictures #7.1 & #7.2). The building is used for storage of equipment for the adjacent ball diamonds.



Picture #7.1 – South Side of the Quonset.



Picture #7.2 – West Side of the Quonset.

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7.1.2 Foundation



Picture #7.3 – Debris Piled Next the Quonset.



Picture #7.3a – Ground Sloping Towards the Inside of the Quonset.

Comments

- In general the concrete of the foundation is in good condition and no signs of differential movement were noted.
- The grading around the quonset needs improvement as lot of debris has piled up next to the exterior (refer to picture #7.3).
- The interior dirt floor of the building is lower than the surrounding area as the entrance is slopping down (refer to picture #7.3a).
- It appears in general that the quonset is the lowest spot and that ground water is directed towards it.

Recommendations

- Improve grading around the quonset to ensure water is directed away from it. Estimated cost to complete regarding \$2,000 to \$3,000.

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7.1.3 Arch Ribs



Picture #7.4 – Arch Ribs.



Picture #7.5 - Hole in Metal Siding of the Quonset.



Picture #7.6 - Hole in Metal Siding of the Quonset.

Comments

- The arch ribs are in good condition (refer to picture #7.4). No significant deterioration was noted on any of the ribs.
- Multiple holes and gaps in the corrugated metal siding was noted throughout (refer to pictures #7.5 & 7.6).
- The wood trim around the man and overhead doors is weathered and deteriorating and in need of replacement (refer to picture #7.7).

Recommendations

- The holes and gaps noted throughout the metal siding are to be repaired. Estimated cost for repairs is \$1,000 to \$2,000.
- Replace the wood trim around all exterior doors of the quonset. Estimated cost for repairs is \$3,000 to \$4,000.

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Picture #7.7 - Deteriorated Trim Around the Overhead Door.

7.2 Summary

In general the quonset is in good structural condition. If the items above are addressed and the building maintenance is kept up with it is expected that quonset can remain in service for the long term.

8.0 Arena

8.1.1 Building Description

The Marwayne arena consists of three areas including a lobby, locker rooms and the rink. The lobby addition is located at the front of the arena on the west side (refer to picture #8.1). The locker room addition is located on the south side (refer to picture #8.2) and then the main original portion of the arena includes the ice rink (refer to picture #8.3).



Picture #8.1 – Arena Lobby Expansion.



Picture #8.2 – Locker Room Addition.

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Picture #8.3 – Main Arena Area.

8.1.2 Arena Lobby Expansion



Picture #8.4 – Arena Lobby Interior.

Comments

- The lobby expansion is in good condition with no structural issues noted (refer to picture #8.4).
- It appears that the expansion is constructed from a combination of concrete block walls and wood trusses.
- Some deterioration to the interior and exterior finishes in the form of holes in drywall and cracking of the exterior stone siding exists (refer to pictures #8.4 & #8.5).

Recommendations

- Other than general maintenance and upkeep there are no specific structural recommendations.



Picture #8.5 – Cracks in the Lobby Exterior Stone Trim.

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Picture #8.6 – Hole in Interior Drywall.

8.1.3 Locker Room Addition



Picture #8.7 – Interior Block Walls of Locker Rooms.

Comments

- The locker room expansion is in good structural condition.
- The walls of the addition were constructed using concrete blocks and no significant cracking or damage was observed (refer to picture #8.7).
- The exterior grading on the south side of the locker rooms is unfinished and very uneven. There are high spots where the grade has pushed up and damaged the metal siding, and low spots and drops at the doorways (refer to picture #8.8).

Recommendations

- Properly grade along the south side of the locker rooms and construct proper concrete aprons and/or steps at all doorways. Estimated cost for the repairs is \$6,000 to \$7,000.



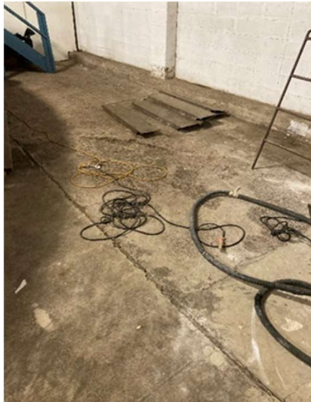
Picture #8.8 – Grading on the South Side of the Locker Rooms.

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8.1.4 Main Arena Area



Picture #8.9 – Roof Truss End Joint.



Picture #8.10 – Spalling Concrete at the NE Corner of the Arena.



Picture #8.11 – Spalling Concrete on the East Side of the Arena.

Comments

- Given the age of the arena it is in good condition structurally, with only minor structural issues noted.
- The trusses appeared to be in very good condition. Not all the truss ends could be inspected due to access limitations, but of those that could be inspected no signs of deterioration was observed (refer to picture #8.9).
- Some spalling of the concrete slab was noted at the northeast corner and east end of the arena (refer to pictures #8.10 & #8.11).
- The wood framed bleachers for the arena, although older in age, are in good condition (refer to picture #8.12).
- The exterior walls of the arena are constructed using concrete blocks. Some weathering of the exterior of the blocks at the northeast corner of the building was noted (refer to picture #8.13). Overall the walls appeared to be in good condition
- There is a ditch between the arena and the curling rink next door. It appears that the water sits in the ditch and may not drain properly away from the building (refer to picture #8.14).
- The exterior of the building shows its age (refer to picture 8.15). Consideration should be given to upgrading and renovating the exterior of the building.

Recommendations

- Repair the spalled concrete at the northeast and east end of the arena. Estimated cost is \$5,000 to \$6,000.
- Repair the damaged concrete blocks at the north east corner of the building. Estimated cost is \$1,000 to \$2,000.
- Survey the ditch between the arena curling rink to determine if the drainage can be improved. Estimated cost \$2,000 to \$3,000.
- Hire a building envelope engineer to inspect the exterior of the arena including the roof and prepare a report outlining the required upgrades to the exterior of the arena. Estimated cost is \$4,000 to \$5,000.

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Picture #8.12 – Typical Bleacher Framing.



Picture #8.13 – Weathered Exterior Blocks.



Picture #8.14 – Drainage Ditch Between Arena and the Curling Rink.

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Picture #8.14 – East Wall of the Arena.

8.2 Summary

The arena is in good structural condition with no major structural issues noted. It is recommended that the other systems such as the mechanical, electrical and building envelope be inspected. These additional inspections would determine if further repairs are required to ensure these systems remain in good operating service and that the arena can continue to be utilized for the long term.

9.0 Curling Rink

The Marwayne curling rink consists of three main areas. There is a two-story front lobby area at the west end of the rink. The first floor of the lobby includes a viewing area, offices and washrooms (refer to picture #9.1). The second floor has a concession/kitchen and open dining/gathering area (refer to picture #9.2). The main ice surface area is in the middle of the building (refer to picture #9.3). The third main area is the mechanical room at the east end of the rink (refer to picture 9.4).



Picture #9.1 – Main Floor Lobby Area.



Picture #9.2 – Second Floor Lobby Area.

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Picture #9.3 – Curling Rink Ice Area.



Picture #9.4 – Mechanical Room.

9.1.1 Curling Rink Lobby Area



Picture #9.5 – Missing Siding Board.



Picture #9.6 – Deterioration of siding around the base of the lobby's exterior wall.

Comments

- The lobby of the rink is in good structural condition with no major issues noted.
- No soft spots or dips in the floor were observed on the second floor.
- Some deterioration of the exterior finishes of the lobby was noted (refer to pictures #9.5 & 9.6). The deterioration is worse around the base of the wall.
- There is a steel stairs on the north side of the lobby that leads up to the second floor. The stairs have a fair amount of rust that will need to be remediated (refer to picture #9.7).

