



Village of Marwayne

Agenda
 Regular Village Council Meeting
 Monday, July 13, 2020 @ 7:00 PM
 Zoom Video Conferencing

		Page
1	CALL TO ORDER	
2	ADOPTION OF AGENDA	
2.1	July 13th, 2020 Regular Village Council Meeting Agenda	
	Be it resolved that the July 13th, 2020 Regular Village Council Meeting Agenda be approved as presented.	
3	ADOPTION OF MINUTES	
3.1	June 22nd, 2020 Regular Village Council Meeting Minutes	4 - 8
	Be it resolved that the June 22nd, 2020 Regular Village Council Meeting Minutes be approved as presented.	
4	DELEGATIONS	
5	PUBLIC HEARING	
6	KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1	Public Works Foreman Report	9
	Be it resolved that the Public Works Foreman Report be received as information.	
6.2	Regional Water Operator Report	10 - 12
	Be it resolved that the Regional Water Operator Report be received as information.	
7	KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1	2020 Soil Injected Fertilizer Program	13 - 14
	Be it resolved that the Village of Marwayne proceed with the 2020 Soil Injected Fertilizer Program to be performed by Lloyd's Limb Service Inc. at a cost of \$2,150.00 plus GST.	
8	KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
9	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1	Marwayne Public Library Annual Requisition	15 - 16

Be it resolved that the Village of Marwayne allocate \$ _____ towards the Marwayne Public Library for 2020.

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 17 - 45

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

- June 24th, 2020 Alberta HUB Annual General Meeting
- May 26th and June 23rd, 2020 Vermilion River Regional Waste Management Services Commission Meetings
- June 26th, 2020 Vermilion River Watershed Alliance Meeting

10.2 Chief Administrative Officer Report 46 - 51

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

11 FINANCIAL

11.1 Cheque Distribution Report 52

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

11.2 Monthly Utility Bill Report 53

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

12 CORRESPONDENCE

12.1 July 3rd, 2020 COVID-19 Frequently Asked Questions 54 - 55

Be it resolved that the July 3rd, 2020 COVID-19 Frequently Asked Questions Document be received as information.

12.2 June 2nd, 2020 Letter from Community Futures 56

Be it resolved that the June 2nd, 2020 Letter from Community Futures be received as information.

12.3 July 2nd, 2020 Letter from Alberta Municipal Affairs

57

Be it resolved that the July 2nd, 2020 Letter from Alberta Municipal Affairs be received as information.

CONFIDENTIAL CLOSED SESSION

58 - 61

FOIP Section 24 (1) Advice from Officials - Chief Administrative Officer Report

14 NEXT MEETING

14.1 August 24th, 2020 via Zoom Video Conferencing

15 ADJOURNMENT



Village of Marwayne
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Marwayne, AB T0B 2X0

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Minutes of the Regular Meeting of the Council of the Village of Marwayne
In the Province of Alberta, held on Monday June 22nd, 2020
Commencing at 7:00 PM via Zoom Video Conferencing

PRESENT

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

1. CALL TO ORDER

Mayor C. Eikeland called the June 22nd, 2020 Village of Marwayne Council Meeting to order at 7:00 p.m.

2. ADOPTION OF AGENDA

June 22nd, 2020 Regular Council Meeting Agenda
2020-06-18

Moved By Councillor R. McDonald

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

CARRIED

3. ADOPTION OF MINUTES

June 8th, 2020 Regular Council Meeting Minutes
2020-06-19

Moved By Councillor T. Lawrence

Be it resolved that the June 8th, 2020 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Lead Management Plan

2020-06-20

Moved By Deputy Mayor A. Rainey

Be it resolved that the Lead Management Plan prepared by the Villages Regional Water Operator be received as information.

CARRIED

5. PUBLIC HEARING

Bylaw No. 578-20 Land Use Bylaw (LUB) Amendments

Mayor C. Eikeland declared the public hearing for Bylaw No. 578-20 open at 7:15 p.m.

Mayor C. Eikeland confirmed with the Chief Administrative Officer that the public hearing for Bylaw No. 578-20 had been advertised and notice had been given pursuant to the Municipal Government Act legislation.



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Chief Administrative Officer S. Harrower summarized the purpose of the public hearing for Bylaw No. 578-20.

No one attended the public hearing for Bylaw No. 578-20 to speak.

Mayor C. Eikeland confirmed with the Chief Administrative Officer that no written submissions had been received.

Mayor C. Eikeland declared the public hearing for Bylaw No. 578-20 closed at 7:17 p.m.

6. KEY STRATEGY: SAFE & CARING COMMUNITY

Food Bank

2020-06-21

Moved By Deputy Mayor A. Rainey

Be it resolved that the Village of Marwayne offer free advertising to the local foodbanks to encourage volunteerism and donations.

CARRIED

Tree Maintenance Proposal

2020-06-22

Moved By Deputy Mayor A. Rainey

Be it resolved that the Village of Marwayne direct administration to move forward with the implementation of the Tree Maintenance Proposal prepared by Lloyd's limb service.

CARRIED

7. PUBLIC HEARING

Bylaw No. 579-20 Municipal Development Plan

Mayor C. Eikeland declared the public hearing for Bylaw No. 579-20 open at 7:33 p.m.

Mayor C. Eikeland confirmed with the Chief Administrative Officer that the public hearing for Bylaw No. 579-20 had been advertised and notice had been given pursuant to the Municipal Government Act legislation.

Chief Administrative Officer S. Harrower summarized the purpose of the public hearing for Bylaw No. 579-20.

No one attended the public hearing for Bylaw No. 579-20 to speak.

Mayor C. Eikeland confirmed with the Chief Administrative Officer that no written submissions had been received.

Mayor C. Eikeland declared the public hearing for Bylaw No. 578-20 closed at 7:35 p.m.



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8. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Walking Trail Project Award for Phase 1

2020-06-23

Moved By Councillor R. McDonald

Be it resolved that the Village of Marwayne engage ASL Paving to complete Phase 1 of the Walking Trail Project at a cost of \$67 505.00 plus GST.

CARRIED

9. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

ATCO Streetlight LED Conversion

2020-06-24

Moved By Councillor T. Lawrence

Be it resolved that the Village of Marwayne proceed with the ATCO Energy conversion project of all non-invested streetlights to invested LED street lights.

CARRIED

10. ADMINISTRATIVE REPORTS

Councillor Reports

2020-06-25

Moved By Councillor T. Lawrence

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

- Pioneer Lodge Meeting Update
- Lloydminster Regional Housing Meeting Update
- Upcoming Alberta Hub Annual General Meeting

CARRIED

Chief Administrative Officer Report

2020-06-26

Moved By Councillor C. Neureuter

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

CARRIED

11. FINANCE

Monthly Financial Statement

2020-06-27

Moved By Councillor C. Neureuter

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

CARRIED



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Cheque Distribution Report

2020-06-28

Moved By Councillor R. McDonald

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

CARRIED

12. CORRESPONDENCE

**Municipal Governance during the COVID-19 Pandemic
Frequently Asked Questions & 2020 Gas Tax Fund Allocation
Letter**

2020-06-30

Moved By Councillor C. Neureuter

Be it resolved that the June 12th, 2020 Municipal Governance during the COVID-19 Pandemic Frequently Asked Questions and the June 10th, 2020 Gas Tax Fund Allocation Letter be received as information.

CARRIED

13. CONFIDENTIAL ITEMS

2019-06-31

Moved By Deputy Mayor A. Rainey

Be it resolved that the Council of the Village of Marwayne move into a closed session under FOIP Section 24 (1) – Advice from Officials at 7:57 p.m. with all members in attendance.

FOIP Section 24 (1) – Advice from Officials – Personnel

2019-06-32

Moved By Councillor T. Lawrence

Be it resolved that the Council for the Village of Marwayne return to a regular session at 8:20 p.m. with all members in attendance.

CARRIED

14. NEXT MEETING

July and August 2020 Meeting Dates

2019-06-33

Moved By Deputy Mayor A. Rainey

Be it resolved that the next Regular Village Council Meetings be held on July 13th and August 10th at 7:00 p.m. via Zoom Video Conferencing.

15. BYLAWS

Bylaw No. 578-20 Land Use Bylaw (LUB) Amendments

2019-06-34



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Moved By Councillor T. Lawrence

Be it resolved that the Village of Marwayne give second reading to Bylaw No. 578-20, being a bylaw to regulate land use within the Village of Marwayne.

2019-06-35

Moved By Councillor C. Neureuter

Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 578-20, being a bylaw to regulate land use within the Village of Marwayne.

2019-06-36

Moved By Councillor R. McDonald

Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 578-20, being a bylaw to regulate land use within the Village of Marwayne.

Bylaw No. 579-20 Municipal Development Plan

2019-06-37

Moved By Councillor R. McDonald

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

2019-06-38

Moved By Councillor T. Lawrence

Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 579-20, being a bylaw to adopt the Municipal Development Plan for the Village of Marwayne.

2019-06-39

Moved By Deputy Mayor A. Rainey

Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 579-20, being a bylaw to adopt the Municipal Development Plan for the Village of Marwayne.

16. ADJOURNMENT

Being that the June 22nd, 2020 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:22 p.m.

Approved this 13th day of July 2020.


Cheryle Eikeland, Mayor

Shannon Harrower, CAO



JUNE 2020 PUBLIC WORKS FOREMAN REPORT

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	good	wc
Playground Inspection	Sand In JULY	w.c
Check Curb Stops	OK	wc
Store Soccer Nets (End of Season)		
"Dipping" Water Wells (Pumping & Non Pumping)	yes	wc
Check Trees/Weed/Cultivate & Mow Ball Diamonds	yes	wc
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	all time	wc
Annual Sidewalk Inspection	In JULY	wc
Check for gophers & muskrats at Lagoon/Fill in Holes/Remove gophers & muskrats	all good	wc
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic) and Turn Down Heat in Shop	OK	wc
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	OK	wc
Special Project (Clean up URE Land Site)		

Submitted by: 

Date: 20 June



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Regional Operator report

June 2020

Common information:

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

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

Lead testing program has begun. More testing will take place.

New magnetic locator has arrived and in service. Still have to install parts in the old one.

Issues with the laptop have been resolved for the moment.

Took part in a Western Canada Water and Sewer Webinar online June 2&3.

Took part in Eris conference online June 25th.

Have received the materials for Level II wastewater treatment prep course.

Outstanding items:

Decommissioning work on wells and plants is ongoing.

Review Drinking water safety plans. Dewberry complete.

