



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, April 6, 2020 @ 7:00 PM
Zoom Video Conferencing

	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 April 6th, 2020 Regular Village Council Meeting	
Be it resolved that the April 6th, 2020 Regular Village Council Meeting Agenda be approved as presented.	
3 ADOPTION OF MINUTES	
3.1 March 23rd, 2020 Regular Village Council Meeting	4 - 7
Be it resolved that the March 23rd, 2020 Regular Village Council Meeting Minutes be approved as presented.	
4 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
4.1 Public Works Foreman Report	8
Be it resolved that the report given by the Village of Marwayne's Public Works Foreman Wilson Curtis be received as information.	
4.2 Regional Water Operator Report	9
Be it resolved that the report given by the Village of Marwayne's Regional Water Operator Carry Grant be received as information.	
5 KEY STRATEGY: SAFE & CARING COMMUNITY	
5.1 Record of Decision from the Chief Medical Officer of Health - Alberta	10 - 12
Be it resolved that the Record of Decision from the Chief Medical Officer of Health for the Province of Alberta be received as information.	
5.2 Municipal Governance during COVID-19 Pandemic	13 - 15
Be it resolved that the Frequently Asked Questions Report regarding Municipal Governance during the COVID-19 pandemic be received as information.	
6 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	

6.1	Community Flower Garden	16 - 18
	Be it resolved that Village of Marwayne complete a community garden project at the welcome triangle in the amount of \$800.00 including the cost of plants and labour.	
6.2	Declaration of Public Works Week	19 - 22
	Be it resolved that the Village of Marwayne declare May 17th to the 23rd, 2020 as National Public Works Week.	
7	ADMINISTRATIVE REPORTS	
7.1	Councillor Reports	
	Be it resolved that the Councillor Reports be received as information.	
7.2	Chief Administrative Officer Report	23 - 31
	Be it resolved that the Chief Administrative Officer Report be received as information.	
8	FINANCE	
8.1	March 2020 Utility Bill Report	32
	Be it resolved that the March 2020 Utility Bill Report be received as information.	
8.2	Payment Deferral	33 - 47
	<p>With the ongoing Covid-19 pandemic, municipalities have tools available to help offset the financial burden faced by many families during these unprecedented times. One of these tools is the deferral of utility payments for water, sewer and garbage services. As per the attached AUMA report, many municipalities are offering a 90 day payment deferral on a case by case basis upon request from the ratepayer.</p> <p>As per the direction received from Council during the March 23rd Council Meeting, administration has taken the necessary steps to change the billing date on the March utility bills to June 18, 2020. Should Council desire to do so, administration can advertise the deferral of utility payments to our residents and encourage them to contact the office should they require assistance. As discussed, no penalties will be applied to outstanding accounts during the 90 deferral period.</p> <p>Be it resolved that the Village of Marwayne approve the deferral of utility payment collection to June 18, 2020 as a result of the COVID-19 Pandemic.</p>	
8.3	Monthly Financial Statement	48 - 49

Be it resolved that the March 2020 Monthly Financial Statement be received as information.

8.4 Cheque Distribution Report

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.

8.5 Capital Equipment Purchase

50 - 52

Be it resolved that the Village of Marwayne purchase a 2012 Ford F-250 from College Park of Vermilion, Alberta in the amount of \$18 375 including GST to be funded from the Public Works Capital Equipment Reserve.

9 CORRESPONDENCE

9.1 Letter from Alberta Environment and Parks

53 - 54

Administration has already completed our 2019 reporting requirements and continues to track and report for 2020 as per usual.

Be it resolved that the Letter from Alberta Environment regarding reporting requirements be received as information.

9.2 Local Government Administration Association Conference

55 - 56

Be it resolved that the Local Government Administration Association Conference Details be received as information.

10 NEXT MEETING

April 20th, 2020 via Zoom Video Conferencing

11 ADJOURNMENT



Village of Marwayne
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Minutes of the Regular Meeting of the Council of the Village of Marwayne

In the Province of Alberta, held on Wednesday, March 23rd, 2020
Commencing at 7:00 PM via Zoom Video Conferencing

PRESENT

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

1. CALL TO ORDER

Mayor C. Eikeland called the March 9th, 2020 Village of Marwayne Council Meeting to order at 7:03 p.m.

2. ADOPTION OF AGENDA

2020-03-18

Moved By Councillor R. McDonald

Be it resolved that the March 23rd, 2020 Regular Village of Marwayne Council Meeting Agenda be approved with the following additions as presented:

- Utility Payment Deferral Options
- March 18, 2020 Government of Alberta News Release

CARRIED

3. ADOPTION OF MINUTES

2020-03-19

Moved By Councillor T. Lawrence

Be it resolved that the March 9th, 2020 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. BYLAWS

Bylaw No. 578-20 – Land Use Bylaw Amendment

2020-03-20

Moved By Councillor T. Lawrence

Be it resolved that the Village of Marwayne give first reading to Bylaw No. 578-20, being a bylaw to amend the Village of Marwayne's Land Use Bylaw No. 572-19.

CARRIED

Bylaw No. 579-20 – Municipal Development Plan

2020-03-21

Moved By Deputy Mayor A. Rainey

Be it resolved that the Village of Marwayne give first reading to Bylaw No. 579-20, being a bylaw to adopt the Village of Marwayne's Municipal Development Plan.

CARRIED



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5. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Raw Water Well Decommissioning

2020-03-22

Moved By Councillor R. McDonald

Be it resolved that administration proceed with the decommissioning of Well #3, Well #4, and Well #5 located within the municipal boundary of the Village of Marwayne.

CARRIED

ATCO Light Replacement Proposals

2020-03-23

Moved By Deputy Mayor A. Rainey

Be it resolved that administration proceed with the ATCO light replacement projects at the Village of Marwayne playground and on 1st Street North.

CARRIED

6. KEY STRATEGY: SAFE & CARING COMMUNITY

2019 In-Kind Contributions to Community Groups

2020-03-24

Moved By Councillor T. Lawrence

Be it resolved that the 2019 In-Kind Contributions to community groups be received as information.

CARRIED

7. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Intermunicipal Collaboration Framework with the County of Vermilion River

2020-03-25

Moved By Councillor R. McDonald

Be it resolved that the Intermunicipal Collaboration Framework Agreement between the Village of Marwayne and the County of Vermilion River be approved and adopted as presented.

CARRIED

8. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Food Stand Business Proposal

2020-03-26

Moved By Councillor R. McDonald

Be it resolved that the Food Stand business proposal be received as information.

CARRIED



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9. ADMINISTRATIVE REPORTS

Councillor Reports

2020-03-27

Moved By Deputy Mayor A. Rainey

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

CARRIED

Chief Administrative Officer Report

2020-03-28

Moved By C. Neureuter

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

CARRIED

10. FINANCE

Cheque Distribution Report

2020-03-29

Moved By Councillor R. McDonald

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.

CARRIED

11. CLOSED SESSION – CONFIDENTIAL

2020-03-30

Moved By Councillor C. Neureuter

Be it resolved that the Council of the Village of Marwayne move into a closed session under FOIP Section 24 (1) – Advice from Officials at 8:08 p.m.

CARRIED

FOIP Section 24 (1) – Chief Administrative Officer Report

2020-03-31

Moved By Deputy Mayor A. Rainey

Be it resolved that the Council for the Village of Marwayne return to a regular session at 8:18 p.m.

CARRIED



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12. SETTING OF THE NEXT MEETINGS

April 2020 Meeting Dates

2020-03-32

Moved By Councillor R. McDonald

Be it resolved that the next regular scheduled meetings of Council for the Village of Marwayne be held on Monday April 6th and Monday April 20th, 2020 via zoom video conferencing at 7:00 p.m.

CARRIED

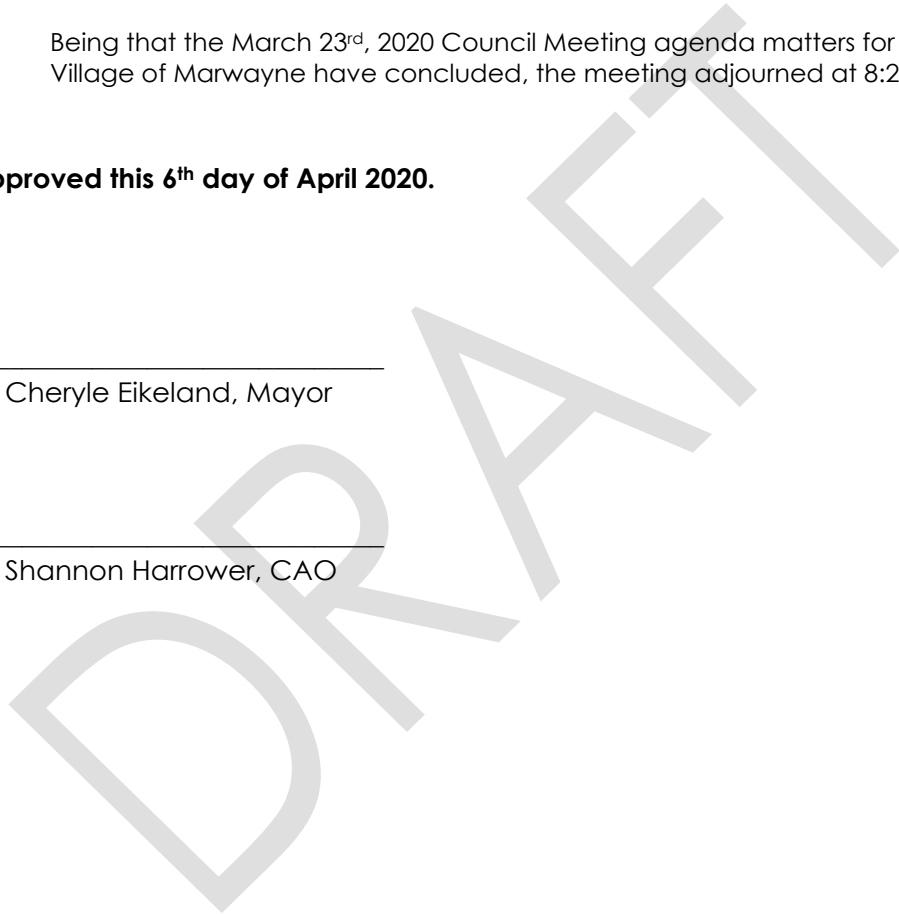
13. ADJOURNMENT

Being that the March 23rd, 2020 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:23 p.m.

