



# Village of Marwayne

## Agenda

Regular Village Council Meeting  
 Monday, December 7, 2020 @ 7:00 PM  
 Horton Agencies Board Room/Zoom Video Conferencing

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	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 December 7th, 2020 Regular Village Council Meeting	
<b>Be it resolved that the December 7th, 2020 Regular Village Council Meeting Agenda be approved as presented.</b>	
4 ADOPTION OF MINUTES	
4.1 November 23rd, 2020 Regular Village Council Meeting	5 - 7
<b>Be it resolved that the November 23rd, 2020 Regular Village Council Meeting Minutes be approved as presented.</b>	
5 DELEGATIONS/PUBLIC HEARINGS	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1 Public Works Foreman Report	8
<b>Be it resolved that the Public Works Foreman Report be received as information.</b>	
6.2 Regional Water Operator Report	9 - 11
<b>Be it resolved that the Regional Water Operator Report be received as information.</b>	
6.3 PW 01 Snow Removal and Sanding Policy	12 - 21
<b>Be it resolved that the Village of Marwayne approved the Snow Removal and Sanding Policy PW 01 as presented.</b>	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Marwayne Senior Citizen Centre Roof Condition & Repair Report	22 - 37
<b>Be it resolved that the Marwayne Senior Citizen Centre Roof Condition and Repair report be received as information.</b>	

8	KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
8.1	Alberta Central East (ACE) Water Corporation Capital Construction Project Update	38 - 41
	<b>Be it resolved that the Alberta Central East Water Corporation capital construction project update be received as information.</b>	
9	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1	Appointment of Returning Officer(s) for 2021 Election	
	<b>Be it resolved that the Village of Marwayne appoint the Chief Administrative Officer Shannon Harrower as the returning officer for the 2021 municipal election.</b>	
	<b>Be it resolved that the Village of Marwayne appoint the Administrative Assistant Shannon Kennedy as the substitute returning officer for the 2021 municipal election.</b>	
9.2	Appointment of Auditors for 2020	
	<b>Be it resolved that the Village of Marwayne appoint Leckie &amp; Associates as the Village's 2020 auditing firm.</b>	
10	ADMINISTRATIVE REPORTS	
10.1	Councillor Reports	42 - 54
	<b>Be it resolved that the following Councillor Reports be received as information:</b>	
	<ul style="list-style-type: none"> <li>• October 27th and November 24th, 2020 Vermilion River Regional Waste Management Services Commission Meeting Minutes</li> <li>• 2021 Vermilion River Regional Waste Management Services Commission Budget</li> <li>• Announcement from the Northern Lights Library System re: New Director</li> </ul>	
10.2	Chief Administrative Officer Report	55 - 56
	<b>Be it resolved that the Chief Administrative Officer Report be received as information.</b>	
11	FINANCIAL	
11.1	Monthly Financial Report	57 - 58
	<b>Be it resolved that the November 2020 Monthly Financial Report be received as information.</b>	
11.2	Cheque Distribution Report	59
	<b>Be it resolved that the Accounts Payable Invoices being over \$5,000.00 but within budget be approved and authorized to be paid as presented.</b>	

**Be it further resolved that the Accounts Payable Invoices being less than \$5,000.00 but within budget be received as information.**

11.3 Monthly Utility Bill Report 60

**Be it resolved that the November 2020 Monthly Utility Bill Report be received as information.**

11.4 Payment of Loan #1185437 to the Alberta Capital Finance Authority 61 - 62

**Be it resolved that the Village of Marwayne approve the payment of Loan #1185437 to the Alberta Capital Finance Authority in the amount of \$35 256.82.**

11.5 Transfer to Reserves

**Be it resolved that the Village of Marwayne transfer the following amounts to reserves, for a total contribution of \$400,000 by December 31st, 2020.**

- **Equipment \$30,000**
- **Roads \$100,000**
- **Bridges \$20,000**
- **Land \$20,000**
- **Water \$45,000**
- **Wastewater \$78,000**
- **Regional Water Line \$55,000**
- **Fire \$20,000**
- **Streetlights \$20,000**
- **Senior Foundation \$10,000**
- **Consortium \$2000**

11.6 FN 19 Rounding due to no more Pennies Policy 63

**Be it resolved that the Village of Marwayne rescind the Rounding due to no more Pennies Policy FN 19 as presented.**

11.7 FN 02 Financial Reporting Policy 64 - 66

**Be it resolved that the Village of Marwayne approve the Financial Reporting Policy FN 02 as presented.**

11.8 FN 05 Accounts Receivable Cancellation 67 - 72

**Be it resolved that the Village of Marwayne approve the Accounts Receivable Cancellation Policy FN 05 as presented.**

12 CORRESPONDENCE

12.1 November 23rd, 2020 Letter from Charles Hlady 73 - 74

**Be it resolved that the November 23rd, 2020 Letter from Charles Hlady be received as information.**

12.2 November 12th, 2020 Letters from the County of Vermilion River 75 - 76

**Be it resolved that the November 12th, 2020 Letters from the County of Vermilion River be received as information.**

12.3 Alberta Government Pandemic Frequently Asked Questions 77 - 79

**Be it resolved that the November 27th, 2020 Alberta Government's Pandemic Frequently Asked Questions document be received as information.**

13 CONFIDENTIAL

13.1 FOIP Section 17 (1) - CAO Performance Evaluation

14 SETTING OF THE NEXT MEETING

14.1 January 2021 Meeting Dates

**Be it resolved that the next Regular Village Council Meeting be held on January 4th, 2021 at 7:00 p.m. at the Horton Agencies Boardroom and via Zoom Video Conferencing.**

15 ADJOURNMENT



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**Minutes of the Regular Meeting of the Council of the Village of Marwayne**  
In the Province of Alberta, held on Monday November 23<sup>rd</sup>, 2020  
Commencing at 7:00 PM at the Horton Agencies Boardroom and via Zoom  
Video Conferencing

**PRESENT**

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

**1. CALL TO ORDER**

Mayor C. Eikeland called the November 23<sup>rd</sup>, 2020 Village of Marwayne Council Meeting to order at 6:58 p.m.

**2. ADOPTION OF AGENDA**

**November 23<sup>rd</sup>, 2020 Regular Council Meeting Agenda**  
**2020-11-30**

**Moved By Councillor A. Rainey**

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

- Ratepayer Communication Strategies

**CARRIED**

**3. ADOPTION OF MINUTES**

**November 9<sup>th</sup>, 2020 Regular Council Meeting Minutes**  
**2020-11-31**

**Moved By Councillor R. McDonald**

Be it resolved that the November 9<sup>th</sup>, 2020 Village of Marwayne Council Meeting Minutes be approved as presented.

**CARRIED**

**4. KEY STRATEGY: SAFE & CARING COMMUNITY**

**Go East of Edmonton Road Trip Adventure Game**

**2020-11-32**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne participate in the 2021 Go East of Edmonton Road Trip Adventure Game at a cost of \$300.00 plus GST.

**CARRIED**

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

**Alberta Community Partnership Grant**

**2020-11-33**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Village of Marwayne send a letter to the County of Vermilion River to request their partnership in the application for a 2020/2021 Alberta Community Partnership Grant with the Village of Marwayne acting as



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the managing partner for the purposes of developing an area structure plan for the parcel of land located at 406 Highway 897.

**CARRIED**

**6. ADMINISTRATIVE REPORTS**

**Councillor Reports**

**2020-11-34**

**Moved By Councillor A. Rainey**

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

- East Central 9-1-1 Meeting
- Alberta HUB Meeting

**CARRIED**

**Chief Administrative Officer Report**

**2020-11-35**

**Moved By Councillor A. Rainey**

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

**CARRIED**

**Ratepayer Communication Strategies**

**2020-11-36**

**Moved By Councillor R. McDonald**

Be it resolved that the Chief Administrative Officer Report include an update on the Village of Marwayne operations and levels of service in the December 2020 newsletter.

**CARRIED**

**7. CLOSED SESSION - CONFIDENTIAL**

**2020-11-37**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Village of Marwayne move to a closed session at 7:47 p.m. under FOIP Section 17 (1) with all members in attendance.

**CARRIED**

**Chief Administrative Officer Report and Cost of Living Allowance**

**2020-11-38**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne revert to an open session at 8:09 p.m. with all members in attendance.

**CARRIED**



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**Cost of Living Allowance**

**2020-11-39**

**Moved By Councillor A. Rainey**

Be it resolved that the Village of Marwayne approve a 1.3% increase to all Village of Marwayne employee wages effective January 1<sup>st</sup>, 2021.

**CARRIED**

**8. NEXT MEETING**

**December 7<sup>th</sup>, 2020 at the Horton Agencies Boardroom and via Zoom Video Conferencing**

**9. ADJOURNMENT**

Being that the November 23<sup>rd</sup>, 2020 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:10 p.m.

**Approved this 7<sup>th</sup> day of December 2020.**

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

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

**November**

<b>Description</b>	<b>Date</b>	<b>Initial</b>
<b>Grading backalley's – monthly checked &amp; graded</b>	OK	WC
<b>Municipal Sidewalk's shoveled after each snow</b>	OK	WC
<b>Sanding as needed</b>	OK	WC
<b>Visual Street Sign Inspection of all</b>		
& Hwy 897 signs weekly – noted in writing in your book	all time	WC
<b>Xmas lights prepared &amp; snowmen etc erected</b>		
Turn on lights after Nov 11	OK	WC
<b>After time change – Triangle timer fixed to new time</b>	OK	WC
<b>Hazard Assessment's done</b>		
<b>Start developing next year budget/to do list/wish list</b>		
<b>SOP's to develop or update?</b>		
<b>check fire extinguishers (Astec out usually in Nov to do Ag Society's buildings– confirm booking)</b>		
o #1 lift station, office, shop, red truck, "office" grey truck, WTP Filter Bldg, reservoir/testing bldg, clinic, fire hall, well #4	done	WC
o in 2009 get the senior's building added onto the yearly list WITH the bill going directly to them.		
<b>Monthly 'dipping' of water wells (pumping &amp; non-pumping)</b>	OK	CG
<b>Lagoon inspection &amp; rotation</b>	OK	WC
<b>Fire Extinguishers: monthly inspection &amp; sign tag (office, 3 shop, all vehicles, 2 WTP, lift station, fire hall, 2 well house, clinic)</b>	done	WC
<b>1<sup>st</sup> Aid Kit monthly check of sticker (office, shop, trucks, WTP)</b>		
Are all annual water tests completed for the year?		
Mel has listing of requirements by year		





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## Regional Operator report

### November 2020

#### Common information:

We continue to use caution and monitor AEP recommendations regarding social distancing and covid 19.

Continue working through the materials for Level II wastewater treatment prep course. Alarms tested and working correctly.

Monthly reports up to date and preparing for annuals.

We continue to work with Itron to get the leak sensors back up and running.

Waiting for ground mic and contact mic equipment from Hetek.

#### Outstanding items:

Decommissioning work on wells and plants is ongoing. Still a few outstanding items in both places.

Review Drinking water safety plans. Dewberry complete.

Review SOP's. Dewberry complete.

Itron leak sensors.

Marwayne lift station pump.

#### Marwayne:

Will submit decommission plan complete to AEP.

Data for October 2020 was electronically submitted on AEP site.

New pump for the West lift station was installed. It had problems and was returned to supplier for testing.

Still getting some communication alarms from lift station. Not a big problem yet but could get worse.

Located and will repair one more leak. Consumption is much lower but still a bit high. Some issues with power and brown outs continue.

Ace line had two leaks. No water was hauled in for the second leak. No issues keeping up.

Waiting on ground mic and leak detection equipment.

Still losing some water but flows down substantially.

Some issues with contract lab submitting results directly to AEP.

Local operator did a re-write on the water portion of small systems certificate through AEP. Waiting on results.

