



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, November 9, 2020 @ 7:00 PM
Horton Agencies Board Room/Zoom Video Conferencing

	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 November 9th, 2020 Regular Village Council Meeting	
Be it resolved that the November 9th, 2020 Regular Village Council Meeting Agenda be approved as presented.	
3 ADOPTION OF MINUTES	
3.1 October 26th, 2020 Regular Village Council Meeting	5 - 8
Be it resolved that the October 26th, 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 - 15
Be it resolved that the Regional Water Operator Report be received as information.	
6.3 Accoustic Testing Report	16 - 25
Be it resolved that the Accoustic Testing Report from Hetek Solutions Inc. be received as information.	
6.4 Accoustic Equipment	26
Be it resolved that the Village of Marwayne purchase the Accoustic Water Leak Testing Equipment from Hetek Solutions Inc. at a cost of \$4300.00 plus GST.	

7	KEY STRATEGY: SAFE & CARING COMMUNITY	
8	KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
8.1	Relocation of ATCO Power Pole - Project 1043289	27 - 30

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.

9	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1	Human Resources Policy HR 03 - Standby Hours	31 - 33

Be it resolved that the Village of Marwayne approve the Human Resources Standby Policy HR 03 as presented.

9.2	Human Resources Policy HR 07 - Subsistence	34 - 37
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Be it resolved that the Village of Marwayne approve the Human Resources Subsistence Policy HR 07 as presented.

9.3	Human Resources Policy HR 08 - Salary Grid	38 - 40
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Be it resolved that the Village of Marwayne approve the Human Resources Salary Grid Policy HR 08 as presented.

9.4	Human Resources Policy HR 09 - Hours of Work	41 - 48
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Be it resolved that the Village of Marwayne approve the Human Resources Hours of Work Policy HR 09 as presented.

9.5	Human Resources Policy HR 10 - Benefits	49 - 53
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Be it resolved that the Village of Marwayne approve the Human Resources Benefits Policy HR 10 as presented.

9.6	Human Resources Policy HR 11 - Recognized Leave	54 - 71
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Be it resolved that the Village of Marwayne approve the Human Resources Recognized Leave Policy HR 11 as presented.

10	ADMINISTRATIVE REPORTS	
10.1	Councillor Reports	72 - 73

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

- October 27, 2020 Vermilion River Regional Waste Services Commission Meeting Minutes

10.2	Chief Administrative Officer Report	74 - 75
	Be it resolved that the Chief Administrative Officer Report be received as information.	
11	FINANCIAL	
11.1	Monthly Financial Report	76 - 77
	Be it resolved that the October 2020 Monthly Financial Report be received as information.	
11.2	Cheque Distribution Report	78 - 79
	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.	
11.3	Bank Reconciliation Report	80
	Be it resolved that the October 2020 Bank Reconciliation Report be received as information.	
11.4	Monthly Utility Bill Report	81
	Be it resolved that the October 2020 Monthly Utility Bill Report be received as information.	
11.5	Credit Card Listing	82
	Be it resolved that the October 2020 Credit Card Listing be received as information.	
11.6	Finance Policy FN 21 - Credit Cards	83 - 86
	Be it resolved that the Finance Policy FN 21 Credit Card be approved as presented.	
12	CORRESPONDENCE	
12.1	Letters & Bulletins	87 - 91
	Be it resolved that the Municipal Operating Support Transfer Frequently Asked Questions, the October 30th, 2020 Notification of the Municipal Sustainability Program Project Acceptance and the Letter from Municipal Affairs regarding Future Infrastructure Funding as information.	

13 CONFIDENTIAL

14 SETTING OF THE NEXT MEETING

14.1 December 2020 Meeting Date

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

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 October 26th, 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 October 26th, 2020 Village of Marwayne Council Meeting to order at 7:04 p.m.

2. ADOPTION OF AGENDA

October 26th, 2020 Regular Council Meeting Agenda

2020-10-22

Moved By Councillor A. Rainey

Be it resolved that the October 26th, 2020 Regular Village of Marwayne Council Meeting Agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

October 13th, 2020 Regular Council Meeting Minutes

2020-10-23

Moved By Councillor R. McDonald

Be it resolved that the October 13th, 2020 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

October 13th, 2020 Organizational Meeting Minutes

2020-10-24

Moved By Councillor R. McDonald

Be it resolved that the October 13th, 2020 Village of Marwayne Organizational Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: SAFE & CARING COMMUNITY

2021 Family and Community Support Services Allocations

2020-10-25

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne approve the 2021 Family and Community Support Services allocations as follows:

- Family School Liaison Program at Buffalo Trail Public Schools \$1850.00
- Catholic Social Services \$1300.00
- Vermilion & Area Brighter Beginnings \$1000.00
- Marwayne Lil Critters Playschool \$5400.00



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- Marwayne Volunteer Fire Department \$1000.00
- Walking through Grief Society \$700.00
- Vibe \$1500.00
- Vermilion Senior Support \$1250.00

CARRIED

5. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Commercial and Industrial Lots for Sale

2020-10-26

Moved By Deputy Mayor C. Neureuter

Be it resolved that Commercial & Industrial Lots for Sale package be received as information.

CARRIED

6. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Tax Sale Date, Terms and Conditions

2020-10-27

Moved By Councillor R. McDonald

Be it resolved that the Village of Marwayne set the date for the 2020 Tax Sale Auction to February 1st, 2021 at 7:00 p.m. and approve the Tax Sale Terms and Conditions as presented.

CARRIED

7. ADMINISTRATIVE REPORTS

Councillor Reports

2020-10-28

Moved By Councillor A. Rainey

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

CARRIED

Chief Administrative Officer Report

2020-10-29

Moved By Councillor T. Lawrence

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

CARRIED

8. FINANCE

Sale of S10 Railway Avenue

2020-10-30

Moved By Deputy Mayor C. Neureuter

Be it resolved that the Village of Marwayne approve the sale of S10 Railway Avenue to Kevin Christie in the amount of \$10,000.

CARRIED



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Cheque Distribution Report

2020-10-31

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

9. CORRESPONDENCE

Go East Annual General Meeting & Alberta Police Interim Advisory Board Report

2020-10-32

Moved By Councillor R. McDonald

Be it resolved that Councillor R. McDonald attend the Go East Annual General Meeting on behalf of the Village of Marwayne and the Alberta Police Interim Advisory Board Report be received as information.

CARRIED

10. CLOSED SESSION - CONFIDENTIAL

2020-10-33

Moved By Deputy Mayor A. Rainey

Be it resolved that the Village of Marwayne move to a closed session at 7:53 p.m. under FOIP Section 17 (1) with all members in attendance.

CARRIED

Chief Administrative Officer Report

2020-10-34

Moved By Councillor C. Neureuter

Be it resolved that the Village of Marwayne revert to an open session at 8:05 p.m. with all members in attendance.

CARRIED

11. NEXT MEETING(S)

November 9th and 23rd, 2020 at the Horton Agencies Boardroom and via Zoom Video Conferencing

12. ADJOURNMENT

Being that the October 26th, 2020 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:11 p.m.