Approved this 6th day of April 2020.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO





MARCH 2020 PUBLIC WORKS FOREMAN REPORT

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	Yes all Time	
Shovel Municipal Sidewalks (After Each Snow)	Yes	
Sanding (As Needed)	OK	
Get Flusher Ready for thawing culverts		
"Dipping" Water Wells (Pumping & Non Pumping)	OK	
Lagoon Inspection & Rotation	may	
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	ALL TIME	
Spring Thaw (Check Culverts, Seed Cleaning Site, Beaver Dams, Drainage, Railway) (Open Culverts as Need & Pump Water)	OK	
Hazard Assessment & Risk Management (Follow up from month prior)	done	
Check that Outdoor Rink is Melted & Store Nets		
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic)	OK	
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	OK	

Submitted by: Wilson Curtis Date: 1 April



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Regional Operator report

March 2020

Common information:

Erimosa Engineering has completed ongoing changes to reports.

Operators have come up with a general plan for pandemic and submitted to Win Tun of Alberta Environment.

We continue to reduce face to face operator interaction to daily minimums and have increased hand washing and use of sanitizer. We stay at least two meters apart and monitor AEP recommendations.

For now Alberta Environment is still requiring daily checks and testing at plants as per our code of practice and approvals.

Lead testing program will begin in May. Received some information at Banff conference.

Regional operator was away from March 9 to 13th at Banff conference. Local operators covered and did an excellent job.

Outstanding items:

Decommissioning work on wells and plants is ongoing.

Review Drinking water safety plans.

Review SOP's.

Review and understand new protocols for lead testing.

Marwayne:

Still need more information regarding requirements when decommissioning wells and using them for irrigation.

Landowner has expressed some interest in Well 4.

Data for February 2020 was electronically submitted on AEP site.

New pump for the West lift station has arrived. Will install as soon as the weather breaks.

ACE has a leak on the line coming into the plant. A temporary feed is in place.

Waiting for weather to break to schedule spring discharge at lagoon.



Office of the Chief Medical Officer of Health
10025 Jasper Avenue NW
PO Box 1360, Stn. Main
Edmonton, Alberta T5J 2N3
Canada

RECORD OF DECISION – CMOH Order 05-2020

Re: 2020 COVID-19 Response

I, Dr. Deena Hinshaw, Chief Medical Officer of Health (CMOH) have initiated an investigation into the existence of COVID-19 within the Province of Alberta.

This investigation has confirmed that COVID-19 is present in Alberta and constitutes a public health emergency as a novel or highly infectious agent that poses a significant risk to public health.

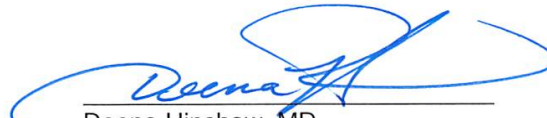
Under section 29(2.1) of the *Public Health Act* (the Act), I have the authority by order to prohibit a person from attending a location for any period and subject to any conditions that I consider appropriate, where I have determined that the person engaging in that activity could transmit an infectious agent. I also have the authority to take whatever other steps that are, in my opinion, necessary in order to lessen the impact of the public health emergency.

Therefore, having determined that certain activities could transmit COVID-19 as an infectious agent and that certain other steps are necessary to lessen the impact of the public health emergency, I hereby make the following Order, effective immediately:

1. Any person who is a confirmed case of COVID-19 must be in Isolation for a minimum of 10 days from the start of their symptoms, or until symptoms resolve, whichever is longer.
2. For the purposes of this Order, Isolation includes the following restrictions:
 - (a) remaining at home, and 2 metres distant from others at all times;
 - (b) not attending work, school, social events or any other public gatherings; and
 - (c) not taking public transportation.
3. Subject to section 9, the following persons must be in Quarantine for a minimum 14 day period:
 - (a) a person returning to Alberta after having travelled internationally; and
 - (b) a close contact of a person who is confirmed as having COVID-19.
4. For the purposes of this Order, Quarantine includes the following restrictions and requirements:
 - (a) remaining at home;
 - (b) not attending work, school, social events or any other public gatherings;

- (c) not taking public transportation; and
 - (d) watching for symptoms, as set out below, in themselves or in a family member.
5. For the purposes of this Order, a “close contact” is defined as a person who:
- (a) provides care, lives with, or has close physical contact, without consistent and appropriate use of personal protective equipment, with a person who is confirmed as having COVID-19; or
 - (b) comes into direct contact with the infectious body fluids of a person who is confirmed as having COVID-19.
6. If a person identified in section 3 experiences symptoms, as set out below, during the 14 day period of Quarantine, they must be in Isolation for a minimum of 10 additional days from the start of their symptoms, or until symptoms resolve, whichever is longer, but at no time may a person described in section 3 be in Quarantine for less than 14 days.
7. Subject to section 8 of this Order, any person who is exhibiting any of the symptoms as set out below, which are not related to a pre-existing illness or health condition, must be in Isolation for a minimum of 10 days from the start of their symptoms, or until the symptoms resolve whichever is longer:
- (a) cough;
 - (b) fever;
 - (c) shortness of breath;
 - (d) runny nose; or
 - (e) sore throat.
8. Persons described in section 7 of this Order, are not required to be in Isolation in accordance with section 7, if those persons test negative for COVID-19 and have no known exposure to COVID-19.
9. Persons described in section 3 of this Order, are not required to be in Quarantine in accordance with section 3 if they are:
- (a) essential services workers;
 - (b) who are designated by their employer as being essential; AND
 - (c) where a medical officer is satisfied that the presence of the person in a public place would involve reasonably low risk to the public health.
10. Notwithstanding anything in this Order, the Chief Medical Officer of Health may exempt a person or classes of persons from the application of this Order.
11. For greater certainty, any person previously exempted, in writing by the Chief Medical Officer of Health from any requirement to Quarantine or Isolate, continues to be exempted and is further exempted from the application of this Order.
12. This Order remains in effect until rescinded by the Chief Medical Officer of Health.

Signed on this 25 day of March, 2020.


Deena Hinshaw, MD
Chief Medical Officer of Health



Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – March 27, 2020

The *Municipal Government Act (MGA)* governs how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. While the *MGA* provides the framework for municipalities to work within, the COVID-19 outbreak has presented unique operational challenges for local government operations.

In response, Alberta Municipal Affairs continues to explore and implement various measures to support municipalities.

COVID-19 – Municipal Legislative Modifications

View the new Regulation, Ministerial Orders and Orders In Council at qp.alberta.ca

To assist municipalities in complying with legislative meeting requirements, the ***Meeting Procedures (COVID-19 Suppression) Regulation*** has been enacted. The regulation allows meetings to be held in a manner that supports social distancing recommendations from the Chief Medical Officer of Health. Municipalities now have flexibility when conducting meetings and public hearings by electronic means, navigating quorum challenges due to councillors in quarantine, as well as methods for providing information to the public.

In addition to this new regulation, many timelines and deadlines legislated in the *Municipal Government Act (MGA)* have been extended by Ministerial Orders MSD:019/20 and MSD:022/20.

Council Meetings



Can meetings be held entirely by electronic means?

YES. During the COVID-19 health emergency, when the *MGA* requires a council, board or commission to hold a meeting, an electronic meeting (e.g., live-stream, teleconference, etc.) meets that requirement as long as:

- notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
- the public is able to hear the meeting as it is occurring;
- anybody entitled to make submissions, before and during the meeting, can make submissions by email or any other method that the council, board, or commission considers appropriate; and
- the following people attend by electronic means:
 - CAO or designated officer;
 - For a commission, growth management board or subdivision and development appeal board, the chair or vice-chair
 - For a composite or a local assessment review board, the presiding officer.

Public Libraries Resources

Resources are available at <https://www.alberta.ca/public-library-services.aspx>



Is the CAO or designated officer required to be at a physical location for an electronic meeting?

NO. During the COVID-19 health emergency, section 199 of the *MGA* has been modified so the public and the CAO do not need to be physically in attendance provided there is an electronic means that permits the meeting to be heard as it occurs.

Is there more flexibility for conducting public hearings?

YES. Section 230 of the *MGA* requires council to hear any person who claims to be affected by the proposed bylaw or resolution or wishes to make a presentation and has complied with the procedures outlined by the council.

During the COVID-19 health emergency, any person entitled to make submissions, before and during the meeting, can make submissions by email or any other method that the council, board, or commission considers appropriate.

Do advertisements for public notice have to contain a physical address?

NO. During the COVID-19 health emergency, section 606(6)(b) is modified so that the meaning of “place where it will be held” may include a website address, phone number or other information identifying where the meeting can be electronically accessed.

Are there additional options for making information available to the public?

YES. Where the *MGA* requires information to be available to the public for public inspection, this can be done by making it electronically available on the website or if requested, by sending the information to the person by email or mail or fax.

Are there options to achieve quorum if we have councilors or board members in quarantine?

YES. If quorum is unable to be achieved because of quarantine (this does not apply to self-isolation), quorum is constituted by the number of remaining members who are not in quarantine, provided the number remaining is two (2) or more.

Time Extensions

Have there been any extensions to upcoming deadlines?



YES. Through Ministerial Order No. MSD:022/20 the following deadlines have been extended to October 1, 2020:

- Statistical Information Returns (SIRS)
- Financial Information returns (FIRS) (s. 278)
- Audited Financial Statements for municipalities and Regional Services Commissions (s. 278 and s. 602.34)
- Notice of assessment date as required on an assessment notice (s. 308.1)
- The date by which assessment notices must be sent out by (s. 310(1))
- Arrears list to the Registrar (Land Titles), the unclaimed personal property and vested property program, and the requirement to post the arrears list (s. 412)
- Notification provided by the Registrar (Land Titles), warning of a tax sale to owners of a parcel of land and all those that have an interest in a parcel of land that are shown on the arrears list (s. 417)
- Tax sales that were required to be held by March 31 of 2020 (sec. 418(2))
- Notification provided by the municipality, warning of a tax sale to owners of a designated manufactured home, the designated manufactured home park owner, and all those that have an interest in the designated manufactured home that are shown on the arrears list (s. 436.08)
- Annual reports respecting clean energy improvement programs (s. 12 of the Clean Energy Improvements Regulation (AR 212/2018))

Are summer villages expected to hold organizational meetings by August 31?

NO. All summer villages have until October 1, 2020 to hold annual organizational meetings.

Are there extensions to actions that must be undertaken within specified timeframes?

YES. In sections of the *MGA* where there is a specified amount of time to do something which is triggered by an action occurring, Ministerial Order No. MSD: 022/20 extended the date for the specified time to October 1, 2020. That means that the time period triggered by the event is deemed to end on October 1 or to end as specified under the *MGA* or associated regulation, whichever time is later.

For example, under normal circumstances a CAO must report to council within 45 days of receiving a petition, on whether the petition is sufficient (section 226(1) of the *MGA*). During the COVID-19 health emergency, Ministerial Order MSD:022/20 states that if a petition from electors is received now, the CAO is not required to report to council regarding the petition's sufficiency until October 1, 2020.