Recommendations

- Replace any broken or deteriorated siding boards for the lobby area. Estimated cost of repairs \$2,000 to \$3,000.
- Remove the exterior stairs and clean off all the rust. Replace any steel members that have lost more than 10% of their cross sectional area in anyone place, and recoat with a proper exterior paint. Estimated cost for repairs \$1,000 to \$2,000.

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Picture #9.7 – Rusted Exterior Stairs.

9.1.2 Curling Rink Ice Surface Area



Picture #9.8 – Exterior of Curling Rink Ice Area.



Picture #9.9 – Hole in the metal siding.

Comments

- The structure of the main rink area consists of wood arch ribs supported on a concrete foundation.
- The concrete slab on grade is in very good condition with no major cracks or settlement observed.
- There are no deformations or water staining on the arch ribs. All the arches are covered with interior and exterior cladding so the exact condition of the ribs could not be observed. The bases of wooden arch ribs are the most common area for rot to occur due to water infiltration through the walls. Therefore, it is recommended that sections of the cladding are removed to determine the arch ribs exact condition.
- The arch ribs are covered with corrugated galvanized metal cladding on the exterior (refer to picture #9.8).
- Multiple gaps and holes in the metal siding were noted throughout the rink (refer to pictures #9.9 & #9.10).
- It appears that the curling rink was originally covered with shingles and the metal cladding was added later overtop of them. Due to this it appears that metal siding is separating from the building. This is likely being caused by the fasteners being installed through the shingles. As the shingles continue to deteriorate the screws and nails will continue to become loose.. This is particularly noticeable on the south side of the rink at the base of the wall (refer to picture #9.11)

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Picture #9.10 – Gap in the Metal Siding.



Picture #9.11 – Metal Cladding Separating from the Shingles.

9.1.3 Curling Rink Mechanical Room



Picture #9.12 – Deteriorated Exterior Finishes of North Side of Mechanical Room.

Recommendations

- The exterior cladding of the rink portion will need to be replaced in the near future. It is recommended a building envelope engineer inspect the rink and prepare specs and details for replacing the exterior cladding. Estimate cost to prepare the specs and details is \$20,000 to \$25,000. The construction costs to replace the exterior cladding are beyond the scope of this report.
- While the cladding is being replaced the bases of the arches should be inspected by a structural engineer to confirm there is no rot or deterioration of them. Estimate cost is \$1,000 to \$1,5000.

Comments

- The exterior assemblies of the mechanical room have reached the end of their useful life and damage is starting to be caused to the structural elements behind. This is particularly around the base of the wall (refer to picture #9.12).
- All the wall penetrations for the various mechanical lines are poorly sealed with large gaps around the pipes (refer to picture #9.13).
- The interior of the mechanical room could not be inspected due to safety concerns related to the strong order of Ammonia when the door was opened.



Picture #9.13 – Poorly Sealed Wall Penetrations.

Recommendations

- The exterior wall assemblies will need to be replaced and any damaged studs or wood sheathing replaced. Estimated cost for the repairs is \$30,000 (±50%).
- A certified roof inspector should be retained to inspect the roof and determine its exact condition. Approximate cost \$1,000 to \$2,000.
- A mechanical engineer should inspect all the mechanical systems to determine their current condition. Estimated cost is \$2,000 to \$3,000.

9.2 Summary

In general the curling rink is in similar condition to the ice rink with some age and wear that needs to be addressed. Overall, it is in good condition with no major structural issues noted. Like the ice rink the exterior assemblies of the building are showing their age and upgrades will be required to ensure the facility can be used for the long term. Also, like the ice rink the electrical and mechanical systems should be reviewed as well to determine if repairs are required for these systems.

10.0 Conclusion

We have prepared this report in accordance with good engineering practice and accepted codes. Should further information be made available, we will welcome the opportunity to review it to determine if it affects the conclusions drawn in this report. We appreciate the opportunity to prepare this report to you. If you have any questions or comments, please contact the undersigned.

Prepared by:

Reviewed by:

Whit Saretsky
Senior Structural Engineer

Kim Kokonas, P.Eng.
Buildings Director

Authentisign ID: DC6DCA2C-302F-40D9-BCFB-7B4A095D045B



CONTRACT OF PURCHASE AND SALE - #104

Developed & Provided by your Association of Saskatchewan REALTORS®
This contract is to be used only for properties of commercial nature, including farms, hotels, businesses, etc.

RE/MAX OF LLOYDMINSTER 5726 - 44 Street RE/MAX of Lloydminster/ Amanda Warner (780) 872-6380
(Full Name of Buyer's Brokerage) (Address) (Salesperson) (Phone)
I/WE Caspian Mechanical Services Inc. 305 Wilkin Wynd NW Edmonton AB T6M 2H4 (780) 222-4834
(Names of Buyers: herein called Buyer) (Address) (Postal Code) (Phone)

HEREBY OFFER TO PURCHASE from

The Village of Marwayne Box 113 210 2nd Avenue Marwayne AB T0B 2X0 (780) 847-3962
(Names of Sellers: herein called Seller) (Address) (Postal Code) (Phone)

through RE/MAX OF LLOYDMINSTER 5726 - 44 Street Amanda Warner 780-808-2700
(Full Name of Seller's Brokerage) (Address) (Salesperson) (Phone)

the following described property: Lot 3 Block A Plan 0840395
(Legal land description or description of business)

having the following Address: S10 Railway Avenue T0B 2X0 City or R.M. Marwayne

- 1. Subject to the reservations and exceptions appearing in the existing Certificate of Title and free and clear of all encumbrances except such encumbrances as are hereafter expressly agreed to be assumed by the Buyer, for the SUM (Sale Price) of: Eighty Five Hundred Dollars dollars

Sale Price to be paid as follows:

- (a) \$ 1,000.00 Deposit to be made to the Buyer's Brokerage unless otherwise indicated
(b) Deposit instructions Deposit received within 2 business days of an accepted offer.
(c) \$ Financing (if applicable)
(d) \$ 7,500.00 (approx) balance of cash, to be paid subject to the adjustments herein provided, to the Seller's Solicitor or Brokerage of the Seller, or to the Buyer's Solicitor as the case may be, days before the Possession Date.
(e) Buyer acknowledges that taxes, tax credits, payments and mortgage interest rate may be subject to revision.
2. This contract is made conditional upon the following:
(a) Financing to be arranged on terms and rate satisfactory to the Buyer on or before mm dd yyyy
(b)

- 3. Additional terms are are not set out in the following schedule(s): A to this contract.
4. The Sale Price shall include land, buildings, fixtures and attached goods, to be free and clear of all encumbrances other than those being assumed by the Buyer, shall be and remain as is at the date of acceptance of this contract until Possession Date, and includes the following chattels and unattached goods: (if none, state "NONE"). NONE
5. Mineral title(s) for mineral commodities are are not owned by the Seller and are are not included in the Sale Price.
6. The Buyer agrees to pay to the Seller interest at the Bank of Canada Overnight Rate Target at the Possession Date plus 4% per annum, on any portion of the Sale Price, less mortgages or other encumbrances assumed, not received by the Seller, his/her solicitor or his/her Brokerage as at the Possession Date, the interest to be calculated from the Possession Date, until monies are received by the Seller or his/her solicitor. The Seller shall have a lien and charge against the property for the unpaid portion of the Sale Price (with interest as aforementioned).
7. THE SELLER SHALL PAY ALL COSTS OF DISCHARGING ANY EXISTING MORTGAGE OR OTHER ENCUMBRANCES AGAINST THE PROPERTY, NOT ASSUMED BY THE BUYER.
8. This transaction of purchase and sale shall be closed on or before twelve noon mm 12 dd 20 yyyy 2021, (herein referred to as the "Possession Date") on which date the Buyer shall have POSSESSION, vacant or subject to the following tenancy, namely: (if none, state "NONE") NONE