**From Date:** 01-Oct-2020

**To Date:** 31-Oct-2020

**Approval No:** 00422590-00-02

MARWAYNE WATERWORKS SYSTEM - REVISED LEAD MAC NOTICE

**Location: MARWAYNE / DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS**

Water Type	Parameter	Sample Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Sample/Measurement Comments Missing Measurement
TREATED WATER	CHLORINE	06-OCT-2020		1.14	mg/L	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	20-OCT-2020		1.26	mg/L	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	COLIFORMS TOTAL	06-OCT-2020 10:45:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792935) (SP#435888443) ; Marwayne:Bathroom Tap, 21 1St St N, Ace Water Corp; ;
TREATED WATER	COLIFORMS TOTAL	20-OCT-2020 11:00:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792936) (SP#438564592) ; Marwayne:20 Railway Ave S Bathroom tap; ;
TREATED WATER	ESCHERICHIA COLI	06-OCT-2020 10:45:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792935) (SP#435888443) ; Marwayne:Bathroom Tap, 21 1St St N, Ace Water Corp; ;
TREATED WATER	ESCHERICHIA COLI	20-OCT-2020 11:00:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792936) (SP#438564592) ; Marwayne:20 Railway Ave S Bathroom tap; ;

**Location: MARWAYNE / DISTRIBUTION: RANDOM LOCATIONS**

Water Type	Parameter	Sample Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Sample/Measurement Comments Missing Measurement
TREATED WATER	CHLORINE	01-OCT-2020		1.06	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	02-OCT-2020		.55	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	05-OCT-2020		.99	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	06-OCT-2020				WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	Same location as Bacteriological sample EIO-Either/Or Missing Measurement (re: Chlorine Residual)
TREATED WATER	CHLORINE	07-OCT-2020		1.17	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	08-OCT-2020		1.18	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	09-OCT-2020		.98	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	13-OCT-2020		.71	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	14-OCT-2020		1.2	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	15-OCT-2020		1.04	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	16-OCT-2020		1.3	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	19-OCT-2020		1.25	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	20-OCT-2020				WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	Same location as bacteriological sample EIO-Either/Or Missing Measurement (re: Chlorine Residual)
TREATED WATER	CHLORINE	21-OCT-2020		.87	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	22-OCT-2020		1.32	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	

**Location: MARWAYNE / DISTRIBUTION: RANDOM LOCATIONS**

Water Type	Parameter	Sample Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Sample/Measurement Comments Missing Measurement
TREATED WATER	CHLORINE	23-OCT-2020		1.23	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	26-OCT-2020		1.28	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	27-OCT-2020		1.35	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	28-OCT-2020		.71	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	29-OCT-2020		.44	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	30-OCT-2020		1.27	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	

**Location: MARWAYNE / ENTERING DISTRIBUTION SYSTEM**

Water Type	Parameter	Sample Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Sample/Measurement Comments Missing Measurement
TREATED WATER	FLOW	31-OCT-2020		5928	m3/mn	MONTH	1	SAMPLE BASED ON CALCULATED VALUE (S) (EG. AVE, MAX, MIN)	TOT	

**Submitted Notes**

From Date: 01-Oct-2020                      To Date: 31-Oct-2020

Submitted Date	Notes

Policy No. 1 Issue No. 2 Adopted Nov 8, 2004 Updated Dec 12, 2005	<b>Village of Marwayne          Snow Removal and Sanding Policy for          Roadways and Sidewalks</b>
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**Policy Perspective**      To provide direction and information to employees and residents regarding the Village of Marwayne’s winter maintenance of roads and sidewalks.

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**Policy**      In order that public roadways within the corporate limits of Village of Marwayne are maintained in a condition that:

- minimized accidents, injury or damage to persons, vehicles and property and
- permits reasonable vehicular access to primary highways, business, industry, school, residences, recreational facilities and public services

the Village of Marwayne will undertake sanding, snow plowing and snow removal operations on a priority basis.

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

The CAO delegates to Public Works the duty to undertake those reasonable measures to undertake the sanding, snow plowing and snow removal operations.

**Public Works:**      Work under this policy will be undertaken by Public Works during normal working days except where:

- the provision of this policy require work to be completed outside of the normal working hours, or
- additional contracted equipment and operators are required to meet this policy or to deal with extraordinary or extenuating circumstances for which there is budget available

**Community Support:**      Public Works also relies on the community to assist in keeping winter maintenance effective:  
 Driving according to road conditions, Village roads are posted at 50 km/h. This assumes good road conditions, and slower speeds are required by law when winter conditions are present. Driving according to road condition and ability is the most effective means of insuring safety.

The Village of Marwayne will take full advantage of the snow storage capacity of roadway rights-of-way and public property in order to minimize the expenditures associated with snow removal and hauling.

The Villages' response to a storm event depends on the type, severity, and duration of weather conditions. The following procedures are subject to discretionary revision by Public Works.

The sanding, snow plowing and removal operations guidelines document form part of this policy.

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Policy No. 1 Guidelines  
Issue No. 1  
Adopted Nov 8, 2004  
Updated Dec 12, 2005

**Sanding, Snow Plowing and Snow Removal Operation Guidelines**

**Snow Operations:**

Plowing or removal with either the grader or bobcat will commence:

- after 3 inches of snow is accumulated on all roadways as we need a snow cover to prevent freezing in the spring; however
- residential streets will not have removal started until there are 6 inches of packed snow;

then

- after a major storm – meaning a snowfall exceeding 6 inches
- or after the accumulation of what is equivalent to a major snowfall
- or rut mitigation efforts or snow drifts are affecting vehicle movement

Should another snow fall occur before all streets are fully cleared, clearing will start again with top priority streets.

In the spring when thawing is occurring, if there are major ruts at the Priority One intersections, the Village will try to clear these intersections back to the pavement.

If windrows are necessary for vehicle movement, the windrow will not be removed until all areas, including back alleys, have been opened up.

Residential streets that would require removal of snow will be plowed to cover one sidewalk with snow, therefore, leaving only one side open for pedestrian traffic. Sidewalks covered will be on an alternating annual basis. Driveways will be cleared with a loader. From past experience plowing snow on one side of the street is better for the following reasons:

- provides more room for vehicle traffic
- provides one good side for parking rather than difficulty on both sides

- less driveways to clean providing less piles of snow on the street

## **Priority Areas:**

The Village will undertake roadway snow plowing and snow removal operation in the following order of priority. There may be extreme snowfall events that exceed the capacity of available manpower and equipment to carry out the work listed within the time allotted, however, in that case, the order of priority will not change.

### **Area 1: Have target completion of 24 hours after conclusion of snowfall**

Railway Avenue South and North (but not Highway 897), Centre Street, 1<sup>st</sup> Street South to back alley just past the Fire Hall, 2<sup>nd</sup> Street South from 897 to 2<sup>nd</sup> Avenue South

### **Area 2: Has target completion of 2<sup>nd</sup> working day following a major storm**

2<sup>nd</sup> Street South from school to manors, 3<sup>rd</sup> Street North, 2<sup>nd</sup> Avenue South, 1<sup>st</sup> Street North, 1<sup>st</sup> Avenue North & South (2 blocks in downtown area), 2<sup>nd</sup> Avenue North from water plant out to Railway Avenue

### **Area 3: Has target completion of 2 weeks following a major storm**

2<sup>nd</sup> & 3<sup>rd</sup> & 4<sup>th</sup> & 5<sup>th</sup> Avenue North, 2<sup>nd</sup> & 4<sup>th</sup> Avenue North, 1<sup>st</sup> Ave S, 3<sup>rd</sup> St. S, 1<sup>st</sup> Ave S (by school)

### **Area 4: back alleys, snow flag requests, arena and curling rink parking lot**

Exceptions: Secondary Highway 897 is maintained by Alberta Transportation, therefore, they are responsible for all operations. County of Vermilion River looks after South 5<sup>th</sup> Street (Alliance Church through to bridge past Lovell's gas station) as they are opening up roads for their County residents. School driveway and parking lot are only done upon request and billed according to their time.

All driveways blocked as a result of roadway clearing operations will be cleared before the end of that working day.

Snow fences will be installed each year where helpful.

## **Sanding:**

During normal working hours, Public Works will inspect the streets once a day, and more often if weather conditions require, and determine if sanding is required and in what locations. A combination of sand and salt will be used minimally to protect our drainage system.

The following locations shall receive sanding when conditions are hazardous:

- intersections, particularly in the Priority 1 snow area
- school zone
- Centre Street
- intersections of where back alley joins onto a street

- curve on North Railway Avenue
- inclines (east end of 3<sup>rd</sup> Avenue North & hill coming down towards the arena)

### **Sidewalks:**

At the first snowfall a public announcement shall appear on the community channel to advise the property owners of their responsibility to remove snow, ice, etc from the sidewalks adjoining the premises owned or occupied by them. They shall be advised also of the time frame for responding and the potential penalties for not responding. Further, the announcement will also ask: the Village asks that property owners blow/shovel snow from their sidewalks/driveways back on their property or the boulevard and not onto the Village streets. Everyone's cooperation is greatly appreciated.

*Business Sidewalks:* Following a major storm the Village will wait, approximately 24 hours, until the downtown business owners have cleared their sidewalks before removing snow from the street. This allows business owners the option to shovel the snow onto the street to facilitate easier clearing of their sidewalks and reduce the mounds of snow on the edges of the street.

Sidewalks will be inspected for compliance only when a complaint is received at the Village Office. The complaint will be recorded (including the name of the complainant), how it was responded to and record the action taken. If the Village's response is not immediate the reason for the delayed response will also be recorded.

After the complaint is received, the property owner will be given 72 hours within which to respond. If they don't, then the Village may clear the snow and bill the property owner/occupier for the cost of the removal. However, if the bill is not paid within one month, the cost will be added to the taxroll (only applicable to people who own their property not the renter).

The Village of Marwayne's policy for sanding and snow removal of sidewalks adjacent to our municipally owned property shall be: we will maintain our sidewalks within 72 hours of the last snowfall. Either the bobcat or hand shoveling will be utilized.



**POLICY – PW 01      SNOW REMOVAL AND SANDING**

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

**POLICY STATEMENT**

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

**BACKGROUND**

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

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

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





## OBJECTIVE

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

## DEFINITIONS

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

**Council** are the Councillors for the Village of Marwayne in the Province of Alberta.

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

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

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

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

## GUIDING PRINCIPLES

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

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

This policy is subject to the terms set forth below:

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



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



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



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

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

- **Sanding**

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



**ROLES & RESPONSIBILITIES**

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

**EXEMPTIONS**

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

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



Oct 2nd, 2020

**Katherine Miller, CIP**  
**Pro-Line Claims Services Inc.**

B: (780) 872-5905

[katherine.proline@gmail.com](mailto:katherine.proline@gmail.com)

**#2, 6309-43 Street Lloydminster, AB T9V 2W9**

Hi Katherine,

As per your request, I inspected the roof of the Marwayne Senior Centre located at 22 Centre Street in Marwayne, AB on Sept 19<sup>th</sup>, 2020. The roof area presenting the issue is approximately 8-10 years old. It is an EPDM roofing system with 1 drain, proper slope and no standing water. This flat roof is connected to two other buildings which both have sloped shingle roofs.

After evaluating the roof condition, we have noticed that the EPDM roof is in good shape and only requires minor maintenance and a few patches. We also do recommend that the cap flashing on this section be taken off and sealed with new screws being added. The silicon on the flashing has disintegrated and screws are lifting or gone completely. This roof system currently has 1 drain that should be resealed, due to the climate and weather conditions the sealant has started to break down and crack.

Majority of the leaking issues caused to this building is from poor maintenance on the neighboring roof. The shingle roof attached to the EPDM roof has not been properly maintained. The shingles are incredibly old and need replacing. Some shingles are missing completely while the others are breaking apart causing water to penetrate. The unit presently on this roof is sitting on rotten wood, as such water is getting in and under the shingles. Water is getting into the roof by the damaged shingles and rotten unit base. It then is flowing under the shingles, down the roof and behind the EPDM membrane. The water is then penetrating the EPDM roof and causing that building the leak.

When the EPDM roof was completed 8-10 years ago the roof membrane was installed 2-3 feet up the neighbors roof as recommended. This is where you can see the new shingles on that roof. But, without proper maintenance on the neighboring roof that water is flowing down and under the membrane and leaking into the middle building. The eavestroughs on the neighboring roof are also detached and not catching the draining water properly. They need to be reattached and sloped properly to ensure the water is caught and draining off the roof properly.

The issues on the roof will continue to escalate if not addressed in the near future. The longer this roof remains in its current state, the more opportunity moisture has to penetrate and could cause further damage. Repairs and maintenance are needed to ensure the integrity of the structure is maintained.



I have attached photo evidence of the above inspection. If you have any questions or need any clarification, please give me a call to discuss.

