



# Village of Marwayne

## Agenda

Regular Village Council Meeting  
Monday, November 23, 2020 @ 7:00 PM  
Horton Agencies Board Room/Zoom Video Conferencing

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	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 November 23rd, 2020 Regular Village Council Meeting	
<b>Be it resolved that the November 23rd, 2020 Regular Village Council Meeting Agenda be approved as presented.</b>	
4 ADOPTION OF MINUTES	
4.1 November 9th, 2020 Regular Village Council Meeting	3 - 8
<b>Be it resolved that the November 9th, 2020 Regular Village Council Meeting Minutes be approved as presented.</b>	
5 DELEGATIONS/PUBLIC HEARINGS	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Go East of Edmonton Roadtrip Adventure Game	9 - 12
<b>Be it resolved that the Village of Marwayne participate in the 2021 Go East of Edmonton Roadtrip Adventure Game at a cost of \$300.00 plus GST.</b>	
8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1 Alberta Community Partnership Grant	13 - 54
<b>Be it resolved that the Village of Marwayne send a letter to the County of Vermilion River to request their partnership in the application for a 2020/2021 Alberta Community Partnership Grant with the Village of Marwayne acting as the managing partner for the purposes of developing an Area Structure Plan for the parcel of land located at 406 Highway 897.</b>	
10 ADMINISTRATIVE REPORTS	
10.1 Councillor Reports	
<b>Be it resolved that the following Councillor Reports be received as</b>	

**information:**

- October 15th, 2020 Vermilion River Regional Alliance Meeting Minutes

10.2 Chief Administrative Officer Report 55 - 56

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

11 FINANCIAL

11.1 2021-2024 Interim Operating Budget 57

**Be it resolved that the 2021-2024 Village of Marwayne Interim Operating Budget be approved as presented.**

11.2 Cheque Distribution Report 58

**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.**

12 CORRESPONDENCE

13 CONFIDENTIAL

13.1 FOIP Section 17  
*Personnel - Chief Administrative Officer Report - Cost of Living Allowance*

14 NEXT MEETING

14.1 December 7th, 2020 at the Horton Agencies Boardroom and via Zoom Video Conferencing at 7:00 p.m.

15 ADJOURNMENT



**Village of Marwayne**  
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**Minutes of the Regular Meeting of the Council of the Village of Marwayne**  
In the Province of Alberta, held on Monday November 9<sup>th</sup>, 2020  
Commencing at 7:00 PM at the Horton Agencies Boardroom and via Zoom  
Video Conferencing

**PRESENT**

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

**1. CALL TO ORDER**

Mayor C. Eikeland called the November 9<sup>th</sup>, 2020 Village of Marwayne Council Meeting to order at 7:03 p.m.

**2. ADOPTION OF AGENDA**

**November 9<sup>th</sup>, 2020 Regular Council Meeting Agenda**

**2020-11-01**

**Moved By Councillor A. Rainey**

Be it resolved that the November 9<sup>th</sup>, 2020 Regular Village of Marwayne Council Meeting Agenda be approved with the following additions as presented:

- Alberta Central East Zone Meeting Minutes
- Walking Trail Lights

**CARRIED**

**3. ADOPTION OF MINUTES**

**October 26<sup>th</sup>, 2020 Regular Council Meeting Minutes**

**2020-11-02**

**Moved By Councillor R. McDonald**

Be it resolved that the October 26<sup>th</sup>, 2020 Village of Marwayne Council Meeting Minutes be approved as presented.

**CARRIED**

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

**Public Works Foreman Report**

**2020-11-03**

**Moved By Councillor A. Rainey**

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

**CARRIED**

**Regional Water Operator Report**

**2020-11-04**

**Moved By Councillor C. Neureuter**

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

**CARRIED**



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**Acoustic Testing Report**

**2020-11-05**

**Moved By Councillor R. McDonald**

Be it resolved that the Acoustic Testing Report from Hetek Solutions Inc. be received as information.

**CARRIED**

**Acoustic Testing Equipment**

**2020-11-06**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne purchase the Acoustic Water Leak Testing Equipment from Hetek Solutions Inc. at a cost of \$4300.00 plus GST.

**CARRIED**

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

**Walking Trail Lights**

**2020-11-07**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Village of Marwayne direct administration to investigate options for lighting on the walking trail system and bring back further information to a future Regular Village Council Meeting for consideration.

**CARRIED**

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

**Relocation of ATCO Power Pole – Project 1043289**

**2020-11-08**

**Moved By Councillor A. Rainey**

Be it resolved that the Village of Marwayne approve the relocation of the ATCO power pole for the purpose of constructing Phase 2 of the walking trail system at a cost of \$10,490.50 .

**CARRIED**

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

**2020-11-09**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Village of Marwayne move to a closed session at 7:16 p.m. under FOIP Section 17 (1) with all members in attendance.

**CARRIED**

**FOIP Section (17) – Personnel**



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**2020-11-10**

**Moved By Councillor T. Lawrence**

Be it resolved that the Village of Marwayne revert to an open session at 7:25 p.m. with all members in attendance.

**CARRIED**

### **Human Resources Policy HR 08 – Salary Grid**

**2020-11-11**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne approve the Human Resources Salary Grid Policy as presented.

**CARRIED**

### **Human Resources Policy HR 03 – Standby Hours**

**2020-11-12**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne approve the Human Resources Standby Hours Policy as amended with the changes taking effect as of January 1<sup>st</sup>, 2021.

**CARRIED**

### **Human Resources Policy HR 07 – Subsistence**

**2020-11-13**

**Moved By Councillor A. Rainey**

Be it resolved that the Village of Marwayne approve the Human Resources Subsistence Policy as presented.

**CARRIED**

### **Human Resources Policy HR 09 – Hours of Work**

**2020-11-14**

**Moved By Councillor T. Lawrence**

Be it resolved that the Village of Marwayne approve the Human Resources Hours of Work Policy as amended.

**CARRIED**

### **Human Resources Policy HR 10 – Benefits**

**2020-11-15**

**Moved By Councillor A. Rainey**

Be it resolved that the Village of Marwayne approve the Human Resources Benefits Policy as presented.

**CARRIED**



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**Human Resources Policy HR 11 – Recognized Leave**

**2020-11-16**

**Moved By Councillor A. Rainey**

Be it resolved that the Village of Marwayne approve the Human Resources Recognized Leave Policy as presented.

**CARRIED**

**8. ADMINISTRATIVE REPORTS**

**Councillor Reports**

**2020-11-17**

**Moved By Councillor R. McDonald**

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

- Alberta Central East Water Corporation Zone Meeting Minutes
- Pioneer Lodge Meeting Overview
- Marwayne Agricultural Society Meeting Overview and upcoming Annual General Meeting Information
- Upcoming Northern Lights Library System Meeting
- Upcoming East Central 9-1-1 Meeting
- Upcoming Alberta HUB Meeting

**CARRIED**

**Chief Administrative Officer Report**

**2020-11-18**

**Moved By Councillor T. Lawrence**

Be it resolved that the Chief Administrative Officer Report be received as information and be it further resolved that the Village of Marwayne enter into an agreement with the owner of Plan 1696TR, Block 11, Lots 11 & 12 for the payment of 2020 and prior tax arrears by October 1<sup>st</sup>, 2023.

**CARRIED**

**9. FINANCE**

**Monthly Financial Report**

**2020-11-19**

**Moved By Councillor A. Rainey**

Be it resolved that the October 2020 Monthly Financial Report be received as information.

**CARRIED**

**Cheque Distribution Report**

**2020-11-20**

**Moved By Councillor T. Lawrence**

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**



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**Bank Reconciliation Report**

**2020-11-21**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the October 2020 Bank Reconciliation Report be received as information.