Buyer(s) Initials

Authentisign ID: DC6DCA2C-302F-40D9-BCFB-7B4A095D045B

9. **ADJUSTMENTS** re: taxes, rents, insurance, utilities, expenses and other income and outgoing, to be made as at Possession Date, or as follows:
On possession
10. The **Buyer** represents and warrants to the **Seller** that it is is not a registrant, registration # 805945169RT0001 for the purpose of GST under the *Excise Tax Act* (Canada). The **Buyer** shall be liable for and shall indemnify and hold the **Seller** harmless from any liability relating to the GST which may be payable in respect to this transaction. The **Buyer** agrees to self-assess, remit the GST directly to the Receiver General and comply in a timely manner with all filing and payment obligations referred to in Section 228(4) of the *Excise Tax Act* (Canada).
11. The **Seller** shall maintain fire insurance coverage on the property until the Possession Date and, if on such date remains an unpaid **Seller**, may continue to insure the property. The **Buyer** shall insure the property on and after possession.
- 12.1 If this offer is not accepted, the entire deposit and any other monies paid, without interest, shall be returned to the **Buyer**.
- 12.2 If this offer is accepted and the conditions in paragraph 2 above have not been satisfied or waived in writing by the date set forth in paragraph 2 above, the entire deposit and any other monies paid by the **Buyer** shall be forthwith returned to the **Buyer**.
- 12.3 If this offer is accepted and all conditions have been removed in writing by the date set forth in paragraph 2 above and the **Buyer** fails to execute any required conveyance or formal documents when prepared, or fails to pay any required cash payment or comply with any of the terms in this contract, this contract shall be void at the **Seller's** option. Where the defaulting party is the **Buyer**, the deposit and any other monies shall be forthwith delivered to the **Seller's** brokerage as forfeiture to the seller.
- 12.4 The **Buyer** and **Seller** agree that the provisions of this section are an agreement to disburse the trust funds pursuant to Section 16(a) of The Real Estate Regulations.
- 12.5 The disbursement of the deposit and other monies as agreed to above is not a prohibition from the **Buyer** or the **Seller** seeking a civil remedy for a breach of this contract.
13. The **Seller** and **Buyer** agree to prepare and execute promptly any documents required to complete this transaction. The **Seller** shall pay for the preparation of the Transfer of Title and the **Buyer** shall pay for the registration of the Transfer of Title under *The Land Titles Act*. The costs related to any mortgage or other financing of the Sale Price, other than an Agreement for Sale, shall be paid by the **Buyer**. Costs of any Agreement for Sale shall be borne equally by the **Buyer** and **Seller**.
14. This offer is open to acceptance by the **Seller** up to 5:00, mm 10 dd 27 yyyy 2021.
15. **IT IS UNDERSTOOD AND AGREED** that there are no other representations, warranties, guarantees, promises or agreements other than those contained in this contract and I hereby agree to purchase the above described property as it stands at the price and terms and subject to the conditions above set forth. **TIME SHALL BE OF THE ESSENCE OF THIS OFFER/CONTRACT.**
16. Upon acceptance of this offer within the time prescribed in paragraph 14, this contract shall constitute a binding contract of purchase and sale and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.
17. By signing this offer the **Buyer** acknowledges having received and read the document published by the Association of Saskatchewan REALTORS® entitled, "Agency Disclosure." The **Buyer** acknowledges having read and understood this document, that it accurately describes the agreement with the Buyer's Brokerage, and that a copy of it has been received by the **Buyer** this date.

SIGNED by the Buyer at 12:37 PM, mm 10/10/2021 dd _____ yyyy _____.

SIGNED, SEALED AND DELIVERED in the presence of

IN WITNESS WHEREOF I have hereunto set my hand

 Witness

 Witness


 Buyer Caspian Mechanical Services Inc.
 Buyer

ACCEPTANCE AND DIRECTION TO PAY COMMISSION AND TAXES

I/WE HEREBY ACCEPT the above Offer together with all conditions contained therein and covenant to carry out the sale on the terms and conditions above mentioned. I do further acknowledge my obligation to pay commissions and all applicable federal and provincial taxes to the Seller's Brokerage pursuant to the listing agreement with respect to the property. **I/WE FURTHER HEREBY IRREVOCABLY AND UNCONDITIONALLY DIRECT AND AUTHORIZE MY/OUR SOLICITOR**, as indicated by me/us below, or any other Solicitor acting on my/our behalf in this sale, to pay the aforesaid taxes and commission, less the deposit hereby accepted, from the proceeds of the sale when releasable and this shall be and constitute my/our full and sufficient authority for so doing.

I/WE HEREBY CERTIFY that I/we are residents of Canada as defined under the provisions of Section 116 of *The Income Tax Act* and that I/we will provide satisfactory evidence of such residency.

SIGNED by the Seller at _____, mm _____ dd _____ yyyy _____.

SIGNED, SEALED AND DELIVERED in the presence of

IN WITNESS WHEREOF I have hereunto set my hand

 Witness

 Witness

 Buyer's Solicitor

 Seller The Village of Marwayne

 Seller

 Seller's Solicitor

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#104 - 02/2019



Authentisign ID: DC6DCA2C-302F-40D9-BCFB-7B4A095D045B



MLS® Number A1108937
Document # _____

SCHEDULE " A " - #101

Developed & Provided by your Association of Saskatchewan REALTORS®

This is SCHEDULE " A " annexed to and forming part of the _____ Contract of Purchase & Sale
dated *mm* _____ *dd* _____ *yyyy* 10/10/2021 between _____ Caspian Mechanical Services Inc.

as _____ Buyer _____,
and _____ The Village of Marwayne _____
_____ as _____ Seller _____.

1. Subject to Buyers receiving approval for all licenses and permits required and acceptable to Buyer on or before November 30, 2021.
2. Subject to Seller providing clarification letter to Buyer stating that "Automobile, light truck, and recreational vehicle sales and service" is a Permitted use in C – HIGHWAY COMMERCIAL DISTRICT to be provided on or before November 30, 2021.
2. Subject to Buyer requesting Alberta One Call line locate company to show viability to install perimeter fencing around lot, acceptable to Buyer to be completed on or before November 30, 2021.
3. Subject to satisfactory Survey of the lot by Survey Professional, at Buyers expense and acceptable to Buyer to be completed by November 30, 2021.

Witness



Signature of Caspian Mechanical Services Inc.

Witness

Signature

Witness

Signature

Witness

Signature

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#101 – 02/2018

REALTORS® Association of Lloydminster and District
AGREEMENT TO REPRESENT BOTH SELLER AND BUYER
(For Use in Common Law Brokerages)

Between
THE BROKERAGE (WE) and THE SELLER (YOU) and THE BUYER (YOU)
RE/MAX of Lloydminster The Village of Marwayne Caspian Mechanical Services Inc.