Regards,



Sarel Potgieter  
Owner/Operator, Rhino Roofing Ltd

Box 10903, Lloyminster AB T9V 3B2 Tel : 780.872.8410 Email : rhino-roofing@hotmail.com www.rhinoroofinglloyminster.com

	<ul style="list-style-type: none"><li>- Screws popping out of cap flashing</li><li>- Replace screws</li></ul>
	<ul style="list-style-type: none"><li>- Reseal cap flashing</li></ul>



- Missing screw in cap flashing
- Replace screw and reseal



- Missing screws



- EPDM membrane has detached from the wall
- Eavestrough has also detached
- Membrane needs to be reconnected





- Eavestrough has pulled the membrane from the wall



- Overview of shingle roof



- Overview of shingle roof



- Shows the tie in of the EPDM roof to the neighboring roof



- Overview of the two roofs



- Metal is not sealed properly
- Wood on the wall should have metal on it



- Metal is not sealed properly



- Cap flashing overlap not sealed



- Metal needs to be resealed



- Metal is not sealed





- Eavestrough has pulled the membrane off of the wood



- EPDM membrane needs to be patched and resealed



- Eavestrough has pulled the membrane off the wall



- Eavestrough needs to be attached



- Overview of neighboring roof shingles that need replaced



- Overview of neighboring shingles



- Step flashing needs to be resealed



- Caulking on flashing needs to be resealed as it is pulling away from roof



- Step flashing needs to be sealed



- The wood is pulling off
- Needs to be attached and should have metal flashing on it





- Eavestrough is not connected to neighbour roof



- Corner needs to be patched and resealed



- Corner needs to be cleaned
- Patched and resealed



- Screw is popping out
- Replace screw



- Cap flashing needs to be sealed



- Neighboring roof
- Needs to be sealed





- Neighboring roof
- Vent needs to be resealed



- Neighboring roof
- Shingles missing



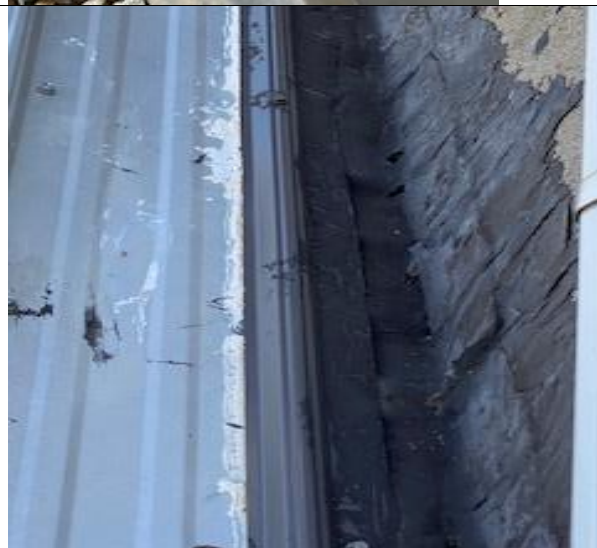
- Neighboring roof
- Unit is sitting on rotten wood
- Needs to be properly lifted and sealed



- Neighboring roof
- Unit is sitting on rotten wood



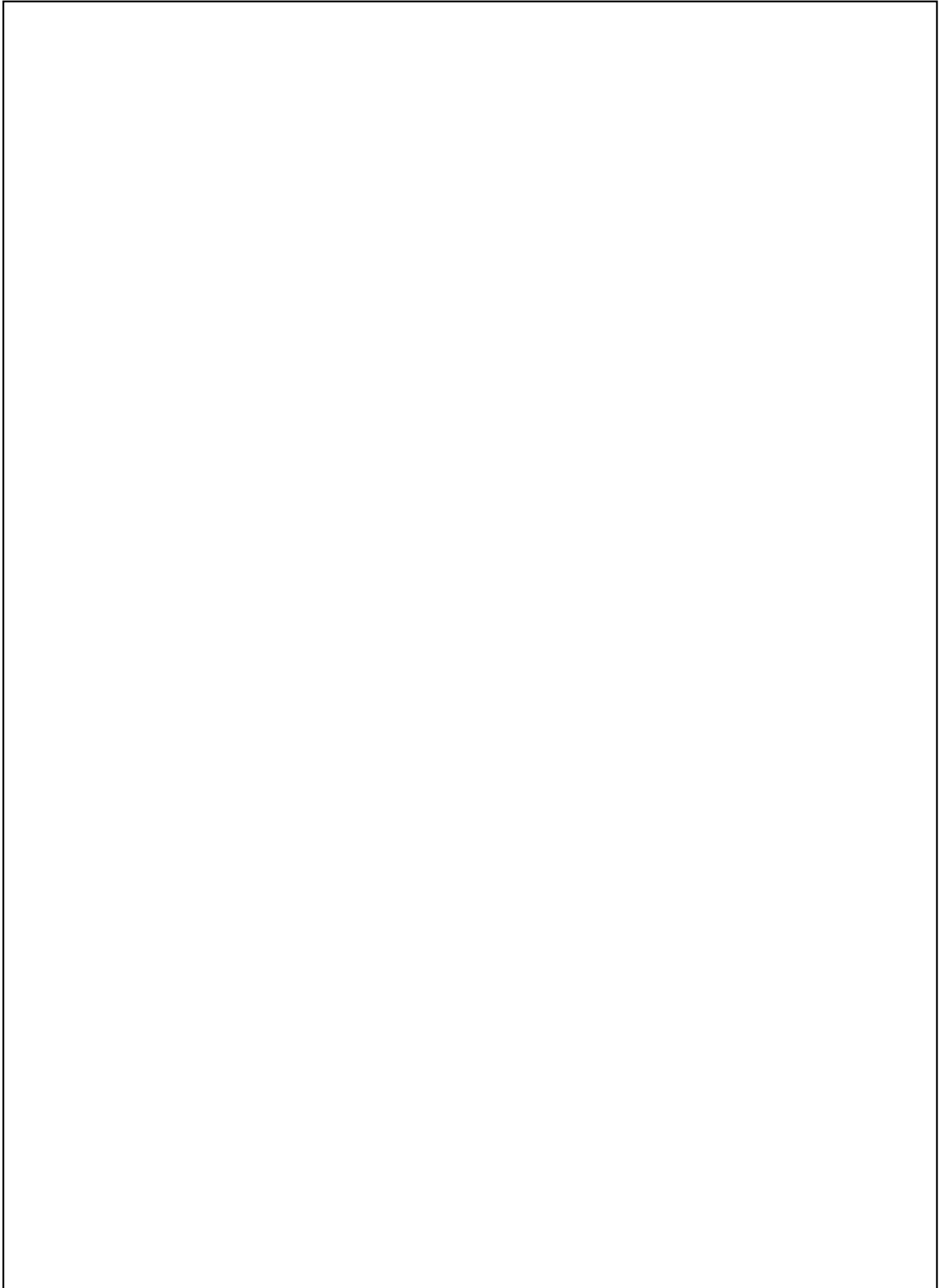
- Old caulk needs to be removed and resealed

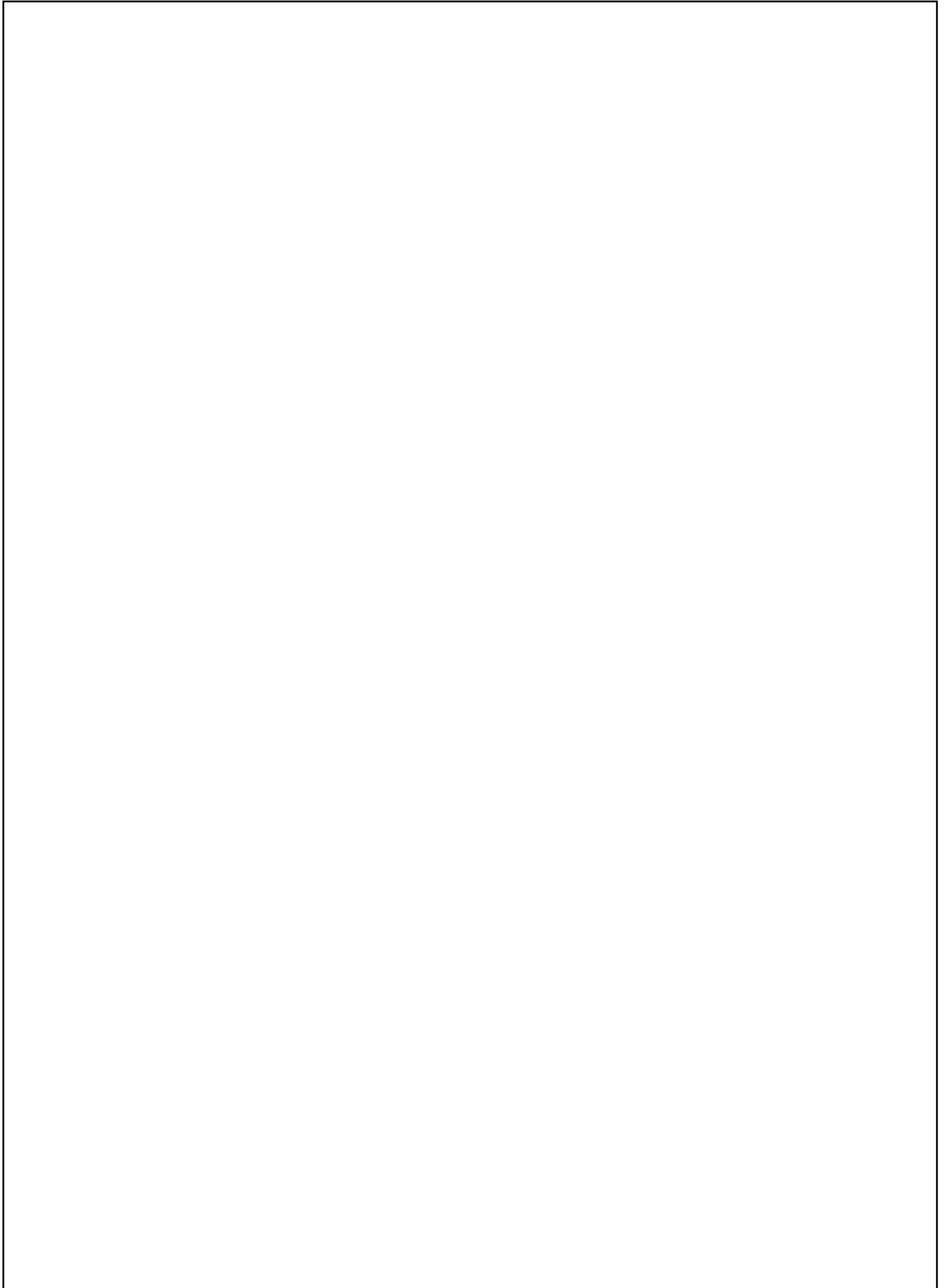


- Needs to be resealed



- Needs to be resealed





September 2020



**FINALIZATION OF PHASE 4, 5 AND 6**

Ace is in the final days of closing off the construction projects for Phase 4, 5 and 6. All final details and work to finish these projects are underway and should be complete in the next 2 weeks.

**Phase 7**

We have received approval for the remaining construction of the regional water line. The following amounts have been allocated to the project:

Federal Funding	\$13,300,000
Provincial Funding	\$16,625,000
Municipal Funding	\$ 3,975,000

The formula for municipal contributions is slightly higher than 10%. A three-year capital plan has been reviewed by the Board. The funding call is spread over three years to assist with financial budgeting.

**ACE Water  
Municipal Capital Contributions  
Phase 7**

	17-Sep-20	Remaining Construction Costs	Due \$	Due 31-Mar-21 \$	Due 31-Mar-22 \$	Due 31-Mar-23 \$
<b><u>Estimated Construction Costs</u></b>		<b>\$ 3,975,000.00</b>		<b>2,000,000</b>	<b>1,500,000</b>	<b>475,000</b>
			<b><u>Dewberry/Clandonald</u></b>	<b><u>Paradise Valley</u></b>	<b><u>Duvernay/Derwent</u></b>	
County of Minburn	8.3	\$ 329,925	\$ 166,000	\$ 124,500	\$ 39,425	
County of Two Hills	11.6	\$ 459,908	\$ 231,400	\$ 173,550	\$ 54,958	
County of Vermilion	10.7	\$ 426,518	\$ 214,600	\$ 160,950	\$ 50,968	
Town of Vermilion	35.9	\$ 1,426,628	\$ 717,800	\$ 538,350	\$ 170,478	
Village of Dewberry	1.58	\$ 62,805	\$ 31,600	\$ 23,700	\$ 7,505	
Village of Kitscoty	5.91	\$ 234,923	\$ 118,200	\$ 88,650	\$ 28,073	
Village of Paradise Valley	1.47	\$ 58,433	\$ 29,400	\$ 22,050	\$ 6,983	
Village of Marwayne	4.45	\$ 176,888	\$ 89,000	\$ 66,750	\$ 21,138	
Village of Myrnam	2.94	\$ 116,865	\$ 58,800	\$ 44,100	\$ 13,965	
Village of Mannville	6.32	\$ 251,220	\$ 126,400	\$ 94,800	\$ 30,020	
Village of Innisfree	1.87	\$ 74,333	\$ 37,400	\$ 28,050	\$ 8,883	
Town of Two Hills	8.96	\$ 356,160	\$ 179,200	\$ 134,400	\$ 42,560	

## TENATIVE SCHEDULE FOR PHASE 7

2020

- Selection of Engineers – part of the federal funding requirement is to publicly advertise for construction services, including engineers. This process should be complete in October 2020.
- Complete routing and survey work from Marwayne to Dewberry and on to Clandonald this fall. This will be contingent on weather.

2021

- Tender and construction of Marwayne to Dewberry and on to Clandonald
- Routing selection and tendering of route to Paradise Valley
- Start construction to Paradise Valley
- Routing to Duvernay and Derwent

2022

- Finalize construction to Paradise Valley
- Tendering of Routing to Derwent and Duvernay

2023

- Construction to Derwent and Duvernay

## Board Elections for each Zone

### Fall Zone Election for Board of Directors

Each Zone as part of the Unanimous Shareholders Agreement must hold an annual zone meeting and elect or re-elect one representative to the Ace Board for a 3-year term by November 30, of each year. Board members from each zone have staggered 3-year terms. This provides continuity to the ACE Board. Below is the list of members and when their position must be confirmed for another 3-year term or the zone hold an election for that position.