**CARRIED**

**Monthly Utility Bill Report**

**2020-11-22**

**Moved By Councillor R. McDonald**

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

**CARRIED**

**Credit Card Listing**

**2020-11-23**

**Moved By Councillor T. Lawrence**

Be it resolved that the October 2020 Credit Card Listing be received as information.

**CARRIED**

**Finance Policy FN 21 – Credit Cards**

**2020-11-24**

**Moved By Councillor R. McDonald**

Be it resolved that the Finance Credit Cards Policy FN 21 be approved as amended.

**CARRIED**

**10. CORRESPONDENCE**

**Letters and Bulletins**

**2020-11-25**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the Municipal Operating Support Transfer Frequently Asked Questions, the October 30<sup>th</sup>, 2020 Notification of the Municipal Sustainability Program Project Acceptance and the Letter from Municipal Affairs regarding Future Infrastructure Funding be received as information.

**CARRIED**

**11. CLOSED SESSION - CONFIDENTIAL**

**2020-11-26**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Village of Marwayne move to a closed session at 8:18 p.m. under FOIP Section 17 (1) with all members in attendance.

**CARRIED**

**Chief Administrative Officer Report**



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**2020-11-27**

**Moved By Councillor R. McDonald**

Be it resolved that the Village of Marwayne revert to an open session at 8:25 p.m. with all members in attendance.

**CARRIED**

**12. DECEMBER 2020 MEETING DATE**

**2020-11-28**

**Moved By Deputy Mayor C. Neureuter**

Be it resolved that the December Regular Village Council Meeting be held on December 7<sup>th</sup>, 2020 at 7:00 p.m. at the Horton Agencies Boardroom and via Zoom Video Conferencing.

**CARRIED**

**13. ADJOURNMENT**

Being that the November 9<sup>th</sup>, 2020 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:29 p.m.

**Approved this 23<sup>rd</sup> day of November 2020.**

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

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





**go**  
**east**  
of Edmonton

**ROADTRIP  
ADVENTURE  
GAME!**

**JOIN**  
**THE 2021  
ROADTRIP  
ADVENTURE  
GAME!**



May to August 2021 at [www.GoEastofEdmonton.com](http://www.GoEastofEdmonton.com)



# ROADTRIP ADVENTURE GAME!



## A unique and innovative tourism promotion! *It's like a regional passport, but so much better!*

### Why you should Participate:

**Your Community is Guaranteed to receive visitors by participating!**

In 2020 Partner Communities said it was a... *"brilliant idea, innovative, an awesome great way to adapt during the pandemic, very pleased with the results"*.

All communities had people visit from the game, with purchases at stores, restaurants and accommodations. Many were new, and never visited these communities before now!

If your community has a Roadside Attraction, or other popular attraction or business – people will love to come visit, and collect your sticker as a souvenir while playing the Game!

### How did it get started?

With a lack of events and less profits for business due to COVID-19, we saw the need to create a new program that would help for recovery in 2020.

In mid July 2020, a number of the Go East Staff and Summer Campaign Partners collaborated and created this trial project. Modelled after a type of passport, **16 communities** rapidly agreed to a one month promotion as away to build up tourism for the final month of Summer.

The concept was to **encourage people from in and around the region to visit select communities in each of the Northeast, East and Southeast of Edmonton areas** and collect stickers on a Roadtrip Game Board. Sticker Stations were open weekends and most weekdays so visitors could collect the stickers.

Once completing a section of the game board, they entered to win a Regional Prize Package or the Grand Prize Package. In total, a value of **over \$3000 in prizes were awarded in 2020.**

### 2020 Results:

**It was an amazing success!**

In fact we have never had so much positive results for a project in such a short period of time.

- **Over 100,000 people were reached through marketing**, with over 150 entries through Social Media and email. Including 9 who visited every community.
- **Economic Impact** is estimated at between \$10,000 to \$20,000 that was spent in the region in one month!
- Over 30 Testimonials from people who played the game who said *"it was wonderful, had a great time, kids had a blast, was so much fun, can't wait ill next years game,"* and so on.
- From this trial project Partners agreed to expand all over the region and invite more communities and locations to participate for 2021, as it is literally guaranteed to be an even bigger success in 2021.

***A New One-of-a-Kind Fun Adventure for Families to Enjoy!***



**Sample of Facebook Ad for the Game**



**How to participate in 2021**

We are offering a low cost for Communities to participate who are members of the Go East Regional Tourism Organization. As a member, this project is a benefit and assists your community with recovery and results for your attractions and businesses.

Plus, your costs are reduced because we are applying to **Travel Alberta Cooperative Marketing Grant for 2021**. Your cash investment helps us to coordinate and promote the game.

Your prize contributions help us to create prize packages that attract visitors. Some of your prizes will be allocated to go in the Regional Prize and others go in Grand Prize Package.

Your staff time is minimal, and Go East Team will coordinate and work with your staff to develop your Sticker Station and suggest appropriate prizes and promotions for you.

**You will also receive:** 1 roll of 500 stickers, all posters, signs, promo material for your Sticker Station and Campaign promotion and support.

**When and How we will Promote your Community in the Game for 2021**

- We are planning to run the game from **May long weekend to end of August 2021** with an extensive marketing campaign.
- **Game Board will be expanded** to include more communities with more details from each region of the Northeast, East, and Southeast of Edmonton.
- **New for 2021** the Go East of Edmonton Travel Guide will include a **special feature pullout section promoting the Game**. The Go East Website and Social Media will again promote your community in the Game.
- **Feature articles, photos and videos** will be promoted on Go East, Partner and other media websites and through e-newsletters.
- **Ad campaigns** to include Facebook/Instagram ads, Google and Youtube ads, local and regional radio stations, tradeshow and other digital media.
- **New creative ideas** will be added to the game to get people to stay longer, spend more \$ in the region. A planning committee will work through the winter season and announce these plans to the partners.

**Your Investment and Costs**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>All Villages</b><br>\$250 plus one \$50 prize contribution                | <input type="checkbox"/> <b>Towns from 2000 to 3000 pop.</b><br>\$400 plus two \$50 prize contribution           |
| <input type="checkbox"/> <b>Small Towns up to 1999 pop.</b><br>\$350 plus one \$50 prize contribution | <input type="checkbox"/> <b>All Counties, Large Towns &amp; Cities</b><br>\$500 plus two \$50 prize contribution |

**Your Value and ROI for 2021** - The value of this promotion is 2X that of your investment due to our low cost and support from Travel Alberta. Your ROI – Return on investment is expected to grow in 2021, and depending on the size of your community is expected to be from 2X to 5X your investment.

*It is an exceptional value and great potential for returns into your community!*

**TO PARTICIPATE** please notify us by email. Invoicing will be in 2021. As well, for questions, or to have a presentation to your community contact: **Kevin Kisilevich, 780-632-6191, kevin.goeast@gmail.com**



Sample of Stickers, Game Board, Sticker Station Poster and Why Go?



To see the complete 2020 Roadtrip Adventure Game online, visit:

<https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>

- See a list of the **Winners** and **Testimonials** from the people who played in 2020!
- See actual posts, pictures and comments by searching the hashtag **#mygeeroadtrip2020**

# STICKER STATION

You must present your Game Board at the Sticker Stations to collect your sticker.  
Collect your sticker here!