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Approved this 9th day of November 2020.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO

DRAFT

October

Description	Date	Initial
Grading backalley's – <ul style="list-style-type: none"> • Arena parking lot graded • Fill holes so not so bad next spring 	good	WC
Culverts <ul style="list-style-type: none"> • clear debris • jack as necessary • use mirror & double check clear inside • 11-3rd St S ditch OK for spring run-off? • document • if plugged put on list for Camtrax in the spring 	OK	WC
Sanding as needed	OK	WC
Seasonal Equipment – maintenance/repair/put away	OK	WC
Visual Street Sign Inspection of all & Hwy 897 signs weekly – noted in writing in your book	all time	WC
Deadend Hydrants Flushed – if too cold don't do this	OK	WC
Shovel sidewalks after snows	OK	WC
Annual Street sign Inspection –if not done in April MUST be done now – see policy for details	done	WC
Monthly 'dipping' of water wells (pumping & non-pumping)	OK	WC
Lagoon inspection <ul style="list-style-type: none"> • for budget assess & determine budget on the following <ul style="list-style-type: none"> ○ cattails need removal (backhoe) ○ assess fencing & sign (repairs needed?) ○ general maintenance of area 	good	WC
Drainage of Lagoon (October 20 th ish)– see SOP	Oct 3	WC
Lagoon: check on burrowing animals & remove as required		
Lift station #2 replace heat bulb	OK	WC
Maintenance <ul style="list-style-type: none"> • furnace checked (firehall (2), shop, waterplant(2), lift station), new filters, document, • confirm Astec fire extinguishers scheduled (see November) 	✓ NOV	WC
Assess & order gravel needed Check budget first <ul style="list-style-type: none"> • Back alley's need graveling? • Have enough for filling holes? • Enough for waterbreaks? • Have salted sand? – order from County 	good	WC
Flag at Welcome Triangle: in good shape? Need replacing?	good	WC
Fire Extinguishers: monthly inspection & sign tag (office, 3 shop, all vehicles, 2 WTP, lift station, fire hall, 2 well house, clinic)	NOV	WC
1st Aid Kit monthly check of sticker (office, shop, trucks, WTP)	good	WC

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Monthly Water Reports Village of Marwayne
 Month: **October** Year: **2020**

Start: 2020-10-01T08:30:
 End: 2020-11-01T08:30:

Date	Total Flows								
	Manual Entry			SCADA Well 1		Total IN	SCADA Discharge		
	ACE Meter	ACE Daily Volume	Reservoir Level	Flow Rate Average	Met.Rdg. At 08:35 AM	Daily Volume	Flow Rate Average	Met.Rdg. At 08:35 AM	Daily Volume
	(m ³)	(m ³)	Meters	(L/min)	(m ³)	(m ³)	(L/min)	(m ³)	(m ³)
10/1/20	100681.00	213.00	2.17	533.30	51336.90	12.00	141.50	623313.00	205.00
10/2/20	100894.00	217.00	2.20	533.30	51348.90	0.00	152.58	623518.00	219.00
10/3/20		217.00	2.20	533.30	51348.90	0.00	151.30	623737.00	217.00
10/4/20		217.00	2.20	533.30	51348.90	5.40	164.29	623954.00	236.00
10/5/20	101545.00	221.00	2.17	533.30	51354.30	12.20	150.31	624190.00	218.00
10/6/20	101766.00	204.00	2.16	533.30	51366.50	0.00	148.24	624408.00	214.00
10/7/20	101970.00	205.00	2.18	533.30	51366.50	4.30	142.70	624622.00	206.00
10/8/20	102175.00	185.00	2.20	533.30	51370.80	7.40	140.79	624828.00	202.00
10/9/20	102360.00	214.00	3.00	533.30	51378.20	0.00	150.38	625030.00	677.00
10/10/20		214.00				0.00			0.00
10/11/20		214.00				0.00			0.00
10/12/20		214.00	2.20	533.30	51378.20	0.00	148.70	625707.00	162.00
10/13/20	103216.00	201.00	2.21	533.30	51378.20	0.00	144.57	625869.00	206.00
10/14/20	103417.00	186.00	2.17	533.30	51378.20	0.00	142.48	626075.00	205.00
10/15/20	103603.00	212.00	2.15	533.30	51378.20	0.00	153.32	626280.00	221.00
10/16/20	103815.00	242.67	2.17	533.30	51378.20	0.00	152.01	626501.00	218.00
10/17/20		242.67	2.18	533.30	51378.20	0.00	164.57	626719.00	236.00
10/18/20		242.67	2.18	533.30	51378.20	0.00	177.23	626955.00	253.00
10/19/20	104543.00	236.00	2.16	533.30	51378.20	0.00	149.07	627208.00	215.00
10/20/20	104779.00	192.00	2.15	533.30	51378.20	0.00	149.43	627423.00	215.00
10/21/20	104971.00	162.00	2.14	533.30	51378.20	0.00	142.91	627638.00	207.00
10/22/20	105133.00	259.00	2.20	533.30	51378.20	0.00	145.31	627845.00	211.00
10/23/20	105392.00	176.00	2.17	533.30	51378.20	0.00	125.65	628056.00	182.00
10/24/20		176.00	2.15	533.30	51378.20	0.00	139.10	628238.00	198.00
10/25/20		176.00	2.19	533.30	51378.20	0.00	141.19	628436.00	206.00
10/26/20		176.00	2.16	533.30	51378.20	0.00	100.69	628642.00	146.00
10/27/20	106096.00	162.00	2.19	533.30	51378.20	0.00	101.60	628788.00	144.00
10/28/20	106258.00	149.00	2.19	533.30	51378.20	0.00	101.60	628932.00	144.00
10/29/20	106407.00	0.00	2.18	533.30	51378.20	0.00	115.04	629076.00	162.00
10/30/20		0.00	2.18	533.30	51378.20	0.00	98.50	629238.00	139.00
10/31/20		0.00	2.19	533.30	51378.20	0.00	99.54	629377.00	151.00
Total	5726.00				41.30	41.30		6215.00	6215.00
Mean		184.71	2.21	533.30		1.33	139.12		200.48
Minimum		0.00	2.14	533.30		0.00	98.50		0.00
Maximum		259.00	3.00	533.30		12.20	177.23		677.00



Monthly Water Reports Village of Marwayne
 Month: **October** Year: **2020**

Start: 2020-10-01T08:30:
 End: 2020-11-01T08:30:

Total Recirculation Flows			
Date	SCADA		
	Flow Rate Daily Average	Meter Reading At 08:35 AM	Daily Volume
	(L/min)	(m³)	(m³)
10/1/20	0.00	13290.60	0.00
10/2/20	0.00	13290.60	0.00
10/3/20	0.00	13290.60	0.00
10/4/20	0.00	13290.60	0.00
10/5/20	0.00	13290.60	0.00
10/6/20	0.00	13290.60	0.00
10/7/20	0.00	13290.60	0.00
10/8/20	0.00	13290.60	0.00
10/9/20	0.00	13290.60	0.00
10/10/20			0.00
10/11/20			0.00
10/12/20	0.00	13290.60	0.00
10/13/20	0.00	13290.60	0.00
10/14/20	0.00	13290.60	0.00
10/15/20	0.00	13290.60	0.00
10/16/20	0.00	13290.60	0.00
10/17/20	0.00	13290.60	0.00
10/18/20	0.00	13290.60	0.00
10/19/20	0.00	13290.60	0.00
10/20/20	0.00	13290.60	0.00
10/21/20	0.00	13290.60	0.00
10/22/20	0.00	13290.60	0.00
10/23/20	0.00	13290.60	0.00
10/24/20	0.00	13290.60	0.00
10/25/20	0.00	13290.60	0.00
10/26/20	0.00	13290.60	0.00
10/27/20	0.00	13290.60	0.00
10/28/20	0.00	13290.60	0.00
10/29/20	0.00	13290.60	0.00
10/30/20	0.00	13290.60	0.00
10/31/20	0.00	13290.60	0.00
Total		0.00	0.00
Average	13290.60		0.00
Minimum	0.00		0.00
Maximum	0.00		0.00

Monthly Well Level in Feet			
		Manual Entry	
		Well 1	
Static		77.4	
Running			
Day	DISTRIBUTION RANDOM SAMPLE DATA - Daily Samples		
	Random Chlorine Sample		
	Time	Location	TCI2 mg/L
Oct -01	11:00 AM	Shop	1.06
Oct -02	8:35 AM	Cargill	0.55
Oct -05	8:40 AM	Fire hall	0.99
Oct -06	10:45 AM	Shop	1.14
Oct -07	10:30 AM	Bottle Depot	1.17
Oct -08	8:30 AM	Campground	1.18
Oct -09	11:45 AM	Car Wash	0.98
Oct -13	10:10 AM	Hwy Service	0.71
Oct -14	2:20 PM	Hotel	1.2
Oct -15	11:10 AM	Car Wash	1.04
Oct -16	8:45 AM	Shop	1.3
Oct -19	8:40 AM	Fire hall	1.25
Oct -20	11:00 AM	Car Wash	1.26
Oct -21	11:45 AM	Hwy Service	0.87
Oct -23	4:00 PM	Wilson's	1.23
Oct -26	1:30 PM	Car Wash	1.28
Oct -27	9:00 AM	Shop	1.35
Oct -28	9:10 AM	Hwy Service	0.71
Oct -29	10:00 AM	Office	0.44