Review SOP's. Dewberry complete

Proceed with the lead management plan.

Marwayne:

Power failure on June 1 around 10:30. Thirteen alarms from Marwayne.

Buildings have been removed at well 3 and 5. McAlister is next on site.

Data for June 2020 was electronically submitted on AEP site.

New pump for the West lift station is on hand. Will install as soon as time permits.

ACE had a leak on the temporary line coming into the plant. ACE is finally beginning construction on the reroute so this should be fixed sooner than later.

Flow in Anarobic ponds at the lagoon returned to normal operation.

Removed Swan analyzer and trade Dewberry for CL17 Hach analyzer they are currently using.

Getting some communication alarms from lift station.

Looking for sample locations for Lead testing. Will send Council the forms for those who volunteered their homes.

From Date: 01-Jun-2020

To Date: 30-Jun-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	09-JUN-2020		1.26	mg/L	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	23-JUN-2020		1.07	mg/L	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	COLIFORMS TOTAL	09-JUN-2020 11:15:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792927) (SP#416775404) ; Marwayne:Outside Tap, 207 2nd St S. ACE Water Corp; ;
TREATED WATER	COLIFORMS TOTAL	23-JUN-2020 11:15:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792928) (SP#418727878) ; Marwayne:Bathroom Tap, 11 Railway Ave N. ACE Water Corp; ;
TREATED WATER	ESCHERICHIA COLI	09-JUN-2020 11:15:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792927) (SP#416775404) ; Marwayne:Outside Tap, 207 2nd St S. ACE Water Corp; ;
TREATED WATER	ESCHERICHIA COLI	23-JUN-2020 11:15:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792928) (SP#418727878) ; Marwayne:Bathroom Tap, 11 Railway Ave N. ACE Water Corp; ;

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-JUN-2020		1.31	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	02-JUN-2020		.89	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	03-JUN-2020		1.24	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	04-JUN-2020		1.31	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	05-JUN-2020		1.16	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	08-JUN-2020		1.01	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	09-JUN-2020				WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	Same location as Bacteriological sample EIO-Either/Or Missing Measurement (re: Chlorine Residual)
TREATED WATER	CHLORINE	10-JUN-2020		.75	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	11-JUN-2020		1.02	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	12-JUN-2020		1.2	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	15-JUN-2020		1.04	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	16-JUN-2020		.74	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	17-JUN-2020		1.22	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	18-JUN-2020		1.21	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	19-JUN-2020		1.07	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	22-JUN-2020		.63	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-JUN-2020				WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	Same location as Bacteriological sample EIO-Either/Or Missing Measurement (re: Chlorine Residual)
TREATED WATER	CHLORINE	24-JUN-2020		1.04	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	25-JUN-2020		1.23	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	26-JUN-2020		1.09	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	29-JUN-2020		1.16	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	30-JUN-2020		.81	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	30-JUN-2020		4561	m3/mn	MONTH	1	SAMPLE BASED ON CALCULATED VALUE (S) (EG. AVE, MAX, MIN)	TOT	

Submitted Notes

From Date: 01-Jun-2020 To Date: 30-Jun-2020

Submitted Date	Notes

From: [Lloyd Rumbolt](#)
To: [Shannon Harrower](#)
Subject: RE: Quote
Date: July 2, 2020 6:54:59 AM
Attachments: [image003.png](#)

Hello again Shannon. I have completed a boulevard tree count for juvenile, newly planted trees within the past few years. The count for trees in the campground includes young trees on the west side. I will review a plan for the cemetery separately.

Here is what I came up with for the in town tree fertilizer program:

Application of sub-surface tree specific fertilizer to active root zone of newly planted juvenile and high profile trees. Blends specific for new transplants and conifers to be applied accordingly. The application method is through soil injection. Pressurised fertilizer solution is distributed radially into the active root zone. The injection method helps to loosen compacted soils and improve root establishment into surrounding soils by improving soil pore space.



2020 Soil injected fertilizer program

Boulevard juvenile tree – 130 trees

Campground and Community Hall – 90 (frontage, stalls, 2 large Spruce and young trees along west boundary)

Cost for the approx. 220 trees will include all tools, equipment and labour. We are requesting bulk water to be supplied by the village. The program for 2020 would be \$2,150 + GST.

I see that the village has already invested much time and money into these succession plantings. Each opportunity should be taken to improve the chances of success.

I hope that you find this helpful. Please feel free to contact me with any questions.

Lloyd



Sent from [Mail](#) for Windows 10

From: [Shannon Harrower](#)
Sent: June 30, 2020 7:30 AM
To: '[Lloyd Rumbolt](#)'
Subject: RE: Quote

Yes it is!

Shannon Harrower, BAH
Chief Administrative Officer



From: Lloyd Rumbolt <lloydslimbs@hotmail.com>
Sent: June 30, 2020 6:41 AM
To: Shannon Harrower <cao.marwayne@hmsinet.ca>
Subject: RE: Quote

Ok thanks, As I begin to think about where property maintenance responsibilities lay for the village in respect to property lines, there will be some odd trees that are not in clearly defined boulevard or right of way locations. I will inquire on individual case by case situations. Are properties outside town limits that I should consider? Is the cemetery south on #897 owned by the village? Thanks

From: [Village of Marwayne](#)
To: "Shannon Harrower"
Subject: FW: Village of Marwayne Public library
Date: July 9, 2020 2:54:32 PM
Attachments: [image003.png](#)


Hello!

Please see below email.

I was looking into this back when she visited however she did not leave me a contact number so I couldn't reach her.

I'm not exactly sure what it is that she is talking about. I tried looking into a bit to see what it was about (Gayle nor Jordan told me about this) I found this email from 2018 between Jordan and Gayle:

RE: Library Requisition Payment

 Gayle Tupper <marwayne@hmsinet.ca>
To: 'Village of Marwayne'

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Wed 2018-05-16 8:54 AM

We just cut them the cheque

Gayle Tupper
Administrative Assistant
Village of Marwayne
Box 113
Marwayne, AB T0B 2X0
780-847-3962 or fax 780-847-3324
email: marwayne@mcsnet.ca



From: Village of Marwayne [<mailto:cao.marwayne@hmsinet.ca>]
Sent: Wednesday, May 16, 2018 8:41 AM
To: Gayle
Subject: Library Requisition Payment

It appears last year either Chq# 833 or #907 was sent to Marwayne Public Library. 2-74-00-00-900
In the last Council meeting, the Library Board was wondering how much they will get this year. Council wants to give them \$1,391 rather than \$1,891.
Do you they invoice us for it, or do we just cut them a cheque?

Mr. Jordan Willner, CMMA
Chief Administrative Officer
Village of Marwayne
P: 780-847-3962
F: 780-847-3324
www.marwayne.ca

I looked at Winfin and there was a cheque in 2018 that was sent to the library for \$1,391.00 chq # 1712

I'm not sure if this is something council discusses? Or how the numbers are generated, but the above is all I could see

Shannon Kennedy

Administrative Assistant
Village of Marwayne
Box 113
210-2nd Ave South
Marwayne, AB T0B 2X0
780-847-3962 or fax 780-847-3324
email: marwayne@mcsnet.ca

-----Original Message-----

From: Sharon Hutchings <sharda.hutchings@gmail.com>
Sent: July 9, 2020 2:19 PM
To: marwayne@mcsnet.ca
Subject: Village of Marwayne Public library

We did not receive the local appropriation you provide for the residents of Marwayne yearly for 2019 and 2020. We have been receiving this funding every year and with change of staff in the Village office of Marwayne it may been an oversight of that funding to library. I did bring the matter up to the front desk personnel regarding 2019 funding in February. She asked if we sent an invoice but I stated that we have never sent an invoice as it is figured out at the Village of Marwayne office every year according to the population of Marwayne and there allotted contribution of funding. As discussion at our Village of Marwayne Public Library Board meeting on July 8th, 2020 we discussed the matter and decided to bring this up again to the Marwayne Village Office and that it be directed to whom it concerns so we may get a answer about the local appropriation funding for 2019 and for this year. Thank you for your attention in this matter. Sharon Hutchings, Treasurer of the Village of Marwayne Public Library

=



Vermilion River
WATERSHED ALLIANCE

AGENDA

10:00am

10:05am

10:30am

VRWA Annual General Meeting 2020

June 26 | 10–10:30am | Zoom

Agenda Item

Speaker

Greetings

Welcoming Remarks

*Dave Berry,
VRWA President*

Society Business

Agenda and Minutes

*Dave Berry,
VRWA President*

Annual Report 2019-2020

*Michelle Gordy,
NSWA Coordinator*

Financial Report 2019-2020

*Willie Babiuk,
VRWA Treasurer*

Election for Vice President

*Dave Berry,
VRWA President*

Meeting Close

Thanks for joining us!





Vermilion River Watershed Alliance Financial Statement

For the year ending March 31, 2020

Statement of Revenues and Expenditures

Revenue	\$0.00
Expenditures	\$0.00

Statement of Financial Position

Assets	\$5,429.10
Liabilities	\$0.00

On behalf of the Board:

Willie Babiuk  VRWA Executive Committee member #1

Treasurer _____ Position

Chris Elder  VRWA Executive Committee member #2

Secretary _____ Position

June 23, 2020 _____ Date



**Minutes of VRWA 2019 Annual General Meeting
12 June 2019; 10:00am
Vegreville Regional Museum, Vegreville, AB**

Attending (board members in **bold**):

Town of Vegreville – David Berry
County of Minburn – Kevin Bentley
NSWA – Al Corbett
Town of Vermilion – Richard Yaceyko
Member-at-Large – Ed Parke
Ducks Unlimited Canada – Bryon Wolters
 Lakeland College – Kris Novak
 Lakeland College – Nicole Nadorozny
 County of Two Hills – Elden Kozak
 Village of Marwayne – Rod McDonald

ALUS - Chris Elder
County of Two Hills – Murray Phillips
Town of Two Hills – Willie Babiuk
County of Vermilion River – Stacey Hryciuk
 Vegreville resident
 NSWA – Leah Kongsrude
 NSWA – Mara Erickson
 NSWA – Addison Brown
 NSWA – Rachel Bootsma

Regrets:

AAFC - Candace Vanin
AEP – Carlin Soehn
Beaver County – Barry Bruce
Agriculture – Ralph Boe

Holden Drainage District – Tim Knudson
Lakeland College – Mal Dissanayake
 Beaver County – Aimee Boese

Welcome, Call to Order, Introductions

VRWA Chair David Berry called the meeting to order at 10:00 am. Roundtable introductions were made. Guests from Lakeland College, the Village of Marwayne, and Vegreville were in attendance.