**go EAST OF EDMONTON**  
Collect all 6 stickers and enter to win! Enter using #mygeeroadtrip2020 & #goeastofedmonton

<p><b>STRATHCONA COUNTY</b> #Strathco</p> <p><b>Why Go?</b> Hike the Beaver Hills Biosphere Trail and collect your sticker.</p> <p><b>Sticker Station -</b> Strathcona Wilderness Centre 32535 Range Rd 212, Andrewan Open 9 am - 4:30 pm daily 30 min from Edmonton</p>	<p><b>CITY OF FORT SASKATCHEWAN</b> #FortSask</p> <p><b>Why Go?</b> Come see the world famous friendly sheep at the Fort Heritage Precinct and collect your sticker.</p> <p><b>Sticker Station -</b> Fort Heritage Precinct 10056 - 103 Ave, Fort Saskatchewan Open Tues - Sat Noon - 6 pm Sun-Mon - Sticker dispenser available 15 min from Edmonton</p>	<p><b>TOWN OF BRUDERHEIM</b> #bruderheim</p> <p><b>Why Go?</b> Learn about the marmalade and enjoy the recreation opportunities and collect your sticker.</p> <p><b>Sticker Station -</b> Bruderheim Shell 4854 - 48 Ave, Bruderheim Open Mon - Sat 5 am - 10 pm Sun 6 am - 10 pm 30 min from Edmonton</p>
<p><b>LANOIT COUNTY</b> #lanoitcounty</p> <p><b>Why Go?</b> Enjoy the Cradle of Ultranian Settlement in Canada and collect your sticker.</p> <p><b>Sticker Station -</b> Whitetail Crossing Golf Club 42 Whitetail Drive, Mundare Open daily 8 am - 5 pm 30 min from Edmonton</p>	<p><b>TOWN OF VEGREVILLE</b> #vegreville</p> <p><b>Why Go?</b> Check out the World's Largest Pysanka, free bikes, outdoor art walk and fantastic weekly markets.</p> <p><b>Sticker Station -</b> Visitor Information Centre 4009 Pysanka Ave, Vegreville Open daily 9 am - 5 pm 1 hr from Edmonton</p>	<p><b>TOWN OF VERMILION</b> #vermillion</p> <p><b>Why Go?</b> Enjoy the Good Life as you complete your bucket list canoeing the Vermilion River.</p> <p><b>Sticker Station -</b> Visitor Information Centre 4606 - 52 St, Vermilion Open 9 am - 5 pm daily 2 hrs from Edmonton</p>

# Alberta Community Partnership Program Guidelines

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Municipal Affairs, Government of Alberta  
November 2020  
Alberta Community Partnership Program Guidelines



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## 1. Guidelines

These guidelines are intended to assist applicants in completing Alberta Community Partnership (ACP) applications and financial reporting requirements for the program year. Before applying, applicants should consider both the general program information supplied in the main part of the guidelines and the component-specific information in the schedule(s).

## 2. Program Highlights

- Intermunicipal Collaboration (IC) project eligibility has been revised to focus on projects that support the evaluation of regional operations that position the municipal partnership to respond to health and safety situations and streamline service delivery processes (see Schedules 1A and 1B).
  - Grant funds for the IC component will now be phased. Seventy-five percent of funds will be provided upon execution of the Conditional Grant Agreement (CGA); the remaining twenty-five per cent will be subject to submission and certification of the Statement of Funding and Expenditures (SFE) following project completion.
- Information regarding project amendments has been updated (see main guidelines section 9).
- Adjustments have been made to the formula for transitional and infrastructure funding under the Municipal Restructuring (MR) component for post-restructuring. The changes harmonize funding amounts available through the dissolution and amalgamation processes (see Schedule 2).

### 3. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Project Application Submission	Intermunicipal Collaboration due January 5, 2021; Mediation and Cooperative Processes, Municipal Restructuring, and Strategic Initiatives accepted up to February 5, 2021. Municipal Internship – see Schedule 4.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email <a href="mailto:acp.grants@gov.ab.ca">acp.grants@gov.ab.ca</a>
Statement of Funding and Expenditures (SFE)	Due within 60 days of project completion date identified in the conditional grant agreement.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email <a href="mailto:acp.grants@gov.ab.ca">acp.grants@gov.ab.ca</a>
Communication and Project Recognition	Ongoing.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email <a href="mailto:acp.grants@gov.ab.ca">acp.grants@gov.ab.ca</a>

## 4. Submission Method

### Alberta Community Partnership Online (ACPO)

ACPO is available through MACConnect. ACPO gives municipalities the ability to:

- create, edit, and submit ACP applications online;
- view and track the status of ACP applications;
- view agreement, payment, and reporting summary information for projects funded under ACP or the former Regional Collaboration Program (RCP);
- create, edit and submit ACP and RCP amendment requests; and
- create, edit and submit ACP and RCP SFEs.

**Municipalities that already use MACConnect can request staff access to ACPO through the municipality's MACConnect Stakeholder Administrator.** The Stakeholder Administrator is the person delegated to manage access to applications in MACConnect on behalf of the municipality through the MACConnect Stakeholder Agreement.

All current Stakeholder Administrators are able to submit an electronic request through their MACConnect dashboard to grant a staff member access to ACPO. If the municipality needs to assign another Stakeholder Administrator, a request can be emailed to [ACPOaccess@gov.ab.ca](mailto:ACPOaccess@gov.ab.ca).

Municipalities that do not have access to MACConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. The Stakeholder Agreement can be requested by emailing to [ACPOaccess@gov.ab.ca](mailto:ACPOaccess@gov.ab.ca) or contacting 780-644-2413 (toll-free in Alberta by first dialing 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the municipality will be able to request access to ACPO through their designated Stakeholder Administrator.

An ACPO help guide is available on the ACP program website at: [www.alberta.ca/alberta-community-partnership.aspx](http://www.alberta.ca/alberta-community-partnership.aspx).

## 5. Program Objective

The objective of the ACP program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

The ACP program is designed to support municipalities in attaining the following key program outcomes:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to municipal and regional priorities; and
- Effective intermunicipal relations through joint and collaborative activities.

## 6. Funding Components

Project funding is administered under five distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-5.

Intermunicipal Collaboration (IC) (Schedule 1A)	<ul style="list-style-type: none"> <li>• Develop regional plans, service delivery frameworks, and establish regional service delivery efficiencies</li> </ul>
Municipal Restructuring (MR) (Schedule 2)	<ul style="list-style-type: none"> <li>• Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews</li> </ul>
Mediation and Cooperative Processes (MCP) (Schedule 3)	<ul style="list-style-type: none"> <li>• Resolve intermunicipal conflict through dispute resolution alternatives and/or develop processes and protocols to enhance municipal collaboration</li> </ul>
Municipal Internship (MI) (Schedule 4)	<ul style="list-style-type: none"> <li>• Recruit and train recent post-secondary interns to develop necessary skills to pursue senior administrator, finance officer, and land use planner positions in municipal government</li> </ul>
Strategic Initiatives (SI) (Schedule 5)	<ul style="list-style-type: none"> <li>• Support for initiatives that align with provincial priorities and address intermunicipal needs of strategic significance</li> </ul>

## 7. Eligibility Requirements

### 7.1) Eligible Applicants

Applicant Type	Funding Components
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, special areas)	All*
Improvement Districts	IC, MCP, or SI
Metis Settlements	IC, MCP, or SI
Townsite of Redwood Meadows Administration Society	IC, MCP, or SI
Edmonton Metropolitan Region Board and Calgary Metropolitan Region Board	MI Land Use Planner or SI
Municipally-controlled planning service agencies	MI Land Use Planner

\* Eligibility to apply under the MI streams is dependent on municipal population (see Schedule 4).

First Nations are eligible to participate under the IC component as non-managing, formal project partners on IC project applications. A band council resolution is required to confirm project participation.

The Minister may vary any program criteria, such as eligibility and application requirements, to respond to the Government of Alberta and Municipal Affairs' priorities.

### 7.2) Contributions to Other Entities

Ineligible entities under the ACP include individuals, for-profit corporations, not-for-profit organizations, regional service commissions (excluding planning commissions), intermunicipal entities, and municipal subsidiary corporations (for-profit and not-for-profit).