Each Zone representative's term will be up by November 30, 2020



**Zone 1 – Minburn and District**

<b>Board Member</b>	<b>Year Elected or Renewed to Ace Board</b>	<b>2020/2021 Term/Year of 3 year term</b>	<b>Action at Zone Meeting</b>	<b>Term Ends</b>
Cliff Wowdzia	2019	1 <sup>st</sup> year	none	2022
<b>Rex Smith</b>	<b>2017</b>	<b>3<sup>rd</sup> year</b>	<b>Election</b>	<b>2020</b>
Aaron Cannon	2018	2 <sup>nd</sup> year	none	2021

**Zone 2 – Vermilion and District**

<b>Board Member</b>	<b>Year</b>	<b>2019/2020 Term</b>	<b>Action at Zone Meeting</b>	<b>Term Ends</b>
Clint McCullough	2018	2 <sup>nd</sup> years	None	2021
Marty Baker	2019	1 <sup>st</sup> year	None	2022
<b>Dennis Roth</b>	<b>2017</b>	<b>3<sup>rd</sup> year</b>	<b>Election</b>	<b>2020</b>

**Zone 3 – Two Hills and District**

<b>Board Member</b>	<b>Year</b>	<b>2018</b>	<b>Action at Zone Meeting</b>	<b>Term Ends</b>
Leonard Ewanishan	2019	1 <sup>st</sup> Year		2022
Don Gulayec	2018	2 <sup>nd</sup> Year		2021
<b>Ed Sosnowski</b>	<b>2017</b>	<b>3<sup>rd</sup></b>	<b>Election</b>	<b>2020</b>

Ace Water staff are available to give an update at your zone meetings. Please contact either Brent Romanchuk 780-808-1987 or Rhonda King 780-808-6785 to make arrangements.

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION HELD ON OCTOBER 27, 2020, AT THE  
VERMILION TRANSFER SITE.**

**PRESENT:**

*Chair:* L. Wolgien  
*Vice-Chair:* R. McDonald  
*Directors:* D. Bergquist, S. Hyrciuk; J. Thompson; T. Pollard; K. Haney; G. Barr  
*CAO:* S. Schwartz

**ABSENT:**

*Directors:* M. Baker  
The meeting was called to order at 5:59 P.M.

**AGENDA:**

**Additions to Agenda:**

*New Business* - L. Wolgien Residential Carts

**MOVED** by R. McDonald that the agenda be adopted with the above addition.

*Carried.*

**MINUTES OF THE MEETING OF SEPTEMBER 22, 2020:**

**MOVED** by T. Pollard that the minutes of the meeting of September 24, 2020, be adopted as presented.

*Carried.*

**SEPTEMBER 2020 FINANCIAL REPORT:**

S. Schwartz presented the financial report for September 2020, and provided explanations as required. The September 2020 report showed a balance of **\$221,097.60** in the operating account. The capital reserve account balance increased to **\$543,631.45** due to an interest payment received. The operational reserve account balance remained unchanged at **\$228,336.62**. The closure/post-closure account remained unchanged at **\$109,472.38**.

**MOVED** by D. Bergquist that the September 2020 financial report be accepted as presented.

*Carried.*

**SEPTEMBER 2020 MUNICIPAL REQUISITION REPORT:**

S. Schwartz presented the September 2020 requisition report for information.

**SEPTEMBER 2020 ACCOUNTS FOR APPROVAL:**

S. Schwartz presented the September cheques 5659, 5660 & 5802 to 5827, and the debit memos and credit card charges for September 2020, and provided explanations as required.

**MOVED** by G. Barr that the cheques numbered 5569, 5560 and 5802 to 5827 and the debit memos and credit card charges be accepted as presented.

*Carried.*

**SEPTEMBER 2020 VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:**

S. Schwartz presented the September 2020 Vermilion transfer site outstanding accounts for information, and provided explanations as required. S. Schwartz pointed out that the remaining outstanding balance for Total Oilfield Services is to be collected in the coming days.

Minutes of the Meeting of the VRRWMSO on October 27, 2020

## **OCTOBER 2020 CHIEF ADMINISTRATIVE OFFICER'S REPORT:**

S. Schwartz presented the October 2020 Chief Administrative Officer's report, and provided explanations as required.

**MOVED** by S. Hryciuk that the October 2020 Chief Administrative Officer's report be accepted as presented.

*Carried.*

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

The Board requested that the Vermilion transfer site be thanked for their successful implementation of the Pilot Electronic Waste Recycling project.

## **NEW BUSINESS:**

### **1. Draft 2021 Operating Budget:**

S. Schwartz presented the draft 2021 operating budget along with an explanation sheet to explain some of the variables. Some discussion was held regarding the draft budget and it will be formally presented at the November meeting.

### **2. Residential Carts:**

L. Wolgien requested more information regarding the residential cart program and the pickups within the region. S. Schwartz explained that the carts were purchased by the Commission when the program was implemented. The carts were delivered to the various municipalities that had requested access to the program according to the residence numbers at that time. Municipalities then decided how to bill the cost of the carts to their residents. Municipalities billed their residents a one-time charge for the cost of the carts. The municipalities are responsible for forwarding to Quik Pick the yearly totals of active residences within their municipality. The Commission pays Quik Pick for the monthly collection fees for each municipality and these figures are accounted for on the operational budget per municipality. It is the responsibility of the municipality to collect the residential pickup fees from their residents.

## **OLD BUSINESS:**

### **1. Paradise Valley Transfer Site Issues:**

There was some discussion about the possibility of the site flooding again next spring. L. Wolgien asked that the burn pit be burned and cleaned out as soon as possible. Trash that has collected around the fence line should be picked up before winter. The entire north and east sections of the transfer site must be clear of any debris. If the Quik Pick bay collects water again next spring, the bins will be moved up to the top again as they were this year. It was mentioned that the transfer site is on the site of the old Paradise Valley dump, so if the site has to be moved, the soil may have to be tested for hazardous waste. More information as to potential reclamation will be required. D. Bergquist mentioned that most of the compounds at the site were full. S. Schwartz was asked follow up with the above directives.

### **2. Expanded Electronics Recycling Program Update:**

Already discussed. The program has been going well at the Vermilion transfer site.

### **3. Concrete Recycling:**

There was much discussion about this program. There are some concerns with implementing a program as extensive as this will be. There are some considerations that must be taken into account before a decision can be made. Some of the concerns mentioned in the discussion are as follows:

- a) Space;

Minutes of the Meeting of the VRRWMS on October 27, 2020

- b) Consistency of raw material received;
- c) Startup costs as well as operational and disposal costs. The costs would have to be shared among all Commission partners;
- c) Staffing;
- d) Where to store inventory;
- e) Sale of product, especially because volumes received are not consistent;
- f) Procedures for handling and storing contaminated product such as cement with rebar imbedded;
- g) The Commission charter which clearly states the following:  
"Unless otherwise approved by the Minister, the Commission may not  
A) Operate for the purposes of making a profit, or  
B) Distribute any of its surpluses to its member municipalities"

Further discussion is required on this subject, and it will be discussed again at the next meeting.

#### 4. **Compost Pad:**

There was much discussion about this program. There are the same concerns as mentioned above for the concrete recycling with the implementation of this program. In addition to the ones mentioned there are additional concerns:

- a) Odour;
- b) Insect and pest infestations;
- c) Cleanliness;
- d) The high startup costs;
- e) The requirement for further equipment for loading of bulk product and for bagging equipment;
- f) Commercial compost is usually heat-treated in order to eliminate weed seed germination, so this would be a further cost that would be incurred

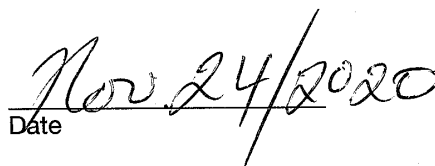
Further discussion is required and this will be discussed again at the next meeting.

The next meeting will be held on Tuesday, November 24, 2020, at the Vermilion transfer site at 6:00 P.M.

The meeting adjourned at 8:17 P.M.

**These minutes have been adopted in their entirety at the November 24, 2020, meeting.**

  
Chair

  
Date

## EXPLANATION NOTES FOR DRAFT 2021 BUDGET

### **ADMINISTRATION**

- a. *Director Fees:* Increased a little, in event of any future conferences in 2021.
- b. *Salaries:* Up 1.5%. Our staff have done a remarkable job to ensure that our sites have remained open throughout the pandemic this year.
- c. *Insurance:* Increased to cover projected market increases.
- d. *Expenses:* Bumped up \$1,000 in order to cover insurance cost increases that are coming into affect across the board this year.

### **TRANSFER SITES**

- a. *PARADISE VALLEY:*  
The operational budget does not include the expenses that were as a result of the flood. Those expenses should come under the non-capital expenditures budget. We require more gravel more regularly, so I bumped the total up to cover potential requirements. This does not include the cost that we spent for gravel for the road and site due to flooding.
- b. *MARWAYNE:*  
*Bumped up hazardous waste to reflect actuals.*
- c. *DEWBERRY:*  
Bumped up hauling to reflect actuals.  
Bumped up transfers to reflect actuals
- d. *TULLIBY LAKE:*  
Gravel and site cost have been brought down to reflect actuals.
- e. *PRESTON:*  
Increased hours to cover the extra opening hours costs in the summer. The expanded hours were brought in last year after the budget was approved.  
Site costs have increased at this site mostly because of increased volumes due primarily to the extra opening hours.
- f. *EAST CENTRAL:*  
A little less in transfers to reflect actuals.
- g. *VERMLION:*  
The 2021 COLA increase as per the contract.  
Natural gas costs are bumped up to reflect actuals.

### **RESIDENTIAL PICKUPS**

Set to projected actuals.

### **RECYCLING:**

Set to projected actuals.

### **LANDFILLING/TRANSPORTATION:**

Volumes were left the same as last year.  
Costs based on actual and projected costs.

### **CAPITAL RESERVE:**

Open for discussion as to whether or not to increase from \$65,000 to \$85,000 this year. We had decided last year to leave it at \$65,000 so I left it at that total. We also decided to revisit the total every year.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION</b>										
2	<b>2021 DRAFT OPERATING BUDGET</b>										
3					2021	2020	2019				
4	<b>ADMINISTRATION EXPENDITURES</b>										
5	Directors	Expenses									
6	(per diems for	(Chge back to	Verm	3,000							
7	meetings)	Municipalities)	Cont	0							
8			Cty	7,750							
9			PV	3,000							
10			Dew	2,750							
11			Kits	2,750							
12			Mar	2,500							
13											
14		Expenses	Sub-total		21,750	21,750	21,750				
15		Fees			3,500	3,000	3,000				
16	C.A.O.	Wages			38,190	37,625	37,065				
17		Expenses			11,000	10,000	10,000				
18		Benefits			10,150	10,000	8,983				
19		WCB			3,000	3,500	3,500				
20		Telephone			5,000	5,000	5,000				
21		Postage			700	850	850				
22		Supplies			5,000	5,000	5,000				
23		Advertising			3,000	3,000	3,000				
24		Audit			11,000	11,000	11,000				
25		Insurance			25,000	20,000	20,000				
26		Legal			0	0	0				
27		Misc			3,000	3,000	3,000				
28		Mmbrshps			0	0	0				
29		Shared Sub-Total			118,540	111,975	110,398				
30	<b>TOTAL ADMIN EXPENSES</b>		(incl. Dir Exp above)		140,290	133,725	132,148				
31					4.9%	1.2%	-2.5%				
32											
33	<b>REVENUES</b>										
34		Fr. Surplus			0	0	0				
35		Fr. Req.			140,290	133,725	132,148				
36	<b>TOTAL ADMIN REVENUES</b>		POPULATION (2018 Figures)								
37	Req.	County	8,267	57.6%	75,974	71,946	71,037				
38		Vermilion	4,150	28.9%	37,248	35,851	35,396				
39		Kitscoty	976	6.8%	10,805	10,108	10,001				
40		Marwayne	606	4.2%	7,501	7,224	7,158				
41		Dewberry	186	1.3%	4,285	4,200	4,180				
42		P.V.	179	1.2%	4,477	4,395	4,376				
43	<b>TOTAL REQUISITIONS</b>		14,364		140,290	133,725	132,148				
44	<b>DISTRIBUTION BY POPULATION</b>										
45		County	8,267	57.6%	75,974	71,946	71,037				
46		Vermilion	4,150	28.9%	37,248	35,851	35,396				
47		Kitscoty	976	6.8%	10,805	10,108	10,001				
48		Marwayne	606	4.2%	7,501	7,224	7,158				
49		Dewberry	186	1.3%	4,285	4,200	4,180				
50		P.V.	179	1.2%	4,477	4,395	4,376				
51	<b>TOTAL</b>		14,364	100.0%	140,290	133,725	132,148				
52	<b>TRANSFER SITE EXPENDITURES</b>										
53	<b>PVTS</b>										
54		Supervision			10,643	10,486	10,331				
55		Expenses	Utilities		700	700	700				
56			Phone		360	300	360				
57			Gravel		1,500	500	250				
58			Site		5,500	5,500	4,500				
59											
60											
61											