Please refer to the listed items in Appendix 2 of MO MSD:022/20 (qp.alberta.ca) and apply this logic to your municipal issue. If you have any questions or concerns, please do not hesitate to contact a municipal advisor to discuss further.

Do I still need to request time extensions from the Minister?

YES. It is important you review Ministerial Order MSD:022/20 as the extension does not apply to everything. Extension requests are required for items not included in the Ministerial Order. An example is the need to request an extension for by-election timelines if there is a council vacancy.

Emergency Management Act

For questions regarding changes to the Act please contact the Alberta Emergency Management Agency at 780-422-9000 or toll-free by first dialing 310-0000.

ICFs and IDPs

Is there an extension for ICFs and IDPs?

YES. Ministerial Order No. MSD:019/20 has extended the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(1) to April 1, 2021.

Previous exemptions from IDP requirements have been maintained (e.g. municipalities whose borders consist completely of crown land).

Municipal Advisory Services

If you have further questions, please contact us at:

780-427-2225

or toll-free by first dialing 310-0000

Or email ma.lgsmail@gov.ab.ca

Further Updates

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time.

We will continue to examine ways to support municipalities in navigating through this situation, and will provide further updates as new tools become available.

From: pashniak@telusplanet.net
To: [Shannon Harrower](mailto:Shannon_Harrower)
Subject: Fwd: Community Flower Garden
Date: March 24, 2020 11:40:57 AM
Attachments: [village flower list.jpg](#)

From: "DEBRA PASHNIAK" <debra_pashniak@telus.net>
To: "DEBRA PASHNIAK" <debra_pashniak@telus.net>
Sent: Tuesday, March 24, 2020 11:33:12 AM
Subject: Re: Community Flower Garden

I have already ordered \$423.00 worth for the town. So I've been told there is \$377.00 left for perennials that are climatized. So I will forward you the list, top half is owing and decisions can be made on what perennials for the rest of \$800.00. I was told last fall that I would not be planting them. If you want me to plant them it will be \$15 per hour with ground ready for planting

I have been lead to believe this already went through council.

If this is a problem then I need to know ASAP so I can cancel the \$423.00 order. I don't have that kind of money to throw away, thanks talk soon Debra

On Mar 24, 2020, at 10:59 AM, Shannon Harrower <cao.marwayne@hmsinet.ca> wrote:

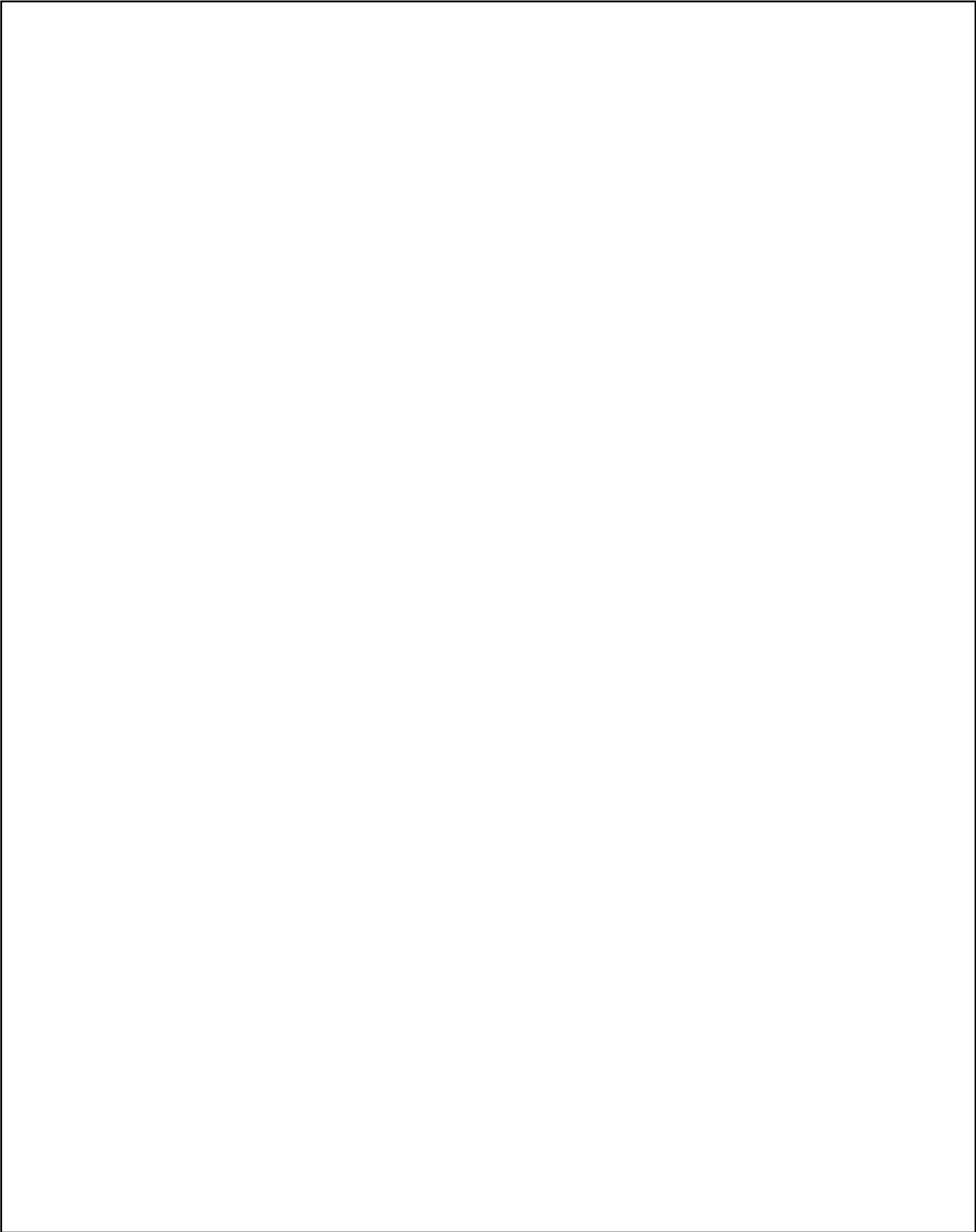
Good morning Deb,

I wanted to follow up on your desire to provide and plant flowers in the Village's community welcome garden. Mayor Eikeland had brought forward your interest at our previous Council meeting and therefore I wanted to reach out to see whether or not you were still interested in moving forward with a quote for the project.

If you are, I would require a written quotation outlining the costs of the flowers, types of flowers, labor, etc. to bring forward to Council for decision. Should this be of interest to you, I would ask that you provide the quote as soon as possible in so that I can get it brought to Council for an official decision.

Should you have any questions, please feel free to contact me.

Shannon Harrower, BAH
Chief Administrative Officer
<image001.jpg>



Ordered For Village | Guaranteed from Date I receive until 6 wks After

5 Towering Poplar Trees	\$18ea	90.00
5 Yarrow Blend	13ea	65.00
9 Cone Flower	6.50ea	58.50
6 Butterfly Flower	9.75ea	58.50
8 Cote d Azur Pinks (Ground Cover)	5.75ea	46.00
16 Asparagus	3.95ea	63.20
3 Hardy Phlox	7.00ea	21.00
3 Plum Phlox	7.00ea	21.00

(423.00)
377 left

On Farm

Goats Beard	15.00 ea
Bleeding Heart	10.00 ea
Monks Cap	10.00 ea
Veronica	10.00 ea
Peonies	10.00 ea
Oriental Lilies	10.00 ea
Trumpet Lilies	10.00 ea
Tiger Lilies	10.00 ea
Asiatic Lilies	10.00 ea

- Blue Bells
- Delphiniums (from seed?)
- Hostas 1000 ea
- Day Lilies 4 Colors
- Sedum 2 kinds (Ground Cover)
- Rhubarb & Strawberries
- Rasp Plants



RECEIVED
APR 02 2020

March 9, 2020

**Attention: Honourable Mayors,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 17-23, 2020 – “The Rhythm of Public Works”

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17-23, 2020 as National Public Works Week in your community. This year’s theme is “The Rhythm of Public Works”.

National Public Works Week is observed each year during the third full week of May and this is the 60th year. This year’s exciting poster challenges our members and their citizens to think about their communities as a symphony of essential services, working in concert create a great place to live. Every community has a rhythm, a heartbeat that reflects its essence and tempo of life. Public Works’ keeps a community’s rhythm moving by providing an orchestra of infrastructure services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides the harmony needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

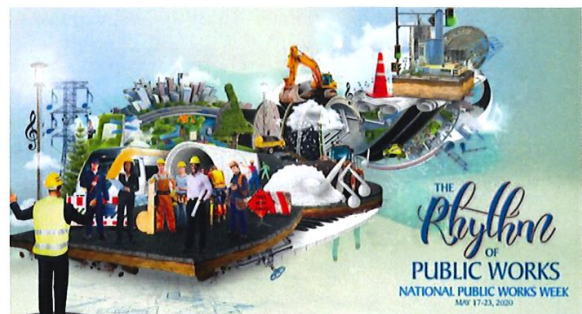
The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public’s awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year’s theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to office@publicworks.ca or by mail to:
APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
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Yours truly,

Garry Webster, APWA President



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May 17 – 23, 2020

“The Rhythm of Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Canada -or- Province/Territory]** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, **[Insert Full Name of Premier]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 17 – 23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the **[Province/Territory]** of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this _____ day of _____ 2020.

[Insert Full Name of Premier]

[SEAL]



Celebrate Public Works Week May 17 – 23, 2020 The Rhythm of Public Works

Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation
www.publicworks.ca

What You Can Do

Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

Thought starters:

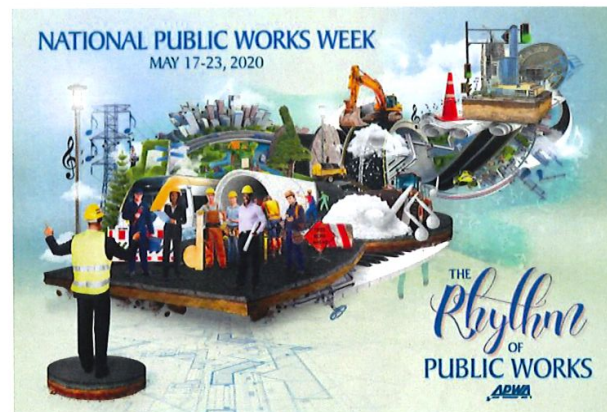
- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.



Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

Sporting Event

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

Thought starters:

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

For further information see our website: www.publicworks.ca

Or contact Jeannette Austin

Executive Director

admin@publicworks.ca



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: APRIL 6TH, 2020

ADDRESSING SERVICE NEEDS

- **ATCO Light Replacement Projects**
 - Contracts have been signed to move forward with the installation of the playground light and the replacement light on 1st avenue.
 - Site inspections have been conducted and they should be done within the next month or so.

PLANNING FOR GROWTH AND CHANGE

- **Intermunicipal Development Plan**
 - The deadline for IDP's to be adopted has now been extended to April 1, 2021 as a result of the COVID-19 pandemic. As such, I have put the reformatting on the back burner as I work to finalize our 2019 year-end and 2020 upcoming priorities.
 - I have provided an update to CVR as to the status of the redraft and they have agreed that it is no rush at this time.
- **Public Hearings for the MDP/LUB**
 - As per the notice administration recently received, public hearings may be conducted throughout the course of the COVID-19 pandemic provided that municipalities allow for written submissions and/or video conferencing submissions.
 - As such, I am wondering if Council would like to conduct our public hearings for the MDP and LUB in this fashion so that we may proceed with adoption as opposed to deferring it to a later date.

SAFE, CARING & ACTIVE COMMUNITY

- **Coronavirus (COVID-19) Pandemic**
 - Office continues to be closed until further notice.
 - Updating the website and social media as updates become available.

PURSUING OPERATION & ORGANIZATIONAL EXCELLENCE

- **2019 Audit**
 - Continuing work on the 2019 year end audit. Reporting has been extended to October 1, 2020. That being said, we are scheduled to wrap up long before then once we finish sorting out a few more issues related to the 2019 software conversion from Winfin to iCity.
- **2020 Budget**
 - The 2020 budget is almost finalized. With the ever changing day to day announcements from the government, I have held off on bringing it to Council for approval.

- Given the COVID-19 pandemic, I wanted to discuss whether or not Council's 2020 have priorities have changed so that I may adjust the budget accordingly. Some municipalities are looking to defer the collection of municipal taxes and creation of tax notices as these deadlines have been extended to October 1, 2020.
- I have begun the process of drafting our tax bylaw for 2020 so that Council may set the municipal mill rates. Unfortunately, our assessment has greatly decreased (by about 2.5 million) and therefore, we stand to collect much less revenue (\$35 000) should we not increase our rates. Being that this is a difficult time, I wanted to have a discussion as to Council's position on these matters so that I may move forward in finalizing the documents to Council's satisfaction. We have several options including changing our tax penalties, deferring collection, etc.

ATTACHMENTS

- 1) Chief Administrative Officer Action List



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CHIEF ADMINISTRATIVE OFFICER ACTION LIST

Item	Description	Resolution #	Staff Responsible	Status	Notes
Planning for Growth and Change					
Assessment Review Board	Estimated costs for the required documents and contributions from each community will be brought back to each council for ratification before proceeding towards engagement of a Law firm.	2018-11-2V: Be it resolved the Council of the Village of Marwayne agrees in principle to participate in the establishment of a Regional Subdivision and Development Appeal Board, and a Regional Assessment Review Board for the Vermilion River Regional Alliance municipalities.	Doug Rodwell (City of Lloydminster) to hire RMRF legal. Legal – Estimates maximum \$10,000 cost shared at 50% costs x \$0.72/per capita. Sharon Williams – Kitscoty Project coordinator	In progress	Council reviewed 6/10/19, no feedback. Waiting on other municipalities now. Jordan tried pushing the project along again on July 22nd, Aug 21st, Oct 16th. Email sent on January 15, 2020 to all neighboring CAO's to get a status update on the development of the agreements. Municipal Affairs has advise we may get an extension, but that they would like copies of the agreements as soon as possible. Spoke to Sharon from Village of Kitscoty on January 15 and she has advised that draft agreements will be circulated by the end of the week. Submitted our request for an extension to Jeff Nixon on January 15, 2020. Extension has been approved to May 20, 2020 and meeting has been scheduled for February 4th, 2020 in Kitscoty with subsequent meeting to be held on March 3rd in Lloydminster. CAOs to bring to Council and reconvene on March 20th with outcomes.
Marwayne Sustainability Plan Version 3	Version 2.0 completed in July 2013 in partnership with the AG society (CDO position).		Council / CAO / V3	Deferred to 2021	Due for revision in 2019-2020. Included in CAO report for January 20, 2020 for Council direction. Defer to 2021 in order to focus on MDP, ICF and IDP.

Ratepayer Amalgamation of Properties	Jill Applegate bought the vacant lot		CAO	Complete	Jordan was working with Jill since June 2019 on acquiring property from the messy estate. Bylaw has been passed #575-19. Land titles is the next step. Paperwork created using land titles online software on January 3 rd , 2020 and mailed off for processing. Used SPIN > DRR > Create DRR. May also contact Merlynn at 780 643 1392. Received approval on February 11, 2020 - lots have been consolidated.
Municipal Development Plan	\$30,879 in ACP grants available to do a new MDP. Applied for another extension for the ACP grant with a deadline to spend the funds and receive deliverables of February 29, 2020.	2019-11-10V	CAO in conjunction with Nick from V3	In progress	Met with Council on Monday December 2, 2019. Requested questionnaires to be returned within two weeks for processing (all submitted). Draft to be finalized in January 2020. Administration has completed everything on our end with respect to advertising for the open house on March 9th. V3 has finalized the materials and Council is now able to move forward with adoption pending the scheduling of a public hearing.
Residential Development	Some lots on Center Street are 25ft. Actively trying to sell serviced residential lots.	2017-11-24-V	Karen Lapointe Remax Agent 780-205-1800. karenlapointe@remax.net. Merlynn @ land titles 780-643-1392		In September 2019, renewed agreement with Remax for listing residential properties for development. Multiple downtown lots on one title and registered prior to 1950. Village must separate the lots. Plan cancellation bylaw must be passed for each plan and then registered at land titles.
2020 Economic Development Committee Project	October 28, 2019 was the last EDC Meeting		CAO	In progress	Need design quotes and AB transportation rules for roadside signage. Schedule meeting in early 2020 - looking at June due to ongoing pandemic.

Ure/Industrial Land	Purchased in 2019, need to move forward with a plan for it. Can use IDP ACP grant funds to hire CVR planning to create a multi-lot scoped ASP. Bob at AB Hub might have ideas to move forward and would attend a council meeting.		Council/CAO/Public Works for lot clean up		Need to clean up buildings and have them cleared so that the land is ready for development. Can begin to carry out in the spring when access is simpler. Look at the implications of subdividing the land for potential commercial buyers.
<i>Item</i>	<i>Description</i>	<i>Resolution #</i>	<i>Staff Responsible</i>	<i>Status</i>	<i>Notes</i>
Addressing Service Needs					
Westview Park	Playground inspection received 11/9/2018 with 15 non compliance issues identified.	15-Aug-16	Keri Debnam – Volunteer Keri.debnam@hotmail.com. CAO and Foreman	In progress	Completed the CVR grant claim on October 8, 2019. Jordan received report 11/14, signage and parts ordered. Last item required is more sand for the playground - CAO obtained quote from Feldspar in Lloydminster and will order the required 150 yards as soon as the weather gets nicer to ensure we meet all of the requirements identified in the report.

Raw Water Wells

Marwayne connected to ACE in February 2019. Kitscoty is taking the lead on decommissioning because they were connected 4 months before Marwayne. Regional utility operator Carry Grant uncertain of expenses. Keeping the power lines connected to the wells is at the expense of approximately \$200/month.

Discussed on January 6, 2020 with Council. Given the go ahead to proceed.

CAO/Utility Operator Carry Grant/Kathryn Stacey – AEP - Supplied forms to cancel the wells

In progress

If a farmer wants the wells, license gets cancelled and they have to submit new application. Offered to CVR in August 2019 but received response in December 2019 that they are not interested in the wells at this time. Decommissioning is the next step. CAO contacted Sharon at the Village of Kitscoty for pricing on filling in the wells - they used McAllister Drilling and their costs were approximately \$11 000. They also utilized their own staff to assist in the project to save on additional costs as much as possible. Discussed the next steps at the January 14th staff meeting - CAO to contact McAllister for a quote and proceed with decommissioning/sale of wells. Quote has been obtained, currently waiting on minor ball and landowner as to whether or not they are interested in purchasing the wells prior to moving forward with the project in the spring.

Minister of Service Alberta	Jordan requested information on what we are doing for broadband in October 31, 2019 letter.	Correspondence brought to November 4 Council Meeting.	Cheryle delegated this to George Rogers at VRRRA on 11/4/2019		Waiting on George. Broadband moving forward in Vermilion as per VRRRA AGM on January 23, 2020. Cheryle provided study and USB to CAO on January 24, 2020. Waiting on new quote from Vermilion as we were advised the cost would be decreasing. Check budget to see what funds we can set aside moving forward. Will incorporate upon receipt from our assessment at the end of February 2020. CVR and Lloydminster have pulled out of VRRRA.
Item	Description	Resolution #	Staff Responsible	Status	Notes
Pursuing Operation & Organizational Excellence					
Marwayne Seniors Society	Need their 2018-2019 financials. Only have a record of content insurance for 2018.	10-06-19	CAO and treasurer for seniors - OLLIE	Complete	Requested insurance documents on 6/13. Provided new proof of insurance for 2019. Jordan wrote a letter on August 19, 2019 to arrange an annual meeting. In the MOA, the seniors are required to provide us with financials. Jordan attempted to schedule this for a November council meeting with no luck. Still awaiting financials. Spoke to Council on January 6, 2020 - Cheryle provided Vern Tupper's contact in hopes that the CAO can obtain required information from him. Spoke to Vern on February 11th and he advised that he will bring in the financials, insurance, 2020 plans - received February 28th. CAO reviewed in March and added to their file.

Item	Description	Resolution #	Staff Responsible	Status	Notes
Safe and Caring Community					
Community Peace Officer	All villages came together to fund a joint CPO position. CVR reallocated funds to hire 2 enhanced police officers. Waiting for the 2 enhanced officers to be hired before terminating the CPO agreement. ICF deadline is April 2020 – Jordan asked on 6/20 and 9/20, to which no answer was provided.		CAO/Council	Complete	Should discuss next steps with other Villages or hold a regional CAO meeting to figure out our next steps in closing off this grant. Spoke to Bernice Gonzalez from CVR on January 31st who advised that the remaining grant funds were used towards the enhanced officer program which is intended to benefit all Villages - advised that this agreement needs to be included as part of our ICF agreement. No response from CVR to date. Unwilling to justify their actions, ongoing topic of discussion. As of March 17th, CVR agreed to the proposed changes and the ICF has been finalized to include the enhanced officer agreement. Further details on the disposition of the asset to come at the annual regional CAO meeting later this year.
	Lots 2& 3, Block 7, Plan 3914. Two lots: Conocophillips site Lot 3: Tier 2 Guideline Adjustment and		Karen Gervais from AB Environment 403-755-2280 or		Conoco phillips tier 2 guideline adjustment and management plan. Suncore remedial action plan. CAO submitted letters to them in May 2019 as per description information. Suncore had until October

Brownfield Contaminated Lots

Management Plan sitting on Alberta Environment desk since March 2017. As of March 2018 it is in the queue and nowhere near being reviewed. Suncore Site Lot 2: Remedial Action Plan. In regards to Lots 2 & 3, Block 7, Plan 3194ET, the Village of Marwayne will not execute the Environmental Indemnity agreement with Ranek Enterprises to facilitate the sale of these lots as this would be in direct contrast to the "polluter pays" principles in the Environmental Protection and Enhancement Act and the protections that are offered there and under the MGA for municipalities that acquire contaminated property under tax sale. The Village of Marwayne withdraws offering the above lots for sale.