2.1 Approve Agenda

Parke: That the agenda be adopted as presented

CARRIED

2.2 Approve Minutes

Phillips: That the minutes of the meeting of the 2019 AGM be adopted as presented.

CARRIED

3.1 Annual Report Review

Mara Erickson provided an overview of the 2018-2019 Annual Report including highlights of personnel, projects, financial, society business, and education and engagement.

3.2 Financial Report

Elder: That the 2018 – 2019 financial report be accepted as presented

CARRIED

4.0 2018 -2019 VRWA – The Year Ahead

- Mara outlined how future activities will help to achieve the goals of the Vermilion Management Plan
 - Goal 1 – Develop Capacity and Knowledge
 - Update and refine the VRWA Communications Plan
 - At a glance summaries
 - Goal 2 – Improve Reliability of Water Supply
 - ALCES mapping tool
 - Goal 3 – Improve Water Quality
 - VRWREP projects
 - Lakeland College partnership
 - Goal 4 – Maintain Aquatic Ecosystem Health
 - VRWREP projects
 - Lakeland College demo site

5.0 Roundtable info

- Communications guide: Mara
- Myrnam info: Phillips
- Town of Vermilion might take over duties within Provincial Park: Yaceyko

6.0 VRWA Board Elections

- 5 vacancies and 13 re-elections
- No new nominations for current board vacancies were received.
- All (present) standing members up for re-election wish to continue as board members.
- No new nominations from the floor
- All board seats acclaimed

Close of business portion of the meeting at 11:25am.

7.1 NSWA Overview and Update

Erickson provided an update of the NSWA activities and projects.

7.2 Eco-buffer

Luke Wonneck from the Agroforestry Woodlot Extension Society presented on Ecobuffers and the new NSWA-VRWA “River Revival” project planted the week before at the Vegreville Regional Museum.

MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION HELD ON MAY 26, 2020, VIA ZOOM

PRESENT:

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

ABSENT:

None.

The meeting was called to order at 6:02 P.M.

AGENDA:

Additions to Agenda:

Old Business: G, Barr - Cardboard Recycling - Town of Vermilion

MOVED by T. Pollard that the agenda be adopted with the above additions.

Carried.

MINUTES OF THE MEETING OF APRIL 28, 2020:

MOVED by S. Hryciuk that the minutes of the meeting of April 28, 2020, be adopted as presented.

Carried.

APRIL 2020 FINANCIAL REPORT:

S. Schwartz presented the financial report for April 2020, and provided explanations as required. The April 2020 report showed a balance of **\$137,574.48** in the operating account. The capital reserve account increased to **\$539,573.77**, due to an interest payment received. The operating reserve account increased to **\$226,417.48**, due to interest payments received. The Closure/Post-Closure reserve account increased **\$109,472.38**, due to an interest payment received.

MOVED by T. Pollard that the April 2020 financial report be accepted as presented.

Carried.

MUNICIPAL REQUISITION REPORT:

S. Schwartz presented the April 2020 municipal requisition report for information.

ACCOUNTS FOR APPROVAL:

S. Schwartz presented the April 2020 cheques numbered 5649, 5650, and 5665 to 5681, and the debit memos and credit card charges from April 2020, and provided explanations as required. J. Thompson asked about the cheque to JKD Excavating, and S. Schwartz explained that the cheque was for furniture removal from the satellite transfer sites.

MOVED by S. Hryciuk that the cheques numbered 5649, 5650, and 5665 to 5681, and the debit memos and credit card charges be accepted as presented.

Carried.

VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

The Vermilion transfer site outstanding accounts report was presented for information. S. Schwartz explained to the Board that she has been working with the Total Oilfield Services

Minutes of the Meeting of the VRRWMSC on May 26, 2020

payable staff, and it appears that a cheque that they said was written in January 2020 has not been received. They are trying to track the cheque.

MAY 2020 CHIEF ADMINISTRATIVE OFFICER'S REPORT:

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

MOVED by K. Haney that the May 2020 Chief Administrative Officer's report be accepted as presented.

Carried.

BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:

1. S. Schwartz explained that the signs at the gates of all the transfer sites were placed twenty years ago when the sites opened, and the wood background is rotting on most of them. The sign at Kitscoty is being repaired and rehung as it fell off. S. Schwartz will get a quote for the price of replacement signs with updated information, and then present it to the Board. It was suggested that alternatives to the wood backing could be considered, depending on cost. ACQ treated lumber or laminated aluminum could be used as a backing.
2. S. Schwartz informed the Board that all of our transfer sites have been experiencing large volume increases this spring in all areas, including household waste, furniture, tires, e-waste, metal, paint, burn material and oil, since the pandemic. Traffic at all sites has also increased accordingly. There may be some noticeable increases on year-end totals and removal costs as result of these unprecedented volumes.

FOR INFORMATION:

1. Changes to Used Paint Recycling:

S. Schwartz explained that we have recently found out that empty used paint cans that are going into the paint recycling bins at our sites are not being recycled. The contractor is putting them into household waste. In order to save space in our paint recycling bins, we are going to have empty paint cans put into the household waste bins at site. Our paint recycling bins will only be used for cans that have used paint in them.

2. Pilot Project for Changes to Electronic Waste:

S. Schwartz explained that ARMA has received a Grant from the Alberta Government to run a pilot program that will expand their current e-waste recycling program. The current program allows for recycling of televisions, computers, printers, and computer peripherals. Televisions are collected on pallets at the satellite sites, and in a sea-can at the Vermilion site. The computers and peripherals are collected in metal cages. Included in the pilot project will be audio-visual equipment, cellphone and wireless devices, electronic gaming devices, small home appliances, portable power tools, toys, musical instruments and solar panels. There will be no charge for Albertans to recycle these items for the duration of the project. It is anticipated that the pilot project will begin in August 2020.

3. Vermilion Transfer Site Totals:

An interim report outlining the volumes for all categories of waste at the Vermilion transfer site was presented for information. This a quarterly interim report from January to April 2020. *(see attached)*.

NEW BUSINESS:

1. Cheque Signing:

S. Schwartz requested that cheques be signed in advance before the summer break and for the interim, as long as the pandemic requires us to meet remotely.

Minutes of the Meeting of the VRRWMS on May 26, 2020

OLD BUSINESS:

1. Transfer Site Work-Along Policy:

S. Schwartz explained that she has held initial consultations with the East Central 911 staff. She will be having a telephone conference with them on Wednesday, May 27, 2020, in order to establish protocols and rules. Once that has been completed, the procedures will be discussed with satellite transfer site supervisors and the program will roll out.

2. Paradise Valley Transfer Site Flooding Update:

D. Bergquist informed the Board that a drainage ditch has been dug and this is diverting the water from the lake. The levels have come down about 7" to date. There is quite a bit of run-off water and rainwater on the bin apron at the site. S. Schwartz has asked the County to come to pump it out. Once the apron has been pumped, then we should be able to move the household waste bins back into their slot.

M. Baker said that we have diverted the water and that will work for the short term, but with the access road also being under threat of flooding, the Board should be looking for an alternate placement for the transfer site.

S. Schwartz informed the Board that she had arranged to have the bins moved up, and for some smaller short-sided bins to be placed in the interim. S. Howe has been using her tractor to lift and dump some of the waste into the taller bins. S. Schwartz also informed the Board that a load of heavy gravel has been brought in for the access road.

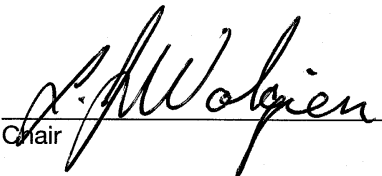
3. Cardboard Recycling - Town of Vermilion:

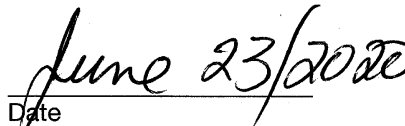
G. Barr asked that contractor staff remind people from the Town of Vermilion that they can do cardboard recycling at the Vermilion transfer site for the short term. S. Schwartz informed the Board that a Bulletin was placed in both local papers informing people of this change, along with other transfer site information and requirements. She will request that contractor staff continue to remind people from the Town of Vermilion of this change.

The next meeting will be held on Tuesday, June 23, 2020, at 6:00 P.M. It will be determined later as to whether it will be a meeting or a virtual meeting, depending on the government recommendations.

The meeting adjourned at 6:55 P.M.

These minutes have been adopted in their entirety at the June 23, 2020, meeting.


Chair


Date

Hub Zoom
June 24



**Northeast Alberta Information HUB
Board/Membership Meeting Minutes
May 27, 2020 Virtual meeting**

Attendance: Bob Buckle/Cold Lake, Caroline McAuley/Vermilion, Soren Odegard/County of Two Hills, Jocelyne Lanovaz/Mannville, Greg Sparklingeyes/Whitefish Lake First Nation, Gerald Aalbers/Lloydminster, Bev Lockett/Portage College, Lorin Tkachuk/Lac La Biche County, Stan Delorme/Buffalo Lake Metis Settlement
Via Zoom Steve Upham/St. Paul County, Lindsay Haag/EMW, Mike Tartkowski/Two Hills Mary Lee Prior/Vermilion, Daniel Hobson/Lloydminster, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB

Regrets: Tim MacPhee/Vegreville

Steve Upham called the meeting to order at 9:40am and welcomed everyone.

1) Steve asked for any additions to the agenda, hearing none Steve asked for a motion to approve.

Jocelyne Lanovaz moved to accept the agenda **Carried**

2) Steve asked for a motion to approve the minutes as presented from March 24, 2020

Gerald Aalbers moved to accept the March 24, 2020 meeting minutes **Carried**

3) Steve asked Jennifer Leroux to present/review the financial report as of April 30, 2020
Jen reviewed the report. Steve asked if there are any questions.

Lindsay Haag asked about the population numbers for the region. Bob Bezpalko responded by stating Alberta HUB member population comes in around 135,000. The Alberta HUB region is slightly higher as some communities are not members. The Lloydminster population includes the Saskatchewan side. Steve also mentioned no community member would exceed a membership total of \$10,000.

Hearing no further discussion Steve asked for a motion to approve the financial report.