DRAFT

# AGENDA ITEM #10.1

	A	B	C	D	E	F	G	H	I	J	K
					2021	2020	2019				
5											
62			Haul		2,000	2,000	2,000				
63			Misc.		315	315	315				
64			Freon		1,000	1,000	1,000				
65			Haz Waste		2,000	2,000	1,000				
66			Xfrs		12,000	12,000	12,000				
67			Op Reserve		2,000	2,000	2,000				
68			Total Exp		27,375	26,315	24,125				
69			<b>Sub-Total PVTS</b>		38,018	36,801	34,456				
70					3.3%	6.8%	-2.5%				
71			<b>KTS</b>	Wages/Ben	22,275	21,945	20,980				
72			Expenses	Utilities	900	900	900				
73				Phone	360	360	360				
74				Gravel	5,500	5,500	5,500				
75				Site	8,000	8,000	7,000				
76				Haul	6,000	6,000	8,000				
77				Misc.	1,500	1,500	1,500				
78				Freon	4,000	4,000	5,000				
79				Haz Waste	4,000	4,000	1,000				
80				Xfrs	30,000	30,000	31,000				
81				Op Reserve	3,000	3,000	3,000				
82			Total Exp.		63,260	63,260	63,260				
83			<b>Sub-Total KTS</b>		85,535	85,205	84,240				
84					0.4%	1.1%	-4.0%				
85			<b>MTS</b>	Wages/Ben	11,650	11,475	11,305				
86			Expenses	Utilities	750	750	750				
87				Phone	360	360	360				
88				Gravel	2,000	2,000	2,000				
89				Site	5,500	5,500	4,500				
90				Haul	3,000	3,000	3,000				
91				Misc.	1,000	1,000	1,000				
92				Freon	3,000	3,000	3,000				
93				Haz Waste	2,500	2,000	2,000				
94				Xfrs.	14,000	14,000	15,000				
95				Op Reserve	2,000	2,000	2,000				
96			Total Exp.		34,110	33,610	33,610				
97			<b>Sub-Total MTS</b>		45,760	45,085	44,915				
98					1.5%	0.4%	-11.7%				
99			<b>DTS</b>	Supervision	10,820	10,660	10,502				
100			Expenses	Utilities	700	700	700				
101				Phone	360	360	360				
102				Gravel	2,000	2,000	2,000				
103				Site	5,500	5,500	5,500				
104				Haul	3,000	2,000	2,000				
105				Misc.	1,000	1,000	1,000				
106				Freon	2,500	2,500	2,500				
107				Haz Waste	2,000	2,000	2,000				
108				Xfrs.	14,000	13,000	13,000				
109				Op Reserve	2,000	2,000	2,000				
110			Total Exp.		33,060	32,060	31,060				
111			<b>Sub-Total DTS</b>		43,880	42,720	41,562				
112					2.7%	2.8%	-3.5%				
113			<b>TLTS</b>	Wages/Ben	6,270	6,178	6,087				
114			Expenses	Utilities	450	450	450				
115				Phone	360	360	360				
116				Gravel	1,000	2,000	2,000				
117				Site	5,500	7,000	6,000				
118				Haul	1,000	1,000	1,000				
119				Misc.	500	500	500				
120				Freon	800	800	800				
121				Xfrs.	4,000	4,000	3,500				
122				Op Reserve	500	500	500				
123			Total Exp.		14,110	16,610	15,110				
124			<b>Sub-Total TLTS</b>		20,380	22,788	21,197				
125					-10.6%	7.5%	1.4%				



# AGENDA ITEM #10.1

	A	B	C	D	E	F	G	H	I	J	K
5					2021	2020	2019				
126	<b>PrTS</b>	Wages/Ben			9,800	6,425	6,087				
127		Expenses	Utilities		500	500	600				
128			Phone		360	360	360				
129			Gravel		1,000	1,000	1,000				
130			Site		6,500	5,500	4,500				
131			Haul		2,500	2,500	2,500				
132			Misc.		400	400	400				
133			Freon		1,000	1,000	800				
134			Xfrs.		8,000	8,000	6,000				
135			Op Reserve		500	500	500				
136		Total Exp.			20,760	19,760	16,660				
137	<b>Sub-Total PrTS</b>				30,560	26,185	22,747				
138					16.7%	15.1%	4.6%				
139	<b>ECTS</b>	Wages			6,270	6,178	6,087				
140		Expenses	Utilities		500	500	500				
141			Phone		360	360	360				
142			Misc		300	500	500				
143			Xfrs		1,300	1,500	1,500				
144		Total Exp			8,730	9,038	8,947				
145	<b>Sub-Total ECTS</b>				-3.4%	1.0%	-2.3%				
146											
147	<b>VTS</b>	Contract			236,540	230,900	225,142				
148		Expenses	Gas		3,000	2,000	2,000				
149			Elec.		3,000	5,000	5,000				
150			Phone		4,500	5,500	5,500				
151			Water & Sewer		2,000	2,000	2,000				
152			Main. (Bldgs & P.A.S.)		12,000	12,000	12,000				
153			Gravel & Grading		3,500	3,500	3,500				
154			Misc.		2,000	2,000	2,000				
155			Supp		1,500	1,500	1,500				
156			Freon		12,000	12,000	11,000				
157			Haz Waste/Paint		4,000	4,000	4,000				
158			Oil		1,000	1,000	1,000				
159			Operational Reserve		5,000	5,000	5,000				
160		Total Exp.			53,500	55,500	54,500				
161	<b>Sub-Total VTS</b>				290,040	286,400	279,642				
162					1.3%	2.4%	1.0%				
163											
164	<b>TOTAL TR STN. EXP.</b>				562,903	554,222	545,915				
165					1.6%	1.6%	-0.7%				
166	<b>Total Satellite Site Exp</b>				272,863	267,822	268,965				
167											
168	<b>VTS BY TONNAGE ESTIMATE</b>										
169		Vermilion			2,400 mT	2,400 mT	2,500 mT				
170		Contractors			500 mT	500 mT	500 mT				
171		County			3,700 mT	3,700 mT	3,700 mT				
172		Other Tonnage	County		52.9%	48.3%	49.0%				
173			(6,600 mT) Kitscoty		3.5%	3.5%	3.5%				
174			Marwayne		2.5%	2.5%	2.5%				
175			Dewberry		1.0%	1.0%	1.0%				
176			P.V.		0.8%	0.8%	0.8%				
177		Other Tsftr Sin.	By Agree.	Cty/PV	75/25	75/25	75/25				
178				Cty/Kits	75/25	75/25	75/25				
179				Cty/Mar	66.6/33.4	66.6/33.4	66.6/33.4				
180				Cty/Dew	66.6/33.4	66.6/33.4	66.6/33.4				
181		<b>2021 BUDGET</b>			<b>2019 BUDGET</b>						
182	<b>Requisition</b>	<b>VTS</b>	<b>Other</b>	<b>TOTAL</b>	<b>VTS</b>	<b>Other</b>	<b>TOTAL</b>				
183	<b>County</b>	143,280	212,035	355,315	138,331	207,994	346,325				
184	<b>Town</b>	104,994	0	104,994	104,250	0	104,250				
185	<b>Contractors</b>	19,143	0	19,143	22,053	0	22,053				
186	<b>Kitscoty</b>	10,151	21,384	31,535	10,024	21,301	31,325				
187	<b>Marwayne</b>	7,251	15,284	22,535	7,160	15,058	22,218				
188	<b>Dewberry</b>	2,900	14,656	17,556	2,864	14,268	17,132				

# AGENDA ITEM #10.1

	A	B	C	D	E	F	G	H	I	J	K
					2021	2020	2019				
5											
189	P.V.	2,320	9,505	11,825	2,291	9,200	11,491				
190	<b>TOTALS</b>	290,040	272,863	562,903	286,973	267,822	554,795				
191											
192	<b>Residential Pick-up</b>										
193		Blackfoot			15,000	15,000	15,000				
194		Clandonald			6,000	6,000	6,000				
195		Islay			8,500	8,500	8,500				
196		Kitscoty			30,000	31,000	31,000				
197		Marwayne			21,000	21,000	21,000				
198		Dewberry			10,000	10,000	10,000				
199	<b>Total Residential</b>				90,500	91,500	91,500				
200					-1%	0.0%	-4.0%				
201	<b>Requisitions</b>	(Distribution by user municipality)									
202		County			29,500	29,500	29,500				
203		Kitscoty			30,000	31,000	31,000				
204		Marwayne			21,000	21,000	21,000				
205		Dewberry			10,000	10,000	10,000				
206	<b>Total Requisitions</b>				90,500	91,500	91,500				
207											
208	<b>Recycling</b>	(Distributed by bin location agreed sharing - P.V. 75/25; K,M,D 66/33.4, Hamlets Cty 100%)									
209		(includes cardboard and other recycling)									
210		Transfers			24,000	24,500	22,500				
211		Advertising			0	0	0				
212	<b>Total</b>				24,000	24,500	22,500				
213											
214	<b>Requisition</b>	Village	Cty/PV								
215		County	100%		17,000	16,000	14,000				
216		Kitscoty	25.0%	75%	3,000	3,000	3,000				
217		Marwayne	33.3%	67%	2,000	2,500	3,500				
218		Dewberry	33.3%	67%	1,500	2,500	1,500				
219		P.V.	25.0%	75%	500	500	500				
220	<b>Total Requisitions</b>				24,000	24,500	22,500				
221						8.2%	-3.2%				
222											
223	<b>Landfilling/Transportation</b>	(Distributed by Tonnage Estimate)									
224		Town of Verm			2,400 mT	2,400 mT	2,500 mT				
225		Contractors			500 mT	500 mT	500 mT				
226		County & Vill.			3,700 mT	3,700 mT	3,700 mT				
227											
228		(County and Village shared by population)			6,600 m	6,600 mT	6,700 mT				
229	<b>Transportation</b>				225,680	227,636	232,820				
230											
231	<b>Landfilling</b>				177,320	179,584	172,790				
232	<b>Total</b>				403,000	407,220	405,610				
233	<b>Total Other</b>		57.2%		230,516	227,636	223,897				
234											
235	<b>Requisition</b>	County	39.0%		188,562	186,206	183,148				
236		Vermilion	36.2%		145,886	148,228	151,293				
237		Contractors	6.6%		26,598	31,356	30,421				
238		Kitscoty	8.1%		18,672	18,439	18,136				
239		Marwayne	5.8%		13,370	13,203	12,986				
240		Dewberry	2.4%		5,532	5,462	5,374				
241		P.V.	1.9%		4,380	4,325	4,254				
242	<b>Total Requisitions</b>		100.0%		403,000	407,220	405,610				
243					-1.0%	0.4%	-1.7%				
244											
245	<b>Capital Buildings Reserve</b>										
246	Expenditure										
247	<b>Total</b>				65,000	65,000	65,000				
248					0.0%	0.0%	0.0%				
249	Depreciation (based on population)										
250	(See Attached Depreciation Sheet)										
251											

# AGENDA ITEM #10.1

	A	B	C	D	E	F	G	H	I	J	K
					2021	2020	2019				
5											
252	Bldgs \$1,000,000 over 40 yrs (by Population)										
253	<b>Requisition</b>										
254		County	57.6%		37,440	37,440	36,075				
255		Vermilion	28.9%		18,785	18,785	20,085				
256		Kitscoty	6.8%		4,420	4,420	4,420				
257		Marwayne	4.2%		2,730	2,730	2,600				
258		Dewberry	1.3%		845	845	975				
259		P.V	1.2%		780	780	845				
260		<b>Total Requisitions</b>	100.0%		65,000	65,000	65,000				
261											
262		<b>GRAND TOTAL EXPENDITURES</b>			<b>1,285,693</b>	<b>1,276,167</b>	<b>1,254,464</b>				
263					0.7%	1.7%	-2.3%				
264											
265		<b>REVENUE</b>	(Requisitions for Administration, Services and Reserve)								
266		<i>County of Vermilion River</i>									
267		Administration			75,974	71,946	71,038				
268		Transfer Stations			355,315	346,325	332,057				
269		Residential Waste			29,500	29,500	29,500				
270		Recycling			17,000	16,000	14,000				
271		Ldfill/Trans			188,562	186,206	183,148				
272		Capital Reserve			37,440	37,440	37,440				
273		<b>Sub Total</b>			703,791	687,417	667,183				
274					2.4%	3.0%	3.7%				
275		<i>Town of Vermilion</i>									
276		Administration			37,248	35,851	35,396				
277		Transfer Station			104,994	104,250	104,306				
278		Ldfill/Tran			145,886	148,228	151,293				
279		Capital Reserve			18,785	18,785	18,785				
280		<b>Sub Total</b>			306,914	307,114	309,780				
281					-0.1%	-0.9%	-11.5%				
282		<i>Contractors</i>									
283		Admin			0	0	0				
284		Transfer Station			19,143	22,053	20,973				
285		Ldfill/Trans			26,598	30,783	30,421				
286		<b>Sub Total</b>			45,741	52,836	51,394				
287					-13.4%	2.8%	16.9%				
288		<i>Village of Kitscoty</i>									
289		Administration			10,805	10,108	10,001				
290		Transfer Stations			31,535	31,325	30,847				
291		Residential Waste			30,000	31,000	31,000				
292		Recycling			3,000	3,000	3,000				
293		Ldfill/Trans			18,672	18,439	18,136				
294		Capital Reserve			4,420	4,420	4,420				
295		<b>Sub Total</b>			98,431	<b>98,292</b>	<b>97,404</b>				
296					0.1%	0.9%	-0.4%				
297		<i>Village of Marwayne</i>									
298		Administration			7,501	7,224	7,158				
299		Transfer Stations			22,535	22,218	21,992				
300		Residential Waste			21,000	21,000	21,000				
301		Recycling			2,000	2,500	3,500				
302		Ldfill/Trans			13,370	13,203	12,986				
303		Capital Reserve			2,730	2,730	2,730				
304		<b>Sub Total</b>			<b>69,136</b>	<b>68,875</b>	<b>69,366</b>				
305					0.4%	-0.7%	-1.1%				
306		<i>Village of Dewberry</i>									
307		Administration			4,285	4,200	4,180				
308		Transfer Stations			17,556	17,133	16,677				
309		Residential Waste			10,000	10,000	10,000				
310		Recycling			1,500	2,500	1,500				
311		Ldfill/Trans			5,532	5,463	5,374				
312		Capital Reserve			845	845	845				
313		<b>Sub Total</b>			<b>39,719</b>	<b>40,141</b>	<b>38,576</b>				
314					-1.1%	4.1%	-2.9%				
315											