Successful applicants may contract these entities to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

## 7.3) Eligible Projects

Eligible project information is provided in the component schedules.

## 7.4) Ineligible Expenses

The following expenses are ineligible for all components:

- Existing and ongoing operational costs;
- Floodway mapping costs;
- Costs already funded under other grant programs; and
- Goods and Services Tax (GST).

# 8. Application Process

## 8.1) Project Application

A separate application form is required for each project submission.

Project applications can be submitted any time prior to the deadline(s) specified in section 3.

Applications submitted through ACPO contain a certification statement to be completed by the authorized user, and do not require a signature.

## 8.2) Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC component will be evaluated based on merit (see Schedule 1B), with scores assigned based only on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.



IC applications are due by January 5, 2021; MR, MCP, and SI applications should be submitted by February 5, 2021 to be considered in the current program year. Confirmation of the MI application deadline will be announced in the formal MI program invitation email.

It is anticipated that applications will be processed and municipalities advised of project funding status in writing, within 10 to 12 weeks following submission, or by March 31 of the program year.

## 9. Funding Agreement and Amendment Process

### 9.1) Conditional Grant Agreement (CGA)

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

### 9.2) Amending an Agreement

If the project scope or time period to use grant funds change after project approval, an amendment is required. An Amendment Request Form is available through ACPO. The amendment request should be submitted prior to the CGA project completion date. Questions regarding scope and time changes can be directed to a Grant Advisor.

Municipal partnerships are strongly encouraged to complete projects by the project completion date identified in the CGA, as established project scope and time parameters align with the municipal commitment to the project that moves the project forward from planning to implementation.

## 10. Time Period to Use Grant Funds

The ACP program year is based on the provincial fiscal year, which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1 of the current program year unless otherwise stipulated in the executed CGA. See component schedules for specific details regarding time periods to use grant funds.

## 11. Use of Other Grant Funds

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. Using ACP grant funds for costs covered by other programs, as per section 7.4, is not an allowable use of ACP funds.

If a grant recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. ACP funding does not signify broader support for any recommendation or outcome that might result from a project.

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipal-grants-web-portal>.

## 12. Requirement for Award of Contract

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement ([www.newwestpartnershiptrade.ca](http://www.newwestpartnershiptrade.ca)), and the Canadian Free Trade Agreement ([www.cfta-alec.ca/agreement-on-internal-trade](http://www.cfta-alec.ca/agreement-on-internal-trade)).

## 13. Payment Process and Financial Reporting Requirements

### 13.1) Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically, the grant payment is made within one month following the execution of the CGA, unless stated otherwise.

## 13.2) Statement of Funding and Expenditures (SFE)

The grant recipient must submit an SFE for each project. Submission of the SFE is through ACPO and is due 60 days following the project completion date. The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures.

The SFE must be completed by the CAO or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the municipalities for a minimum of three years following completion of the project.

The SFE may be subject to review by the Provincial Auditor General.

Additional reporting is required for the MI component (see Schedule 4), and may be required under other components.

## 13.3) Credit Items

Income earned on deposited or invested ACP grant funds must be reported under Credit Items on the SFE.

The amount of income earned on the funds becomes part of the total grant funding available for the project.

## 13.4) Calculation of Income Earned

The municipality must maintain separate accounting records for the grant funds.

The municipality is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account by the average interest rate over those months.

## 14. Site Visits

Municipal Affairs may select and visit a number of municipalities to discuss ACP program delivery, explore suggestions for program improvement, and view completed ACP-funded projects where appropriate.

## 15. Communications and Project Recognition Requirements

Municipalities may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a municipality initiates a communications event related to an ACP-funded project, they are asked to advise Municipal Affairs of the proposed event a minimum of 15 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GoA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

To discuss project recognition options or communications requirements, please call a Grant Advisor at 780-422-7125 (toll-free in Alberta by first dialing 310-0000), or email [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

## Schedule 1A – Intermunicipal Collaboration

### 1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities to develop or enhance regional municipal service delivery plans and frameworks, including establishing regional service delivery efficiencies.

By having regional service delivery plans and frameworks in place, municipalities lay the foundation to move from concept to reality. The plans and frameworks will ensure that:

- roles and responsibilities have been defined;
- participating municipalities are on board with the next step; and
- the partnership knows what it will take in time and resources to get their project off the ground.

### 2. Eligible Entities

The following entities are eligible grant recipients (managing partners) under the IC component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

First Nations are eligible to participate as non-managing, formal project partners on IC project applications.

### 3. Eligible Projects

Projects that directly support regional preparedness, planning, response, risk mitigation strategies and plans, other land use plans, and regional service delivery frameworks are eligible for grants under the IC component.

While Intermunicipal Collaboration Frameworks and Intermunicipal Development Plans remain eligible under the IC component, expanded IC criteria also focus on pandemic-related and other

risk mitigation support. For example, municipal partnerships may want to evaluate challenges experienced or lessons learned through the pandemic, and consider intermunicipal emergency preparedness, management and resiliency plans, exploration of regional business continuity activities, and risk mitigation strategies.

These IC projects must produce plans, agreements, studies, or frameworks that the partnership can use to determine, establish, or govern integrated or cooperative approaches to municipal service delivery. A municipal service is defined as any activity or work undertaken by, provided for, or on behalf of, a municipality for the purpose of providing good government, facilities or other items that are necessary or desirable to develop and maintain safe and viable communities. Planning is considered a municipal service for the purpose of this component.

A partnership may undertake a regional service planning project in order to determine such factors as the costs, benefits, governance model options, revenue or cost-sharing arrangements, infrastructure priorities or operational requirements for intermunicipal service delivery.

Applications will be reviewed to ensure that the project supports or creates arrangements for cooperative approaches to delivering services within the partnership, and that the project genuinely produces a regional result. If a project appears to benefit only the participants individually or if it is unclear how the project relates to supporting intermunicipal service delivery, the project may be deemed ineligible.

Certain regional projects may be a better fit under other ACP components or grant programs. Please see the table below for examples.

Regional Municipal Service Delivery – Development Phases		
Phase	Eligible IC Projects	Projects Eligible Under Other Funding Sources
<p><b>Explore Opportunity</b> To determine if a regional approach to municipal service delivery makes sense</p>	<ul style="list-style-type: none"> <li>• Regional service needs or gaps assessment</li> <li>• Regional service-specific feasibility study</li> <li>• Regional emergency preparedness and response, e.g., regional storm water management plan for flood mitigation</li> <li>• Review and establish streamlined regional operational standards</li> <li>• Asset management</li> <li>• Evaluate and establish regional development and planning approvals</li> </ul>	<ul style="list-style-type: none"> <li>• Broad exploration of regional governance options (See MR component, Schedule 2)</li> <li>• Facilitator or dispute resolution specialist to prepare regional parties for regional service negotiations (See MCP component, Schedule 3)</li> </ul>
<p><b>Establish Scope</b> Decision tools and guidance documents to determine the best approach to regional service delivery</p>	<ul style="list-style-type: none"> <li>• Service-specific delivery options</li> <li>• Regional service cost-sharing models</li> <li>• Regional service-specific business plan or strategy, e.g., regional water engineering study or regional transit strategy</li> <li>• Develop a regional growth plan</li> <li>• Intermunicipal development plan that may include updated municipal development plans</li> <li>• Develop an approach or conduct a review of existing regional services to create operational efficiencies</li> </ul>	<ul style="list-style-type: none"> <li>• Regional governance study and/or business case (See MR component, Schedule 2)</li> </ul>