09-Dec-13

karen.gervais@gov.ab.ca (talked to on 2/21/18, 3/6/18, 5/14/18. Emailed for update on 12/3 - no anticipated date. Paul Gordon from Suncor 604-933-2664 or pgordon@suncore.com. Talked to on 3/23/18 and 5/10/18. Donna Szemesi from ConocoPhillips 403-260-1820 or donna.j.szemesi@cop.com. Talked to on 2/12/18. Rob Hoffman from Canadian Fuels Association 403-266-7567 or robhoffman@canadianfuels.ca. Talked to on 4/26/18

31, 2019 to respond to our demands for full remediation. No reply. Meeting scheduled for January 23rd with Conoco Phillips to review the remediation plans. Wrote and mailed letters May 30, 2019. They replied in July 2019 and have until October 2019 to reply with results. Never got anything after October 31, 2019. Cancelled their meeting with CAO for January 22, 2020 - awaiting to reschedule for a later date. The Village's approach will now be to push for full remediation of Lots 2 and 3 and its undeveloped road and back alley, so that it can offer the lands for sale knowing that it meets tier 1 guidelines for commercial lands, thereby reducing the overall risk while rendering the lands more attractive to prospective purchasers on a pure as-is, where is basis. Risk management can be an effective remediation process over a long period of time, but the Village as the affected landowner, is not agreeable to this slow process. Canadian Fuels Association – advocate for full closure of regulatory liability, support Risk Management when Tier 1 or 2 constraints. Only can work with Suncor.

VILLAGE OF MARWAYNE

Billing Register Report Detailed



MARWAYNE

UB4110

Date : Apr 02, 2020

Page : 28

Time : 11:04 am

Report Options

Customer Selection :- All

Calculation Type :- All

Batch Number

From : [2020040201]

To : [2020040201]

Include Billing Transaction From Transaction Maintenance : No

Srv. End Date On/Before : 02-Apr-2020 Final Bills Only : No

Cat	Srv	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	ONOFF	Water On/Off	1		1.00	31.61		
01	WBULK	Bulk Water	8		8.00	500.18	28.60	3.58
01	WCOM	Commercial Water	24		24.00	2,279.35	289.00	12.04
01	WIND	Industrial Water	1		1.00	65.00		
01	WINS	Institutional Water	3		3.00	763.55	137.00	45.67
01	WLF	Water Line Fee	277		277.00			
01	WMUN	Municipal Properties	2		2.00		1.00	0.50
01	WPUB	Public Building Water	9		9.00	1,044.75	165.00	18.33
01	WRES	Residential Water	234		234.00	19,527.50	2,450.00	10.47
02	SCOM	Commercial Sewer	24		24.00	480.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	9		9.00	180.00		
02	SRES	Residential Sewer	233		233.00	4,660.00		
03	GINS	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	233		233.00	6,174.50		
Book 000 Totals :			1064		1,064.00	35,964.44	3,070.60	
Totals			1064		1,064.00	35,964.44	3,070.60	

90-day Utility Deferral

Electricity and natural gas payment deferral during COVID-19

What is happening?

To help Albertans avoid additional financial hardship as they weather the unprecedented COVID-19 health crisis, government is working with utility companies to allow residential, farm, and small commercial customers, who are unable to pay their bill when due, to defer their utility bills for up to 90 days. During this time, no Albertans will be cut off from these services.

This program is available to Albertans who are experiencing financial hardship as a direct result of COVID-19; for example, those who have lost their employment or had to leave work to take care of an ill family member.

This program came into effect on March 18, 2020 and will run through June 18, 2020.

What is a deferral?

When payment is deferred, it means the customer does not have to pay within the usual agreed-upon payment period. Customers usually have 30 days from the end of the last billing period in which to pay their utility bills. In response to the COVID-19 pandemic, utility companies are required to defer this deadline by 90 days.

How does it work?

To arrange for a deferral, call your natural gas or electricity provider directly. You will need your account information. Please be patient as there may be higher-than-normal call volumes

When do I have to pay?

The 90-day deferral program is designed to provide temporary financial relief, and consumers will still have to pay for their deferred utilities.

Government and the Alberta Utilities Commission will work with utility companies to develop a payment system to help consumers pay back their deferred utilities within a reasonable time period.

For the most up-to-date information on government's response to COVID-19, visit Alberta.ca.

No cut-off during COVID-19

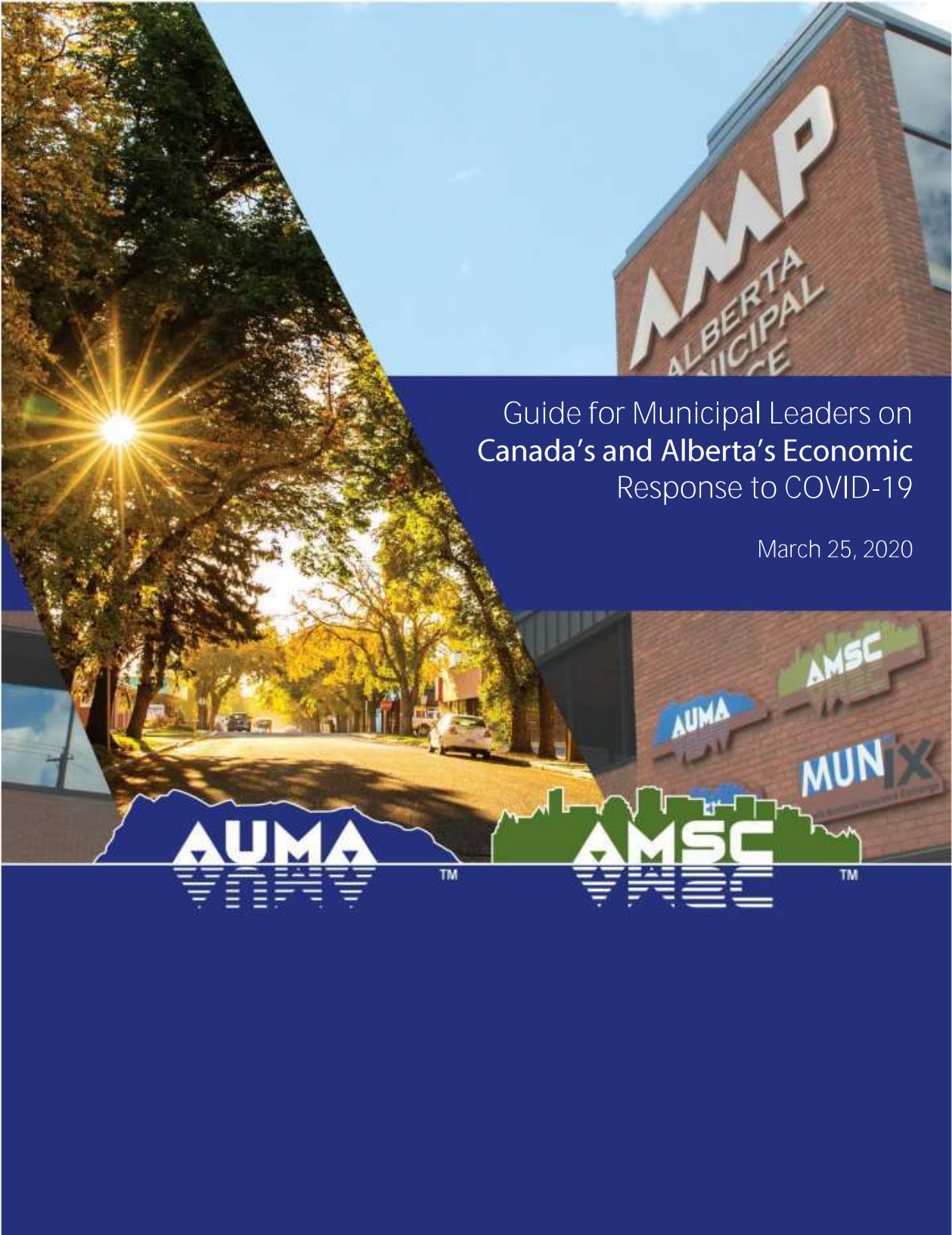
Government is committed to ensuring Albertans have access to utilities during the COVID-19 outbreak, and has directed utility companies that they cannot cut consumers off from these vital services.

Consumers should contact the Utilities Consumer Advocate (www.ucahelps.alberta.ca) for support in resolving any service issues that may arise with their service providers during this time.

Call your utility provider if you need a 90-day payment deferral

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Guide for Municipal Leaders on
Canada's and Alberta's Economic
Response to COVID-19

March 25, 2020

AUMA
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Executive Summary

In March 2020, the Government of Canada and Government of Alberta began announcing comprehensive plans involving various financial supports to help stabilize the economy due to the impact of the COVID-19 coronavirus. AUMA has developed this guide for municipalities to determine which programs may be applicable to their municipal operations or to communicate with their residents and employers about available programs intended to help alleviate financial pressures on households and businesses.

This Executive Summary simply identifies the various support programs for employers and individuals, with the next section describing each support program in detail, with links to the application information and forms.