Monthly Water Reports Village of Marwayne
 Month: **October** Year: **2020**

Start: 2020-10-01T08:30:
 End: 2020-11-01T08:30:

Chemical Dosage Readings (DR890)				
Date	(MAC 0.3)	(MAC 3.0)		(MAC 0.08)
	IRON (mg/L)	Total Chlorine (mg/L)		Manganese (mg/L)
	Water Plant	Water Plant SCADA AVG	Water Plant Sample	Water Plant
10/1/20		1.11	1.14	
10/2/20		1.11	1.14	
10/3/20		1.12		
10/4/20		1.13		
10/5/20		1.15	1.16	
10/6/20	0.000	1.15	1.22	0.013
10/7/20		1.16	1.17	
10/8/20		1.16	1.23	
10/9/20		0.92	1.21	
10/12/20		1.24		
10/13/20	0.010	1.25	1.21	0.008
10/14/20		1.28	1.26	
10/15/20		1.33	1.33	
10/16/20		1.34	1.35	
10/17/20		1.36		
10/18/20		1.39		
10/19/20		1.41	1.41	
10/20/20	0.040	1.37	1.43	0.002
10/21/20		1.37	1.42	
10/22/20		1.51	1.51	
10/23/20		1.49	1.47	
10/24/20		1.48		
10/25/20		1.45		
10/26/20		1.22		
10/27/20	0.030	1.29	1.39	0.009
10/28/20		1.37	1.37	
10/29/20		1.35	1.33	
10/30/20		1.33		
10/31/20		1.32		
Total				
Mean	0.02	1.28	1.30	0.008
Minimum	0.01	0.92	1.14	0.002
Maximum	0.04	1.51	1.51	0.013



Monthly Water Reports Village of Marwayne
 Month: **October** Year: **2020**

Start: 2020-10-01T08:30:
 End: 2020-11-01T08:30:

Date	BACTERIAL ANALYSIS				
	COLIFORMS & E. COLI APR#965				
	Time	SAMPLE SITE	ID#	Total Chlorine (mg/L)	Result
10/6/20	10:45 AM	21 1st St. N	1792935	1.14	S
10/20/20	11:00 AM	20 Railway Ave N	1792936	1.26	S

Operator in charge Carry Grant /Assist: Wilson Curtis CERTIFICATE # 2163 780-214-7933 fax 780-847-3324	
end of month: need reading for bulk water meter:	
end of month: need reading for backwash meter:	

Cl2 Calibration check for DR/890 Colorimeter	
Standard 1 (mg/l) 0.22 +/- 0.09	0.19
Standard 2 (mg/l) 0.87 +/- 0.10	0.86
Standard 3 (mg/l) 1.56 +/- 0.14	1.57



Monthly Water Reports Village of Marwayne
 Month: **October** Year: **2020**

Start: 2020-10-01T08:30:
 End: 2020-11-01T08:30:

Day	MARWAYNE LIFT STATION #1 (WEST)								MARWAYNE LIFT STATION #2 (NORTH)								Combined	
	SCADA								Manual Entry								Total Daily	Total
	Flow	Daily	Level	Pump #1		Pump #2		Total	Flow	Daily	Level	Pump #1		Pump #2		Total		
Meter M3	M3	AVG Feet	Hr. Meter RDG At 08:35 AM	Per. Day	Hr. Meter RDG At 08:35 AM	Per. Day	Run Hours	Meter M3	M3	AVG Feet	Hr. Meter RDG At 08:35 AM	Per. Day	Hr. Meter RDG At 08:35 AM	Per. Day	Run Hours	M3	Run Hours	
Oct -01			3.95	349.34	0.14	282.07	0.14	0.28			3.30	4901.60	1.63	3332.40	1.48	3.10		3.38
Oct -02			4.02	349.48	0.14	282.21	0.05	0.19			3.28		1.63		1.48	3.10		3.29
Oct -03			4.21	349.62	0.14	282.26	0.09	0.23			3.31		1.63		1.48	3.10		3.33
Oct -04			3.97	349.76	0.22	282.35	0.19	0.41			3.31		1.63		1.48	3.10		3.51
Oct -05			4.21	349.98	0.14	282.54	0.09	0.23			3.29	4908.10	1.50	3338.30	1.40	2.90		3.13
Oct -06			3.94	350.12	0.15	282.63	0.09	0.24			3.29	4909.60	1.50	3339.70	1.40	2.90		3.14
Oct -07			3.90	350.27	0.14	282.72	0.10	0.24			3.26	4911.10	1.50	3341.10	1.30	2.80		3.04
Oct -08			4.03	350.41	0.21	282.82	0.09	0.30			3.24	4912.60	1.60	3342.40	1.50	3.10		3.40
Oct -09			4.26	350.62	0.51	282.91	0.33	0.84			3.38	4914.20	1.73	3343.90	1.58	3.30		4.14
Oct -10					0.00		0.00	0.00					1.73		1.58	3.30		3.30
Oct -11					0.00		0.00	0.00					1.73		1.58	3.30		3.30
Oct -12			3.91	351.13	1.64	283.24	0.09	1.73			3.29		1.73		1.58	3.30		5.03
Oct -13			4.32	352.77	4.48	283.33	0.10	4.58			3.29	4921.10	1.50	3350.20	1.40	2.90		7.48
Oct -14			3.94	357.25	0.22	283.43	0.20	0.42			3.26	4922.60	1.50	3351.60	1.30	2.80		3.22
Oct -15			3.96	357.47	0.00	283.63	0.23	0.23			3.29	4924.10	1.40	3352.90	1.40	2.80		3.03
Oct -16			4.00	357.47	0.02	283.86	0.20	0.22			3.29	4925.50	1.53	3354.30	1.43	2.97		3.19
Oct -17			4.22	357.49	0.00	284.06	0.28	0.28			3.30		1.53		1.43	2.97		3.25
Oct -18			3.98	357.49	0.00	284.34	0.29	0.29			3.28		1.53		1.43	2.97		3.26
Oct -19			4.21	357.49	0.00	284.63	0.18	0.18			3.29	4930.10	1.50	3358.60	1.50	3.00		3.18
Oct -20			4.19	357.49	0.04	284.81	0.25	0.29			3.30	4931.60	1.50	3360.10	1.20	2.70		2.99
Oct -21			3.89	357.53	0.00	285.06	0.14	0.14			3.29	4933.10	1.30	3361.30	1.30	2.60		2.74
Oct -22			3.88	357.53	0.00	285.20	0.19	0.19			3.30	4934.40	1.50	3362.60	1.30	2.80		2.99
Oct -23			4.27	357.53	0.00	285.39	0.24	0.24			3.30	4935.90	1.47	3363.90	1.40	2.87		3.11
Oct -24			4.16	357.53	0.00	285.63	0.21	0.21			3.31		1.47		1.40	2.87		3.08
Oct -25			4.20	357.53	0.00	285.84	0.29	0.29			3.31		1.47		1.40	2.87		3.16
Oct -26			4.29	357.53	0.00	286.13	0.24	0.24			3.25	4940.30	1.40	3368.10	1.20	2.60		2.84
Oct -27			4.00	357.53	0.00	286.37	0.19	0.19			3.28	4941.70	1.40	3369.30	1.30	2.70		2.89
Oct -28			4.00	357.53	0.00	286.56	0.18	0.18			3.27	4943.10	1.30	3370.60	1.20	2.50		2.68
Oct -29			4.13	357.53	0.00	286.74	0.24	0.24			3.30	4944.40	1.50	3371.80	1.40	2.90		3.14
Oct -30			4.21	357.53	0.00	286.98	0.19	0.19			3.26	4945.90	1.33	3373.20	1.47	2.80		2.99
Oct -31			4.05	357.53	0.00	287.17	0.24	0.24			3.24		1.33		1.47	2.80		3.04
Total				8.19	8.19	5.34	5.34	13.53				48.30	46.97	45.20	43.73	90.70		104.23
AVG			4.08		0.26		0.17	0.44			3.29		1.52		1.41	2.93		3.36
Max			4.32		4.48		0.33	4.58			3.38		1.73		1.58	3.30		7.48
Min			3.88		0.00		0.00	0.00			3.24		1.30		1.20	2.50		2.68



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

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

marwayne.ca

Regional Operator report October 2020

Common information:

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

Lead testing program stopped as of the end of September.