<p><b>Lay Groundwork</b> Establish the framework for cooperative or integrated services within the partnership</p>	<ul style="list-style-type: none"> <li>• Legal framework for a regional service delivery authority</li> <li>• Intermunicipal development plan or intermunicipal collaboration framework, including MDPs developed in support of the above</li> <li>• Intermunicipal service sharing agreements (for instance, regional solid waste and recycling governance model and management system)</li> <li>• Develop a regional municipal service delivery business plan</li> <li>• Conduct a cost and site location analysis</li> <li>• Establish or update regional municipal service bylaws and service sharing agreements</li> <li>• Develop a regional communication strategy and materials</li> <li>• Develop cost- and revenue-sharing models</li> </ul>	
<p><b>Deliver Service</b> Implementation and direct delivery of the regional service</p>	<p>Capital projects and operating pilots are <u>not</u> eligible</p>	<ul style="list-style-type: none"> <li>• Facility construction; equipment purchases (Municipal Sustainability Initiative - Capital<sup>1</sup>, Federal Gas Tax Fund<sup>1</sup>)</li> <li>• Set up and ongoing regional service delivery costs (Municipal Sustainability Initiative - Operating<sup>1</sup>)</li> </ul>

<sup>1</sup> Information about these programs is available at the Municipal Affairs Grant Portal <https://www.alberta.ca/municipal-affairs-grant-programs.aspx>.

### a) Itemized Expenditure Breakdown

Expenditures should be directly attributable to the project outcomes, and may include contract and project management costs.

An itemized breakdown of all expenditure items and estimated project costs must be provided under the Budget section of the application form. The list of estimated project costs should specifically identify the types of consultant activities (e.g. development of specific plans, facilitation of stakeholder consultations, conducting a service inventory, consultant travel



expenses, project management), and vendor costs (e.g. advertising, public consultation venue rental, and offsite printing).

If the budget expense item is general or vague, or if it is unclear how an expenditure item relates to the proposed regional service planning or development activities, the expenditure may be deemed ineligible.

## **b) Ineligible Project Costs**

Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment.

Costs associated with the direct implementation or existing and ongoing operational costs related to the delivery of regional or municipal services, including costs associated with:

- ongoing or regular salary expenses;
- overhead expenses;
- office set-up;
- hardware or software purchases, installation, or upgrades;
- training;
- operational service pilots;
- routine or regularly occurring data gathering;
- system updates or maintenance; and
- municipal reimbursements (e.g. travel, meals, per diem).

## **4. Application Process**

Applications under the IC component are due January 5 of the current program year. No applications will be accepted after the due date.

Only one application per managing partner per program year will be considered. If an applicant submits more than one grant application as a managing partner, the first submitted application will be evaluated for funding.

Ensure that all relevant sections of the application form are completed prior to submission, as incomplete applications may result in a lower score relative to other submitted grant applications. The evaluation of your grant application will be based only on the information submitted on the

application form. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.

## 5. Grant Amounts

The maximum grant available per project is \$200,000.

## 6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined in the Eligible Entities section.

Eligible entities may participate in multiple project partnerships but may only be the managing partner on one IC project per program year.

The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes. All other formal partners are referred to as project participants. The managing partner and project participants must confirm their project involvement through council resolutions or motions. The resolutions or motions should confirm support for their involvement in the project and designate a managing partner.

The managing partner must certify that the resolutions or motions are in place on the grant application form and retain copies of the resolutions. Resolutions or motions do not need to be submitted with the application unless requested by Municipal Affairs.

## 7. Payment of Funds

ACP funds will be paid following legislative approval of the provincial budget and is contingent on a Conditional Grant Agreement (CGA) being duly executed.

IC grant funds will be provided in phased installments. Seventy-five per cent of funds will be provided following the execution of the CGA. A holdback of twenty-five per cent of the funding will be paid upon submission and certification of the SFE following project completion.

## 8. Time Period to Use Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

Typically, a default 2-year project completion date will be specified in the CGA to allow sufficient time for the partnership to complete the project. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Municipal partnerships are strongly encouraged to complete projects by the project completion date identified in the CGA, as established project scope and time parameters align with the municipal commitment to the project that moves the project forward from planning to implementation.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

## 9. Reporting Requirements

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

SFEs must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the Project Completion date.

## Schedule 1B – Evaluation of IC Applications

IC grant applications will be scored using the following evaluation criteria to establish a primary ranking of projects based on merit and alignment with current program priorities.

Final decisions on funding recommendations will be made by a panel of program staff and may incorporate additional relevant factors such as geographic distribution of funds, past initiative funding, or distribution of funds across service areas.

## PROJECT OUTCOME

### 1. Project results in a regional service delivery framework.

**Maximum points: 25**  
*Corresponding application questions: 1 & 2*

- High score: project directly produces a regional service delivery framework.
  - E.g., shared service agreements, regional service governance models, regional service delivery plans, cost-sharing models, initiatives that create more efficient service delivery, new or updated intermunicipal development plan (IDP).
- Low score: project produces information that is valuable but may or may not result in establishing a regional service delivery framework.
  - E.g., best practice research.

### 2. Project addresses a critical municipal service delivery need that will result in improved public health and safety.

**Maximum points: 25**  
*Corresponding application questions: 1 & 2*

- High score: project establishes guidance in ways to address a significant public health or safety risk where not going forward with the project could result in critical failure.
- Low score: project has no impact on the public health or safety of residents.

## PROJECT PRIORITY

### 3a. Project will help to address outstanding regional service gaps.

**Maximum points: 15**  
*Corresponding application question: 3a*

- High score: project directly addresses an existing service gap through a regional solution that includes the development of a guiding framework and terms of agreement.
- Low score: project provides other benefits for the partnership but may not be related to resolving an existing service gap or issue.

### 3b. Project funding will help the partnership to resolve capacity-related barriers in order to undertake the project.

**Maximum points: 10**  
*Corresponding application question: 3b*

- High score: the need for project funding is clear. Funding support will enable the partnership to undertake a regional initiative that requires additional expertise or resources beyond the existing capacity of the municipalities.
- Low score: grant approval will have a minimal impact on the partnership's current ability to undertake the project.

**PARTNERSHIP AND PROJECT READINESS**

**4. Regional partners are actively engaged in project delivery and demonstrate a good working relationship to support project success.**

**Maximum points: 15**  
*Corresponding application question: 4a & 4b*

- High score: project is collaborative and all participating municipalities have the ability to influence project outcomes. Processes are in place to facilitate input into decision-making and resolve conflict.
- Low score: project delivery is driven by a third party and it is unclear how municipal partners will be involved.

**5a. Project is well planned.**

**Maximum points: 5**  
*Corresponding application question: 5a*

- High score: project planning appears completed. There are no significant concerns regarding the partnership’s ability to execute the project successfully and achieve the expected benefits.
- Low score: insufficient information was provided to determine extent of planning for project delivery.

**5b. Project budget estimates are supported.**

**Maximum points: 5**  
*Corresponding application question: 5b*

- High score: the basis for the budget estimates and requested grant amount was identified, and project costs appear reasonable.
- Low score: insufficient information was provided to determine the basis of estimated project costs and requested grant amount.

## Schedule 2 – Municipal Restructuring

### 1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure studies for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- debt servicing and critical infrastructure upgrades following a dissolution or amalgamation.

### 2. Eligible Entities

The following entities are eligible for funding under the MR component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and special areas).

### 3. Eligible Projects

#### a) Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring:

- regional governance study which must include the exploration of options that may lead to some form of municipal restructuring; and
- infrastructure study / asset management plan (during viability reviews).

## **b) Transitional Stream**

For a municipality undergoing restructuring, the Transitional Stream supports eligible projects related to integrating the administration, governance, and legislation of the restructured municipality.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;
- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

## **c) Infrastructure/Debt Servicing Stream**

The Infrastructure/Debt Servicing Stream supports upgrades to existing, municipally-owned capital infrastructure assets and equalization of any outstanding non-utility debt obligations of the dissolved municipality, or of the amalgamated municipalities. The receiving municipality or amalgamated municipality may apply for funds once needs are known and prioritized.