Support for employers

	Government of Canada	Government of Alberta
Supporting financial stability	<ul style="list-style-type: none"> • Deferral of 2020 income taxes • New Insured Mortgage Purchase Program • Various actions to improve market liquidity 	<ul style="list-style-type: none"> • Deferral of 2020 income taxes • Deferral of WCB premiums • Freeze and deferral of education property tax • Deferral of utility payments
Avoiding layoffs	<ul style="list-style-type: none"> • Extending the Work-Sharing program • Providing small businesses with wage subsidies 	
Access to credit	<ul style="list-style-type: none"> • New Business Credit Availability Program • Increasing credit to farmers 	<ul style="list-style-type: none"> • Loan relief for ATB and credit union customers

Support for individuals

General support for individuals and families	<ul style="list-style-type: none"> • One-time increase in the Canada Child Benefit • Special GST credit payment • Mortgage and loan support • Extra time to file income tax 	<ul style="list-style-type: none"> • Freeze of provincial education property tax • Loan relief for ATB and credit union customers • Deferral of utility payments
Support for people facing unemployment or in self-isolation	<ul style="list-style-type: none"> • New Canada Emergency Response Benefit • Employment Insurance regular and sickness benefits 	<ul style="list-style-type: none"> • New Emergency Isolation Support • Expansion of job-protected leave provisions
Support for seniors	<ul style="list-style-type: none"> • Reduced minimum withdrawals for Registered Retirement Income Funds 	
Support for students and graduates	<ul style="list-style-type: none"> • Moratorium on repayment of Canada Student Loans 	<ul style="list-style-type: none"> • Moratorium on repayment of Alberta Student Loans
Support for targeted populations	<ul style="list-style-type: none"> • New investments for Indigenous communities, housing, women's shelters, and sexual assault centres 	



Introduction

The purpose of this document is to help AUMA members understand the variety of programs available and actions taken by the Government of Canada and Government of Alberta to stabilize the economy as a result of the COVID-19 outbreak.

How to use this guide

Municipal leaders may use this document as a reference when communicating with residents, not-for-profit organizations, and local businesses about the supports that are available to help alleviate financial pressures on households and employers. In addition, as an employer, municipalities should be aware of programs that are available to mitigate financial impacts on municipal staff as well as the municipal organization.

The guide is segregated into two sections:

- **Government of Canada's Economic Response Plan**
- **Government of Alberta's Economic Response Plan**

Future updates

AUMA will update this document weekly as new details emerge. Readers can be notified of updates by subscribing to **AUMA's** free weekly [Digest e-newsletter](#) or visit **AUMA's** [online hub for COVID-19](#).

Since the federal and provincial governments may release information more frequently, readers can access the most up-to-date information directly from the [Government of Canada](#) and [Government of Alberta](#) websites.

Limitation

The information set out in this Guide is considered accurate as of the date on page 1; because the situation with COVID-19 is changing rapidly it is important that readers ensure that the most recent update to this Guide is consulted.

While we have endeavored to provide accurate information about the programs set out in this Guide, official information about the programs, including eligibility requirements, deadlines and related terms and conditions, is found in official government publications. We recommend that readers consult those sources for details.



Government of Canada's Economic Response Plan

		Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Federal Program	<p>Description</p> <p>Small employers will be able to access a temporary wage subsidy for up to three months. The subsidy will be equal to 10 per cent of remuneration paid during that period, up to a maximum subsidy of \$1,375 per employee and \$25,000 per employer. Employers benefiting from this measure will include corporations eligible for the small business deduction, as well as non-profit organizations and charities. Details still to be released.</p> <p>The subsidy is applied by allowing the employer to reduce their payroll remittance of federal and provincial income tax. This does not apply to CPP or EI remittances.</p> <p>Eligibility requirements No application required</p>	n/a	✓	✓	n/a	n/a
Work Sharing Program	<p>This program helps employers and employees avoid layoffs when there is a temporary reduction in the normal level of business activity that is beyond the control of the employer. It provides employment insurance (EI) benefits to workers who agree to reduce their normal working hours in agreement with the employer.</p> <p><i>Changes for COVID-19:</i></p> <ul style="list-style-type: none"> The maximum duration of Work-Sharing agreements is extended from 38 weeks to 76 weeks for businesses affected by the economic downturn of COVID-19. Easing of eligibility requirements. <p>Eligibility requirements Application</p>	n/a	✓	✓	✓	n/a



Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Flexibility on loans and access to credit	<p>Canada's six largest banks have committed to work with customers to provide flexible solutions, on a case-by-case basis, for managing through current economic hardships. This support will include up to a six-month payment deferral for mortgages, and the opportunity for relief on other credit products. While payments may be deferred, interest on any outstanding balance may still be charged.</p> <p>Contact your bank directly for eligibility and application details.</p> <p>A new Business Credit Availability Program (BCAP) will allow the Business Development Bank of Canada (BDC) and Export Development Canada (EDC) to provide more than \$10 billion of additional financing support, largely targeted to small and medium-sized businesses.</p> <p>Eligibility requirements To apply, contact any of the financial institutions listed on the BCAP website.</p> <p>Farm Credit Canada is offering loan payment deferral plans as well as increasing near term credit to farmers and agri-food sector.</p> <p>Eligibility requirements and application</p> <p>The federal government will automatically place a six (6) month interest-free moratorium on the repayment of the federal portion of all Canada Student Loans. Borrowers have the option to continue making their payments.</p> <p>The Government of Alberta is matching this offer for all Alberta Student Loans.</p> <p>No application required – Loan holders can access details in the online portal.</p>	✓	✓	✓	✓	✓
		n/a	✓	n/a	n/a	n/a
		n/a	✓	n/a	n/a	n/a
		n/a	n/a	n/a	✓	✓



Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Supplementary unemployment benefit plan	<p>Canada's supplementary unemployment benefit plan (SUBP) is an existing program available to employers to top up employees' employment insurance (EI) benefits during a period of unemployment due to a temporary or indefinite layoff. No changes are being proposed for SUBP, but AUMA is sharing the program for awareness as a potential tool for employers.</p> <p>Eligibility and application details are available at Service Canada.</p>	✓	✓	✓	n/a	n/a
Employment Insurance (EI) sickness benefits	<p>Provides up to 15 weeks of partial income replacement for individuals who cannot work for medical reasons. Individuals can apply for this benefit or the below described Canada Emergency Response Benefit, but not both.</p> <p><i>Changes for COVID-19:</i></p> <ul style="list-style-type: none"> The one-week waiting period for benefits is waived for new claimants who are quarantined. Applicants do not require a medical certificate if they are quarantined. <p>Eligibility requirements Application</p>	n/a	n/a	n/a	✓	Restrictions
Employment Insurance (EI) regular benefits	<p>No changes are announced to the EI regular benefits program but workers who lose their jobs through no fault of their own should consider applying for this EI benefits program or the below described Canada Emergency Response Benefit, but individuals cannot receive both benefits.</p> <p>Eligibility requirements Application</p>	n/a	n/a	n/a	✓	Restrictions
Canada Emergency Response Benefit (CERB)	<p>A new program that provides a taxable benefit of \$2,000 per month for up to 4 months to support.</p> <p>This benefit will apply to any Canadian out of work due to reasons related to COVID-19, including for sickness, quarantine, caregiving, staying home to take care of children or loss of jobs.</p>	n/a	n/a	n/a	✓	✓



Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Special top-up payment of the GST credit	<p>In addition to those that are unemployed, furloughed workers, those who are still technically employed but not receiving income, would also qualify for the benefit. The benefit will cover:</p> <ul style="list-style-type: none"> • Wage-earners • Contract workers • Self-employed • Gig industry individuals <p>All Canadians who have ceased working and earning income, whether they are eligible for employment insurance or not, would be able to receive the benefit. Canadians who have yet to apply for federal income support will be able to decide whether to apply for CERB or EI based on which may offer more financial support. One analyst has determined that anyone making less than \$23 per hour and working full time should apply to the CERB as it will pay more than EI.</p> <p>Canadians currently receiving EI regular and sickness benefits would continue to receive their EI benefits and should not apply for CERB. Also, individuals who have already applied for EI and whose application has not yet been processed would not need to apply for CERB.</p> <p>Eligibility requirements and application will be available in early April 2020 via an online portal and phone.</p> <p>The Goods and Services Tax (GST) credit is a tax-free quarterly payment that helps low and modest income individuals and families to offset GST/HST that they pay.</p> <p><i>Changes for COVID-19:</i></p> <ul style="list-style-type: none"> • Over 12 million individuals and families will receive a one-time top-up of the credit. 	n/a	n/a	n/a	✓	✓



Guide for **Municipal Leaders on Canada's and Alberta's Economic Response to COVID-19**

Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
	<ul style="list-style-type: none"> The average increase will be a \$400 payment for individuals and \$600 for couples with payment proposed for May 2020. <p>Eligibility is limited to persons that received the GST credit in the 2019-20 year. No application is needed.</p>					
One-time increase to the Canada Child Benefit	<p>The Canada Child Benefit (CCB) is a tax-free monthly payment to eligible families to help with the cost of raising children under 18 years of age.</p> <p><i>Changes for COVID-19:</i></p> <ul style="list-style-type: none"> Families that received the Canada Child Benefit (CCB) in 2019-20 will receive an extra \$300 per child as part of their May 2020 CCB payment. <p>No application required unless you are eligible for CCB and have not previously applied.</p>	n/a	n/a	n/a	✓	✓
Reduced RRIF withdrawal	<p>Seniors with investments in Registered Retirement Income Funds (RRIFs) will have the option to withdraw less from their RRIF in 2020 to avoid liquidating their retirement investments during the current market downturn. The mandatory minimum withdrawals from RRIFs will be reduced by 25 per cent.</p> <p>Eligibility and application details (if applicable) are yet to be released.</p>	n/a	n/a	n/a	✓	n/a
Extension for filing and payment of income tax	<p>The deadline for individuals to file their 2019 income tax return has been extended from April 30, 2020 to June 1, 2020.</p> <p>The deadline to pay any balance due for the 2019 income tax return for individuals and self-employed individuals has been extended from April 30, 2020 to September 1, 2020.</p> <p>No penalties or interest will be assessed if balances are paid by September 1, 2020.</p> <p>No application required.</p>	n/a	n/a	n/a	✓	✓



Federal Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
	For trusts having a taxation year ending on December 31, 2019, the return filing due date will be deferred until May 1, 2020. All trusts that have an upcoming income tax balance or instalment due before September 1, 2020, will have their due date extended to September 1, 2020. No application required.	n/a	n/a	n/a	Trustees	n/a
	For businesses, the deadline to pay any income tax amounts or instalments that become owing or due after March 18, 2020 and before September 1, 2020 has been extended to September 1, 2020. No penalties or interest will be assessed if balances are paid by September 1, 2020. No application required.	n/a	✓	n/a	n/a	n/a
Flexible access to tax advice	Individuals will now be able to access CRA's Outreach Program via phone or webinar instead of just in-person. The free service helps individuals to understand their tax obligations. Businesses will now be able to access CRA's Liaison Officer service over the phone. Traditionally offered as an in-person service, the program provides free advice to owners of small businesses to understand their tax obligations.	n/a	n/a	n/a	✓	n/a
		n/a	✓	n/a	n/a	✓



Other notable announcements by the Government of Canada

Support for individuals and organizations

- A new Indigenous Community Support Fund will provide \$305 million to address immediate needs in First Nations, Inuit, and Métis Nation communities. Details are not yet available.
- **Canada's Reaching Home** initiative will receive \$157.5 million to invest in beds and physical barriers to support social distancing and securement of accommodation to reduce overcrowding in homeless shelters.
- **Women's shelters** and sexual assault centres will receive \$50 million to help with their capacity to manage or prevent an outbreak in their facilities.
- Electronic signatures will be temporarily recognized for tax forms T183 or T183CORP, which are forms that are signed in person by millions of Canadians every year to authorize tax preparers to file taxes.