Each operator has his own sign in on TeamViewer. License has been renewed.

Continue working through the materials for Level II wastewater treatment prep course.

Alarms tested and working correctly.

Outstanding items:

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

Review Drinking water safety plans. Dewberry complete.

Review SOP's. Dewberry complete.

Marwayne:

Will submit decommission plan complete to AEP.

Data for September 2020 was electronically submitted on AEP site.

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

Xylem was in town to service other lift station pumps.

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

Lead testing will stop now. Five done with four results below the MAC.

Located and repaired Two more leaks and replaced one leaking hydrant.

After four leaks have been located and repaired we are still losing 20 to 30 m3 per day.

Daily consumption from 300m3 per day to 150 m3 after leaks were repaired.

Some issues with power and brown outs continue.

Ace line has leak. Water being hauled in. No issues keeping up so far.



**ACOUSTIC WATERMAIN
TESTING – ADDITIONAL
INVESTIGATION**

The Water Distribution Network of Marwayne

Submitted to: The Village of Marwayne

October 16, 2020



2085 Piper Lane
London, ON Canada
N5V 3S5
Ph: (519) 659-1144
Fax: (519) 453-2182

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1.0 Overview

The Village of Marwayne ('Village' for short) was experiencing a 140m³/day of water loss and upon Hetek's acoustic testing services provided on September 9th to 11th, 2020 the Village was able to locate two (2) leaks and have their consumption reduce by 65m³/day. However, the Village was still experiencing water loss and wanted to pursue further investigations. After conversations with Hetek Solutions Inc. ('Hetek' for short), the village was able to narrow down areas and have Hetek conduct additional acoustic investigations.

The two leaks found earlier were repaired, thus allowing lesser conflicting acoustic signals and for easier correlation and pinpointing for others leaks in the vicinity. As a result of the additional investigation, a total of two (2) suspected leak areas were determined within the village's water distribution network, with a confirmation of two suspected leak areas from the initial survey.

2.0 Attending Personnel

The project was completed in the field by Ashwin Mohan of Hetek, with assistance from Carry Grant and Wilson Curtis of the Village.

3.0 Equipment

Hetek used the SebaKMT Correlux C3 Correlator with 2 sensor/transmitters for live one segment correlation, 8 multi-sensor for offline multi-segmented correlation, and SebaKMT GM-80 ground microphone and PAM B-2 contact microphone used in conjuncture of the Correlator unit and HL5000 units for pinpointing and sounding.

4.0 Methodology

4.1 Project Phases

The following table summarizes the work completed on each day of the testing:

Table 1: Field Activities

Day	Date	Activity
1	Oct 13	4pm to 6pm: - Arrive on site and examined areas to be investigated further 10pm to 2:00am (following day): - Investigation of South 3 rd Avenue using two-point correlation(s) - Pinpointing using ground microphone and contact microphone - Multipoint correlation of North 4 th Avenue, and South 2 nd Street. - Pinpointing of suspected areas along the main using ground mic



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2	Oct 14	<p>1pm to 4pm: - Service Valve sounding on South 2nd street, North 3rd Ave, and North 3rd Street.</p> <p>8pm to 9pm: - Additional service valve sounding on North 3rd Ave and South 2nd street.</p>
3	Oct 15	<p>8am to 8:30am: - Project wrap up meeting with the Village with a verbal indication of where the suspected leak areas are present.</p>



Figure 1. Sections of the Village that underwent additional investigation

Table 2: Correlation

Phase	Approximate Areas
A	North 3 rd Avenue
B	North 4 th Avenue, North 5 th Avenue, North 2 nd Street and South 2 nd Street



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Table 3: Service Valve Sounding

Street	Service Property #
<i>South 2nd Street</i>	12, 13*, 14, 15, 16, 17, 21, 23, 25, 27, 201, 115, 113, 111
<i>North 3rd Avenue</i>	201, 115
<i>North 3rd Street</i>	12
<i>North 2nd Street</i>	306

*No service valve found so a ground mic was used for listening along the service

4.1.1 Data Analysis

The data was collected from the multi-sensors using the radio transmitting function, that transmitted the acoustic data from the multi-sensor to the command unit. The data was then analyzed using the following methodology:

- Each segment of data between two multi-sensors yielded either strong, moderate, or poor acoustic data. In the case of poor acoustic data, the surveyor ruled that area out for suspected leaks and proceeded onto the next area.
- In the case of strong (green) and moderate (yellow) data, Hetek’s surveyors would input parameters of pipe material, pipe size, and distance between the two sensors into the correlator command unit to generate a correlation.
- The output yields correlation and coherence curves that can indicate an area of interest. Where the surveyor’s analysis of the correlation data indicates that a leak is probable, that area is tagged as a point of interest. The surveyor then proceeds to performing pinpointing activities to further investigate the area of interest.

4.1.2 Pinpointing

The pinpointing investigation involved using the ground and contact microphone to further investigate the area of interest to pinpoint a smaller area for the suspected leak noise, or to rule out noise interferences such as a power hum that conflict with a leak noise signals as seen in the correlation data.

4.1.3 Service Valve Sounding

A sounding of the service valves in the vicinity of the suspected leaks were done to evaluate on whether the service valves or service lines were leaking. Hetek performed the sounding at all the service valves in the suspected high-water loss areas.



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5.0 Results

The additional acoustic investigation for the village of Marwayne yielded two (2) additional areas of interest for potential leaks as well as a confirmation of two (2) existing areas of interest from the testing conducted during September 9th to 11th, 2020. Pictures of the location, valid correlation data (if any) and satellite imagery can be found in the appendix. The results are as follows:

Table 3. Areas of Interest ranked based on priority

#	Location and Data
1	Service at 201 South 2 nd Street. Service valve sounding was 90dB and 3600Hz (suspected leak noise) when valve was in the “On” position, and 63dB and 50Hz (ambient noise) when the valve was in the “closed” position. Leak noise was analyzed and confirmed by the attending personnel from the Village.
2	Service at 111, north 3 rd avenue. Sounding was 89dB at 2500Hz (suspected leak noise). Loud noise detected on the ground surface above the main as well 46.0 - 52.0 metres south of MLV on north 3 rd avenue and 2 nd street. Leak noise was analyzed and confirmed by the attending personnel from the Village.
3	1.5 metres north of MLV on north 3 rd avenue and 2 nd street. Sounding performed on the nearby hydrant and MLV was able to detect leak noise. Hydrant reading: 56dB and 640Hz. Leak noise was analyzed and confirmed by the attending personnel from the Village.
4	Service at 23 south 2 nd street. Sounding was 63dB at 720Hz (suspected leak noise) and when the valve was turned off, noise was still present. Leak noise was analyzed and confirmed by the attending personnel from the Village.

*MLV = mainline valve

Please Note: Acoustic instruments rely on sound levels and frequency to identify potential leaks, it is possible that the depth and construction of pipe along with the sub surface soil’s sandy conditions in Marwayne created an environment limited the ability to detect leak sounds.

The information in table 3 is based on data collected from the water distribution infrastructure during October 13th to October 14th, 2020. It is possible that as the pipe infrastructure ages that additional leaks may occur in the future or existing undetected leaks that yielded poor leak noises can become larger thus being more readily detectable by acoustic sensors.

Thank you for the opportunity to perform the survey and provide this report. If you have any questions, please do not hesitate to contact the undersigned to discuss further.

Yours sincerely
HETEK SOLUTIONS INC.