Examples of eligible projects include:

- repairs and upgrades for existing, municipally-owned infrastructure based on an infrastructure study, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed;
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality or the health and safety of residents; and
- repayment of non-utility debt and the reduction of liabilities associated with the former municipality(ies).

## 4. Application Process

Applicants are encouraged to contact a Municipal Viability Advisor prior to completing the application. Municipal Viability Advisors can be reached by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at [viabilityreview@gov.ab.ca](mailto:viabilityreview@gov.ab.ca).

## 5. Grant Amounts

### a) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream for infrastructure studies as part of a viability review is \$120,000.

The maximum amount available under the Restructuring Study Stream for a regional governance study and/or amalgamation study project is \$200,000, available in two phases: up to \$100,000 for a preliminary study (Phase 1), and the remainder to prepare a report on negotiations after one or more participating municipality(ies) initiates amalgamation proceedings pursuant to the *Municipal Government Act* (Phase 2).

In the case of an amalgamation study where an application is submitted by a municipality as managing partner, in cooperation with all municipalities jointly exploring amalgamation, the managing partner will be eligible for up to 100 per cent of the maximum grant.

In the case of a regional governance study and/or amalgamation study where an application is submitted by a municipality that wishes to initiate amalgamation proceedings with one or more other municipalities without unanimous agreement with the proposed partners, the initiating municipality will be eligible to apply for up to 10 per cent of the maximum grant to use towards the project. If all of the municipalities party to the project agree to request the remaining funding, then up to the remaining 90 per cent may be approved and the initiating municipality would continue as the managing partner for the grant.

## **b) Transitional Stream**

The total amount available under the Transitional Stream is a base amount of \$100,000 plus \$500 per capita (to a maximum of 300 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population.

## **c) Infrastructure/Debt Servicing Stream Post-Restructuring**

The total amount available under the Infrastructure/Debt Servicing Stream is a base amount of \$500,000 plus \$1,500 per capita (to a maximum of 300 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population.

## **6. Component Conditions**

### **General Conditions for all MR component grants:**

- a) A council resolution from the applicant must be submitted with the application.
- b) Agreement from other municipalities that are participating in the project (e.g. regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g. receiving municipality) should be in place and a copy of that agreement (e.g. emails, council resolution or formal agreement) submitted with the application.
- c) Municipalities involved in the projects may not separately apply under the MR component for the same study or restructuring process.
- d) Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.
- e) Applicants that have received restructuring grants in support of municipal restructuring that occurred prior to January 2014 are not eligible for MR funding.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

## **Conditions Specific to the Restructuring Study Stream (Infrastructure Study):**

- a) Applicants that receive funding are required to use the Viability Review Infrastructure Terms of Reference template as part of their procurement documentation. The template can be obtained by contacting a Municipal Viability Advisor by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at [viabilityreview@gov.ab.ca](mailto:viabilityreview@gov.ab.ca).

## **Conditions Specific to the Transitional Stream:**

- a) If grant funding was applied for following restructuring, grant funds must be accounted for separately by the receiving municipality in accordance with the Order in Council that dissolved the former municipality.

## **Conditions Specific to the Infrastructure/Debt Servicing Stream:**

- a) Funding to be used for existing, municipally-owned infrastructure projects is conditional upon the completion of an infrastructure study / asset management plan in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure study, asset management plan, engineering study or related documentation does not already exist, eligible entities may apply for funds through the Transitional Stream to support an infrastructure study or an asset management plan.
- b) Infrastructure projects must be located within the geographic boundaries of the dissolved municipality, or if the infrastructure project is located outside the dissolved municipality, the project must directly benefit the residents and property owners of the dissolved municipality.
- c) Funding to be used for debt servicing requires receipt of audited financial statements of the dissolved or amalgamated municipality(ies) following restructuring.
- d) Debt reduction or debt servicing funds can only be applied to the debt of the former municipality(ies) that transferred to the receiving/newly formed municipality.
- e) If grant funding was applied for following restructuring, grant funds must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the Order in Council that dissolved or amalgamated the former municipality(ies).

## 7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

When approved applications exceed the current year's budget allocation for the Municipal Restructuring Component, the ministry reserves the right to provide an initial payment and, if budget permits, provide the remaining funding in the next fiscal year, at the discretion of the ministry and as described in the CGA.

## 8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current program year unless otherwise stipulated in the CGA. Infrastructure audits or studies funded through the Restructuring Study stream must be completed within twelve months from the grant approval date. Projects occurring as a result of restructuring should be completed within two years following the municipal restructuring.

Funding that is not expended within the project completion date in the CGA must be returned to the Government of Alberta.

## 9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Upon completion, a copy of the report or study funded under the Restructuring Study Stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at [viabilityreview@gov.ab.ca](mailto:viabilityreview@gov.ab.ca)

## Schedule 3 – Mediation and Cooperative Processes

### 1. Objective

The Mediation and Cooperative Processes (MCP) component provides support to municipalities to develop collaborative protocols and processes to proactively manage conflict, or to assist in the negotiation of service agreements, land use disputes, annexations, Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs).

This enables municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict as local solutions provide the ability to control the outcomes and create options in the best interests of residents. This component is comprised of a Mediation stream and Cooperative Processes stream.

### 2. Eligible Entities

The following entities are eligible for funding under the MCP component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and special areas);
- Improvement Districts;
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

### 3. Eligible Projects

#### a) Mediation Stream

The Mediation stream funds a mediator or third party facilitator's fees and travels costs to support mediation or facilitative services to develop local solutions to conflicts municipalities may be having with their municipal neighbours, regional services commissions or other boards or agencies.

Eligible projects include:

- mediating conflict or facilitated negotiations between two or more municipalities; and
- mediating conflict or facilitated negotiations between a municipality and another entity.

## b) Cooperative Processes Stream

The Cooperative Processes stream provides proactive support to municipalities for building relations and cooperative processes within and between municipalities through the Collaborative Governance Initiative (CGI). There are three types of cooperative processes within this stream.

- i. **Protocol Development** funds a consultant or an appropriate expert's fees and travel costs to assist in creating collaborative principles, processes and protocols using consensus. This may involve an internal process with one municipality or an external process between multiple municipalities.
  - An internal process example for a single municipality is when a municipality has a lack of consensus so a consultant is hired to help with the development of council and staff protocols and procedures regarding meeting management, roles and responsibilities, and strategic direction.
  - An external or multi-party example for groups struggling to work collaboratively would be to hire a consultant to facilitate discussions between multiple municipalities to assist with the development of cooperation protocols.
- ii. **Protocol Implementation** funds the implementation of the principles, processes, and protocols created in the Protocol Development. That is, piloting, testing, and adjusting the protocols to achieve the desired objective.
- iii. **Intermunicipal Collaboration Framework Negotiation** funds a mediator or third party facilitator's fees and travel costs to assist in the negotiation of service agreements pertaining to ICFs and/or IDPs. For example, neighbouring municipalities with contentious or complex negotiations who require a third party in order to proceed with ICF negotiations.

The objective of IDP and ICF funding support offered through the MCP component is to help municipalities access third party facilitators or mediators if they have a **demonstrated need** for such services in their negotiations.

Applicants seeking grant funds to assist with contracting technical resources and expertise to develop an IDP or ICF, and who do not need additional negotiation support, should consider the IC component (see Schedule 1A).

## 4. Application Process

Applications are typically completed after discussion with Ministry staff. Contact Intermunicipal Relations staff at 780-427-2225 (toll-free in Alberta by first dialing 310-0000) prior to completing the form.