	A	B	C	D	E	F	G	H	I	J	K
315					2021	2020	2019				
316											
317	<i>Village of Paradise</i>										
318		Administration			4,477	4,395	4,375				
319		Transfer Station			11,825	11,492	10,852				
320		Recycling			500	500	500				
321		Ldfill/Trans			4,380	4,325	4,254				
322		Capital Reserve			780	780	780				
323	<i>Sub Total</i>				<b>21,962</b>	<b>21,492</b>	<b>20,761</b>				
324					2.2%	3.5%	0.0%				
325	<b>GRAND TOTAL REVENUES</b>										
326					<b>1,285,693</b>	<b>1,276,167</b>	<b>1,254,464</b>				
327					0.7%	1.7%	-2.3%				
328											
329											
330											
331											
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334											
335											
336											
337											
338											
339	APPROVED _____				DATE _____						
340											
341											
342											
343											
344	_____										
345	CHAIR				CHIEF ADMINISTRATIVE OFFICER						
346											

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION HELD ON NOVEMBER 24, 2020, AT THE  
VERMILION TRANSFER SITE**

**PRESENT:**

*Chair:* L Wolgien  
*Vice-Chair:* R. McDonald  
*Directors:* M. Baker; S. Hryciuk; T. Pollard; K. Haney; J Thompson; D. Bergquist;  
G. Barr  
*CAO:* S. A. Schwartz

**ABSENT:**

None  
The meeting was called to order at 6:02 P.M.

**AGENDA:**

***Additions to Agenda:***

None.  
**MOVED** by L. Wolgien that the agenda be adopted as presented.  
*Carried.*

**MINUTES OF THE MEETING OF OCTOBER 27, 2020:**

**MOVED** by L. Wolgien that the minutes of the meeting of October 27, 2020, be adopted  
as presented.  
*Carried.*

**ORGANIZATIONAL MEETING:**

***a) Election of Chair:***

**MOVED** by D. Bergquist that nominations for the position of Chair open.  
*Carried.*

***Nominations for Chair:***

S. Schwartz called for nominations for the position of Chair.  
T. Pollard nominated L. Wolgien.  
S. Schwartz called for nominations for Chair:  
None.  
S. Schwartz called for nominations for Chair:  
None

**MOVED** by K. Haney that nominations close.  
*Carried.*

**L. Wolgien elected as Chair by acclamation.**

***b) Election of Vice-Chair:***

**MOVED** by T. Pollard that nominations for the position of Vice-Chair open.  
*Carried.*

L. Wolgien called for nominations for the position of Vice-Chair.  
M. Baker nominated R. McDonald .  
L. Wolgien called for nominations for the position of Vice-Chair.  
None  
L. Wolgien called for nominations for the position of Vice-Chair.  
None

**MOVED** by J. Thompson that nominations cease.  
*Carried.*

*Minutes of the Meeting of the VRRWMS on November 24, 2020*

be an issue in the spring of 2021. S. Schwartz informed the Board that the pit has been dug out and the debris will be moved this week. The site cleanup has been completed, and most of the compounds are empty as part of the normal fall cleanup. It is important to note that with the pandemic, and the extra volumes all transfer sites experienced this spring and summer, this roundup was conducted a little later than normal. M. Baker said that we will continue to monitor the site, but it doesn't appear necessary at this time to relocate the transfer site. It was suggested that screen and culvert be placed in the burn pit in order to allow for easier drainage if it becomes necessary. S. Schwartz is to contact JKD Excavating Ltd. to see what can be done with the pit.

**MOVED** by T. Pollard that we continue to monitor the site and take what remedial measures become necessary.

*Carried.*

**NEW BUSINESS:**

**1. Employee Christmas Gift Cards:**

**MOVED** by R. McDonald that gift cards in the amount of \$50.00 be purchased for Commission employees.

*Carried.*

**2. 2021 Transfer Site Opening Hours Calendar:**

S. Schwartz presented the 2021 transfer site opening hours calendar for information. It was mentioned by S. Hryciuk that an alternate opening day be offered for Christmas and New Year's Day closures which will both be on Saturday next year.

**3. 2021 Draft Capital Budget:**

S. Schwartz presented the 2021 draft capital budget for information.

**OLD BUSINESS:**

**1. 2021 Draft Operating Budget:**

S. Schwartz presented the 2021 draft operating budget for information. Corrections will be made to a few line items, and the amended draft will be sent to the Board and the municipalities for their information.

**2. Paradise Valley Transfer Site:**

Discussed previously.

**3. Concrete Recycling:**

Further discussion about this proposed project should occur at a later date.

**4. Composting:**

Further discussion about this proposed project should occur at a later date.

L. Wolgien distributed a document from Alberta Hub regarding possible future waste solutions for information.

The next meeting will be held on Tuesday, December 15, 2020, at the Vermilion transfer site at 5:30 PM

The meeting adjourned at 7:40 P.M.

These minutes have been adopted in their entirety at the December 15, 2020, meeting.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date



Mon Nov 30 2020

NLLS is happy to announce the selection of James MacDonald as the new Executive Director for Northern Lights Library System. His first official day is Monday February 1, 2021. We look forward to James leadership and direction as we move forward bringing the world to our communities, by collaboratively providing efficient, effective, and exceptional library service.

**BIO:**

Several of you will know me from my years at Northern Lights. I was here as the Manager of Information Technology from 2007 to 2009. Since that time, I have worked as the web services librarian at the University of Northern British Columbia (UNBC) (2009-2012), and the American University of Sharjah in the United Arab Emirates (2012-2014). On my return to UNBC in 2014 I took the position of Digital Initiatives Librarian and then Acting University Librarian (2014-2018). For the past 2.5/3 years I've led a team of historians, archivists, and librarians at the Church History Library in Salt Lake City, Utah. We provide consultation and public services for the library and archives on a global scale. I have an undergraduate degree in history from the University of Lethbridge, a master's degree in library studies from the University of Alberta and am a certified digital archivist with the Society of American Archivists.

When I was last in Elk Point my children were small. I have 3 kids. Now I'll return with just one left at home (Jaron is 15). My oldest is married and living here in Salt Lake City and my middle child (we hope) will start at Brigham Young University in the fall of 2021. She will stay here in Utah to complete her 12th grade year. My library degree has taken me and the family all over the world. I have served as a board member for several international library organizations, spoken at and helped to organize conferences from London, to Hong Kong, and several places in between. I am thrilled to be coming full circle and back to my roots at Northern Lights. I look forward to catching up with many of you and getting to know those I have not yet met.

Sincerely,



Vicky Lefebvre



**From:** [cocommunity@fcc-fac.ca](mailto:cocommunity@fcc-fac.ca) on behalf of [Farm Credit Canada](#)  
**To:** [CAO Marwayne](#)  
**Subject:** Donation from Farm Credit Canada, EFT information requested  
**Date:** December 1, 2020 8:56:26 AM  
**Attachments:** [FCC EFT form English - CI.pdf](#)

---

Hello Shannon,

At FCC, we care about the communities where our customers and employees live and work. Each year, FCC supports numerous registered charities, non-profit organizations and schools. Corporate social responsibility guides how we operate and helps us achieve our goal as a good citizen.

My colleagues in Lloydminster have identified your organization (Marwayne Fire Department) as a worthy recipient of a donation of \$500.00 to be used for the fire hall addition..

To process this donation, we require some information from your organization. Please complete the attached form and return it to me directly along with a void cheque. Once this information is received, we'll submit this donation to you electronically.

Feel free to share the good news on social media; on most platforms, we are @FCCagriculture.

For more information on FCC community investment programs, visit [fcc.ca](http://fcc.ca) and select "Community."

If you have any questions, please contact me.

Sincerely,

Mandy Horvath

FCC Community Investment



## CHIEF ADMINISTRATIVE OFFICER REPORT MEETING DATE: DECEMBER 7<sup>TH</sup>, 2020

### SAFE & CARING COMMUNITY

- **MSI Grant Funding**
  - Administration received confirmation that our 2020 MSI allocation will be included in the next payment cycle. Therefore, \$212 598 is expected to be deposited prior to December 31<sup>st</sup>, 2020.
- **Farm Credit Canada**
  - The Village of Marwayne is being awarded a \$500.00 donation towards the fire hall addition project.

### PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **Audit**
  - The auditors were on site the week of November 23<sup>rd</sup> to conduct sample testing for the 2020 audit. All other documentation they have requested has been uploaded to their portal and will be done remotely moving forward.
- **2020 Fire Services Meeting**
  - In speaking with Orest Popil at the County of Vermilion River, the 2020 fire services meeting has been cancelled until a later date. Orest advised that between COVID-19 restrictions and his retirement at the end of December 2020, the meeting will likely not go forward until February or March of 2021.
- **IDP with the County of Vermilion River**
  - Emailed the County for a third time on December 2<sup>nd</sup>, 2020 and finally got a response. The director of planning and development has advised that the review is currently underway and that it will be finalized well before our deadline of April 2021.

### PLANNING FOR GROWTH & CHANGE

- **Walking Trail RFP for Phase 2**
  - Administration has finalized the request for proposals for phase 2 of the walking trail project. The RFP will be advertised on December 7<sup>th</sup> and remain open until February 2021 for quotations.

### ADDRESSING SERVICE NEEDS

- **Grader Repairs**
  - The grader has been undergoing repairs and is finally back in service. It has a new water pump and patched tires.

**VILLAGE OF MARWAYNE**

**Monthly Council Revenue Expense Repo  
Expense Report**

For Period Ending 30-Nov-2020



GL5410

Date : Dec 03, 2020

Page : 1

Time : 11:12 am

	BUDGET	CURRENT	YTD VARIANCE
<b>GENERAL OPERATING FUND</b>			
<b>Operating Revenue</b>			
General Government	(160,373.00)	(250,353.39)	89,980.39
Protective Services	(2,000.00)	(3,197.50)	1,197.50
Transportation Services	(1,000.00)	(1,096.01)	96.01
Utility - Water Services	(384,572.00)	(315,609.61)	(68,962.39)
Utility - Wasterwater Services	(81,640.00)	(59,658.06)	(21,981.94)
Environmental Health Services	(78,648.00)	(68,259.46)	(10,388.54)
Community Services	(58,393.00)	(30,900.55)	(27,492.45)
Recreation and Cultural Services	(16,404.00)	(1,045.00)	(15,359.00)
<b>Total Operating Revenue</b>	<b>(783,030.00)</b>	<b>(730,119.58)</b>	<b>(52,910.42)</b>
<b>Capital Revenue</b>			
Government Transfer For Capital	(422,425.00)	(172,657.70)	(249,767.30)
Reserve Capital	(30,000.00)	(1,800.00)	(28,200.00)
<b>Total Capital Revenue</b>	<b>(452,425.00)</b>	<b>(174,457.70)</b>	<b>(277,967.30)</b>
<b>Operating Expense</b>			
Legislative Services	32,500.00	14,709.94	17,790.06
Administrative Services	205,735.00	193,845.86	11,889.14
Protective Services	36,550.00	26,278.26	10,271.74
Transportation Services	201,656.00	163,453.86	38,202.14
Utility - Water Services	379,176.00	353,497.75	25,678.25
Utility - Wasterwater Services	92,779.00	40,890.23	51,888.77
Environmental Health Services	107,179.00	65,847.60	41,331.40
Community Services	107,235.00	47,053.92	60,181.08
Recreation and Cultural Services	64,517.00	37,894.61	26,622.39
<b>Total Operating Expense</b>	<b>1,227,327.00</b>	<b>943,472.03</b>	<b>283,854.97</b>
<b>Capital Expense</b>			
Utility	10,000.00	6,691.20	3,308.80
Capital Purchase	30,000.00	30,250.00	(250.00)
Additional Cash Requirements	151,951.00	55,071.27	96,879.73
<b>Total Capital Expense</b>	<b>191,951.00</b>	<b>92,012.47</b>	<b>99,938.53</b>
<b>Taxation</b>			
Municipal Taxation	(572,133.00)	(472,286.28)	(99,846.72)
School Taxation In	(125,637.00)	(126,059.19)	422.19
School Taxation Out	125,639.00	84,794.64	40,844.36
Local Improvements In	(23,203.00)	(22,454.60)	(748.40)
Local Improvements Out	23,203.00	4,605.59	18,597.41
<b>Total Taxation</b>	<b>(572,131.00)</b>	<b>(531,399.84)</b>	<b>(40,731.16)</b>
<b>Total GENERAL OPERATING FUND</b>	<b>(388,308.00)</b>	<b>(400,492.62)</b>	<b>12,184.62</b>
<b>Total Surplus (-)/Deficit</b>	<b>(388,308.00)</b>	<b>(400,492.62)</b>	<b>12,184.62</b>