1. THE PROPERTY

1.1 The land and buildings at (municipal address): S10 Railway Avenue
Marwayne AB T0B 2X0

Legal Description:

Residential: Commercial:

Table with 3 columns: Plan (0840395), Block (A), Lot (3)

Condominium:

Table with 2 columns: Plan, Unit Number

Country Residential:

Table with 4 columns: Subdivision Name, Plan, Unit Number, W. of Meridian, Range, Township, Section

2. CONSUMER RELATIONSHIPS GUIDE

- 2.1 This agreement is for situations where we represent both the buyer and the seller in the sale and purchase of this property only.
2.2 You each acknowledge you have received and read the Consumer Relationships Guide (Guide) and understand the limited agency responsibilities.
2.3 Our responsibilities are only limited for this potential transaction. If the transaction does not proceed, our responsibilities continue to be those set out in your respective representation agreements.

3. OUR RESPONSIBILITIES

- 3.1 We must:
(a) be impartial in our dealings with you both.
(b) exercise reasonable care and skill in carrying out our duties.
(c) obey your lawful instructions as far as they are consistent with this agreement.
(d) comply with the Real Estate Act and its regulations and the rules and bylaws of the Real Estate Council of Alberta/Saskatchewan Real Estate Council.
(e) not act in a way that benefits one of you at the expense of the other.
(f) give you a copy of this agreement as soon as possible after signing.

4. OUR RESPONSIBILITIES ABOUT INFORMATION

- 4.1 We must:
(a) act honestly.
(b) present all offers and counter-offers to and from each of you, even when you have accepted another purchase contract.
(c) pass on all information to you that the other side wants you to know.
(d) keep you informed of progress.
(e) tell you what information we've given to the other side.
(f) tell you all information we receive while this agreement is in effect especially:
(i) to the buyer, all material latent defects affecting the property.
(ii) to the seller, all material facts about the buyer's ability to buy the property.

but we cannot provide you the information described in clause 4.2.

- 4.2 We agree not to tell either of you without the informed written consent of the other:
(a) that the other side may be prepared to move on the price or to offer more favourable terms.
(b) the other side's reasons for buying or selling the property.
(c) personal and confidential information about the other.

5. OUR FACILITATION SERVICES

- 5.1 We will:
(a) make sure the real estate professional that helps you meets our applicable policies and procedures and treats you both impartially.
(b) supervise our real estate professional and support staff to make sure they properly carry out their responsibilities under this agreement.
(c) hold money we receive in trust, as the Real Estate Act requires

Seller's Initials Buyer's Initials Brokerage Representative's Initials



Authentisign ID: DC6DCA2C-302F-40D9-BCFB-7B4A095D045B

Agreement to Represent Both Seller and Buyer

Agreement Number

- 5.2** As part of our services, we will:
- (a) help you negotiate an agreement.
 - (b) give you property statistics and information, including comparative information from listing services and local databases.
 - (c) give you and prepare agreements of purchase and sale and other relevant documents according to your instructions.
 - (d) give you the names of real estate appraisers, mortgage brokers, lawyers, surveyors, building inspectors, lenders, insurance agents, architects, engineers, and other professionals. We will not recommend any specific service provider.

6. OUR FACILITATION SERVICES DON'T INCLUDE

- 6.1** We will not:
- (a) for the buyer:
 - (i) carry out or influence an independent inspection of the property.
 - (ii) arrange an independent inspection of the property, unless the buyer instructs us.
 - (iii) make sure the seller's information or statements about the property are accurate or complete.
 - (b) for the seller:
 - (i) carry out or influence an independent inquiry into the buyer's financial status.
 - (ii) make sure the buyer's financial information is accurate or complete.

7. OUR FEE

7.1 You both pay fees according to your representation agreements with us.

8. OTHER DETAILS ABOUT THIS AGREEMENT

- 8.1** Anything we know about either of you will not be attributed to the other.
- 8.2** Neither of you will be liable to the other for anything we do.
- 8.3** Any future changes to this agreement must be in writing and signed by all of us to be effective.
- 8.4** Words with a singular meaning may be read as plural when required by the context.
- 8.5** If any clauses added to this agreement conflict with standard clauses in this agreement, the added clauses apply.
- 8.6** Except for the representation agreements you both have with us, this agreement is the entire agreement between us and each of you. Anything we discussed with you, or that you told us, is not part of this agreement unless it is in this agreement.
- 8.7** You each acknowledge that:
 - (a) you have read this agreement.
 - (b) you had the opportunity to get independent advice from a lawyer, tax adviser, lender, appraiser, surveyor, structural engineer, property inspector or such other professional service provider as you require before signing this agreement.
 - (c) this agreement accurately sets out what we and you agree to.

9. CONTACT INFORMATION

9.1 The following contact information must be used for all written communications between us and you. If this contact information changes, we and you must tell each other in writing within two days of the change.

SELLER:

Name The Village of Marwayne

Address Box 113 210 2nd Avenue

Marwayne AB T0B 2X0
(postal code)

Phone: (780) 847-3962 Fax: _____

Email: admin@marwayne.ca

Name _____

Address _____

(postal code)

Phone: _____ Fax: _____

Email: _____

BUYER:

Name Caspian Mechanical Services Inc.

Address 305 Wilkin Wynd NW

Edmonton AB T6M 2H4
(postal code)

Phone: (780) 222-4834 Fax: _____

Email: dadashov@telus.net

Name _____

Address _____

(postal code)

Phone: _____ Fax: _____

Email: _____

Seller's Initials _____ Buyer's Initials [M D] Brokerage Representative's Initials _____

Page 2 of 3



CREA WEBForms® Nov/2014

AGENDA ITEM #8.2

Authentisign ID: DC6DCA2C-302F-40D9-BCFB-7B4A095D045B

Agreement to Represent Both Seller and Buyer

Agreement Number

BROKERAGE:

Name RE/MAX of Lloydminster
 Address 5726 44th Street
Lloydminster AB T9V 0B6
(postal code)
 Phone (780) 808-2700 Fax (780) 808-2715
 Email _____

BROKERAGE REPRESENTATIVE:

Name Amanda Warner
 Address: c/o the Brokerage
 Phone (780) 872-6380 Fax (780) 808-2715
 Email amandawarner@remax.net

- 9.2 We and you may communicate and deliver documents and information to each other in person, by mail, or electronically. We and you acknowledge there are risks with each of these methods and we have explained these risks to you.
- 9.3 We and you agree that for our communication an electronic signature will have the same function as an ink signature and that any documents or information exchanged between us will be considered delivered when they are sent.

SIGNATURES:

SIGNED AND DATED on 10/10/2021, 20____.

Signature of Seller _____
The Village of Marwayne
 Print Name of Seller

Signature of Buyer  _____
 10/10/2021 12:13:45 PM MDT
Caspian Mechanical Services Inc.
 Print Name of Buyer

Signature of Witness _____
 Print Name of Witness

Signature of Witness _____
 Print Name of Witness

Signature of Seller _____
 Print Name of Seller

Signature of Buyer _____
 Print Name of Buyer

Signature of Witness _____
 Print Name of Witness

Signature of Witness _____
 Print Name of Witness

Signature of Brokerage Representative _____

Amanda Warner
 Print Name of Brokerage Representative

Seller: Initial here to show you have received a copy of this Agreement _____

Initials Dated at _____m. on _____, 20____.



Buyer: Initial here to show you have received a copy of this Agreement _____

Initials Dated at 12:13 PM _____m. on 10/10/2021, 20____.



Village of Marwayne
Policy No. PW 10
Resolution No: 2016-02-8V

Wayfinding and Signage Plan

Policy Perspective:

- This policy is based on a recommendation developed by the Marwayne Economic Development Committee (EDC).
- Cross reference this policy with *Primary & Secondary Lures and Signage Plan – Visual*.
- The Marwayne EDC made these decisions in consultation with Alberta Transportation regarding the recommended guidelines and policies for sign design and placement on Alberta Highways.
- The Marwayne EDC also consulted Alberta Culture and Community Spirit's Economic Development Officer and staff regarding Marwayne's existing services and primary and secondary draws.