For all funding streams under this component, an applicant is required to complete an application that is supported by council resolutions or motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the requesting municipality (with a copy to the partnering municipalities) that demonstrates support for the project and is signed by the Chief Elected Official.

All MCP component applications will be considered throughout the year up until February 5 of the current program year.

Decisions will be based on information provided in the ACP application form regarding the project's complexity and the immediacy of need. The degree of complexity will consider the number of issues, services, or factors that need to be negotiated and the number of municipalities involved. The immediacy of need for facilitation or mediation assistance will be based upon the following factors but not limited to:

- Degree of conflict or disagreement;
- History of conflict between the municipalities;
- Capacity to facilitate or resolve the issues or to collaborate; and
- Likelihood of the conflict to escalate.

## 5. Grant Amounts

The MCP component has funding maximums as follows:

- Mediation Stream: \$15,000
- Cooperative Processes Stream:
  - Protocol Development: \$50,000
  - Protocol Implementation: \$30,000
  - Intermunicipal Collaboration Framework Negotiation: \$50,000

The Minister may vary these maximum amounts and cost-share contributions (see section 6 below) in extraordinary or highly contentious projects, and may consider such applications outside of the quarterly application review periods.

## 6. Component Conditions

For projects involving cost-share or matching municipal contributions, the following verifiable in-kind expenses are eligible:

- Costs to rent space for project-related meetings or stakeholder consultations; and
- Overtime hours for municipal staff dedicated to the project.

### **Conditions Specific to the Mediation Stream:**

The Mediation stream grant of up to \$15,000 provides one-third of the cost of mediation and is conditional on the municipal partners contributing two-thirds of the total costs. For example, to receive a maximum mediation grant of \$15,000, the municipal partners would need to contribute an additional \$30,000, reflecting a total project cost of \$45,000.

### **Conditions Specific to the Cooperative Processes Stream:**

Cooperative Processes stream grants are conditional upon the municipalities matching the grant funding, and can include verifiable in-kind contributions. For example, to receive a maximum ICF Negotiation grant amount of \$50,000, the municipal partners would need to contribute an additional \$50,000, reflecting a total project cost of \$100,000. The matching amount must be expended proportionately to the grant funding amount.

Municipalities must complete all reporting requirements under Protocol Development prior to submitting an application for funding under Protocol Implementation. Reporting must demonstrate



the progress in the project and that all funding has been fully expended prior to submitting a Protocol Implementation application.

## 7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a Conditional Grant Agreement (CGA) being duly executed; and
- for the Mediation stream, by way of installment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs; or
- for the Cooperative Processes stream, by way of lump-sum payment.

## 8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current program year unless otherwise stipulated in the CGA. The project completion date will be determined in conjunction with ministry staff and should ensure that it allows sufficient time for all reporting activities to be completed (typically one to two years). If the funding will not be expended by the agreed to project completion date, a time extension request must be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

## 9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Upon completion, a copy of the report or study funded under the Cooperative Processes stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at [MDRS@gov.ab.ca](mailto:MDRS@gov.ab.ca).

## Schedule 4 – Municipal Internship

### 1. Objective

The Municipal Internship (MI) component provides support to municipalities and planning service agencies to recruit, train, and retain municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program is to provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so that they may pursue careers in municipal administration, finance, or land use planning and help build the capacity of Alberta’s municipal sector.

Host organizations provide hands-on work experience, coaching, mentoring, and learning opportunities to their interns. To support hosts, the ministry provides a workplan template customized to the organization’s priorities and projects, and grant funding to help cover the costs of hosting an intern. Both interns and hosts are supported by the ministry’s program team which provides learning resources, professional development opportunities, coaching, and program guidance.

### 2. Eligible Entities

The following entities are eligible under the MI component:

- municipalities (cities, towns, villages, municipal districts, and specialized municipalities) based on the population ranges in the table below;
- the Edmonton Metropolitan Region Board and Calgary Metropolitan Region Board (Land Use Planner Stream only); and
- municipally-controlled planning service agencies (Land Use Planner stream only).

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land Use Planner	Between 5,000 and 125,000

## 3. Eligible Projects

The MI component has three streams. An eligible municipality or organization can apply under any or all of the streams of this program component in a program year; however, the applicant must complete separate applications as each stream is evaluated separately.

Host municipalities are expected to dedicate sufficient time, support and financial resources to the project, and demonstrate an organizational commitment to the vision and purpose of the Internship Program.

### a) Administrator

The Administrator stream allows for the hosting of an intern for a one-year period. An Administrator intern is supervised by a senior member of the organization who supports the intern in rotating through departments across the organization, participating in a wide variety of tasks and projects, and exploring potential career paths in their areas of interest.

### b) Finance Officer

The Finance Officer stream allows for the hosting of an intern for a one-year period. A Finance Officer intern is supervised by a senior finance officer who supports the intern in his/her work in the finance department, and ensures the intern's learning is supplemented with experiences in other departments. Host municipalities are expected to support their intern in pursuing their Chartered Professional Accountant designation should the intern wish to do so.

### c) Land Use Planner

The Land Use Planner stream allows for the hosting of an intern for a two-year period. Host organizations must undertake the majority of land use planning activities in-house. A Land Use Planner intern is supervised by a senior planner (on staff) who supports the intern in his/her work in the planning department, and ensures the intern's learning is supplemented with experiences in other departments. Host municipalities are expected to support their intern in pursuing their Registered Professional Planner accreditation, should the intern wish to do so.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to partner with another municipality. Partnerships can be arranged so that the intern spends small blocks of time with each host (e.g. two or three months on a rotating basis) or the term may be split into two six-month blocks. Program staff can provide recommendations on partnership hosting arrangements.

If choosing to partner, one municipality is to be named the managing partner. This municipality must meet the minimum population requirement for the stream being applied for and is responsible for submitting the application.

## 4. Application Process

The MI application deadline will be identified within the MI program invitation email, and on the Municipal Internship Program website at <https://www.alberta.ca/municipal-internship-program.aspx>.

MI applications are evaluated after the submission deadline. Funding is awarded based on information provided in the ACP application form up to the maximum number of internship positions available in the program year.

## 5. Grant Amounts

The amounts available under the MI component vary by host type as follows:

- Administrators: \$43,000 (12 months)
- Finance Officers: \$43,000 (12 months)
- Land Use Planners: \$66,000 (24 months)

## 6. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

## 7. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures as per project timelines stipulated in the CGA. Note that interns may start their employment between April 15 and May 25. Administrator and Finance Officer internships are to be completed one year from the intern start date; Land Use Planner internships are to be completed two years from the intern start date.

## 8. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2). Additionally, supporting documentation is required and includes a Workplan, an Interim Report, a Year 1 Report (Land Use Planner), and a Final Report, as per the CGA.

## Schedule 5 - Strategic Initiatives

### 1. Objective

The Strategic Initiatives (SI) component provides grants for initiatives in which the project outcomes are of ministry or provincial strategic significance and do not align with the other program components.

### 2. Eligible Entities

The following entities are eligible for grants under the SI component:

- the Edmonton Metropolitan Region Board and the Calgary Metropolitan Region Board;
- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

### 3. Eligible Projects

Eligible projects include:

- support for the operations of metropolitan growth management boards; and
- projects of provincial strategic significance that are deemed a ministry priority.

### 4. Application Process

Contact a Grant Advisor to discuss any proposed SI projects. Application forms for the SI component will be provided after discussion with Ministry staff. Grant Advisors can be reached at 780-422-7125 (toll-free in Alberta by first dialing 310-0000).

### 5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

## 6. Component Conditions

All projects funded through the SI component will need to demonstrate the strategic significance of their project and how it aligns with ministry or provincial priorities.