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo  
Expense Report**

For Period Ending 30-Nov-2020



GL5410

Date : Dec 03, 2020

Page : 2

Time : 11:12 am

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

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



AP5090 Page : 1  
 Date : Dec 04, 2020 Time : 11:03 am

Supplier : 10 To XYLCA  
 Pay Date : 04-Dec-2020 To 04-Dec-2020  
 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
3487	04-Dec-2020	10	Tannas Bros. Hardware Ltd	Issued	77	C	580.35
3488	04-Dec-2020	10001	Gas Utility CVR	Issued	77	C	563.96
3489	04-Dec-2020	10019	County Of Vermilion River	Issued	77	C	5,700.00
3490	04-Dec-2020	10113	TELUS	Issued	77	C	368.85
3491	04-Dec-2020	ABBAN	Abbott, Andrew	Issued	77	C	266.80
3492	04-Dec-2020	ACE	ACE	Issued	77	C	12,950.82
3493	04-Dec-2020	AISL	AMSC Insurance Services Ltd	Issued	77	C	1,948.93
3494	04-Dec-2020	ASTEC	Astec Safety Inc.	Issued	77	C	1,003.39
3495	04-Dec-2020	BECL	Bi-Systems Electric & Controls Ltd.	Issued	77	C	1,084.87
3496	04-Dec-2020	HMS2	Alberta 1171363 Ltd. Hendricks Microtech	Issued	77	C	436.13
3497	04-Dec-2020	KENNS	Kennedy, Shannon	Issued	77	C	100.00
3498	04-Dec-2020	MAKO	Mako Mechanical Ltd.	Issued	77	C	326.13
3499	04-Dec-2020	MBE3	Marwayne Community Hall	Issued	77	C	1,464.33
3500	04-Dec-2020	PCI	Pinnacle Computers Inc.	Issued	77	C	3,723.64
3501	04-Dec-2020	RELDI	RELAY DISTRIBUTING	Issued	77	C	1,464.33
3502	04-Dec-2020	SHAHAR	Harrower, Shannon	Issued	77	C	50.25
3503	04-Dec-2020	SPC	Lloydminster & District SPCA	Issued	77	C	35.00
3504	04-Dec-2020	SRSL2	Saunders Repair Service Ltd.	Issued	77	C	75.69
3505	04-Dec-2020	WAGL	Wainwright Assessment Group Ltd	Issued	77	C	695.10
3506	04-Dec-2020	WRD	Wells Fargo Equipment Fin Co	Issued	77	C	785.52
3507	04-Dec-2020	PT00000001	Bills, Kenneth W.	Issued	78	C	2,133.46

Total Computer Paid :	35,757.55	Total EFT PAP :	0.00	Total Paid :	35,757.55
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

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



UB4110 Page : 28  
 Date : Dec 01, 2020 Time : 11:47 am

**Report Options**

Customer Selection : All

Calculation Type : All

Batch Number

From : [2020120101]  
 To : [2020120101]

Include Billing Transaction From Transaction Maintenance : No  
 Svc. End Date On/Before : 01-Dec-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	3		3.00	93.33		
01	WBULK	Bulk Water	5		5.00	358.76	25.20	5.04
01	WCOM	Commercial Water	23		23.00	2,363.00	320.00	13.91
01	WIND	Industrial Water	1		1.00	65.00		
01	WINS	Institutional Water	3		3.00	800.90	146.00	48.67
01	WLF	Water Line Fee	270		270.00			
01	WMUN	Municipal Properties	2		2.00			
01	WPUB	Public Building Water	8		8.00	1,465.40	276.00	34.50
01	WRES	Residential Water	236		236.00	19,291.22	2,377.00	10.07
02	SCOM	Commercial Sewer	23		23.00	460.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	8		8.00	160.00		
02	SRES	Residential Sewer	236		236.00	4,713.33		
03	GINS	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	236		236.00	6,245.17		
<b>Book 000 Totals :</b>			1060		1,060.00	36,274.11	3,144.20	
<b>Totals</b>			<b>1060</b>		<b>1,060.00</b>	<b>36,274.11</b>	<b>3,144.20</b>	

**From:** [Sherri Bullock](#)  
**To:** [CAO Marwayne](#)  
**Cc:** [TBF Local Authority Loans](#)  
**Subject:** RE: Prepayment of all Village Loans  
**Date:** November 23, 2020 8:26:06 AM  
**Attachments:** [image001.png](#)

Hi Shannon,

Here are the estimates and the link to our [Stop-Loss Settlement Policy](#).

Village of Marwayne - Prepayment quote at Nov 25, 2020

Loan #	Original Loan Principal Amount	Current Outstanding /Prepayment Amount	Original Term	Issue Date	Rate	# days accrued int	Accrued Interest	Stop-Loss (payable by borrower)	Total
1185437	200,000.00	32,506.74	20	15-Apr-02	6.25	224	1,246.83	\$ 1,503.25	35,256.82
4001131	300,000.00	188,423.01	20	15-Mar-11	4.269	71	1,564.68	\$ 32,006.42	221,994.11
4001556	500,000.00	366,437.75	20	16-Sep-13	3.866	70	2,716.86	\$ 60,863.22	430,017.83
4002476	695,230.00	619,732.92	15	17-Sep-18	3.051	69	3,574.40	\$ 64,637.09	687,944.41

If you wish to prepay, please submit applications to prepay at least five days in advance of your intended prepayment date and we will order an updated quote. The stop-loss amount fluctuates daily so it may be higher or lower at the time of your actual prepayment.

Sherri

Classification: Protected A

**From:** TBF Local Authority Loans <LocalAuthorityLoans@gov.ab.ca>  
**Sent:** Wednesday, November 18, 2020 8:12 AM  
**To:** Sherri Bullock <sherri.bullock@gov.ab.ca>  
**Subject:** FW: Prepayment of all Village Loans

Classification: Protected A

**From:** CAO Marwayne <[cao@marwayne.ca](mailto:cao@marwayne.ca)>  
**Sent:** Tuesday, November 17, 2020 1:30 PM  
**To:** TBF Local Authority Loans <[LocalAuthorityLoans@gov.ab.ca](mailto:LocalAuthorityLoans@gov.ab.ca)>  
**Subject:** Prepayment of all Village Loans

**CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.**

Good afternoon,

I wished to follow up on my request for the prepayment penalties of all Village of Marwayne loans through the Alberta Capital Finance Authority. More specifically, they are numbers:

1185437  
 4001131  
 4001556  
 4002476

Thanks!

**Shannon Harrower**

Chief Administrative Officer  
Village of Marwayne

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



Policy No. FIN 19 Issue No. 1 Adopted 2013-02- Amended: To be reviewed:	<b>Village of Marwayne</b>  <b>Rounding Cash Transactions Due to No Pennies Policy</b>
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**Policy Perspective:**

To establish guidelines regarding the Royal Canadian Mint transition to no longer distributing pennies as of February 4, 2013.

**Policy:**

The Village of Marwayne will round cash transactions to the nearest five-cent increment, in a fair and transparent manner, where pennies are not available.

Non-cash payments, such as cheques, automated bank withdrawals, will continue to be settled to the nearest cent.

Cash transactions will be rounded after the calculation of the Goods and Services Tax.

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**Procedures:**

- Amounts ending in one cent and two cents are rounded down to the nearest 10 cents
- Amounts ending in three cents and four cents are rounded up to the nearest five cents
- Amounts ending in six cents and seven cents are rounded down to the nearest five cents
- Amounts ending in eight cents and nine cents are rounded up to the nearest 10 cents
- Amounts ending in 0 cent and five cents remain unchanged.

In 2012, by volume of transactions

- 1.9% are cash transactions,
- 84.6% are cheque
- 13.4% are direct payment at the bank

Policy No. FIN 02 Issue No. 1 Adopted by 2006-11-16 Updated: 2009-05-17 & 2017-11-32V 2018-07-16	<b>Village of Marwayne</b>  <b>Financial Reporting</b>
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**Policy perspective:** The MGA speaks to the general responsibility of the Council and the CAO, which includes reporting on operations (sections 153(d), 207(c) and 208(k)) along with legislation that is very specific (Section 276, 277 and 278). Therefore accurate and timely financial reporting is essential so that Council is aware of the financial health of the Village.

- Policy:** That administration provide monthly to Council, at a Council meeting in the month following the reporting period month:
- Bank Reconciliation
    - Village Operating and Reserve bank accounts
  - Monthly Financial Report
    - Village Operating Revenue and Expenditure Accounts
  - Utility Monthly Report
    - Number of utility billings processed and a description of any fluctuations in the number of billings

That the Municipal Affairs financial indicator graphs be annually reviewed by Council when made available to use as benchmarks in making decisions.



**POLICY – FN 02      FINANCIAL REPORTING**

<b>APPROVAL DATE:</b>	2006-11-16	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	2009-05-17, 2017-11, 2018-07-16, 2020-12-07	<b>REVIEW DATE:</b>	2023

**POLICY STATEMENT**

To set the standard by which the Council of the Village of Marwayne is provided with monthly financial reports by the Chief Administrative Officer.

**OBJECTIVE**

To ensure that Council is provided with accurate and timely reports with respect to the financial well being of the Village of Marwayne.

**DEFINITIONS**

**Administration** is the administrative employee(s) of the Village of Marwayne in the Province of Alberta, inclusive of the Chief Administrative Officer.

**Council** is the Councillors for the Village of Marwayne in the Province of Alberta.

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

**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:

- **Financial Reporting**
  - Administration for the Village shall provide monthly reports to Council as follows:
    - **Bank Reconciliation Report**
      - Inclusive of the Village's operating and reserve bank accounts.
      - To be presented the month following the reporting period.
    - **Monthly Financial Report**
      - Inclusive of the Village's operating revenue and expenditure accounts.
      - To be presented the month following the reporting period.
    - **Utility Billing Report**
      - Inclusive of all utility bills processed for the previous month as well as a description for any fluctuations.
- **Municipal Affairs Financial Indicator Graphs**
  - To be presented annually as an information item to Council for review and discussion purposes.

## **ROLES & RESPONSIBILITIES**

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



<b>POLICY – FN 05</b>	<b>ACCOUNTS RECEIVABLE CANCELLATION</b>
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<b>APPROVAL DATE:</b>	2006-12-08	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	2020-12-07	<b>REVIEW DATE:</b>	2023

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## **POLICY STATEMENT**

To establish the standards for the effective control, administration and cancellation of accounts receivable invoices and/or amounts payable to the Village of Marwayne for taxes and/or utilities.

## **OBJECTIVE**

To set the guidelines by which accounts receivable invoices and/or amounts payable to the Village of Marwayne for taxes and/or utilities shall be cancelled as per the Municipal Government Act.

## **DEFINITIONS**

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

**Council** is the Councillors for the Village of Marwayne in the Province of Alberta.

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



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

**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:

- **Taxes**
  - **Assessment**
    - Upon a reduction or change of assessment by the Village's municipal assessor, the CAO is authorized to cancel all or a portion of a persons or a businesses' taxes as per the regulations set forth under the MGA.
  - **Crown Lease(s)**
    - In instances where a lease agreement has been deemed null and void, the CAO is authorized to cancel all or a portion of a persons or a businesses' taxes.
  - **Other**
    - If the cancellation of taxes is not due to either of the two (2) reasons listed above, Council is solely authorized to cancel all or a portion of a persons or a businesses' taxes.
- **Utilities**
  - **Uncollectable Utility Accounts**
    - The CAO is authorized to cancel uncollectible utility accounts receivable less than five hundred (500) dollars, a summary of which shall be presented to Council.
- **General**
  - **Interest Charges**
    - The CAO is authorized to cancel unpaid interest charges, as it is deemed necessary for uncollectible accounts.
  - **Invoices**
    - The CAO is authorized to cancel invoices less than five hundred (500) dollars which have been deemed uncollectible, a summary of which shall be presented to Council.



- **Other**
  - Any other cancellation of an accounts receivable not listed above shall be solely at the discretion of Council.

**ROLES & RESPONSIBILITIES**

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

Policy No. FIN 05 Issue No. 1 Adopted motion: 2006-12-08 Amended: To be reviewed:	<b>Village of Marwayne</b>  <b>Accounts Receivable Cancellation</b>
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Policy: To provide for the effective control, administration and cancellation of accounts receivable.

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Authority

1. Upon reduction of assessment as a result of Section 305 of the Municipal Government Act where the Municipal Assessor deems that the current year's assessment has been levied incorrectly, or where the Assessment Review Board or the Municipal Government Board reduces the assessment, taxes payable must also be adjusted.

Authorization: That the CAO be authorized to cancel the portions of taxes payable as a result of the Assessor making a Section 305 or a Assessment Review Board or Municipal Government Board assessment change.

2. Upon cancellation of Crown Leases where the leases have been cancelled and the taxes should have been stopped:

Authorization: That the Assessor or the CAO be authorized to cancel the taxes.

3. Upon assessment changes as a result of improper assessment and notification by the Chief Provincial Assessor or the Municipal Assessor:

Authorization: That the CAO be authorized to cancel the taxes upon identification by the Assessor.

4. Upon cancellation of tax accounts other that as identified above:

Authorization: That the Council be the only authority to cancel these tax accounts.