Policy Statement

This policy is designed to provide guidance to Council, administration and to the community on the placement and maintenance of wayfinding signage in the Village of Marwayne. It is intended to guide vehicular traffic to community facilities, the commercial downtown district, and businesses in the T zone that have reduced visibility because they are not located on Centre Street.

Definitions

- A. Logo Signs:
 - Large panels made up of smaller white squares that are 1200 mm wide and 800 mm tall and hold a business logo.
 - Usually placed outside the Village limits, they must be purchased through Alberta Transportation through their permit program.
 - They can be designed independently if they are placed within the Village Corporate Limits.
- B. Community Attraction Facility (CAF) Signs:
 - Require a \$5,000 application fee and permit through Alberta Transportation.
 - They currently exist on Highway 45, but cannot be installed on Highway 897 south due to the type of Highway that exists there.
 - Service logo signs exist at the bottom of the CAF signs and can be updated for a small fee.
 - Service logo signs that exist on the CAF sign qualify for Trail Blazer signs within the Village Corporate Limits.
- C. Trail Blazer Signs:
 - The Services / Facilities listed on the CAF signs qualify you for a Trail Blazer sign on the highway that runs through your community, within your corporate limits.
 - The cost is ~\$500 but there is currently a \$400 rebate.
 - You can place a maximum of 2 attractions on this type of sign.
 - You can also include smaller arrows or mileage signs on this structure.

Guidelines

- A. The objective of this section is to provide an overview of the decision making process as to the placement of signs and the types of services and facilities to be acknowledged on the signs.
- B. The decisions made regarding signage were made in consultation with Alberta Transportation and Alberta Culture & Community Spirit Economic Development. Both entities were consulted regarding best practices for either signage design and placement and economic development & marketing.
- C. Following Alberta Transportation's rules and guidelines, the Marwayne EDC recommended that the CAF signs be reviewed every 5 years to confirm that the services on the CAF signs reflect the services offered in Marwayne.
- D. Following Alberta Transportation's *TODS program*, the Marwayne EDC recommended that *Trail Blazer* signs be set up within the Village Corporate limits, on both the east and west sides of Highway 897, directing both north and south bound traffic. The purpose of these signs is to direct traffic to the Recreation Facilities, the Downtown, and the Ball Diamonds.
- E. Following Alberta Culture & Community Spirit's Economic Development Officer's recommendations, the Marwayne EDC identified primary and secondary lures that would pull traffic from Highway 897 into the downtown. This is based on the top reasons why motorists will stop in a community.
- F. In addition, Alberta Culture & Community Spirit's Economic Development Officer recommended that the Marwayne EDC post signage internally that can better direct traffic to locations that are more difficult to find, while considering ease and cost of updating signage.
- G. The Marwayne EDC designed two wayfinding structures to serve the dual purpose of directing traffic and creating community art.
 - a. Knowing that visitors often turn erroneously on 1st Street South and 2nd Street South trying to get the recreation centre, the Marwayne EDC decided to post a wayfinding sign at the cenotaph. Wayfinding at this location will direct visitors to the next major wayfinding structures: the Multi-Plex sign and to the downtown, which leads to the next wayfinding structure at the Hotel corner.
 - b. The wayfinding sign at the Hotel corner will be used to point visitors to facilities and services that are not visible on Centre Street: the Recreational facilities, the Village Offices, and services offered down Railway Avenue that are not visible from Highway 897.
 - c. The Wayfinding sign at the Hotel corner will be reviewed every three years to make sure that the services listed still exist further west on Railway Avenue. This sign is not meant to be a business logo/name sign; rather, it is to help visitors realize that there are more businesses north on Railway Avenue.
- H. The Marwayne EDC encourages all businesses in the Commercial T zone to take advantage of the grant in place to improve their store fronts, specifically blade signs can be designed and purchased using this grant money to assist visitors in finding services that exist on Centre Street.

Village of Marwayne: Primary & Secondary Lures

NOTE: 2180 Vehicles / Day at Highway 897 & TOWNSHIP RD 524

GOAL: Primary lures grab visitors from 897 to stop and do business in Marwayne

TARGET AUDIENCE: oil workers, campers, sport & recreation travelers

PRIMARY LURE: signage located at Highway 897 & Railway Avenue (Welcome Triangle)

- This is the main reason travelers will come into the downtown area
- Goal to make a great 1st impression and secure a 2nd visit

ACCOMODATIONS

ATM

FOOD SERVICES x 2

HARDWARE

LIQUOR STORE

PROPANE

GAS

Derek Young from **Alberta Transportation** attended a meeting and provided the following recommendations:

1. Do NOT list the services on your wayfinding on 897.
2. Have 1 sign that says Downtown
3. Use the logo sign program on 897 and open it to any business that would like to purchase advertising

SECONDARY LURE: blade signs to be located on each building

- Target visitors will be enticed by your inviting store front, appropriate signage, and an OPEN sign.
- Goal to make a great 1st impression and secure a 2nd visit

ALBERTA REGISTRIES & MAIL SERVICES

BANKING

BOTTLE DEPOT

HAIR SALON & HOME DECOR

INSURANCE

LAWYER

LAUNDRY

TAC & FEED

WAYFINDING: signage located on Centre Street and Railway Avenue

- To direct traffic to places they can't see from this intersection because they don't know that the commercial zone is a T. For example, many first-time visitors do not realize that Home Hardware exists in Marwayne.

ARENA

BALL DIAMONDS

BOTTLE DEPOT

BOUTIQUE SHOPPING

CAMPGROUND

CURLING RINK

HAIR SALON & HOME DECOR
COMMUNITY HALL
HARDWARE
LIQUOR STORE
VILLAGE OFFICE

Signage Plan - Visual



1. Alberta Transportation

- a. Any sign that is on the Highway's right-of-way must have a permit application.
- b. The cost of permit applications is ~\$5,000.

- c. There is a grant program to help communities with these costs, but it is ~\$400 rebate.
- d. Vermilion purchased the signs with-in their corporate limits on their own budget, AND Alberta Transportation worked with them to make sure they were the correct size and placed in the correct location.
- e. Vermilion's internal signs are GREEN and they have their logo on the sign. (Think West Ed Mall)
- f. Because people are conditioned to look for the Green or Blue signs when looking for directions, Alberta Transportation recommended that you keep these signs Green or Blue.



2. Logo Signs ~\$2,500 / Sign

- a. These signs are made up of little white squares that hold a business logo. Vermilion has one on Highway 16 and Tim Horton's logo is on it
- b. Each square is 1200 mm wide x 800 mm tall
- c. If we sign up with Transportation Alberta, each business must purchase a square for \$2,250 for a 5 year permit period. OUCH!
- d. Some communities have purchased these signs for their businesses, **BUT** these signs **MUST** be placed **INSIDE** the corporate limits.
- e. You could purchase 2 signs and place one
 - on the west side of Highway 897 South, and
 - place the other by the REMAX sign and welcome to Marwayne sign on the north side of the tracks.
- f. **COST: ~\$2,500** I don't know until I get a commitment for the number of panels / squares required. There is a 9-logo panel.
- g. You could do something similar to the following sign:



← put the Marwayne logo on the top portion and list

← business logos or service logos underneath

The cost of this sign in extruded aluminum is ~\$1560.
You would need ~4 to 6 more logo panels at \$106 / panel.



3. Community Attraction Facility Signs –

- a. Require an application to retro Fit the Marwayne 1 Km on the north side of Marwayne.
- b. There are two on Highway 45 under Marwayne's existing application number 100587.