Soren Oedgard moved to accept the financials as of April 30, 2020 as presented. **Carried**

4) Steve asked Bob Bezpalko to speak to agenda item #4 – Alberta HUB operations

Please see the attached PowerPoint presentation

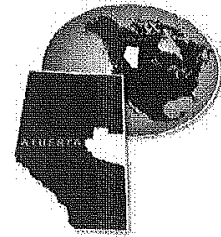
Bob spoke to the need of an Alberta HUB Industry/Tier one business Taskforce.

Industry drives economic activity that results in business development. The two main regional drivers are Oil/gas and agriculture. Localized drivers consist of AT&D, Petrochemical, Forestry, Manufacturing (industry specific) example EMW and applied research for commercialization ie Innotech. All these industries have the ability to be regional economic drivers however it needs the Alberta HUB board of directors to create a narrative/message to the Alberta and federal government about the importance of the Alberta HUB region contribution to the Provincial/Federal GDP like they view the regions of Calgary, Edmonton, Lethbridge, and Grande Prairie.

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Alberta HUB
Where opportunity comes to life



The Alberta HUB region contributes close to 25% of the total provincial oil production and has a strong regional Agriculture sector. Opportunities exist in other sectors however Alberta HUB struggles to gain the attention of Government departments to proceed with actions to move forward. Steve Upham stated he feels the Alberta HUB region does not get the attention and respect it deserves from the Alberta Government in many areas.

Tourism has the potential of being a major economic driver bringing in dollars from outside the region. A more focused regional approach is needed to build a Tourism industry and Bob Highlighted the fact that Councillor Bob Buckle from Cold Lake has been advocating the development Of "cottage country" for over 10 years.

Bob Buckle spoke to the fact this message has been brought forward to MLAs, Alberta Ministers And MPs in the past however the barriers remain at the bureaucratic level with "red tape" that makes it impossible to move this forward.

Bob Bezpalko also added there is opportunity concerning supply chain development especially with food Supply however policy changes are required for growers/processors to start and to scale up.

Stan Delorme asked about the need for "broadband" development and cell service. Bob advised that he was going to highlight it on the presentation however broadband is an Ongoing priority for the Alberta HUB region. Bob stressed this needs to be a regional effort as individually, though important, must be addressed universally.

Stan also asked about the information on the Site rehabilitation funding from the Government. Bob advised that he sent this information to all the members at the ec/dev and administration level But not to the elected officials. Bob was nervous about adding to the amount of info/emails elected Officials were receiving.

Bob spoke to CD Howe's webinar with Minister Fir on May 19 where she spoke to:

- the 10-year tourism strategy
- emerging industries (Technology, AT&D, FinTech) no mention of "broadband" requirements
- EDTT partnered with Advanced education (colleges)
- Investment Attraction agency – focus on high impact investment

Bob recommended that the Alberta HUB board of directors request a meeting with Minister Fir to discuss the recovery points she stated within a rural context.

5) Meeting with Minister Fir – Steve Upham

Based on the previous agenda item and discussion Steve asked for a motion to

Send a letter requesting a meeting with Minister Fir.

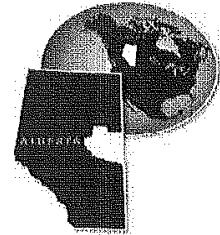
Loren Tkachuk moved for Alberta HUB to send a letter requesting a meeting with Minister Fir.

Hearing no further discussion

Carried

Bob to draft a letter for approval and to forward to Minister Fir's office.

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6) **Steve Upham advised the board that a request to change the day of the Alberta HUB Board meeting was made due to a conflict with council meetings. Alberta HUB's Board meetings currently happen on the third Monday of Sept/Nov/Jan/March of each Operating year. Start time 10am.**

After a discussion it was decided to remain on Monday s with a start time of 9;30am. This meets the request of the change if meetings remain in a virtual format. Once restrictions On personal meetings are lifted a virtual option to attend will be explored to alleviate travel time.

7) **Alberta HUB AGM June 24 – Steve Upham**

Steve asked the board since the AGM will be a virtual event what start time would be preferred. The Alberta AGM has always been an evening event. After a brief discussion it was decided to Start the AGM at 5:30pm.

Bob asked if the board would like a featured speaker virtually. There was an agreement that we should. Bob to advise.

8) **Stingray Radio advertising – Bob Bezpalko**

Bob advised the board that Alberta HUB was successful in its application in receiving Radio advertising time at no cost. This airtime will take place on the radio stations of Cold Lake, Bonnyville, Lac La biche, St. Paul and Lloydminster.

Bob advised the board he requested if the option of this advertising can also air on CFCW as it covers the west side of the Alberta HUB region. No response yet.

Content will focus on business supports highlighting chambers, CF's as well as Opportunities for businesses and entrepreneurs.

Soren Odegard suggested highlighting success stories from communities as well as the Communities themselves.

Steve thanked everyone for their time and input and adjourned the meeting at 11:30am

Steve Upham
Chair

Lorin Tkachuk
Sec/Treasurer

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Annual General Meeting
June 27, 2019
St. Paul, Alberta

Northeast Alberta Information HUB Annual General Meeting Minutes June 27, 2019 Portage College, St. Paul, Alberta

Attending: Mike Krywiak M.D. Bonnyville, Soren Odegard/County of Two Hills, Terri Hampson/Elk Point, Lorne Young/Elk Point, Ken Gwozda/Elk Point, Tim MacPhee/Vegreville, Tom Koep/Vegreville, Stan Delorme/Buffalo Lake Metis Settlement, Lorne Ladouceur/Buffalo Lake Metis Settlement, Caroline McAuley/Vermilion, Greg Sparklingeyes/Whitefish First Nation, Bob Bezpalko/Alberta HUB, Lisa Ford/Alberta HUB/RABC, Sophie Quan/RABC, Bob Buckle/City of Cold Lake, Sherri Buckle/Cold Lake Regional Chamber of Commerce,, Ross Whitelaw/Smoky Lake, Steve Upham/County of St. Paul, Bev Lockett/Portage College, Don Romanko/Vilna, Greg Sawchuk/M.D. of Bonnyville, Cheryle Eikeland/Marwayne, Laurent Amyotte/County of St. Paul, Judy Schueler/Bruderheim, Donna Rudolf/Myrnam, Jim Newman/Lamont County, Dan Warawa/Lamont County, Richard Wagner/Minburn County, Brent Williams/Minburn County, Jocelyn Lanovas/Mannville, Jody Quickstad/Mannville, Lorin Tkachuk/Lac La Biche County, Brian McEvoy/Bonnyville, Gary Ward/St. Paul, Maureen Miller/St. Paul, Christine Beveridge/Lamont, Al Harvey/Lamont, Kirk Perrin/Lamont, Corinne McGirr/County of Vermilion River, Jana Rowe/Lac La Biche County, Mike Tarkowski/Two Hills, Clayton Kittlitz/Lac la Biche County, Gerald Aalbers/Lloydminster, Dan Hobson/Lloydminster, Diane Jenkinson/M.D. of Bonnyville, Greg Barr/Vermilion, Rob Pulyk/Vermilion, Mary Lee Prior/Vermilion, Jill McLuckie/Mannville, Rex Smith/Mannville, Jennifer Leroux/Alberta HUB, James Tessier/EDT&T, Tammy Powell/EDT&T, Aaron Porier/EDT&T,

Proxy Vote: Village of Kitscoty

Special Guests: MLA David Hanson Lac La Biche St. Paul Two Hills, Angus Watt/ National Bank Financial

Regrets: Lindsay Haag/EMW, Lonnie Wolgein/County of Vermilion River, Lorne Halisky/Smoky Lake County, MLA Jackie Homeniuk Fort Saskatchewan Vegreville, MLA Rowswell/Vermilion- Lloydminster-Wainwright, Sheila Lupul/Andrew , MLA Laila Goodridge/Fort McMurray – Lac La Biche, Patty Podobozny/Bruderheim, Laura Papirny/Glendon, Debbie McMann/Innisfree, Sherri Chisan/Blue Quills University,

- 1.0** Vice- Chair Steve Upham called the Meeting to order at 6:45pm
Steve welcomed everyone for attending and thanked the Alberta HUB members for their dedication to regional economic development.
Soren called upon Mayor Miller/Town of St. Paul for welcoming remarks
Soren called upon MLA David Hanson for welcoming remarks
- 2.0** Adoption of Agenda
Moved by Caroline McAuley/Vermilion to adopt the agenda. **Carried**
- 3.0** Adoption of Minutes
Moved by Tim MacPhee/Vegreville to adopt the minutes of the June 20,2018
AGM as presented. **Carried**

*Annual General Meeting
June 27, 2019
St. Paul, Alberta*

- 4.0 Steve called upon Chair Soren Odegard who presented the 2018/19 Alberta HUB Annual Report Chair's Message
Soren moved his report be accepted as presented. **Carried**
- 5.0 Financial Report
Steve called upon Caroline McAuley who introduced Barb McCarthy from JMD Chartered Accountants who presented the audited Financial Statements for the year ending March 31, 2019.
Dan Warawa/Lamont County moved to accept the financial report as presented. **Carried**
- 6.0 Steve asked for a motion to retain JMD Group LLP as financial auditors for the Northeast Alberta Information HUB for the 2019-20 operating year.
Soren Odegard moved to retain JMD LLP as financial auditors for the Northeast Alberta Information HUB **Carried**
- 7.0 Steve called upon Lisa Ford to provide a summary of the Rural Alberta Business Center for the 2018-19.
Caroline McAuley moved to accept Lisa's report as presented. **Carried**
- 8.0 Steve called upon Bob Bezpalko, Executive Director of Alberta HUB to provide a review of 2018-19 activities and moving forward into 2019-20.
"Video presentation"
Bob thanked Soren for his time as chair as well as the membership for their support.
Bob also thanked Lisa Ford and Jennifer Leroux for their contribution and dedication to the Alberta HUB organization.
Steve Moved to accept Bob's report as presented. **Carried**
- 9.0 Election of Board members – Bob Bezpalko
3 County/M.D. Representatives:
 - Soren Odegard – County of Two Hills
 - Loren Tkachuk – Lac La Biche County
 - Steve Upham – St. Paul CountyWith no other nominations Tim MacPhee/Vegreville moved nominations cease. **Carried**
- 2 Town (Population over 3000) Representatives:**
 - Caroline McAuley – Town of Vermilion
 - Tim MacPhee – Town of VegrevilleWith no other nominations Steve Upham/St. Paul County moved nominations cease. **Carried**
- 1 Town (Population under 3000) Representative:**
Ross Whitelaw nominated Mike Tartkowski – Town of Two Hills
Lorne Young nominated Terri Hampson – Elk Point
With no other nominations Tim MacPhee/Vegreville moved nominations cease. **Carried**
Bob provided ballots to Lamont, Brudeheim, Two Hills, Elk Point and Smoky Lake to vote for the representative. The result showed Mike Tartkowski as the representative.