Ashwin Mohan
 Account Manager – Product Development

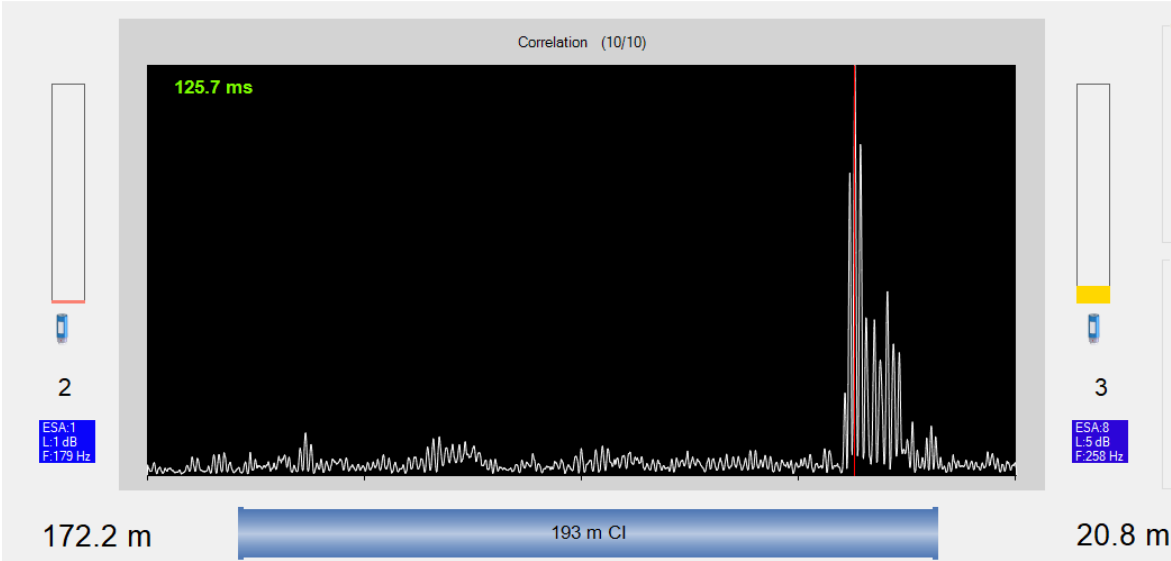


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6.0 APPENDIX

Areas of Interest:

#1. Service of 201 South 2nd Street

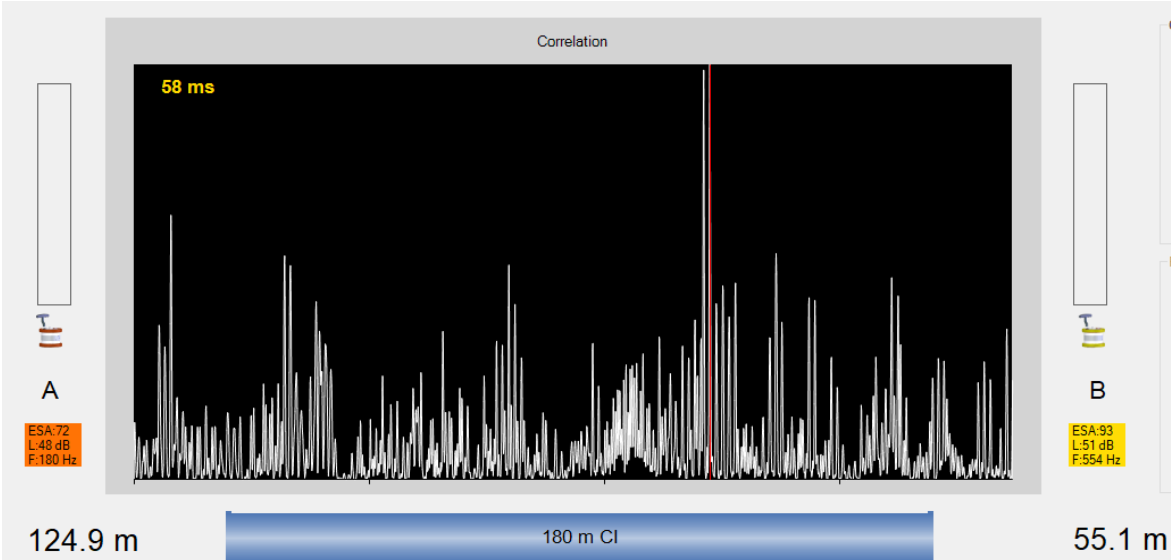


Correlation data where Multisensor 3 is on south 2nd street and south 2nd avenue, and Multisensor 2 is on south 2nd street and south 1st avenue



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#2. Service and Mainline of #111 north 3rd avenue

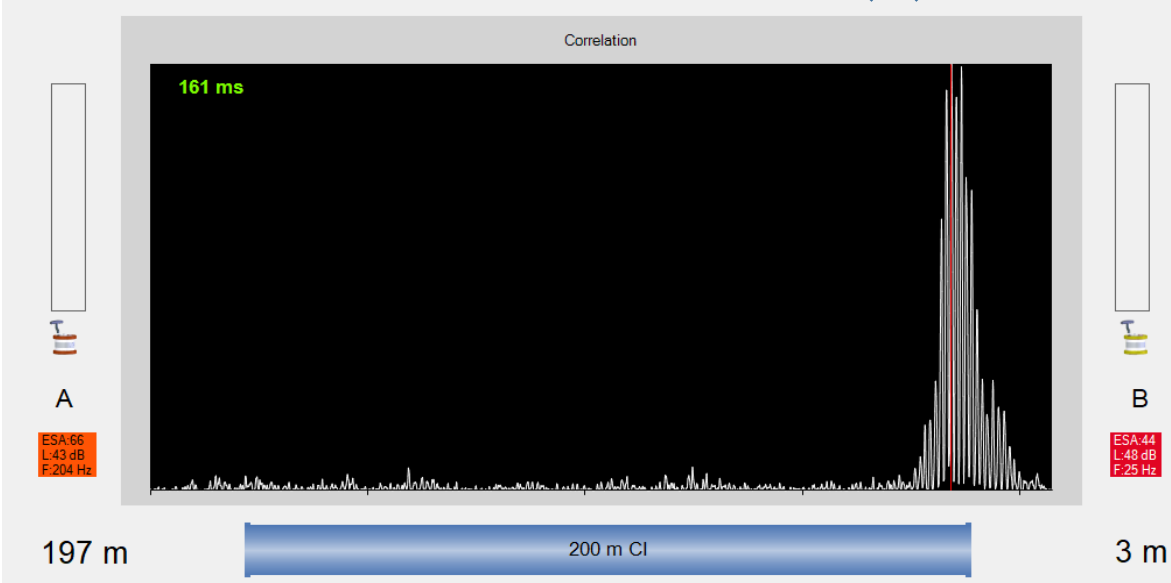


Correlation data where sensor A is on 3rd avenue and south 2nd street and sensor B is on 3rd avenue and north 2nd street



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#3. Mainline near property line of #115 & 201 north 3rd Avenue



Correlation data where sensor A is on 3rd avenue and north 3rd street and sensor B is on 3rd avenue and north 2nd street



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#4. Service line of 23 south 2nd Street





Quote
ORD0041446

2085 Piper Lane
London, ON N5V 3S5
Ph: (519) 659-1144
Fax: (519) 453-2182
Toll Free: 1-888-432-8422

Quoted 10/29/2020

Bill To

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

Ship To

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

E-Mail

Quote Date	Expiry Date	Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Terms
10/29/2020	11/5/2020		illage of Marwayr	PS-DS	FedEx Standard	Net 30

Quantity	Item Number	Description	UOM	List Price	Discount	Amount
1.00	1000-5000	HL5000 - Contact + Ground Mic (Demo Unit)	Ea	4,300.00	0.00	4,300.00 T

Sub-total **CAD 4,300.00**

Additional Information:		
Shipping Instructions:		
Purchase Order Number:		
Credit Card Number:	Expiry Date:	Cardholder:

Terms & Conditions:	
Prices subject to change without notice. Applicable taxes extra and charged at the time of billing. FOB London. Freight charged at time of billing unless alternate instructions are provided. All first time customers must pay prior to shipment of goods.	
Customer Acknowledgement:	
I accept the Terms & Conditions and verify that all information is accurate and complete.	
Print Name:	Date:
Signature:	Note: Order will not proceed without signed acknowledgement



November 03, 2020

Box 113
Marwayne, AB
TOB 2X0

Attention Village of Marwayne:

**Re: Proposal for
Our File: 1043289**

Thank you for giving ATCO Electric the opportunity to submit a Proposal at the above noted location. The cost and technical details presented in this proposal are based on information provided by you at the time of application. A site visit may be completed after proposal acceptance depending on your requested in-service date.