- c. You can re-open this application to request a *Retro Fit* to add a *Community Attractions* panel.
 - There is a permit COST for this because they will have to extend the i-beam post for the new panel.
- d. These signs are not approved for Highway 897.
- e. Permit fees for this type of sign are ~\$5,000+
- f. This panel holds up to 4 lines of text. I would recommend: one and two lines of text, the cost is the same \$760; three lines of text the cost is \$1520; four lines of text, the cost is \$1,830.
- g. I would recommend 2 lines of text
 - *Recreational Facilities*
 - *Historic Downtown* (Because you have a building with municipal historical designation, you can state Historic Downtown.)
- h. You have two signs on Highway 45, so these costs would be X 2.

Figure 6.25 – Community Facilities Sign (with attractions)

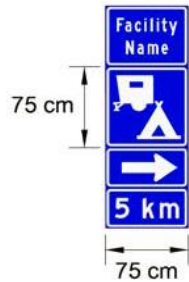


4. Trail Blazers – Off-Highway Sign Trail Blazer

- a. If you go through Alberta Transportation, you qualify for the Trail Blazer sign.
- b. The Community Facilities listed on the CAF sign then get a smaller trail blazer sign to be used in your community. The cost is ~\$500, but there is currently a \$400 rebate.
- c. HOWEVER, you can purchase them on your own from ATS Traffic Group (780-440-4114 Darcy Stevenson)
- d. 75 cm x 75 cm is \$106.10; directional arrow is \$43.60
- e. 60 cm x 60 cm is \$68.20; directional arrow is \$36.80

- f. Base posts mounted 3 feet in ground and are either 6 feet (\$14.75) or 8 feet (\$28.50) above ground.
- g. Two attractions maximum per sign: MINOR BALL, HISTORIC DOWNTOWN, RECREATION FACILITIES

TYPE C
TODS
(Trail
Blazer)



5. Local Wayfinding

- a. Designed through the EDC, there are several phases within the community-wide signage plan for this type of signage.
- b. There are two locations identified for the timbers with bracketed blade signs, which ~\$2,400 / 2-stepped pole
- c. Brackets & blade signs also ~\$2,200 / location
- d. Locations are
 - Hotel Corner
 - POINTING SOUTH(ish): Arena, Campground, Community Hall, Curling Rink, Village Offices
 - POINTING WEST(ish): Ball Diamonds, Bottle Depot, Boutique Shopping, Hardware, Liquor Store, Salon
 - The purpose of this sign is to point visitors to business services & community facilities that are not visible from Centre Street.
 - Cenotaph
 - POINTING NORTH-WEST to South First Avenue: Downtown, Ball Diamonds
 - POINTING WEST to Recreation Area: Arena, Campground, Community Hall, Curling Rink, Village Offices
 - To help visitors find the recreation area, downtown, the ball diamonds, and direct them to the next major wayfinding signs, which include the Multi-Plex Sign and the Timber Sign at the Hotel Corner
- e. Other Internal Wayfinding Signage
 - Business Blade Signs – for all businesses wanting to take advantage of the grant program, they can update their store fronts and purchase a blade sign for their building as long as it complies with the Historic Downtown Guidelines.
 - Small Blade Signs – Train Station Style: Arena, Community Hall, Curling Rink, Village Offices, Dance
 - New Sign at Entrance: Campground



5615 - 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0
Tel (780) 724-2596 | info@nlls.ab.ca

Good afternoon,

With municipal elections winding down, we wanted to reach out to our member municipalities. Many of you will be appointing representatives to our board for the first time. As a member of Northern Lights Library System, you are entitled to appoint a representative. We encourage you to be thoughtful about your appointment and to appoint a representative with interest in the health and development of libraries and library services.

The following information may be helpful as you consider your appointment:

Your appointee should report regularly to council on the development of the library system. Traditionally, appointees are often council members but you are not required to appoint a member from council. You may appoint any member of the community you feel appropriate. If you choose not to appoint a council member, consider mechanisms for regular updates from them.

The board meets 4 times annually. Honoraria are not provided for attendance at these meetings, but we reimburse for mileage and provide food where the meetings are in person. Our headquarters are in Elk Point. We anticipate only 1 in-person meeting in 2022 (May). The others will be conducted online (Zoom). Meetings have historically been on the last Saturday of the months of February, May, August, and November.

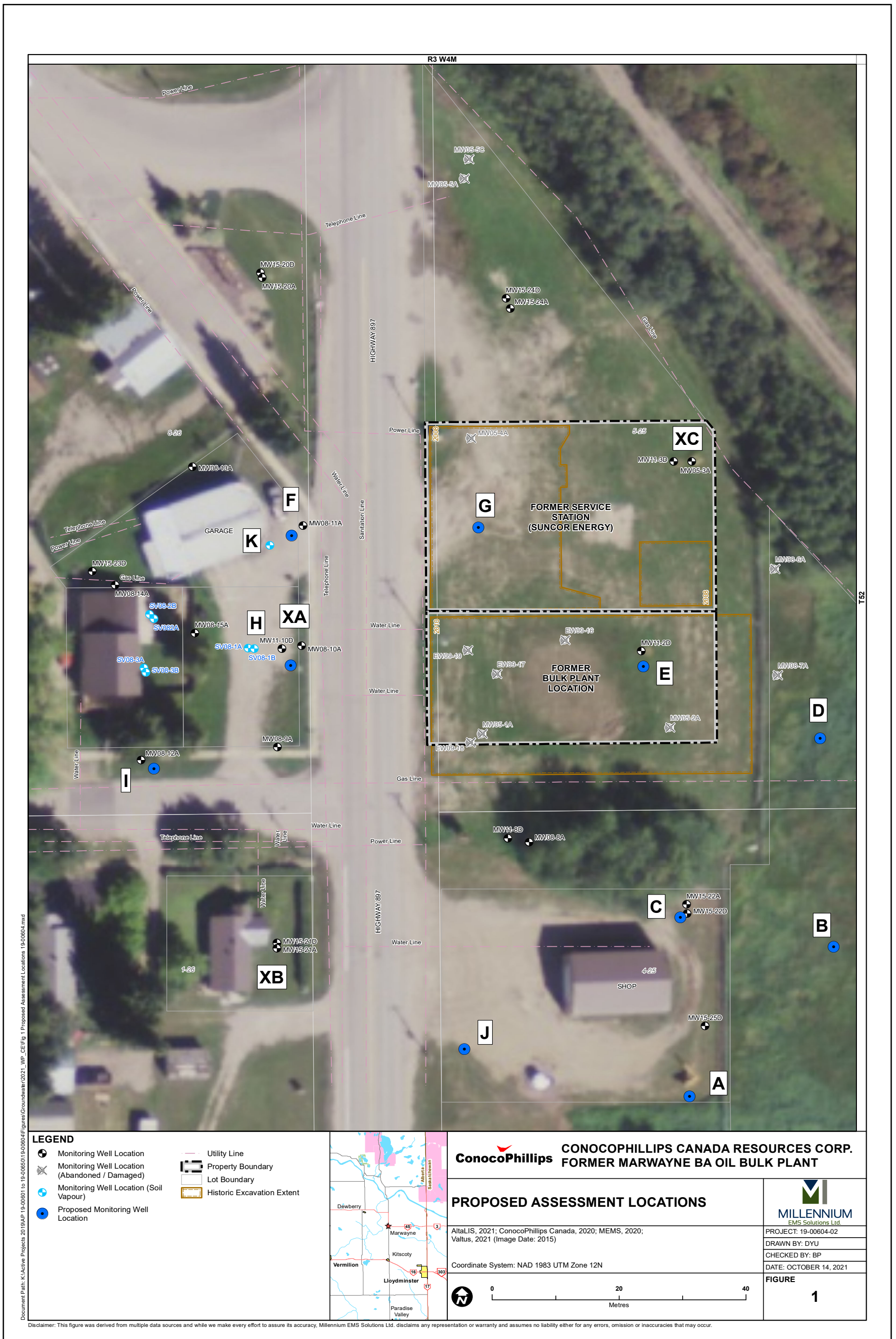
Your representative may choose to run for election on our Executive Committee or other board committees. Service on these committees include an honorarium.