2 Northeast Alberta Information HUB

*Annual General Meeting
June 27, 2019
St. Paul, Alberta*

1 Metis Settlement Representative:

- Stan Delorme – Buffalo Lake Metis Settlement

With no other nominations Lorin Tkatchuk move nominations cease.

Carried

1 First Nation Representative:

- Greg Sparklingeyes– Whitefish Lake First Nation

With no other nominations Caroline McAuley/Vermilion move nominations cease.

Carried

1 Village Representative:

- Jocelyn Lanovas - Mannville

With no other nominations Caroline McAuley/Vermilion move nominations cease.

Carried

1 Business/Industry Representative

- Lindsay Haag – EMW

With no other nominations Steve Upham/County of St. Paul move nominations cease.

Carried

1 Post-Secondary Educational Institution Representative

Beverly Lockett – Portage College

With no other nominations Don Romanko/Vilna move nominations cease.

Carried

City of Cold Lake – Bob Buckle

City of Lloydminster – Katlin Ducherer

Bob Bezpalko concluded the elections by thanking the board members for their dedication to the The Northeast Alberta Information HUB and that a board meeting will take place following the AGM.

Steve introduced Angus Watt who spoke on “Alberta’s Recovery”

Steve thanked Angus for a very insightful presentation.

Steve adjourned the meeting at 8:45pm.

Soren Odegard
Chair

Caroline McAuley
Secretary/Treasurer

**NORTHEAST ALBERTA INFORMATION HUB LTD.
FINANCIAL STATEMENTS
YEAR ENDED MARCH 31, 2020**

INDEPENDENT AUDITOR'S REPORT

To the Members of Northeast Alberta Information Hub Ltd.

Opinion

We have audited the financial statements of Northeast Alberta Information Hub Ltd. (the Organization), which comprise the statement of financial position as at March 31, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

(continues)

Independent Auditor's Report to the Members of Northeast Alberta Information Hub Ltd. *(continued)*

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St Paul, Alberta
June 24, 2020

CHARTERED ACCOUNTANTS

**NORTHEAST ALBERTA INFORMATION HUB LTD.
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2020**

	2020	2019
ASSETS		
CURRENT		
Petty cash	\$ 45	\$ 43
General chequing	9,759	60,297
High yield savings	205,389	250,374
Equity in Credit Union	945	912
2.5% Term deposit	-	100,000
Accounts receivable	17,448	5,367
Goods and services tax recoverable	6,703	9,791
Prepaid expenses	1,571	4,159
	241,860	430,943
CAPITAL ASSETS (Note 3)	1,024	1,663
2.25% TERM DEPOSITS MATURING APRIL 2021	204,000	200,000
	\$ 446,884	\$ 632,606
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 14,828	\$ 18,961
Deferred grants (Note 4)	-	170,109
	14,828	189,070
NET ASSETS		
Unrestricted net assets	431,032	441,873
Invested in capital assets	1,024	1,663
	432,056	443,536
	\$ 446,884	\$ 632,606

APPROVED ON BEHALF OF THE BOARD:

_____ *Chairman*

_____ *Treasurer*

**NORTHEAST ALBERTA INFORMATION HUB LTD.
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2020**

	2020	2019
REVENUES		
ED&T operational funding	\$ 100,000	\$ 100,000
Memberships	69,820	68,746
Alberta Human Services	62,359	62,254
ICCI	48,000	40,000
ED&T Cares grant	25,988	131,436
Registrations	13,020	9,034
Rural Alberta Business Centre	11,327	81,573
Interest	8,006	8,510
Rent	2,660	7,074
Cold Lake Incubator Fund	-	10,000
	<u>341,180</u>	<u>518,627</u>
EXPENSES		
Contract positions	236,517	312,009
Advertising, promotions and marketing	28,411	24,567
Tri-REDA	20,000	20,000
Travel	14,630	20,945
Facility and office rental	13,061	31,549
Bookkeeping and audit	9,394	10,380
Training and conferences	9,287	13,850
Telephone	6,390	7,010
Office	3,537	8,499
Catering	2,914	1,580
Computers and technology	2,798	7,468
Meeting expenses	2,692	3,571
Insurance	2,338	3,055
Utilities	1,325	4,810
Amortization	410	524
Website development	374	764
Market research and consulting	129	15,617
NAPHI project	-	5,000
Repairs and maintenance	-	1,200
	<u>354,207</u>	<u>492,398</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	(13,027)	26,229
Gain on sale of assets	<u>1,547</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (11,480)	\$ 26,229

**NORTHEAST ALBERTA INFORMATION HUB LTD.
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2020**

	Unrestricted Net Assets	Invested in Capital Assets	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ 441,873	\$ 1,663	\$ 443,536	\$ 417,307
Excess (deficiency) of revenues over expenses	(12,616)	1,136	(11,480)	26,229
Proceeds of disposition	1,775	(1,775)	-	-
NET ASSETS - END OF YEAR	\$ 431,032	\$ 1,024	\$ 432,056	\$ 443,536

**NORTHEAST ALBERTA INFORMATION HUB LTD.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2020**

	2020	2019
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (11,480)	\$ 26,229
Items not affecting cash:		
Amortization of capital assets	410	524
Gain on disposal of capital assets	(1,547)	-
	<u>(12,617)</u>	<u>26,753</u>
Changes in non-cash working capital:		
Accounts receivable	(12,081)	730
Accounts payable and accrued liabilities	(4,132)	8,417
Deferred grants	(170,109)	(278,994)
Prepaid expenses	2,588	2,810
Goods and services tax payable	3,088	3,079
	<u>(180,646)</u>	<u>(263,958)</u>
Cash flow from operating activities	<u>(193,263)</u>	<u>(237,205)</u>
INVESTING ACTIVITIES		
Proceeds on disposal of capital assets	1,775	-
Equity in Credit Union	(33)	(31)
Term deposits	100,000	100,000
Long term investments	(4,000)	(200,000)
Cash flow from (used by) investing activities	<u>97,742</u>	<u>(100,031)</u>
DECREASE IN CASH FLOW	(95,521)	(337,236)
Cash - beginning of year	<u>310,714</u>	<u>647,950</u>
CASH - END OF YEAR	\$ 215,193	\$ 310,714
CASH CONSISTS OF:		
Petty cash	\$ 45	\$ 43
General chequing	9,759	60,297
High yield savings	<u>205,389</u>	<u>250,374</u>
	\$ 215,193	\$ 310,714

**NORTHEAST ALBERTA INFORMATION HUB LTD.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2020**

PURPOSE OF THE ORGANIZATION

Alberta HUB is recognized as a partnership of Northeast Alberta communities, post-secondary educational institutions, businesses and industries committed to developing a strong competitive diversified economy throughout the entire region.

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue recognition

Northeast Alberta Information Hub Ltd. follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Cash

Cash is defined as petty cash, and cash in savings and chequing accounts adjusted for outstanding cheques and deposits.

Investments

Investments consist of guaranteed investment certificates initially recorded at fair value and subsequently measured at amortized cost.

Capital assets

Purchased capital assets is recorded at cost. Amortization is provided on a straight-line basis over the assets estimated useful lives, which for furniture is 10 years and computer equipment is 5 years. No amortization is charged in the year of acquisition.

Contributed services

Volunteers contribute many hours per year to assist the organization in carrying out its activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Financial instruments

The organizations financial instruments consist of cash balances, receivables and accounts payable and accruals. All financial instruments are initially recognized at fair value and subsequently measured at amortized cost. Transaction costs and financial fees associated with financial instruments carried at amortized cost are recorded as adjustments to the initial fair value recognized and amortized over the life of the financial instrument.

(continues)

**NORTHEAST ALBERTA INFORMATION HUB LTD.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2020**

1. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Measurement uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the reporting period. Such estimates include the amortization of capital assets. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are reported as earnings in the period in which they become known.

2. GST

The refundable portion is recorded as a receivable and the non-refundable portion is included in the expenses.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Computer equipment	\$ 2,049	\$ 1,025	\$ 1,024	\$ 1,663

4. DEFERRED REVENUE

	Opening	Receipts / Repayments	Income	2020
<u>Alberta Human Services Grants:</u>				
Partnership Initiatives	\$ 62,358	\$ -	\$ 62,358	\$ -
<u>Other Grants:</u>				
Rural Alberta Business Centre	11,327	-	11,327	-
ED&T Cares Grants	85,415	(11,426)	73,989	-
	96,742	(11,426)	85,316	-
<u>Workshops</u>				
Rural Alberta Business Centre	11,009	2,010	13,019	-
	\$ 170,109	\$ (9,416)	\$ 160,693	\$ -

5. SUBSEQUENT EVENTS

On March 11, 2020, the World Health Organization declared the global outbreak of the Coronavirus, COVID-19, a pandemic. The extent of the impact that COVID-19 will have on the operations and financial results of the organization in fiscal 2021 is currently not known.

ED&T operational funding will be reduced to \$50,000 for 2021 and subsequent years.

**NORTHEAST ALBERTA INFORMATION HUB LTD.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2020**

6. FINANCIAL INSTRUMENTS

Transacting in financial instruments exposes the organization to certain financial risks and uncertainties. These risks include:

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization's financial instruments that are exposed to credit risk are primarily cash and accounts receivable. The organization has a number of small customers which minimizes the concentration of credit risk.

(b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organizations exposure to liquidity risk is dependent on the collection of accounts receivable and obligations or raising of funds to meet commitments and sustain operations. The organization controls liquidity risk by management of working capital, cash flows and the availability of borrowing facilities.

(c) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk.

(d) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The organization manages exposure through its normal operating and financing activities

It is management's opinion that the organization is not exposed to significant currency and other price risks arising from its financial instruments.

Northeast Alberta Information HUB Ltd.
Project Income Summary 04/01/2020 to 04/30/2020

NOTE:

All project funds have been spent to date.
 We will be starting the CARES Investment Attraction and Diversification Initiative.