Commercial Terms

<input type="checkbox"/> Actual Cost: Revised estimate to include missed Hydrovac and extra crew hours for the complexity of the job	
Original Cost:	\$9,990.95
Customer Contribution:	\$9,990.95
GST:	\$499.55
Cost To Customer:	\$10,490.50

The costs provided in this proposal are estimates. Upon completion of construction the project costs will be reconciled. If the actual cost is less than the estimate a refund will be issued, or if the actual cost exceeds the estimate additional invoicing will occur.

Based on our initial review of the project requirements, we estimate it will take -20 calendar days to complete. Please review the contents of the proposal carefully and provide your acceptance or rejection; to meet the requested in-service date of December 15, 2020 your response is required by November 12, 2020.

Thank you for working with us to provide your electric service requirements. If you have any questions or would like to discuss this proposal, please call me at +15872174527.

Megan Nichols
Customer Connection Expeditor
+15872174527
Megan.Nichols@atco.com



Scope of Services

Project #1043289

Customer responsibility to the project includes:

- Staking final grade in area of construction.
- Ensuring any required municipal development permits are in place.
- Remitting payment to ATCO Electric. An invoice will be submitted to you following receipt of your acceptance of this proposal.
- Signing and returning the Customer Acknowledgement Project Acceptance page of this proposal.

ATCO Electric's responsibility to the project includes:

- Supplying and installing structures, equipment and hardware.
- Acquiring easements and external approvals as required. Cost of this project is subject to ATCO Electric's ability to acquire easements for the routing identified in this proposal.

This estimate is subject to the following assumptions:

Route selection, site location and scope of work determined using customer provided information does not change

Ability to acquire third party approvals required for route selection



Additional Terms of Agreement

Project #1043289

1. This Proposal for Electric Service is valid for 90 calendar days from the date of this proposal.
2. Customer acceptance of ATCO Electric's Cost Proposal is required before ATCO Electric will proceed with the project. Customer acceptance or rejection is recognized at the time ATCO Electric receives a signed copy of the Customer Acknowledgement Project Acceptance page from the customer.
3. Upon receiving the Customer's acceptance, ATCO Electric will commence with planning and construction activities. An invoice to the Customer for the full amount of the Customer Contribution to the project will be forwarded prior to construction completion. The customer is responsible for paying the full amount of the invoice within 30 calendar days of receipt from ATCO Electric.
4. Electric service will be delivered under our current price schedule . Price schedules and company investments are in accordance with the ATCO Electric Customer Terms and Conditions for Electric Distribution Service as approved by the Alberta Utilities Commission.
5. Distribution monthly charges will begin not more than 30 days following construction completion. The minimum monthly distribution contract demand will be carried forward annually for the life of the service, ().
6. The minimum monthly charge while idle shall be as per the applicable price schedule. Price schedules are found on www.atcoelectric.com.
7. The customer has the right to cancel this project at any time. The customer must notify ATCO Electric of its desire to cancel the project by contacting the ATCO Electric Representative listed on the Customer Acknowledgement Proposal Acceptance page of this proposal in writing.
8. Customers who cancel a project prior to accepting ATCO Electric's Proposal are not responsible for costs incurred by ATCO Electric to prepare the Proposal.
9. Customers who cancel a project after accepting ATCO Electric's Proposal are responsible and will be invoiced for the full amount of ATCO Electric services and costs incurred from the date of the customer application up to and including the date of cancellation.
10. This Proposal for Electric Service is subject to the ATCO Electric Customer Terms and Conditions for Electric Distribution Service found on www.atcoelectric.com. These Terms and Conditions are approved by the Alberta Utilities Commission and are amended from time to time. If there is any conflict or inconsistency between the terms and conditions of this Proposal for Electric Service and the terms and conditions of the ATCO Electric Customer Terms and Conditions for Electric Distribution Service, the ATCO Electric Customer Terms and Conditions for Electric Distribution Service shall prevail to the extent of the conflict or inconsistency.
11. The service described herein is provided for the Customer's use only at the said location, and the Customer shall not permit any other person to use such service.
12. ATCO Electric retains ownership and is responsible for the maintenance of the distribution facilities.
13. Site identification numbers will be provided on your acceptance of this proposal.
14. Customers are responsible for selecting an energy retailer to purchase energy on their behalf. Regardless of the retailer chosen, the energy will be delivered through ATCO Electric's system of power lines. In order to assist you with your retailer selection, the government of Alberta maintains a list of retailers that are registered to provide energy in Alberta. This list can be found at <http://ucahelps.alberta.ca/>
15. For your additional assistance, ATCO Electric has developed the Customer Guide to New Extensions to help customers understand our business practices and processes for new or upgraded electric services. Your ATCO Electric Customer Connection Expeditor is available to review details of the Customer Guide with you at your convenience.



**Customer Acknowledgement
Project Response**

Project #1043289

Project Scope and Commercial Terms

<input type="checkbox"/> Actual Cost: Revised estimate to include missed Hydrovac and extra crew hours for the complexity of the job	
Original Cost:	\$9,990.95
Customer Contribution:	\$9,990.95
GST:	\$499.55
Cost To Customer:	\$10,490.50

The costs provided in this proposal are estimates. Upon completion of construction the project costs will be reconciled. If the actual cost is less than the estimate a refund will be issued, or if the actual cost exceeds the estimate additional invoicing will occur.

Project Response
 Accept Proposal **Reject Proposal**

I _____ am authorized to execute this agreement. I acknowledge that I have reviewed this Proposal for Electric Service in its entirety and understand these Terms and Conditions, Additional Terms of Agreement, Project Scope and Commercial Terms and agree to be bound by them.

Customer Signature: _____ Date: _____

Your opinion matters to us!
 But if you would prefer to **not** receive a follow-up survey regarding the services provided by ATCO, please initial here: _____

Please email the completed form to the undersigned.
By Email to megan.nichols@atco.com
By Mail to Attn: Megan Nichols

Sincerely,

Megan Nichols

Megan Nichols
Customer Connection Expeditor
+15872174527
Megan.Nichols@atco.com





POLICY – HR 03 STANDBY HOURS

APPROVAL DATE:	2006-11-04	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2007-08-03, 2018-08-13	REVIEW DATE:	2022

POLICY STATEMENT

To establish the standby hours for Village of Marwayne field staff as it pertains to the safe and efficient operation of the water and wastewater system outside of normal working hours.

BACKGROUND

As a condition of employment, full-time permanent Employees of the Village of Marwayne in the Public Works department are required to be on standby on designated weekends and/or holidays, as the case may be.

OBJECTIVE

To establish the standby premium for Village of Marwayne Employees who are required to be available outside of normal working hours to repair, maintain or operate the Village's water and/or wastewater system.



DEFINITIONS

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

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

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

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

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Public Works Employees and is subject to the terms set forth below:

- The Village of Marwayne requires that an Employee be designated as being on standby outside of regular business hours.
- The Public Works Foreman must establish a standby schedule by the 1st of each month and advise the Public Works department Employees accordingly.
- For each weekend and/or holiday that an Employee is on standby, the Employee shall receive a premium of \$25.00 per day.
- If the Employee is called out to attend to Village of Marwayne business, the Employee shall be paid for the actual hours worked in accordance with the Alberta Employment Standards Code.