For further details see our policy statement on [board honoraria and expenses](#). Terms of Reference for each of our board committees may be found under the “Terms of Reference” tab on [this page](#). More generally, all our policies may be found on our [NLLS policies site](#). Policies under the tab “Board” may be of particular interest to perspective representatives.

Sincerely,

James MacDonald MLIS, DAS
Executive Director | Northern Lights Library System
E jmacdonald@nlls.ab.ca | www.nlls.ab.ca
P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.





4912 50 Avenue, Box 69
Kitscoty, Alberta T0B 2P0
Ph: 780.846.2244
Fax: 780.846.2716
www.vermilion-river.com

October 1, 2021

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

Dear CAO and Council:

RE: Orientation with Reynolds, Mirth, Richards and Farmer LLP on Wednesday, October 27, 2021

On behalf of the County of Vermilion River we would like to extend an invitation to your Administrative Staff and Council to join us for an Orientation Day with Shawn Ward of Reynolds, Mirth, Richards and Farmer LLP following the 2021 Municipal Election.

Date: October 27, 2021

Time: 9:00 AM – 4:00 PM

Place: ZOOM Webinar or TBD at Kitscoty Hall

The extensive years of experience and knowledge these speakers have in local government is valuable information to both elected officials and administrative staff alike. Each CAO is asked to bring a copy of the Code of Conduct for reference.

Topics will include:

- General Purpose and Duties of a municipality
- Role of CAO Policy vs. Administrative Roles
- Code of Conduct, Conflict and Communication
- Introduction to the Municipal Government Act and updates on recent legislative changes
- Legal requirements and considerations for elected officials
- Pecuniary Interest
- Situations which could mean disqualifications
- Conflicts of Interest/Bias
- Personal Liability of Councillors
- Obligations regarding Confidentiality
- Access to Legal Council and obtaining Legal Advice
- Authority of Individual Councillor vs. Council
- Meetings, Boards and Committees
- In Camera and FOIP issues

A Sustainable, Vibrant, and Diversified Community with Opportunities for All



4912 50 Avenue, Box 69
Kitscoty, Alberta T0B 2P0
Ph: 780.846.2244
Fax: 780.846.2716
www.vermilion-river.com

Please RSVP with the names and email addresses of attendees from your municipality by October 20, 2021 to Susan Hodges Marlowe at 780-205-2477 or executive.assistant@county24.com. Please also include any special diets or food allergies if the meeting is able to go forward in person lunch will be provided.

If this meeting moves ahead virtually instead of in person a ZOOM Webinar link will be emailed to each individual attendee. This will be a personal ZOOM Webinar link and cannot be shared.

We look forward to seeing you there,

Harold Northcott, CAO
County of Vermilion River

A Sustainable, Vibrant, and Diversified Community with Opportunities for All



CHIEF ADMINISTRATIVE OFFICER MEETING DATE: OCTOBER 25TH, 2021

SAFE & CARING COMMUNITY

- **Seniors Centre Roof**
 - The Seniors Centre Roof is experiencing more water damage through the leaking roof. Rhino roofing has inspected the building and will be preparing a subsequent report free of charge that outlines the issues present at the property.
- **Alberta HUB Drone Project**
 - Submitted our feedback to Perry regarding Council's comments on the Alberta HUB Drone Footage. Perry is awaiting feedback from all member municipalities before making a decision as to how we will be proceeding. An update will be provided to Council when received.
- **Benches along the walking trails**
 - There was a sale on benches at princess auto so we were able to pick up a few more for the walking trail trajectory at the lost cost of \$77.00 each.
- **Conoco Phillips-Suncor Drilling Locations**
 - Drilling is scheduled to take place on October 25th to test the soil in particular locations. I've attached the map to my report.

PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **Councillor Orientation**
 - Mandatory councillor orientation is scheduled for Wednesday October 27th, 2021 and is being hosted by the County of Vermilion River from 8am to 4pm. As per the MGA, all persons elected to office must attend this type of information session. The law firm of Reynolds Mirth Richards and Farmer will be making the presentation to Marwayne, the County of Vermilion River, Paradise Valley and Kitscoty.
- **Tree Canada Grant Application**
 - Administration submitted the Village's application for the "Tremendous Communities" grant funding opportunity through Tree Canada. The application deadline is December 6th, 2021 with grant recipient notification provided in March of 2022.
 - The Village requested funds to plant 15 trees and 5 shrubs along railway avenue, next to the post office and along our walking trail or throughout the community on an as needed basis.

- A letter of support is required from the municipality which I will draft and have the mayor sign to include for consideration.
- **Business Cards**
 - Administration was planning on ordering new business cards for Councillors in need. If you changed your email, phone number, etc. we will be updating those details or simply if you are running low from the last order that was placed.

PLANNING FOR GROWTH & CHANGE

- **Interim 2022 Budget**
 - Administration is working on the 2022 interim budget for presentation and approval on November 15th, 2021. Based on previous Council discussions, the intent is to keep the budget at the same amount as this past year to avoid any increase in municipal taxes.
 - Administration is still waiting on our grant applications under ACP, MSI, CRF, and TC.
 - Further, the proposed projects for 2022 include:
 - Self automated bulk water station
 - 3rd phase of walking trails
 - Road patching
 - Sustainability plan
 - Strategic plan
 - Plc upgrades at the water plant
 - Water valves and associated infrastructure replacement
 - Asset management repairs and upgrades
 - Area Structure Plan
- **Fire Hall Addition**
 - Construction continues to move ahead without issue. All safety code inspections and engineer inspections have come back satisfactory.
 - Tin is delayed but should be here in the coming weeks. Insulation is in and doors have been installed. Project is anticipated to be completed on budget and within the timeframe of November 30th, 2021.
- **Electricity contract with AUMA**
 - The electricity contract for the Village expires on December 31, 2021. The contract may be extended for between one (1) and five (5) years.
 - The rates have significantly increased since our last signing. With a start date of January 1, 2022 the rates are as follows:
 - 1 year \$94.69
 - 2 year \$84.32
 - 3 year \$77.59
 - 4 year \$73.42
 - 5 year \$70.92 (= 7.092 cents a kWh)
 - The current contract was made on a 3 year term from January 1, 2019 to December 31, 2021 at a rate of 5.636 cents a kWh

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090 Page : 1
 Date : Oct 15, 2021 Time : 1:28 pm