COMBINED OPERATIONS FUNDING 2019-2020 212,975.00
As of April 30, 2020

	BUDGET	FUNDER	ACTUAL	VARIANCE
Contract Services	89,175	HUB/EDT&T	7,321.41	81,853.59
Accounting & Legal Fees	11,500	HUB	358.75	11,141.25
Insurance	2,500	HUB	1,681.56	818.44
Rent - Office Expenses	4,800	HUB	390.47	4,409.53
Telecommunications	4,000	HUB	384.51	3,615.49
Computer Tech	3,000	HUB	270.11	2,729.89
Website/marketing/printing	2,500	HUB	-	2,500.00
Office Supplies	2,000	HUB	544.41	1,455.59
Marketing/ Printing	4,000	HUB	-	4,000.00
Memberships/Prof Dev't	1,000	HUB	480.00	520.00
Conferences/Workshops	6,000	HUB	75.00	5,925.00
Board Meetings	4,000	HUB	-	4,000.00
AGM	2,500	HUB	-	2,500.00
Inter/Intra Reg. Meetings	5,000	HUB	-	5,000.00
Research Analysis	1,000	HUB	-	1,000.00
EATC Partnership	20,000	HUB	-	20,000.00
CARES project	50,000	HUB	-	50,000.00
TOTALS	212,975		11,506.22	197,468.78

Inter/Intra includes EATC expenses = 0

Revenue Summary

ED&T	-
Memberships	71,695.00
Admin fee	-
interest income	287.50
	<u>71,982.50</u>

Northeast Alberta Information HUB Ltd.
Balance Sheet As at 04/30/2020

ASSET

Current Assets

Chequing	78,202.00	
Savings	19,319.62	
Projects	136,117.97	
Petty Cash	45.45	
Credit Union Equity	944.76	
Credit Union Rewards	69.06	
GIC Term Investment	208,590.00	
Total Cash		443,288.86
Accounts Receivable	46,941.00	
Year-end Receivables	0.00	
Total Receivable		46,941.00
Prepaid Expenses		346.61
Total Current Assets		490,576.47

Capital Assets

Leasehold Improvements		0.00
Office Furniture & Equipment	1,884.49	
Accum. Amort. -Furn. & Equip.	-1,884.49	
Net - Furniture & Equipment		0.00
Computer Hardware	3,759.49	
A/A Computer Hardware	-2,096.84	
Net Computer Hardware		1,662.65
Total Capital Assets		1,662.65

TOTAL ASSET 492,239.12

LIABILITY

Accounts Payable		557.00
Year End Payable		3,500.00
Mastercard Payable		1,926.90
GST Charged on Sales	10.53	
GST Paid on Purchases	-6,925.32	
Total GST		-6,914.79
TOTAL LIABILITY		-930.89

EQUITY

Retained Earnings - Previous Year	431,031.08	
Invested in Capital Assets	1,662.65	
Current Earnings	60,476.28	
TOTAL EQUITY	493,170.01	

LIABILITIES AND EQUITY 492,239.12

Northeast Alberta Information HUB Ltd.
Income Statement 04/01/2020 to 04/30/2020

REVENUE

Credit Interest	287.50
Membership Fees	71,695.00
Administration Fees	0.00
Contract/Grant Agreements	0.00
Workshop Registrations	0.00
Donations & Sponsorships	0.00
Rent	0.00
TOTAL REVENUE	<u>71,982.50</u>

EXPENSE

Accounting & Legal	358.75
Bad Debts	500.00
Bank Charges and Interest	14.45
Postage	29.96
Insurance	1,681.56
Office/Facility Rent	390.47
Telephone/Internet Fees	384.51
Computer and Technology	270.11
Professional Dev't/Membership Fees	480.00
Workshops	75.00
Total General & Admin. Expenses	<u>4,184.81</u>

Contractor Costs

Contractor Fees	7,321.41
Contractor Travel Related	0.00
Total Contractor Expense	<u>7,321.41</u>

TOTAL EXPENSE	<u>11,506.22</u>
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NET INCOME	<u>60,476.28</u>
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Minutes of the Meeting of the VRRWMS on June 23 2020

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION HELD ON JUNE 23, 2020, AT THE VERMILION
TRANSFER SITE**

PRESENT:

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

ABSENT: None

The meeting called to order at 6:02 PM

AGENDA:

Additions to Agenda:

New Business: L. Wolgien - Transfer Site Signage Listing Community Partners
L. Wolgien - Paradise Valley Transfer Site Cleanliness and Bin
Location
L. Wolgien - Transfer Site Hours of Operation

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

MINUTES OF THE MEETING OF MAY 26, 2020:

MOVED by R. McDonald that the minutes from the meeting of May 26, 2020, be
adopted as presented.
Carried.

MAY 2020 FINANCIAL REPORT:

S. Schwartz presented the financial report for May 2020, and provided explanations as
required. The May 2020 report showed a balance of **\$139,833.03** in the operating account.
The capital reserve account balance increased to **\$540,853.01**, due to an interest payment
received. The operational reserve account balance remained unchanged at **\$226,417.48**. The
closure/post-closure reserve account remained unchanged at **\$109,472.38**.

MOVED by S. Hryciuk the May 2020 financial report be accepted as presented.
Carried.

MAY 2020 MUNICIPAL REQUISITION REPORT:

S. Schwartz presented the May 2020 municipal requisition report for information.

ACCOUNTS FOR APPROVAL:

S. Schwartz presented the May 2020 cheques numbered 5651, 5652 and 5682 to 5710, and
the debit memos and credit card charges for May 2020, and provided explanations as required.

MOVED by M. Baker that the cheques numbered 5651, 5652 and 5682 to 5710, and
the debit memos and credit card charges be accepted as presented.
Carried.

VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

The Vermilion transfer site outstanding accounts report was presented for information. S.
Schwartz is still working with Total Oilfield Services tracking a lost cheque from January.

Minutes of the Meeting of the VRRWMSO on June 23 2020

JUNE 2020 CHIEF ADMINISTRATIVE OFFICER'S REPORT:

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

MOVED by R. McDonald that the June 2020 Chief Administrative Officer's report be accepted as presented.

Carried.

BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:

- There was some discussion about the information signs at each transfer site and this will be addressed under new business.
- L. Wolgien informed the Board that the County of Vermilion River gravelled the road into the Marwayne site, and they also gravelled inside the site. The bill for the gravel inside the gate will be paid for by the Commission, but the road into the site is covered by the County of Vermilion River.

NEW BUSINESS:

1. Transfer Site Signage Listing Community Partners:

A question regarding this issue was brought up by a councillor in the County of Vermilion River. There was some discussion about this, and it was decided that all of our sites are managed equally by the Commission and the municipal councillors on the Board. Listing community partners on all the signs wouldn't be beneficial and might be confusing. S. Schwartz was asked to include the partnerships on any news releases and have them listed on municipal websites and on municipality social media.

2. Paradise Valley Transfer Site Cleanliness and Bin Location:

There was some discussion regarding the untidiness of the Paradise Valley site and also a question why the bins were still up at the top weeks after the water level from the lake had been diverted. S. Schwartz explained that she has been working steadily with the supervisor trying to deal with the water issues and the bin apron and burn pit ground water seepage. The bins had not been moved back as yet because it was still quite muddy in the truck backup area. S. Schwartz informed the board that the bins would be moved back this week.

There was discussion about purchasing a small gas-operated pump to pump the water out of the bin apron at the Paradise Valley site as required.

MOVED by D. Bergquist that the Commission purchase a small gas-operated pump with intake and out-take hoses, as well as a small gas can to hold the fuel required to operate it up to a total of \$700.00.

Carried.

3. Transfer Site Hours of Operation:

L. Wolgien mentioned that a ratepayer had questioned the Wednesday operating hours at the Marwayne site. S. Schwartz explained that the Marwayne and Kitscoty transfer sites are open from 2:00 P.M. to 7:00 P.M. from May 1 to October 31 every year. In the winter, they are only open from 2:00 P.M. to 5:00 P.M.

OLD BUSINESS:

1. Work Alone Policy and Satellite Transfer Site Rural Address Signs:

S. Schwartz informed the Board that the East-Central 911 text-in/text-out service is going to be started sometime in August of this year. The policy cannot go into effect though until the satellite transfer stations have been assigned rural addresses and the signs have been posted. L. Wolgien stated that the County staff have been tasked with having this

Minutes of the Meeting of the VRRWMS on June 23 2020

completed as soon as possible. (Work Alone Policy Statement 2018-G-1.0) was passed and the document signed.

2. Paradise Valley Transfer Site Flooding Update:

The flooding danger has been alleviated for now since the water is being diverted to another lake, but it is something that will have to be monitored every spring until water levels eventually recede.

The next meeting will be held on Tuesday, August 25, 2020, at 6:00 P.M. at the Vermilion transfer site.

The meeting adjourned at 6:56 P.M.

These minutes have been adopted in their entirety at the August 25, 2020, meeting.

Chair

Date



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: JULY 13TH, 2020

ADDRESSING SERVICE NEEDS

- **ACE Water Line Re-route**
 - The water line re-route project has commenced as of July 6th. In-line Contracting will be performing the bulk of the work over the next 3 to 4 weeks.
 - ACE has agreed to keep the Village updated in regards to any issues that arise, any extension of the timeline or any changes to the scope of construction.

- **URE Land Clean up**
 - Quikpick is scheduled to drop off dumpsters on July 14th, 2020 to begin the URE Land Clean Up project. As mentioned at the last meeting, Copeland Auctions advised that there was nothing of value on the property.

SAFE, CARING & ACTIVE COMMUNITY

- **Coronavirus (COVID-19) Pandemic Office Re-Opening**
 - Re-opening of the office is set to take place the on Monday July 20th. All AHS rules and regulations shall be adhered to including hand sanitizer, plexiglass, limit of one (1) resident in the office at a time, etc.

PURSUING OPERATION & ORGANIZATIONAL EXCELLENCE

- **Walking Trail Project and Asphalt Patching**
 - ASL Paving will be commencing Phase 1 of the Walking Trail Project at the end of August, beginning of September.

- **Water Wells**
 - Agreements are being finalized with Wheat Kenyon LLP. for the sale of the Village Water Wells. Although initial discussions proved to be successful, one of the landowners had a change in heart. The landowner's decided that they, like the Village, did not want to assume the monthly idle charges. As such, ATCO pulled the transformer and disconnected the power on both wells 4 and 5 – instead of just well 5 as previously advised.