ROLES & RESPONSIBILITIES

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

Policy No. HR 03 Issue No. 1 Adopted motion 2006-11-04 Amended: 2007-08-03 2018-08-13 To be reviewed: 2022	<p style="text-align: center;">Village of Marwayne</p> <p style="text-align: center;">Standby Hours</p>
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Policy: The Village of Marwayne requires personnel on standby for the Utility System on Weekends

1. The Village Utility System requires an employee to be designated "On call" on all non-working days.
2. The second, fourth, (and if applicable) fifth weekends a month require an Attending Operator to be on standby with the standby schedule established by the Foreman.
3. While on weekend stand-by, the employee is required to carry the Village cell phone and be available to attend a "Call Out" within two hours.
4. For each weekend (Saturday & Sunday) or holiday an employee is on stand-by he shall receive \$25 per day. If he is called out for emergency work on that day, he will receive pay for actual hours worked according to the Alberta Employment Standards Code.



POLICY – HR 07	SUBSISTENCE
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APPROVAL DATE:	2006-11-23	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration	APPENDICES:	
APPROVER:	Council	REVIEW DATE:	2023
REVISION DATE (s):	2018-8-13	REVIEW DATE:	

POLICY STATEMENT

To establish the procedures and rates by which the Village of Marwayne shall reimburse its Employees for subsistence and travel expenses whilst conducting official Village of Marwayne business.

OBJECTIVE

To fairly and equitably reimburse Village of Marwayne Employees for out of pocket expenses incurred whilst conducting official Village of Marwayne business.

DEFINITIONS

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

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

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



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

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- When an Employee travels outside of the Village of Marwayne on official Village business, the Village of Marwayne shall reimburse the Employee, upon submission of the approved expense claim form and corresponding receipts authorized by the CAO.
- The Employee may claim either the cost of their meals on production of receipts or the meal allowance as established by Council.
- The reimbursement for expenses is as follows:
 - **Accommodations**
 - Employees may be reimbursed for their hotel accommodations if the departure time is earlier than 6:30 a.m., therefore necessitating an overnight stay.
 - Employees may be reimbursed for one night's accommodation for each two days of business, provided that the departure time is earlier than 6:30 a.m. or later than 8:00 p.m.
 - **Meals** (\$60.00 per day or \$20.00 per meal)
 - **Breakfast**
 - If the departure time is earlier than, or the return time is later than, 7:30 a.m.
 - **Lunch**
 - If the departure time is earlier than, or the return time is later than, 12:00 p.m.
 - **Dinner**
 - If the departure time is earlier than, or the return time is later than, 6:30 p.m.
 - **Kilometers**



- Reimbursed at the rate established by Council during the annual organizational meeting.

ROLES & RESPONSIBILITIES

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

Policy No. HR 07 Issue No. 2 Adopted motion 2006-11-23 Amended: 2018-8-13 To be reviewed: 2023	Village of Marwayne Travel Policy
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Purpose: To establish how and when the Village of Marwayne will reimburse employees for subsistence and travel expenses.

Policy: The Village of Marwayne believes that it is fair to reimburse its employees' subsistence and travel expenses incurred in the course of performing approved Village of Marwayne business.

Travel & Subsistence

1. When an employee travels outside of the Village on approved Village business, the Village of Marwayne shall reimburse the employee, upon submission of an expense claim form approved by the CAO.
 - a) Any costs of accommodation upon production of receipts if:
 - i) If the time of departure is earlier than 6:30 am necessitating an overnight stay.
 - ii) One night's accommodation for each two days of business that the employee is required to be outside the Village on business.
 - b) The cost of the following meals may be claimed:
 - i) Breakfast, if the time of departure is earlier than, or the time of return is later than 7:30 am.
 - ii) Lunch, if the time of departure is earlier than, or the time of return is later than 12 pm (noon).
 - iii) Dinner, if the time of departure is earlier than, or the time of return is later than 6:30 pm.
 - c) An employee may claim either the cost of the meal on production of receipts, or the meal allowance established by Council.
 - d) The Village of Marwayne shall reimburse an employee for the use of his/her personal vehicle, when authorized by the CAO at rates established by the Village Council.
 - e) The Village of Marwayne Council annually at the Organizational Meeting sets the meal and vehicle rates.

Policy No. HR 08 Issue No. 1 Adopted motion 2006-11-03 Revised: 2010-11-07, 2010-12-37, 2011-12-7V, 2012-03-37V, 2018-11-19 To be reviewed:	Village of Marwayne Salary Grid
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Policy: That all employee salary grids be revamped periodically to reflect market comparisons.

Agreed on salary grids are as follows:

POSITION	STEPS	1	2	3	4	5	6	7
PW Foreman	\$	21.42	\$ 22.72	\$ 23.97	\$ 25.22	\$ 27.14	\$ 29.12	\$ 30.68
Asstn PW	\$	16.00	\$ 17.50	\$ 19.00	\$ 20.50	\$ 22.00	\$ 23.00	\$ 24.00
Admin Asstn	\$	16.00	\$ 17.50	\$ 18.75	\$ 20.00	\$ 21.25	\$ 22.50	\$ 23.85
Summer Student	\$	15.00	\$ 16.00	\$ 16.50				

Effective January 1, 2019 - All full time staff of the Village of Marwayne will be eligible to participate in the voluntary AUMA/AMSC Group TFSA/RRSP Plan managed by Sunlife Financial at the rate of 4% Employer, 4% Employee contribution.



POLICY – HR 08	SALARY GRID
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APPROVAL DATE:	2006-11-03	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2010-11-07, 2010-12-37, 2011-12-7, 2012-03-37, 2018-11-19	REVIEW DATE:	2021

POLICY STATEMENT

To establish the hourly rates of pay for Employees of the Village of Marwayne.

OBJECTIVE

To ensure hourly rates of pay are consistent with the cost of living and comparable municipalities.

DEFINITIONS

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

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

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

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



GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees, apart from those Employees with an employment contract.

The salary grid for the Village of Marwayne is as follows:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Public Works Foreman	\$22.72	\$23.97	\$25.22	\$27.14	\$29.12	\$30.68	\$32.18
Public Works Labourer	\$17.50	\$19.00	\$20.50	\$22.00	\$23.00	\$24.00	\$25.58
Administrative Assistant	\$17.50	\$19.00	\$20.50	\$22.00	\$23.00	\$23.85	\$24.58
Summer Student	\$15.00	\$16.00	\$16.50	-	-	-	-

ROLES & RESPONSIBILITIES

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

EXEMPTIONS

Overtime is paid at 1.5 times the hourly rate of the Employee and is subject to approval by the CAO.



POLICY – HR 09	HOURS OF WORK
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APPROVAL DATE:	2006-11-28	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2012-09-04, 2013-04-25	REVIEW DATE:	2022

POLICY STATEMENT

To establish the regular hours of work, overtime allotments, methods of payment and rest periods for Employees of the Village of Marwayne.

BACKGROUND

Employees of the Village of Marwayne are employed on both an hourly and salary basis. Salaried Employee's are subject to the terms and conditions of their employment contract, as negotiated upon hire.

OBJECTIVE

To ensure standardization and consistency amongst timesheets, monthly payments and hours of work for the Employees of the Village of Marwayne.



DEFINITIONS

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

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

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

Supervisor is an Employee of the Village of Marwayne in a managerial role in charge of supervising another person or activity.

Timesheets are logbooks or a piece of paper which has a record of the number of hours an Employee has worked.

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

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- **General**

- An Employee's pay is based on the number of actual hours worked in any given pay period.
- Time spent travelling to and from the Employee's usual place of work is considered working hours and shall be paid accordingly.
- Time spent travelling to and from the Employee's usual place of work and his or her residence is not considered working hours and is not eligible to be paid.

- **Time Sheets**

- Employees shall be paid based on the number of hours worked as reported on their monthly timesheets and approved by their supervisor.
- Employees must fully complete their timesheets and indicate the dates and hours worked, the nature of the work performed and the associated department it pertains to.
- All timesheets must be completed, submitted and approved on the last day of the month at the Village administration office. If the



Employee is to take vacation, their timesheet must be completed, submitted and approved prior to their departure, if near month end.

- Employees must also specify if any days were taken as vacation, personal or sick on their monthly timesheet.
- Overtime hours must be recorded and the tasks must be clearly identified for verification purposes. Overtime hours must be pre-approved by the CAO in all cases.
- Administration must generate reports for public works departmental hours, sick days, holidays and overtime.