Support for businesses

- The CRA will not contact any small or medium (SME) businesses to initiate any post assessment GST/HST or Income Tax audits for four weeks, beginning March 18, 2020.
- The federal government is changing the [Canada Account](#) to allow the government to provide additional support to Canadian export companies through loans, guarantees or insurance policies during these challenging times.
- The Bank of Canada will [broaden the scope](#) of the current Government of Canada bond buyback program. This is intended to add market liquidity and support price discovery.
- The [Office of the Superintendent of Financial Institutions \(OSFI\)](#) announced that it has lowered the Domestic Stability Buffer by 1.25 per cent of risk-weighted assets, **which will allow Canada's** large banks to inject \$300 billion of additional lending in to the economy.
- The Government of Canada has launched an [Insured Mortgage Purchase Program \(IMPP\)](#), which will purchase up to \$50 billion of insured mortgage pools through the Canada Mortgage and Housing Corporation (CMHC). This action will provide long-term stable funding to banks and mortgage lenders and add liquidity to **Canada's mortgage market.**



Government of Alberta's Economic Response Plan

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Freeze of provincial education property tax	The province has reversed its Budget 2020 decision to increase provincial education property taxes. Instead, provincial education property taxes will be frozen at the 2019-20 level of about \$2.5 billion. This will reduce the 2020-21 provincial education taxes by \$55 million for residential and farmland properties and \$32 million for non-residential properties compared to what was planned. Municipalities can access their updated 2020 requisition for provincial education property taxes on Milenet or the comparison listing is available on the Government of Alberta's website .	Municipalities will implement	✓	✓	✓	✓
Deferral of non-residential education property taxes	Effective April 2020, provincial education property taxes for non-residential properties is deferred for six months. Municipalities are to follow the normal practice for setting the local rates for provincial education property taxes but amounts for non-residential property owners will be repaid in future tax years. Commercial landlords are encouraged to pass on the savings to their tenants through reduced or deferred payments in the short term. Details on implementation are yet to be released.	Municipalities will implement	✓	✓	n/a	n/a
Vacation pay, leave or banked overtime	Employees required to self-isolate may request to use available vacation pay, leave or banked time, but employers are not required to grant the request. Employers can request employees voluntarily take vacation leave and/or use their vacation pay or banked overtime but cannot force them to do so.	✓	✓	✓	✓	n/a



Guide for **Municipal Leaders on Canada's and Alberta's Economic Response to COVID-19**

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Flexibility for loans and access to credit	Small business customers of ATB can apply for a deferral on their loans and lines of credit as well as access additional working capital to improve cash flow. Interest will continue to accrue at the interest rate of the loan. Contact ATB for eligibility and application.	✓	✓	✓	n/a	n/a
	Personal banking customers of ATB Financial can apply for a deferral on their loans, lines of credit and mortgages for up to 6 months. Interest will continue to accrue at the interest rate of the loan. Contact ATB for eligibility and application.	n/a	n/a	n/a	✓	✓
	Personal and business banking members of Alberta credit unions may contact their credit union to discuss solutions to ease difficulties with loan payments and short-term cash flow.	✓	✓	✓	✓	✓
	Beginning March 30, 2020, the Government of Alberta will automatically place a six month interest-free moratorium on the repayment of Alberta Student Loans. Borrowers will still have the option to continue making their payments. This mirrors the approach used by the Canada Student Loans Program. No application required	n/a	n/a	n/a	✓	✓
		n/a	n/a	n/a	✓	✓



Guide for **Municipal Leaders on Canada's and Alberta's Economic Response to COVID-19**

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Deferral of WCB premiums	To support short-term business cashflow, the Government of Alberta is deferring all 2020 Worker Compensation Board (WCB) premiums until 2021. When WCB resumes invoicing for 2020 premiums in 2021, small- and medium-sized private sector employers will have 50 per cent of their 2020 premiums waived. Employers who have already paid their WCB premium payment for 2020 are eligible for a refund or credit. Eligibility requirements No application is necessary unless an eligible organization is seeking a refund on previously paid premiums for the 2020 year.	n/a	✓	TBD	n/a	✓
Deferral of utility payments	Residential, farm, and small commercial customers can apply to defer electricity and natural gas bill payments up until June 18, 2020. To apply, households and businesses must contact their utility provider directly. Details are available in this background . There have been suggestions by provincial leaders that municipalities should offer deferral of payments for water, wastewater, and garbage utilities . AUMA's message to the Government of Alberta is that each municipality must be able to determine how it supports its residents and businesses at the local level. Most municipalities are implementing 90-day utility deferral programs on a case-by-case basis, which are initiated through individual customer requests.	TBD	✓	TBD	✓	✓
Deferral of corporate income tax	Corporate income tax balances and instalment payments will be deferred from March 19, 2020 until September 1, 2020 to increase employers' access to cash so they can pay employees, address debts and continue operations. This measure aligns with the Government of Canada's deferral of income tax payments until September 1, 2020.	n/a	✓	n/a	n/a	n/a



Guide for **Municipal Leaders on Canada's and Alberta's Economic Response to COVID-19**

Provincial Program	Description	Applies to employers			Applies to	
		Municipal Government	Private Sector	Not-for-Profit	Employee/Individual	Self-employed
Emergency isolation support	<p>Eligible persons will be able to access a one-time payment of \$1,146 in emergency support to assist in the period before the federal government's emergency programs begin in April 2020.</p> <p>Eligible persons are working adult Albertans who must self-isolate and who will not have another source of compensation while they are self-isolated.</p> <p>Eligibility requirements Application</p>	n/a	n/a	n/a	✓	TBD
Job-protected leave	<p>Changes to the Employment Standards Code will allow full-time and part-time employees to take 14 days of job-protected leave if they are required to self-isolate or must care for a child or dependent adult that is required to self-isolate.</p> <p>Employees should work with their employer to access leave under the various programs available in Alberta.</p>	n/a	n/a	n/a	✓	n/a



VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Mar-2020



GL5410

Date : Apr 03, 2020

Page : 1

Time : 3:03 pm

	BUDGET	CURRENT	YTD VARIANCE
GENERAL OPERATING FUND			
Operating Revenue			
General Government	(148,303.00)	(29,482.94)	(118,820.06)
Protective Services	(2,000.00)	(4,558.75)	2,558.75
Transportation Services	(1,500.00)	(439.67)	(1,060.33)
Utility - Water Services	(303,954.00)	(75,092.25)	(228,861.75)
Utility - Wasterwater Services	(62,500.00)	(12,391.73)	(50,108.27)
Environmental Health Services	(74,000.00)	(19,178.00)	(54,822.00)
Community Services	(107,277.00)	(10,980.65)	(96,296.35)
Recreation and Cultural Services	(12,204.00)	0.00	(12,204.00)
Total Operating Revenue	(711,738.00)	(152,123.99)	(559,614.01)
Capital Revenue			
Government Transfer For Capital	(458,600.00)	(20,633.37)	(437,966.63)
Reserve Capital	(31,800.00)	0.00	(31,800.00)
Deferred Revenue Capital	(259,042.00)	0.00	(259,042.00)
Total Capital Revenue	(749,442.00)	(20,633.37)	(728,808.63)
Operating Expense			
Legislative Services	32,250.00	8,467.05	23,782.95
Administrative Services	257,447.00	60,128.82	197,318.18
Protective Services	52,150.00	9,663.10	42,486.90
Transportation Services	193,820.00	81,918.93	111,901.07
Utility - Water Services	340,246.00	59,830.96	280,415.04
Utility - Wasterwater Services	88,444.00	7,716.45	80,727.55
Environmental Health Services	73,785.00	15,971.76	57,813.24
Community Services	108,435.00	7,094.72	101,340.28
Recreation and Cultural Services	67,188.00	9,021.02	58,166.98
Total Operating Expense	1,213,765.00	259,812.81	953,952.19
Capital Expense			
Municipal	1,000.00	326.38	673.62
Utility	366,515.00	148,615.19	217,899.81
Capital Purchase	27,500.00	0.00	27,500.00
Additional Cash Requirements	263,319.00	0.00	263,319.00
Total Capital Expense	658,334.00	148,941.57	509,392.43
Taxation			
Municipal Taxation	(410,919.00)	0.00	(410,919.00)
School Taxation In	(125,639.00)	0.00	(125,639.00)
School Taxation Out	125,639.00	31,409.85	94,229.15
Local Improvements In	(23,203.00)	0.00	(23,203.00)
Local Improvements Out	23,203.00	4,605.59	18,597.41
Total Taxation	(410,919.00)	36,015.44	(446,934.44)
Total GENERAL OPERATING FUND	0.00	272,012.46	(272,012.46)
Total Surplus (-)/Deficit	0.00	272,012.46	(272,012.46)

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Mar-2020



GL5410

Date : Apr 03, 2020

Page : 2

Time : 3:03 pm

Report Options Accounts : All

Cost Center 1 : All

Cost Center 2 : All

Cost Center 3 : All

Rollup Accounts Selected
Summarize Cost Centers Selected

Fund Level Selected

Group Level Selected
Sub Group Level Selected

Group Total Selected
Sub Group Total Selected

Print Surplus(-)/Deficit Selected



Capital Expenditure Proposal – Public Works Truck

Background

- The Village of Marwayne currently has two trucks that we utilize to carry out the day to day operations of our public works department.
- Our current 1996 Ford has been having an abundance of mechanical issues as of late and will need ongoing repairs to remain operational.
 - o At most, we would be able to utilize it for one last season (2020).
- Administration would advertise the sale of the Ford (for approximately \$4000) if Council endeavors to proceed with the acquisition of a newer truck in order to offset the purchase price.
- The cost of ongoing repairs to the Ford will be greater than the value of the current asset.

Financial

- The capital equipment reserve currently has a balance of \$41 208.00.
 - o This is comprised of a 2020 contribution of \$27 500 and a carry forward balance from 2019 of \$13 708.