ATTACHMENTS

- 1) Chief Administrative Officer Action List



Village of Marwayne
 Box 113, 210 2nd Ave S
 Marwayne, AB T0B 2X0
 780-847-3962 P
 780-847-3324 F
 marwayne@mcsnet.ca
 marwayne.ca

CHIEF ADMINISTRATIVE OFFICER ACTION LIST

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

Municipal Development Plan	\$30,879 in ACP grants available to do a new MDP. Applied for another extension for the ACP grant with a deadline to spend the funds and receive deliverables of February 29, 2020.	2019-11-10V	CAO in conjunction with Nick from V3	Almost Complete	Met with Council on Monday December 2, 2019. Requested questionnaires to be returned within two weeks for processing (all submitted). Draft to be finalized in January 2020. Administration has completed everything on our end with respect to advertising for the open house on March 9th. V3 has finalized the materials and Council is now able to move forward with adoption pending the scheduling of a public hearing. Public hearing scheduled.
Residential Development	Some lots on Center Street are 25ft. Actively trying to sell serviced residential lots.	2017-11-24-V	Karen Lapointe Remax Agent 780-205-1800. karenlapointe@remax.net. Merlynn @ land titles 780-643-1392		In September 2019, renewed agreement with Remax for listing residential properties for development. Multiple downtown lots on one title and registered prior to 1950. Village must separate the lots. Plan cancellation bylaw must be passed for each plan and then registered at land titles.
2020 Economic Development Committee Project	October 28, 2019 was the last EDC Meeting		CAO	In progress	Need design quotes and AB transportation rules for roadside signage. Schedule meeting in early 2020 - looking at June due to ongoing pandemic. Finalizing compilation of responses to schedule meeting date/time. Meeting on June 22, 2020. Following the meeting, CAO is tasked with getting quotes, circulating survey, etc. for completion by the fall.
Ure/Industrial Land	Purchased in 2019, need to move forward with a plan for it. Can use IDP ACP grant funds to hire CVR planning to create a multi-lot scoped ASP. Bob at AB Hub might have ideas to move forward and would attend a council meeting.		Council/CAO/Public Works for lot clean up	In progress	Need to clean up buildings and have them cleared so that the land is ready for development. Can begin to carry out in the spring when access is simpler. Look at the implications of subdividing the land for potential commercial buyers. Quotes for clean up have been obtained to move forward with step 1. Auctioneer on site next week to assess items within outbuildings and quickpick quote obtained for garbage removal. After assessment, quickpick will be dropping off bins on July 14th to get going.

Item	Description	Resolution #	Staff Responsible	Status	Notes
Addressing Service Needs					
Westview Park	Playground inspection received 11/9/2018 with 15 non compliance issues identified.	15-Aug-16	Keri Debnam – Volunteer Keri.debnam@hotmail.com. CAO and Foreman	In progress - almost complete	Completed the CVR grant claim on October 8, 2019. Jordan received report 11/14, signage and parts ordered. Last item required is more sand for the playground - CAO obtained quote from Feldspar in Lloydminster and will order the required 150 yards as soon as the weather gets nicer to ensure we meet all of the requirements identified in the report. Sand is ordered and will be delivered mid July.
Raw Water Wells	Marwayne connected to ACE in February 2019. Kitscoty is taking the lead on decommissioning because they were connected 4 months before Marwayne. Regional utility operator Carry Grant uncertain of expenses. Keeping the power lines connected to the wells is at the expense of approximately \$200/month.	Discussed on January 6, 2020 with Council. Given the go ahead to proceed.	CAO/Utility Operator Carry Grant/Kathryn Stacey – AEP - Supplied forms to cancel the wells	In progress - almost complete	If a farmer wants the wells, license gets cancelled and they have to submit new application. Offered to CVR in August 2019 but received response in December 2019 that they are not interested in the wells at this time. Decommissioning is the next step. CAO contacted Sharon at the Village of Kitscoty for pricing on filling in the wells - they used McAllister Drilling and their costs were approximately \$11 000. They also utilized their own staff to assist in the project to save on additional costs as much as possible. Discussed the next steps at the January 14th staff meeting - CAO to contact McAllister for a quote and proceed with decommissioning/sale of wells. Quote has been obtained, currently waiting on minor ball and landowner as to whether or not they are interested in purchasing the wells prior to moving forward with the project in the spring. Farmer and Minor Ball want the wells, only need to decommission one. Atco project scheduled to begin to remove power at the sites. Agreement being drafted by Wheat Kenyon LLP. McAllister Drilling will perform demolition.

Minister of Service Alberta	Jordan requested information on what we are doing for broadband in October 31, 2019 letter.	Correspondence brought to November 4 Council Meeting.	Cheryle delegated this to George Rogers at VRRRA on 11/4/2019	In progress	Waiting on George. Broadband moving forward in Vermilion as per VRRRA AGM on January 23, 2020. Cheryle provided study and USB to CAO on January 24, 2020. Waiting on new quote from Vermilion as we were advised the cost would be decreasing. Check budget to see what funds we can set aside moving forward. Will incorporate upon receipt from our assessment at the end of February 2020. CVR and Lloydminster have pulled out of VRRRA.
<i>Item</i>	<i>Description</i>	<i>Resolution #</i>	<i>Staff Responsible</i>	<i>Status</i>	<i>Notes</i>
Safe and Caring Community					
	Lots 2& 3, Block 7, Plan 3914. Two lots: Conocophillips site Lot 3: Tier 2 Guideline Adjustment and		Karen Gervais from AB Environment 403-755-2280 or		Conoco phillips tier 2 guideline adjustment and management plan. Suncore remedial action plan. CAO submitted letters to them in May 2019 as per description information. Suncore had until October 31, 2019 to respond to our demands for full

Brownfield Contaminated Lots

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

09-Dec-13

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

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

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Jul 10, 2020

Time : 2:22 pm

Supplier : 10 To XYLCA
 Cheque Dt. 10-Jul-2020 To 10-Jul-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
3323	10-Jul-2020	EIKCH	Eikeland, Cheryle	Issued	43	C	70.35
3324	10-Jul-2020	HMS2	Alberta 1171363 Ltd. Hendricks Microtech	Issued	43	C	893.76
3325	10-Jul-2020	10012	Parkland Industries- Race Trac Gas	Issued	44	C	1,559.35
3326	10-Jul-2020	10025	Vermilion River Regional Waste	Issued	44	C	5,740.00
3327	10-Jul-2020	ACE	ACE	Issued	44	C	12,113.01
3328	10-Jul-2020	ASC3	Alberta Municipal Services Corporation	Issued	44	C	5,334.11
3329	10-Jul-2020	BYC	Buffalo Trail Public School	Issued	44	C	1,850.00
3330	10-Jul-2020	COPAU	Copeland Auctions	Issued	44	C	262.50
3331	10-Jul-2020	CSS	Catholic Social Services	Issued	44	C	1,300.00
3332	10-Jul-2020	LSAIC	Lloydminster Sexual Assault & Info Centre	Issued	44	C	1,000.00
3333	10-Jul-2020	MFRD	Marwayne Fire and Rescue Dept.	Issued	44	C	1,000.00
3334	10-Jul-2020	MLCP	Marwayne Lil' Critters Playschool	Issued	44	C	3,000.00
3335	10-Jul-2020	PIOLO	Pioneer Lodge	Issued	44	C	3,000.00
3336	10-Jul-2020	SHAHAR	Harrower, Shannon	Issued	44	C	50.25
3337	10-Jul-2020	SPC	Lloydminster & District SPCA	Issued	44	C	35.00
3338	10-Jul-2020	TOV	Town of Vermilion	Issued	44	C	1,250.00
3339	10-Jul-2020	TRECO	Tregan Contracting Ltd.	Issued	44	C	824.25
3340	10-Jul-2020	VAAB	Vermilion and Area Brighter Beginnings	Issued	44	C	1,000.00
3341	10-Jul-2020	WAGL	Wainwright Assessment Group Ltd	Issued	44	C	695.10
3342	10-Jul-2020	WTGS	Walking Through Grief Society	Issued	44	C	600.00

Total Computer Paid :	41,577.68	Total EFT PAP :	0.00	Total Paid :	41,577.68
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

**VILLAGE OF MARWAYNE
Billing Register Report Detailed**



UB4110 Page : 28
Date : Jul 02, 2020 Time : 1:53 pm

Report Options

Customer Selection : All

Calculation Type : All

Batch Number

From : [2020070201]
To : [2020070201]

Include Billing Transaction From Transaction Maintenance : No
Svc. End Date On/Before : 02-Jul-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	2		3.00	105.00		
01	WBULK	Bulk Water	8		8.00	445.31	23.70	2.96
01	WCOM	Commercial Water	25		25.00	2,801.60	404.00	16.16
01	WIND	Industrial Water	1		1.00	438.50	90.00	90.00
01	WINS	Institutional Water	3		3.00	518.70	78.00	26.00
01	WLF	Water Line Fee	276		276.00			
01	WMUN	Municipal Properties	2		2.00		22.00	11.00
01	WPUB	Public Building Water	9		9.00	438.85	19.00	2.11
01	WRES	Residential Water	235		235.00	21,161.10	2,834.00	12.06
02	SCOM	Commercial Sewer	24		24.00	480.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	9		9.00	180.00		
02	SRES	Residential Sewer	234		234.00	4,680.00		
03	GINS	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	234		234.00	6,201.00		
Book 000 Totals :			1068		1,069.00	37,708.06	3,470.70	
Totals			1068		1,069.00	37,708.06	3,470.70	

Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – July 3, 2020

As we continue down the road to recovery, Alberta Municipal Affairs will continue to provide biweekly updates addressing frequently asked questions and providing information on new tools and resources for as long as required.

The following information revisits the special enforcement authority for community peace officers since the expiration of the provincial public health emergency declaration and also addresses municipal infrastructure funding, the Small and Medium Enterprise Relaunch Grant, 2019 statistical reporting and emergency management training requirements.

Municipal Affairs Updates

Previous COVID-19 updates are available at www.alberta.ca/municipal-government-resources.aspx

Enforcement Authority

When the provincial public health emergency declaration lapsed, did the special enforcement authority for community peace officers also come to an end?

YES. As outlined in a bulletin issued by AB Justice and Solicitor General on June 16, 2020, Ministerial Order 24/2020, enacted under the *Peace Officer Act* to authorize community peace officers to enforce health Orders, expired when the provincial state of public health emergency lapsed on June 15, 2020.

Community Peace Officers are encouraged to continue educating individuals on the public health Orders. If enforcement is required, the RCMP or Public Health Inspectors are still authorized to enforce Orders issued under the *Public Health Act*.

Alberta's Recovery Plan

Does the provincial economic strategy include investing in municipalities?