5. Upon determination of utility accounts receivable being uncollectable:

Authorization: That the CAO be authorized to cancel uncollectible utility accounts receivable less than \$500.00 and that a summary of those accounts cancelled which are greater than \$250.00 be presented to Council.



6. Upon cancellation of unpaid interest charges:

Authorization: That the CAO be authorized to cancel unpaid interest charges.

7. Upon determination that other accounts receivable are uncollectible:

Authorization: That the CAO be authorized to cancel uncollectible accounts receivable less than \$500.00 and that a summary of those accounts cancelled which are greater that \$250.00 be presented to Council.

8. Where Administration who has issued the invoice deems that the invoice has been in error:

Authorization: That the CAO be authorized to cancel the account receivable.

9. Cancellation of accounts receivable or utility accounts other that as identified above:

Authorization: That the council be the only authority to cancel these accounts.

Policy No. FIN 05 Issue No. 1 Adopted by CAO on December 18, 2006 Amended: To be reviewed: 2013	<b>Village of Marwayne</b>  <b>Accounts Receivable Cancellation                  Procedures</b>
--	---

1. Administration will provide written documentation indicating the reasons why that account receivable is being cancelled or reduced. Administration will also provide the general ledger account numbers that will be affected.
2. The CAO will approve the adjustment. It will then be submitted to the Accounts Receivable Clerk for posting.
3. The CAO will submit to Council any account receivable cancellation or reduction requiring the Council's authorization. Once approved, it will be forwarded to the Accounts Receivable Clerk for posting.
4. The CAO will provide Council with the cancelled accounts receivable lists as identified in this policy.
5. A list of accounts written off will be maintained by Administration in an attempt to collect those debts.

**Templates:**

Option 1 – exact wording from Ed

Attention: Mrs./Mr/Owner

This is to inform you that after several attempts to contact your office and discuss your outstanding account with an authorized individual, \_\_\_\_\_ has not received any cooperation in rectifying this matter with regards to a commitment on your end, either in writing or verbally,

\_\_\_\_\_ that reluctantly turned over your account to our collections representative OCTUPUS MARKETING INC. in care of Ed Korchinski. All questions should be turned over to him at 780-846-2280.

Sincerely

Option 2: Attention: Mrs.

This is to inform you that after our letters and continued billing regarding your outstanding utility account, has not received any cooperation in rectifying this matter with regards to a commitment on your end, either in writing or verbally, that reluctantly, the Village of Marwayne after November 6, 2007, will turn over your account to our collections representative OCTUPUS MARKETING INC. in care of Ed Korchinski. After that date, all questions should be turned over to him at 780-846-2280.

Sincerely

Charles Hlady  
Chuck's Cornucopia Market  
26 Centre St.  
Marwayne, Alberta T0B 2X0

November 23, 2020

Attention:

Mayor	Cheryle Eikeland
Deputy Mayor	Chris Neureuter
Councillor	Tara Lawrence
Councillor	Rod McDonald
Councillor	Ashley Rainey, and
Chief Admin. Officer	Shannon Harrower

Dear Council;

First, I would like to apologize for being tardy in responding to your first letter hand-wringing and uncertain as to my options and responsibilities. I do wish to work in harmony with the village and learn how to deal with my blindspots.

We found after we took possession of the store that a great quantity of moisture was leaking into our crawlspace at the back of the store due to the absence of rain-gutters on our building and the neighbouring Disciples Christian Motorcycle Club. The rain would pour off the roofs between the buildings and soak our crawlspaces contributing to rot damage to our floors. The Disciples building has a similar problem.

When I received the first letter, I assumed the real problem for the community was that I had trenched too close to the lane. I immediately filled in the area close to and adjacent to the lane. The second notice that I received today made me realize that that effort must not be adequate and my conversation with Cheryle tonight filled in the problem.

I alone dug the trench to get the moisture away from the space between buildings and away from the buildings in general. It is a temporary emergency measure until the eaves-troughs that both Chuck's Cornucopia Market and Disciple's Christian Motorcycle Club decided on are finished. I had installed mine last fall and winter but probably due to the COVID-19 issue accessibility was limited so the club members next door could not conduct their eaves-trough project. So rain continued to fall in the space between buildings but the poly tarp I had laid all the way between the buildings helped water flow to the channel I dug away from the buildings.

Part of our intended collaboration in that area is to install weeping tile for a permanent drainage solution between the building for which both sides will share the cost but the Motorcycle club will lead in the implementation. I do not know the time frame for when this part will be done but the drainage is necessary to prevent further moisture damage until then. There may be a better or cheaper solution but that is still not known by me.

If I am forced to fill in the trench this month, I fear more moisture damage is inevitable. If I could put up some kind of safety fence or warning tape to keep people away from the spot, would that suffice until full repairs can be finished by the spring? I am open to suggestions for my part but cannot speak for the Disciples.

I at least request an extension in time to talk with the Disciples and offer a better solution.

Sincerely;

Charles Hlady  
president  
Chuck's Cornucopia Market



County of  
**VERMILION River**

County Council

RECEIVED  
NOV 30 2020

November 12, 2020

Village of Marwayne  
Mayor and Council  
Box 113  
210 2<sup>nd</sup> Ave. South  
Marwayne, AB T0B 2X0

To Whom It May Concern:

**RE: 2020-2021 Councillor Appointments**

Please be advised that at the Organizational Meeting of Council, held October 20, 2020, Councillor Lonnie Wolgien was declared elected as Reeve and Councillor Clinton Murray as Deputy Reeve for the 2020 – 2021 term. At the Regular Meeting of Council on November 8, 2020 Council approved the Council appointments to all Committees and Boards for the 2020 – 2021 term.

Please be advised that **Reeve Lonnie Wolgien** ([div4@county24.com](mailto:div4@county24.com)) and **Councillor Clinton Murray** ([div6@county24.com](mailto:div6@county24.com)) will represent the County of Vermilion River on the **Intermunicipal Liaison Committee**. You may contact your representative via the County Office or through the above email address.

Sincerely,

Harold Northcott CLGM  
Chief Administrative Officer

/shm



*County of*  
**VERMILION RIVER**

County Council

RECEIVED  
NOV 30 2020

November 12, 2020

Vermilion River Regional Alliance  
c/o Mayor Cheryle Eikeland  
210-1nd Ave. South  
Box 113  
Marwayne, AB T0B 2X0

To Whom It May Concern:

**RE: 2020 – 2021 Council Appointments**

Please be advised that at the Organizational Meeting of Council, held October 20, 2020, Councillor Lonnie Wolgien was declared elected as Reeve and Councillor Clinton Murray as Deputy Reeve for the 2020 – 2021 term. At the Regular Meeting of Council on November 8, 2020 Council approved the Council appointments to all Committees and Boards for the 2020 – 2021 term.

Please be advised that **Reeve Lonnie Wolgien** ([div2@county24.com](mailto:div2@county24.com)) and (alternate) **Councillor Stacey Hryciuk** ([div3@county24.com](mailto:div3@county24.com)) will represent the County of Vermilion River at the ( meetings as a non-voting member. You may contact your representatives via the County Office or through the above email address.

Sincerely,

A handwritten signature in blue ink that reads "Harold Northcott".

Harold Northcott CLGM  
Chief Administrative Officer

/shm

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – November 27, 2020

On November 24, 2020, Premier Jason Kenney announced that the government has declared a State of Public Health Emergency in response to the ever-evolving COVID-19 pandemic. He announced several new mandatory public health measures in communities across Alberta to protect the health system and slow the spread of COVID-19 based on the Chief Medical Officer of Health's recommendations. I encourage you to review them on [Alberta.ca](http://Alberta.ca).

While we continue down the road to recovery together, Alberta Municipal Affairs remains committed to issuing regular updates that address frequently asked questions as well as provide information on new information or resources as they become available.

If you would like a specific question answered in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

### Public Libraries Resources

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

### Council Meetings

**Can municipal councils still meet in person and meet the Chief Medical Officer of Health's recommendations for physical/social distancing?**

**YES.** The Public Meeting Procedures (COVID-19 Suppression) Regulation enables municipalities to follow the Chief Medical Officer of Health's recommendations for physical/social distancing by conducting meetings electronically. While Municipal Affairs encourages councils to consider electronic meetings as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission.

**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;
- eligible parties can send submissions before and during the meeting by email or any other method that the council, board or commission considers appropriate; and

Municipal Governance during the COVID-19 Outbreak

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- 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.

## Can a member of the public be required to wear a mask in order to attend a council meeting?

Masks are only mandatory for municipalities included in the “enhanced areas” or in any other municipalities excluded from “enhanced areas” if there is a municipal face covering bylaw that requires masks to be worn within public buildings.

## Enhanced Restrictions

### What restrictions on activities apply for all of Alberta?

Throughout all of Alberta, no indoor social gatherings are permitted, and outdoor social gatherings are restricted to 10 people. Wedding and funeral services are restricted to 10 people, and no receptions are permitted. Festivals and other events are prohibited, and working from home arrangements should be considered whenever possible.

### What additional restrictions apply only to municipalities that fall within an “enhanced” status area?

Places of worship are restricted to a maximum of 1/3 of attendance capacity, and masks must be worn while inside places of worship.

Banquet halls, conference centres, trade shows, auditoria, concert venues, non-approved/licensed markets, community centres, children’s play places or indoor playgrounds, and all levels of sport must be closed (exemptions may be considered for sport activities). This would mean that council meetings cannot be relocated into local banquet halls.

Museums, galleries, libraries, indoor entertainment centres and indoor fitness facilities are restricted to 25% of the occupancy set by the Alberta Fire Code. Further information on business restrictions can be found on [Alberta.ca](http://Alberta.ca).

### What municipalities do the mandatory masking requirements apply to?

Mandatory masking applies in the following communities:

- Calgary, Airdrie, Chestermere, Cochrane, Foothills County, High River, Okotoks, Rockyview County, and surrounding villages and businesses
- Edmonton, Beaumont, Devon, Evansburg, Fort Saskatchewan, Gibbons, Leduc, Leduc County, Morinville, Parkland County, St. Albert, Spruce Grove, Stony Plain, Strathcona County, Sturgeon County, Thorsby, and surrounding villages and businesses

A complete list of all municipalities falling within the enhanced areas can be found on [Alberta.ca](http://Alberta.ca).

## Enforcement of Health Orders

### Is the province working on standardizing what is subject to penalties to ensure there is clarity and consistency between enforcement bodies for enforcement under the *Public Health Act*?

**YES.** Alberta Justice and Solicitor General, in collaboration with Alberta Health and Alberta Health Services, have been in constant contact with Alberta’s police services through the Alberta Association of Chiefs of Police, and directly with authorized employers of community peace officers (municipalities) regarding enforcement of Alberta’s Chief Medical Officer of Health’s orders to ensure a clear and constant message around the enforcement of these orders is being provided.



**Can community peace officers enforce the recommendations of the Chief Medical Officer of Health?**

**YES.** Community Peace Officer Level 1s have been provided authority to enforce the Chief Medical Officer of Health's Orders issued under the *Public Health Act*. This authority was granted through a Ministerial Order in accordance with section 13 of the *Peace Officer Act*.

**Can municipal bylaw enforcement officers who are not designated as community peace officers enforce the recommendations of the Chief Medical Officer of Health?**

**NO.** Municipal bylaw officers can only enforce municipal bylaws.

## General Information

**Can municipalities choose to keep certain municipally controlled properties closed even if they are allowed to be open under the provincial approach?**

**YES.** The decision to open facilities remains a local council decision. Municipalities and the public must continue to put safety first while gradually reopening businesses, resuming activities and getting people back to work.

**Should municipalities be encouraging employees to work from home?**

**YES.** If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where possible and feasible.

### Municipal Advisory Services

If you have further questions, please call:

780-427-2225 or toll-free by first dialing 310-0000 or email [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca)

**Can a municipality declare a pandemic State of Local Emergency (SOLE), create local enforceable restrictions and provide for the staged opening of businesses and facilities?**

**YES.** If a municipality determines that an emergency exists in the municipal boundaries that requires coordination or action to protect the safety, health and welfare of people, a pandemic SOLE can be declared and municipalities can then restrict travel into, out of, and within the municipality, and close municipal properties. They can also make plans for repurposing public and private facilities such as community centres or hotels to house people with COVID-19 symptoms to self-isolate. The *Emergency Management Act* does not include powers to close a business, or reduce the capacity of businesses operating in the municipality.

**Can a municipality maintain physical gathering restrictions by declaring a local pandemic SOLE under the recent amendments to the *Emergency Management Act (EMA)*?**

**NO.** If a municipality determines that an emergency exists in their boundaries that requires action to protect the safety, health and welfare of people, a SOLE can be declared; however, municipal powers are specifically identified in the *EMA* and restrictions on gatherings and social distancing are not included within those municipal powers.

## Additional Resources

The Alberta Urban Municipalities Association and Rural Municipalities of Alberta continue to be a valuable resource for municipalities. A COVID-19 response hub is accessible via <https://rmalberta.com/about/covid-19-response-hub/>.

The Federation of Canadian Municipalities also has a list of links and resources for municipalities. <https://fcm.ca/en/resources/covid-19-resources-municipalities>.