Current Public Works Assets

- **1996 Ford F-250**
 - o 117 027 kms
 - o Andrew's Primary Vehicle



- **2008 Chevrolet**
 - o 116 661 kms
 - o Wilson's Primary Vehicle



Options (all gas engines with inspections completed/clean Carfax reports)

1) 2017 Ram 2500 – 3/4 ton

- 78 824 kms with warranty to 2022 or 100 000kms
- \$30 000 tax in cash price
- Free delivery from Edmonton



- <https://my.dealersocket.com/NewEbrochure/eBrochure/Index?WebLeadId=r0RZUG4wN7k=&InventoryID=Zn0jjZiINy0=&EbrochureSiteId=zoH0/zd5fjs=&EbrochureEntityId=lPratTjpEUg=&EventId=ROKWvhHPFrS=&CreatedById=a1XVkaPGjkh=&RemoteSiteId=zoH0/zd5fjs=>

2) 2016 Ram 3500 – 1 ton

- 128 092 kms
- \$29 000 tax in cash price
- Free delivery from St. Albert



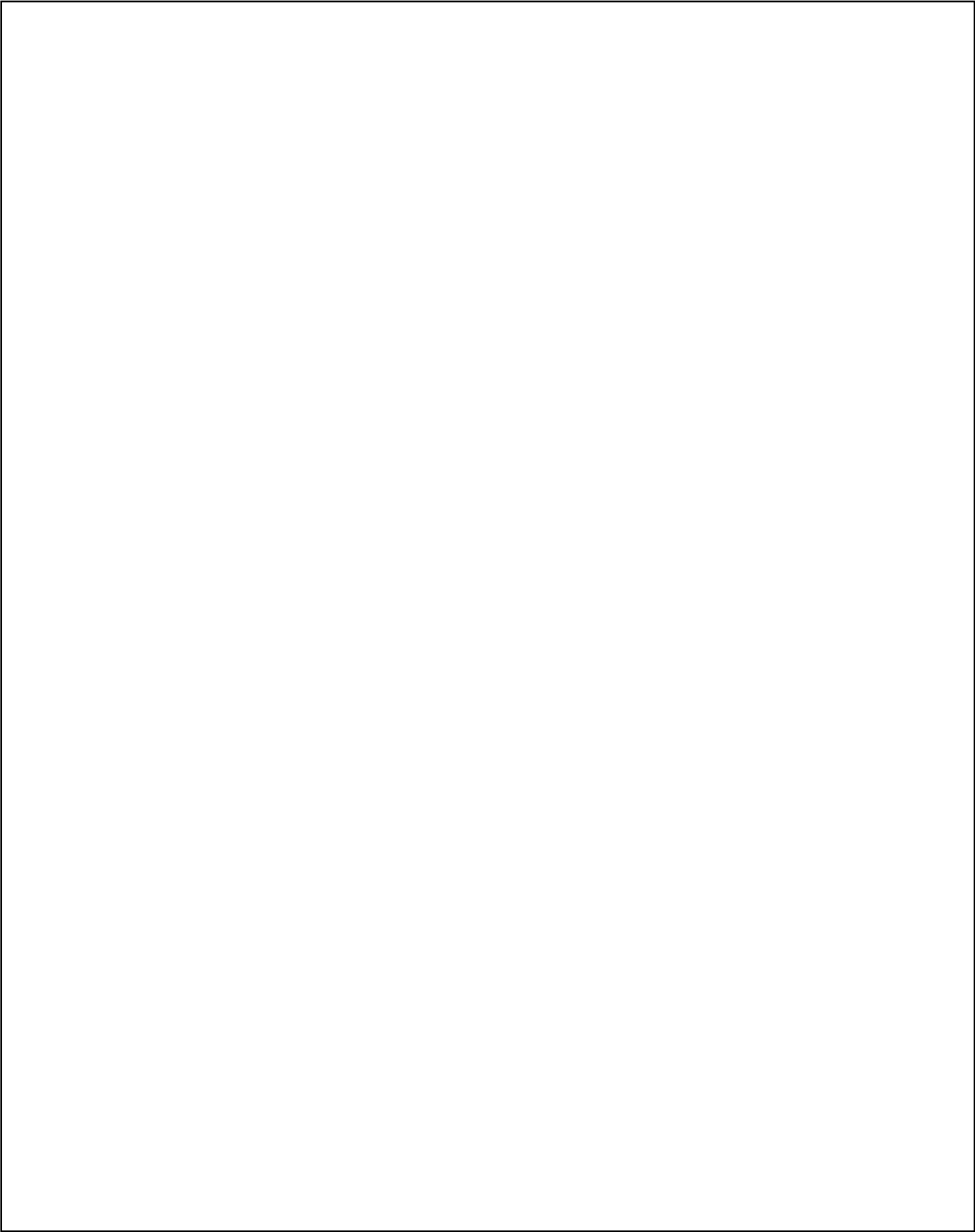
- https://www.autotrader.ca/a/ram/3500/edmonton/alberta/5_47606145_20190702140934875?showcpo=ShowCpo&ncse=no&orup=1_2_2&pc=T9X%201X3&sprx=250

3) 2012 Ford F-250 – 3/4 ton

- 113 689 kms
- \$18 375 tax in cash price
- Free local delivery from Vermilion



- https://www.collegeparkgm.ca/VehicleDetails/used-2012-Ford-Super_Duty_F_250_SRW-XL_6.2_2500_4X4_CREW_TEXT_780_853_0941-Vermilion-AB/3541818613





104987

ALBERTA
ENVIRONMENT AND PARKS

*Office of the Minister
Government House Leader
MLA, Rimbey-Rocky Mountain House-Sundre*

Dear: Approval Holders
Registration Holders
Licence Holders
Disposition Holders

Re: Suspension of Reporting Requirements

Alberta Environment and Parks recognizes that industry and grazing disposition holders are experiencing unprecedented challenges during the COVID-19 pandemic. The department is committed to working with you toward deliberate solutions that address your needs while protecting Alberta's environment and ecosystems for Albertans.

The COVID-19 pandemic could impact the availability of staff and lead to limited capacity to meet reporting requirements.

Alberta Environment and Parks is temporarily suspending the following in accordance with the lapsing provisions in the Ministerial Order, unless otherwise communicated to you in writing.

- All requirements to report information pursuant to provisions in approvals or registrations authorized under the *Environmental Protection and Enhancement Act (EPEA)*, except in the case of drinking water facilities.
- All requirements to report information pursuant to provisions in licences or approvals authorized under the *Water Act (WA)*, except in the case of drinking water facilities.
- All requirements to submit returns or reports as required under a formal disposition under the *Public Lands Act (PLA)*.

During this period of temporary suspensions, parties shall continue to record and retain complete documentation. This information shall be made available to Environment and Parks upon request.

Companies shall ensure that all unauthorized substance releases that have the potential to cause an adverse effect by impairing or damaging the environment, human health, safety or property be reported to the Environmental and Dangerous Goods Emergencies (EDGE) line at 780-422-4505. In an effort to reduce the administrative burden on reporting unauthorized substance releases, the follow-up seven-day written report requirement is waived accordance with the lapsing provisions in the Ministerial Order, unless otherwise communicated to you in writing.

1/2

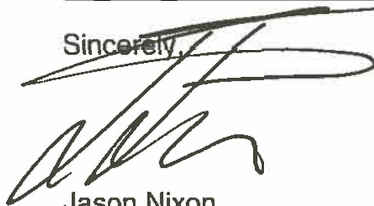
323 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-2391 Fax 780-422-6259

Printed on recycled paper

The department would like to emphasize that these temporary suspensions **do not** apply to drinking water facilities. Drinking water and wastewater systems with authorizations under the *Environmental Protection and Enhancement Act* contraventions must still be reported to EDGE at 1-800-222-6514 or 780-422-4505. It is imperative during this pandemic response period that drinking water and wastewater systems continue to meet AEP requirements to ensure the delivery of safe drinking water and wastewater municipal services to Albertans. This means authorization holders must continue to meet all the terms and conditions contained within their respective authorizations related to facilities, resources and operations staff. In the event the authorization holder is unable to meet their regulatory obligations, that situation must be **immediately** reported to EDGE.

The Ministerial Order can be found at https://open.alberta.ca/dataset?q=&sort=title_string+desc&tags=CMOH+orders.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Nixon', is written over the word 'Sincerely,'.

Jason Nixon
Minister

ANNUAL CONFERENCE POSTPONED NEW DATES: OCTOBER 21-23, 2020

Status of LGAA's 2020 Conference

March 18, 2020

Due to the current health risks associated with the COVID-19 coronavirus and Alberta's restrictions on mass gatherings, LGAA has rescheduled our 2020 Conference to October 21-23, 2020. The event will continue to be held at the Cambridge Hotel and Conference Centre in Red Deer.

Our plan for the 2020 Conference has not changed. We still look forward to delivering an outstanding line up of speakers and opportunities for members and delegates to network and discuss issues and opportunities impacting municipal government. Due to the shift in our focus to plan for the conference in October, please review the following information as it relates to you.

I already registered for the conference. What are my options?

LGAA will carry forward all existing registrations to the new conference date of October 21-23, 2020. If you have a scheduling conflict and will not be able to attend the 2020 Conference, please email info@lgaa.ab.ca and request a refund.

Will LGAA charge a cancellation fee if I cancel?

Any cancellations prior to August 21, 2020 will receive a full refund. After that date, our standard cancellation fee of \$100 plus GST will apply to existing and new registrations and no refunds will be offered after October 1, 2020.

I have a hotel reservation booked. Will this be cancelled for me?

If you have reserved a room at the Cambridge Hotel (Red Deer) under LGAA's room block, the hotel will automatically cancel the reservation on your behalf and if applicable, any charges will be refunded. If you would like to keep your reservation for the April dates, please contact the Cambridge Hotel at 403-346-2091 to confirm your reservation. If you reserved a room at any other hotel, you will need to contact that hotel directly to cancel.

What is the plan for the 2020 Annual General Meeting and election of Executive Board members?

The 2020 Annual General Meeting (AGM) was scheduled to be held on April 22nd as part of the 2020 Conference. Due to the risks of COVID-19 and potential challenges in achieving quorum, the 2020 AGM is now rescheduled to be held at the same time as the 2020 Conference in October. Details about timing, nominations, and resolutions for the 2020 AGM will be announced in a future issue of our E-Bulletin newsletter.

I am already registered or am interested in registering as an exhibitor in the Tradeshow.

Please direct any questions to tradeshow@lgaa.ab.ca.

I am a sponsor or am interested in sponsoring LGAA's 2020 Conference.

Please direct any questions to info@lgaa.ab.ca.

When will more information be available?

Further updates will be posted to this page and shared through future issues of our member E-Bulletin newsletter registration options will be re-opened in the coming months.

Where

Cambridge Red Deer Hotel & Conference Centre
3310 50 Avenue, Red Deer

Dates

October 21-23, 2020

Questions regarding LGAA's Conference?

Please email info@lgaa.ab.ca.