YES. Alberta's Recovery Plan includes the many government relief programs that have been put in place to support Albertans and Alberta job creators through the COVID-19 pandemic. The plan will continue under three main pillars: creating jobs, building infrastructure that will spur economic growth, and continuing to diversify our economy.

In addition to the \$50 million announced for municipalities through the Strategic Transportation Infrastructure Program (STIP) to fund bridge improvements, upgrades to roads and community airports and other initiatives, and a further \$150 million for water infrastructure grants through the Alberta Municipal Water/Wastewater Partnership, the province has identified up to \$500 million in further funding for municipalities, which is expected to be matched by Ottawa. Even before the federal contribution, this represents an increase to municipal infrastructure funding of almost 30 per cent in the current fiscal year.

It is estimated this new \$500 million will support the creation of at least 2,500 jobs that support people in the communities where they live, and drive future economic growth in the province. More details will be released when they become available.

Municipal Governance during the COVID-19 Outbreak

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Classification: Public



Small and Medium Enterprise Relaunch Grant

Is there information available that municipalities can share with local businesses and non-profit organizations within our community regarding the Small and Medium Enterprise Relaunch Grant?

YES The newly announced relaunch grant offers financial assistance to Alberta businesses, cooperatives, and non-profit organizations that faced restrictions or closures during the public health emergency, and experienced a revenue loss of at least 50 per cent due to the COVID-19 pandemic. Businesses and non-profits can access the application portal from the BizConnect website (www.alberta.ca/bizconnect). Additional information as well as a link to the program guidelines is available [online](#).

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

2019 Statistical Reporting

In recognition of the COVID-19 public health emergency, has the deadline for municipalities to prepare and submit an annual Statistical Information Return (SIR) been extended?

YES. The Minister of Municipal Affairs, Hon. Kaycee Madu, signed Ministerial Order No. MSD: 036/20, which established the due date for submitting the 2019 SIR as October 1, 2020.

Unique submission links for the 2019 SIRs were emailed to all municipal CAOs on June 15, 2020. Questions or requests to resend links can be emailed to lg.update@gov.ab.ca.

Is a CAO or a duly authorized signing officer signature still required on the excel template if the Statistical Information Return (SIR) is being submitted online?

NO. When a municipality submits online through the link provided, they only need to attach a copy of the 2020 Tax Rate Bylaw and the Excel Template. The signing requirement, or certification, has been moved to the online submission portal.

AEMA Training Requirements

Has the training deadline stated in the Local Authorities Emergency Management Regulation been extended for Directors of Emergency Management?

YES. This spring, the Alberta Emergency Management Agency (AEMA) placed a hold on in-person training for ICS-200, ICS-300, and the Director of Emergency Management (DEM) course due to restrictions related to the COVID-19 pandemic.

AEMA recognizes that the halted in-person training could impact the ability of local authorities to comply with training requirements for DEMs as prescribed by the Managing Director of the Alberta Emergency Management Agency under the Local Authority Emergency Management Regulation by the deadline of July 1, 2020 (or within 18 months of appointment, whichever is later).

The Managing Director of AEMA has extended the deadline for DEMs to complete the prescribed training requirements under the authority of Section 13(1) of the Local Authority Emergency Management Regulation to address this issue.

DEM's must now complete the prescribed training requirements **by January 1, 2021**, or within 18 months of appointment, whichever is later.

The [AEMA training webpage](#) will be updated to reflect the new deadline

Municipal Governance during the COVID-19 Outbreak

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Classification: Public





June 2, 2020

Village of Marwayne
Shannon Harrower, CAO
Box 113 Marwayne AB
T0B 2X0

Dear Shannon,

As you may know, Community Futures Lloydminster & Region provides community development and services such as coaching, training and small business loans to entrepreneurs within our region. We are a non-profit organization funded by Western Economic Diversification and have been providing these services for more than 30 years here in our region.

Our Board of Directors consists of municipally appointed representatives from each of the municipalities within our region (normally Councillors, but this could be an active entrepreneur or someone from your Economic Development committee), as well as three Members at Large. Within our Bylaws, we have an appointed position for your municipality. The Village of Marwayne has chosen to not appoint a representative for the past few years. We would like to remind you that we are open to having a representative sit on our Board, if you have the interest to return.

Should your Council wish to assign a new representative to our Board, we would request this be done by submitting the appointment with an official Council letter. It should be known that all appointments are expected to participate actively and in a consistent manner by attending Board meetings as required (up to 9 meetings a year). If your Council does not have a suitable candidate at this time, we would be happy to send a reminder in the future.

Our organization is available to assist and support community development initiatives, strategic planning, and entrepreneurial growth within your municipality and our region as a whole. We can provide resources and connections, so please do not hesitate to contact us if you have a project in mind, training you want to offer your businesses or other initiatives that contribute to your community's success. If you have any questions, you can reach out to me anytime 780-875-5458, cmcgirr@albertacf.com.

Sincerely,

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

Corinne McGirr, General Manager
Community Futures Lloydminster & Region
#5 4010 50 Avenue, Lloydminster, AB T9V 1B2



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

July 2, 2020

To all Chief Elected Officials:

On June 29, the Premier announced the province's multi-billion dollar economic recovery plan. Recognizing the critical role that Alberta's communities play in our economy, the plan identifies up to \$500 million in support for our local governments as they recover from the pandemic and invest in infrastructure that supports economic productivity. This funding will help you complete shovel-worthy projects, create jobs in your communities related to the projects, and drive future economic growth. Along with this provincial investment, we are asking municipalities to commit to red tape reduction efforts to incentivize new, job-creating private sector investment.

The shovel-worthy projects you have been submitting were critical in helping us assess municipal needs, as well as your readiness to complete these projects. You will receive more information on how this funding will be allocated, and how your municipality can access it, in the near future. Since program details are coming soon, I encourage you to start planning and preparing to initiate your projects, especially if they can proceed this year. I can tell you that this program will be simple and easy to administer to ensure the province does its part in minimizing red tape.

We are also hopeful that we will receive clarity soon on any available federal funding to assist municipalities in responding to the pandemic. We are working with the federal government to ensure that this funding can be used to meet municipal needs and priorities.

I look forward to sharing more information with you shortly, and continuing to work with you to support Alberta's recovery.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kaycee Madu'.

Kaycee Madu, QC
Minister

cc: Chief Administrative Officers
Paul Wynnyk, Deputy Minister of Municipal Affairs

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Classification: Protected A



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: JULY 13TH, 2020

CLOSED SESSION – FOIP SECTION 24 (1)

SAFE, CARING & ACTIVE COMMUNITY

- **Bylaw Offence – Dog Attack**
 - Maureen Germsheid remitted payment for the municipal tag she was issued regarding the dog attack that took place involving her animals. She also remitted payment for the required dog licenses.
 - Further to this, I gave her a phone call as she was looking for more information on the type of signage that was required on her property as well as the enclosure for her dogs. Unfortunately however, she did not return my phone call. I will be having Wilson drive by her home upon his return from vacation to ensure she has complied with the regulations placed upon her following the incident.

PURSuing OPERATION & ORGANIZATIONAL EXCELLENCE

- **Conoco Phillips Contaminated Land Work**
 - Plans to move forward with further work on the site are scheduled to move forward this August. Conoco will be:
 - Confirming that the soils/groundwater within and near the site are not used for domestic water and will unlikely be in the future.
 - This will define the area that requires additional monitoring or management. I advised of the status of the Village wells which adds certainty to this piece of their project.
 - The site has discontinuous lenses of fine-grained and coarse-grained soils. The field program for this year includes a pumping test that aims to close gaps in their understanding of the groundwater connection between the soils. Once finalized, a copy of this will be sent to the Village for review and I will be popping in throughout to get some updates on their progress.
 - Reviewing any policies or bylaws restricting residents from drilling a new well in the Village.
 - I will be keeping an eye out for any developments that may be requesting to drill a well.
 - Surveying residents in a 400-500 m radius of the site who have licensed wells to confirm they are solely using ACE water.
 - Designing a future management program that aligns with the Village's intentions.
 - The impacted soils are deep and/or not readily accessible for excavation so they are going to review options such as treating in place or revising the monitoring program based on how the Village hopes to use the site. For instance, they are assuming that any future construction would be slab on grade.

- **2019 Audit and Prior Year Financial Record Keeping**

- In attempting to finalize the 2019 audit, the auditors have been coming across many errors in relation to Jordan's financial record keeping practices as well as the Village's asset management and software conversion from Winfin to Central Square. As such, a partial re-conversion of certain modules are required in order for the auditors to move forward with their depreciation calculations, accruals and end of year adjustments. I anticipate this project to be quite labour intensive in addition to incurring increased costs, over and above what was budgeted for the project in 2019. In speaking with Central Square and the auditors, I will be provided with a quote for the project and will bring it forward to Council in August for approval so we can move forward and close our 2019 books.

From: [Hydeman, Cate \(Hydeman Consulting Inc.\)](#)
To: andy.hudson@gov.ab.ca
Cc: [Shannon Harrower](#)
Subject: HWY 897 in Marwayne AB - Future Soil Removal or Treatment Access
Date: July 3, 2020 9:52:13 AM
Attachments: [Site Plan for AT_2015.pdf](#)
[trans-2020-provincial-construction-program.pdf](#)

Good morning Andy,

Thanks for taking my call yesterday. As I mentioned, the site in Marwayne is a former service station and bulk plant. The Village owns the property while we manage the impacts related to historical operations. The site has been fully remediated with minor residual hydrocarbon impacts at depth. Currently, no areas below HWY 897 (immediately west of the site) have been investigated. The lot west of the HWY 897 has confirmed soil impacts. If at any time during highway rehabilitation there is an opportunity for ConocoPhillips to manage deeper impacted soils, we would appreciate the option to coordinate that effort. It is anticipated that soil impacts may exist at 5 metres below ground surface. I do understand that there are no current plans for AT work in this area. As such, if it is determined that in-situ remediation is the best alternative to removal, could you put me in touch with someone who could advise on access? An example would be installing a series of temporary wells within or near the highway for hydrocarbon treatment injections. I have attached a Site figure for your reference as well as the 2020 AT plans, which mentions the Kitscoty work.

I am including Shannon Harrower, CAO for the Village of Marwayne, on this correspondence as they are the current landowners.

Feel free to reach out if you have any comments or questions.

Best,

Cate Hydeman, PGeol
Senior Project Coordinator
Remediation & Risk Management
ConocoPhillips Canada
401 9 Avenue SW
Calgary, AB T2P 2H7
Direct: (403) 532-3724
Cell: (587) 999-1938