Supplier : 10 To XYLCA
 Cheque Dt. 15-Oct-2021 To 15-Oct-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
3845	15-Oct-2021	10012	Parkland Industries- Race Trac Gas	Issued	101	C	2,010.29
3846	15-Oct-2021	10016	Workers Compensation Board	Issued	101	C	1,125.04
3847	15-Oct-2021	10025	Vermilion River Regional Waste	Issued	101	C	5,707.00
3848	15-Oct-2021	10113	TELUS	Issued	101	C	319.47
3849	15-Oct-2021	ABBAN	Abbott, Andrew	Issued	101	C	60.00
3850	15-Oct-2021	ACE	ACE	Issued	101	C	12,086.65
3851	15-Oct-2021	ASC3	Alberta Municipal Services Corporation	Issued	101	C	5,680.50
3852	15-Oct-2021	BAREN	BAR Engineering	Issued	101	C	4,252.50
3853	15-Oct-2021	HARRS	Harris, Sean	Issued	101	C	850.00
3854	15-Oct-2021	HHDLT	HHD LTD.	Issued	101	C	456.75
3855	15-Oct-2021	KENNS	Kennedy, Shannon	Issued	101	C	80.00
3856	15-Oct-2021	KSI	Knights Spraying Inc.	Issued	101	C	525.00
3857	15-Oct-2021	LLSI	Lloyd's Limb Service Inc.	Issued	101	C	2,467.50
3858	15-Oct-2021	MPS	Municipal Planning Services (2009) Ltd.	Issued	101	C	1,443.75
3859	15-Oct-2021	REL	Riverhill Enterprises Ltd	Issued	101	C	403.20
3860	15-Oct-2021	SHAHAR	Harrower, Shannon	Issued	101	C	149.92
3861	15-Oct-2021	SPC	Lloydminster & District SPCA	Issued	101	C	130.00
3862	15-Oct-2021	SRSL2	Saunders Repair Service Ltd.	Issued	101	C	40.69
3863	15-Oct-2021	TARCON	Tar-Row Construction	Issued	101	C	97,259.48
3864	15-Oct-2021	TM	TELUS	Issued	101	C	104.78
3865	15-Oct-2021	WAGL	Wainwright Assessment Group Ltd	Issued	101	C	708.75

Total Computer Paid :	135,861.27	Total EFT PAP :	0.00	Total Paid :	135,861.27
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Oct 15, 2021

Page : 1

Time : 1:42 pm

Period : 9
 Year : 2021
 For Bank : ATB

Statement Date : 30-Sep-2021
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3645	26-Mar-2021	AP	3	2021	-112.88	CentralSquare Canada Software Inc.
3807	24-Aug-2021	AP	8	2021	-60.00	Grant Carry
3819	10-Sep-2021	AP	9	2021	-11816.35	ACE
3824	10-Sep-2021	AP	9	2021	-1396.01	Ironjet Promotions Inc.
12101	06-Oct-2021	CR	9	2021	3767.57	CR; DEPT:[VILLAGE OFFICE] D#[121].

Bank Balance Statement	547385.71	as of 30-Sep-2021
Add outstanding deposits	3767.57	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-13385.24	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	537768.04	
GL Bank Account Balance	538165.04	as of Period : 9 Year : 2021
Difference	-397.00	

Adjustments:

Cash Receipting - UB Adjusting Entry	397.00
Adjusted Balance	0.00

VILLAGE OF MARWAYNE
Billing Register Report Detailed



UB4110 Page : 28
 Date : Oct 04, 2021 Time : 1:50 pm

Report Options

Customer Selection : All

Calculation Type : All

Batch Number

From : [2021100401]
 To : [2021100401]

Include Billing Transaction From Transaction Maintenance : No

Svc. End Date On/Before : 04-Oct-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	8		8.00	261.34		
01	WBULK	Bulk Water	12		12.00	6,279.17	924.10	77.01
01	WCOM	Commercial Water	24		24.00	2,192.20	268.00	11.17
01	WIND	Industrial Water	1		1.00	106.50	10.00	10.00
01	WINS	Institutional Water	3		3.00	751.10	134.00	44.67
01	WLF	Water Line Fee	269		269.00			
01	WMUN	Municipal Properties	2		2.00		2.00	1.00
01	WPUB	Public Building Water	9		9.00	1,227.35	209.00	23.22
01	WRES	Residential Water	233		233.00	19,189.75	2,385.00	10.24
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	234		234.00	4,666.00		
03	GIN	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	233		233.00	6,155.95		
Book 000 Totals :			1066		1,066.00	41,727.36	3,932.10	
Totals			1066		1,066.00	41,727.36	3,932.10	



Office of the Regional Director
Central Region

#401, 4920 - 51 Street
Red Deer, Alberta
Canada T4N 6K8

Telephone 403/340-5166
Fax 403/340-4810

File: 1515-AUMA

October 7, 2021

Dear Municipal Manager/Administrator:

Re: 2021 AUMA CONVENTION IN EDMONTON

On behalf of Minister Sawhney, I am pleased to advise that the Minister and Alberta Transportation regional department staff will be participating in the upcoming 2021 Alberta Urban Municipalities Association Convention in Edmonton, November 17 - 19, 2021. Whether we will be attending in person or virtually will be dependant on the guidance provided by AUMA and the Chief Medical Officer of Health.

Alberta Transportation representatives will be available to discuss any transportation-related matters that may be of interest to you and your council. If you wish to arrange a meeting time with regional staff, please email Denette Leask at denette.leask@gov.ab.ca or call 403-340-5069.

If you intend to request a meeting with the Minister during AUMA, please forward your request to Wendy Birch, Issues Manager, by October 15, 2021. Ms. Birch can be reached via email at wendy.birch@gov.ab.ca. Due to limited meeting time, please ensure you provide your top three priority items for discussion along with your meeting request. As the time of the convention approaches, more details on the meeting will be provided.

Should you have any questions or concerns, please feel free to contact me at mike.damberger@gov.ab.ca or by phone at 403-340-4325

Thank you,

A handwritten signature in blue ink, appearing to read "Mike Damberger".

Mike Damberger, P.Eng
Regional Director

Classification: Protected A



ALBERTA
COMMUNITY AND SOCIAL SERVICES

Office of the Minister

October 13, 2021

Dear CSS Stakeholders:

Alberta's government is asking Community and Social Services service providers to consider implementing COVID-19 vaccination policies for their employees, if you have not already done so, to help keep clients, staff and all Albertans safe as we combat the fourth wave of the virus. Taking the steps necessary to have these measures in place as soon as possible will help all of us look out for our most vulnerable populations and help reduce the pressure on our province's health care system.

I know many service providers have already implemented COVID-19 vaccination policies, or are seeking legal and HR advice about how to adopt such an approach. We know that large providers and those serving seniors or the medically vulnerable have had these policies in place for weeks or longer. I want to thank all of you for investing the time and effort to take this important step to help us stop the spread of COVID-19. Thank you to the providers who have also implemented mandatory COVID-19 vaccination policies for new hires. Your efforts in this area are truly making a difference.

Many employers already ask employees to require proof of vaccination or a negative COVID-19 test. On September 30, the Premier announced a new requirement for the Alberta Public Service to submit proof of vaccination or provide a negative PCR or rapid testing result at their own cost. The Premier also encouraged all public employers, and specifically school authorities, to introduce similar policies. Alberta Health Services has required all employees and contracted healthcare providers – including physicians and other frontline healthcare workers – to be fully immunized for COVID-19 by October 31, 2021.

COVID-19 vaccines have been determined to be the best way to stop the spread of the virus. During this critical time we must do all we can to reinforce that message and to encourage as many Albertans as possible to get vaccinated.

Thank you for taking the time to consider the government's request. Thank you to your organization and your front-line staff for all that you do in service to our most vulnerable citizens. I appreciate your staff members' selflessness to help those in need. Their tireless dedication has been noticed.

224 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-643-6210 Fax 780-643-6214

Printed on recycled paper

Page 2

Sincerely,

Jason Luan

Jason Luan
Minister of Community and Social Services



Jason Copping
Minister of Health