The Minister may modify any program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs priorities.

## 7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

## 8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date to be specified in the CGA and should ensure that the project completion date allows sufficient time for all reporting activities to be completed. If the funds will not be expended by the agreed to project completion date, a time extension request should be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

## 9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.



## **CHIEF ADMINISTRATIVE OFFICER REPORT**

MEETING DATE: NOVEMBER 23<sup>RD</sup>, 2020

### **SAFE & CARING COMMUNITY**

- **EDC Committee Meeting**
  - Based on the feedback and responses I received, the next EDC meeting has been scheduled for December 14<sup>th</sup>, 2020 via Zoom Video Conferencing at 6:00 p.m.
  - The EDC shall be deciding on which signage options they wish to allocate their funds towards acquiring – they have two options:
    - Two signs in both North and South directions on Highway 45 with Village business logos and one large sign on Highway 897 with Village business logos. Both projects are well within budget and would greatly benefit the Village's business sector by promoting what services we have to offer.
- **MOST Grant Funding**
  - Administration has ordered automatic hand sanitizer dispensers for the Village office and all public works/water treatment buildings.
  - Pinnacle Computers will be on site next week to install our new overhead projector for the purposes of improving our virtual council meetings as well as delegation presentations at our Council meetings.

### **PURSuing OPERATIONAL & ORGANIZATIONAL EXCELLENCE**

- **FCM Asset Management Grant**
  - Finally received notification that our application is out of the queue and currently being reviewed.
  - We should be notified in late December or early January as to whether or not we will be successful in obtaining the \$50 000 grant.
- **Intermunicipal Development Plan**
  - Administration sent the County of Vermilion River the revised IDP on October 14<sup>th</sup>, 2020 for review and comment. Due to a lack of response, Administration followed up via email on November 9<sup>th</sup>, 2020.
  - To date, we have still not received a response regarding the status of the review, any subsequent changes, and/or the need to schedule a meeting.
  - Being that the IDP must be adopted by April 2021, Administration would recommend that Council send a letter to the County's Reeve following the December 7<sup>th</sup>, 2020 Council Meeting should we still not receive a response from the County's administration by that time.

## PLANNING FOR GROWTH & CHANGE

- **Walking Trail System Phase 2**
  - Administration is in the process of drafting the second phase Walking Trail System Request for Proposals.
  - The RFP shall be circulated in late December/early January so that Council may review the proposals well in advance of the construction date.
  - MSP funding must be fully expended by 2021 and therefore the Village will need to move forward with Phase 2 next spring.
  - The Village has approximately \$15 000 of grant funding remaining towards the next phase of the project.
  - The RFP will ask for the quote to be broken down in segments in so that Council may consider moving forward with all, or a portion thereof, of the second phase of the walking trail system.
  
- **Downtown Revitalization**
  - Administration contacted Municipal Planning Services to get their assistance in developing a new map of our downtown lots for sale which demonstrates parcels, frontage, etc.
  - Once completed, administration will re-draft the document and Council may determine the cost per parcel for resale.
  - In addition to MPS, administration is seeking Council input as to whether or not the lands should be assessed in 2021, or if Council will use previous years assessment to attribute a value to the lands.

## ADDRESSING SERVICE NEEDS

- **Snow Removal**
  - The grader is currently being repaired and should be back in working condition in the near future. In the meantime, the Village's public works foreman has been conducting all snow removal using the bobcat and dump truck.
  - As a result, the rate at which snow removal is being conducted has decreased. This change in service levels is merely temporary and shall be restored once the grader is back in operation.



VILLAGE OF MARWAYNE  
BUDGET SUMMARY

	REVENUE			EXPENSES			NET			
	ACTUAL 2020	BUDGET 2020	BUDGET 2021	ACTUAL 2020	BUDGET 2020	BUDGET 2021	ACTUAL 2020	BUDGET 2020	BUDGET 2021	VARIANCE (2020-2021)
<b>GENERAL</b>	(227,162)	(160,373)	(124,715)	-	-	-	(227,162)	(160,373)	(124,715)	35,658
<b>PROTECTIVE SERVICES</b>	(3,175)	(2,000)	(1,150)	14,618	36,550	43,883	11,443	34,550	42,733	8,183
<b>LEGISLATIVE</b>	-	-	-	14,709	32,500	31,560	14,709	32,500	31,560	(940)
<b>ADMINISTRATION</b>	-	-	-	184,297	205,735	224,711	184,297	205,735	224,711	18,976
<b>PUBLIC WORKS</b>	(1,066)	(1,000)	(650)	188,932	201,656	242,412	187,866	200,656	241,762	41,106
<b>UTILITIES</b>	(375,265)	(376,863)	(369,400)	354,882	449,755	460,848	(20,383)	72,892	91,448	18,556
<b>ENVIRONMENTAL HEALTH</b>	(68,259)	(76,522)	(70,000)	65,670	107,179	108,458	(2,589)	30,657	38,458	7,801
<b>COMMUNITY SERVICES</b>	(29,328)	(58,473)	(30,400)	47,243	108,435	61,562	17,916	49,962	31,162	(18,800)
<b>RECREATION &amp; CULTURE</b>	(23,500)	(12,204)	(23,654)	37,309	64,517	53,257	13,810	52,313	29,603	(22,710)
<b>CAPITAL</b>	(242,192)	(748,386)	(262,528)	703,507	599,710	150,000	461,315	(148,676)	(112,528)	36,148
<b>DEBT PRINCIPLE REPAY.</b>	-	-	-	-	88,456	-	-	88,456	-	(88,456)
<b>CHANGE IN CASH (SURPL)</b>	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>(969,946)</b>	<b>(1,435,821)</b>	<b>(882,497)</b>	<b>1,611,168</b>	<b>1,894,492</b>	<b>1,376,690</b>	<b>641,222</b>	<b>458,671</b>	<b>494,193</b>	<b>35,522</b>

APPROVED: November 23, 2020

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



AP5090

Page : 1

Date : Nov 19, 2020

Time : 2:51 pm

Supplier : 10 To XYLCA  
 Cheque Dt. 19-Nov-2020 To 19-Nov-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
3471	19-Nov-2020	10025	Vermilion River Regional Waste	Issued	72	C	5,740.00
3472	19-Nov-2020	10113	TELUS	Issued	72	C	269.40
3473	19-Nov-2020	18	Rusway Construction	Issued	72	C	12,311.82
3474	19-Nov-2020	ACE	ACE	Issued	72	C	16,014.96
3475	19-Nov-2020	ASC3	Alberta Municipal Services Corporation	Issued	72	C	5,560.58
3476	19-Nov-2020	ASLP	ASL Paving LTD	Issued	72	C	70,438.60
3477	19-Nov-2020	ELEME	Element Materials Technology Canada Inc.	Issued	72	C	381.27
3478	19-Nov-2020	HAMBR	Hames, Brittany	Issued	72	C	165.00
3479	19-Nov-2020	ITRCA	Itron Canada Inc.	Issued	72	C	1,173.74
3480	19-Nov-2020	KENNS	Kennedy, Shannon	Issued	72	C	80.00
3481	19-Nov-2020	LUNPL	LUNKERS PLUMBING Inc.	Issued	72	C	327.08
3482	19-Nov-2020	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	72	C	73.40
3483	19-Nov-2020	RICCA	Digital Connection Inc.	Issued	72	C	608.51
3484	19-Nov-2020	TM	TELUS	Issued	72	C	74.71

<b>Total Computer Paid :</b>	<b>113,219.07</b>	<b>Total EFT PAP :</b>	<b>0.00</b>	<b>Total Paid :</b>	<b>113,219.07</b>
<b>Total Manually Paid :</b>	<b>0.00</b>	<b>Total EFT File :</b>	<b>0.00</b>		

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