- **Payment**

- Employees shall all be paid on an hourly basis, apart from those salaried Employees whom have an executed employment contract.
- Employees are paid in accordance with the *Employment Standards Code* as well as all other applicable Village policies.
- Employees shall be given their advance on the 10th of each month, and paid on the 27th of each month, or the last Friday of the month, whichever comes sooner.

- **Hours of Work**

- Public works Employees are paid based on a 44 hour per week basis as per the *Employment Standards Code*.
- Administrative Employees employed on a full-time basis are paid based on a 37 hour per week basis.
 - The 37 hour per week basis is comprised of 7.5 hours daily – 8:00 a.m. to 4:30 p.m., Monday through Friday, with a one (1) hour meal break from 12:00 p.m. to 1:00 p.m.
- Regular hours of work for seasonal and/or part-time employees shall be as required by the CAO and approved in the annual budget.
- Public Works Employees may be required to work varying hours from time to time – this variation must be pre-approved by the CAO in all cases.
- The public works foreman may be required to begin work prior to 8:00 a.m. on weekdays, in the evenings or on weekends in the



winter months for the purposes of snow removal – a variation of which must be approved by the CAO.

- The public works foreman must check in at the Village administration office each and every morning as well as carry the on-call cell phone at all times for proper communication with administrative staff.
- For Employees required to attend Village Council meetings, he or she shall be paid their hourly rate for their time spent attending the meeting.

- **Overtime**

- Employees shall do their absolute best to keep overtime to a minimum, whenever possible.
- Time-in-lieu is not granted to Public Works Employees due to workload.
- Authorization of overtime is as follows:
 - Less than two (2) hours – may be approved by the Employee's supervisor
 - Over two (2) hours – must be approved by the CAO
- Overtime is paid in accordance with the Employment Standards Code.
 - 1.5 x hourly rate for regular days of work
 - 2.5 x hourly rate for statutory holidays

- **Rest Periods**

- Employees who work more than six (6) hours per day are entitled to two fifteen (15) minute paid rest periods each day. Ideally, the first rest period shall be taken in the morning, prior to their meal break, and the second in the afternoon, after their meal break.
 - Timing of the rest periods is at the discretion of the supervisor in consideration of the work being performed.
- Telephone and reception services must be maintained during the rest periods at the Village administration office and therefore, the rest period may resume after successfully assisting the resident, member of the general public and/or vendor contractor, as the case may be.



- **Meal Breaks**
 - Employees who work more than four (4) hours per day are entitled to a meal break for half an hour, without pay.
 - Timing of the meal break is at the discretion of the supervisor in consideration of the work being performed.

ROLES & RESPONSIBILITIES

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

EXEMPTIONS

Employees of the Village of Marwayne whom are volunteer members of the Marwayne Fire and Rescue Department may attend, with full pay, any rescue and/or fire emergency service call within the boundary of the Village of Marwayne.

Policy No. HR 09 Adopted motion 2006-11-24, Revised: 2013-04-28V Supersedes: May, 1999 personnel policy	Village of Marwayne Work Hours and Overtime
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Policy: The Village of Marwayne believes that it is in its best interests that the employees understand the method and timing of payment of wages, ~~probation and termination.~~

Objectives: In accordance with the above policy, the Village of Marwayne pursues the following objectives:

1. to keep overtime and additional work to a minimum
2. to establish rules governing:
 - a. timesheets
 - b. basis and timing of payment
 - c. regular hours of work including rest periods and meal breaks
 - d. the payment of overtime

~~Termination and Probation rules are rescinded as they are now included in the new policy HR22 Ending Employment~~

Policy No. HR 09 Adopted by CAO Nov 28, 2006 Revised: Sept 4/12 Revised: April 25, 2013 Supersedes: May, 1999 personnel policy	Village of Marwayne Work Hours and Overtime Procedures
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Procedures:

1. General

- a. An employee's pay shall be based on the number of hours worked.
- b. Time spent on authorized travel on Village business shall be considered working hours.
- c. Time spent traveling to and from the employee's usual place of work and his/her residence is not considered working hours.

2. Time Sheets

- a. All employees shall be paid based on the number of hours worked as reported on Village timesheets/logbooks and approved by their supervisor.
- b. The employee shall complete timesheets/logbooks indicating:
 - i. Dates and hours worked
 - ii. Nature of work performed
 - iii. Breakdown by department for accounting purposes
- c. All timesheets/logbooks shall be completed, approved and submitted on the last day of the month to the Office or prior to vacation starting.
- d. From the timesheets/logbooks, the following reports must be completed:
 - i. Public works breakdown
 - ii. Sick and holiday days
 - iii. Overtime report for submission to Council

3. Basis of Payment

- a. All employees shall be paid on an hourly basis including the CAO.
- b. All employees shall be paid in accordance with *Employment Standards* and other Village policies (Standby Hours, Vacation, sick leave etc)
- c. Public Works payment is based on a 44 hour week as per *Employment Standards*
- d. All employees shall be paid on the last working day of the month, with an advance given on the 15th month.

4. Regular Hours of Work

- a. The regular hours of work for a full-time employee in the Village Office shall be 37 hours per week. This being comprised of 7.5 hours daily, from 8 am to 4:30 am, five days a week, Monday through Friday, with 1 hour off for a meal break, unless otherwise approved by the CAO. The Office will be closed from 12 – 1, for lunch break, Village banking, mail pickup etc.
- ~~b. The regular hours of work for full-time Public Works employee shall be 40 hours per week, unless otherwise approved by the CAO.~~
- ~~e.b.~~ The regular hours of work for all other employees (seasonal, part-time, casual) shall be as required by the CAO and as dictated by budget.
- ~~d.c.~~ If Public Works Foreman is a member of the Fire & Rescue Department, then the Foreman can go, with full pay, to all Village rescues and fires. However, the Foreman will not go to rural fires if there are enough other fireman to respond.
- ~~e.d.~~ Public Works may utilize different hours of work in order to provide adequate service. The CAO must approve any variation. Further, the Public Works Foreman is encouraged to start before 8 am for snow operations.
- ~~f.e.~~ The Public Works Foreman must check in at the Office every morning and carry the phone at all times for communication with the Office.
- ~~g.f.~~ The CAO and Foreman are expected to attend Council meetings, being paid for the time spent at the meeting. The CAO is also paid for hours outside of regular work hours to attend Village meetings.

5. Overtime

- a. Guiding principle is to keep overtime to a minimum.
- b. Time-in-lieu is not granted for overtime due to workload.
- c. Authorization of overtime is as follows: If overtime is under 2 hours to finish a job then an authorization is required by the supervisor. If longer than 2 hours is required, authorization is required from the CAO.
- d. Overtime will be paid as per *Employment Standards*, this means generally:
 - ~~i. The CAO does not get overtime pay as the position is classified as management~~
 - ~~ii.~~ All other employees are paid 1.5 x's and if a statutory holiday are paid at 2.5 x's their regular hourly rate.

6. Rest Periods

- a. Employees working more than six hours per day shall be granted two fifteen (15) minute paid rest periods each day, one rest period before the meal break and one rest period after the meal break.
- b. Rest periods shall be taken at the work site unless otherwise approved by the supervisor.
- c. The timing of the rest break shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.
- d. For the Office, telephone and reception services must be maintained during breaks.

7. Meal Breaks

- a. Employees working more than four hours per day shall be granted a meal break without pay of half an hour.
- b. The timing of the meal breaks shall be at the discretion of the supervisor in accordance with this policy and considering the requirements of the work being performed.



POLICY – HR 10 BENEFITS

APPROVAL DATE:	2000-12-08	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2002-11-08, 2006-11-25, 2008-12-12, 2019-9-23	REVIEW DATE:	2021

POLICY STATEMENT

To set forth the benefit entitlements for Village of Marwayne personnel who are employed on a permanent and full-time basis.

BACKGROUND

As a condition of employment, full-time permanent Employees of the Village of Marwayne must enroll in the AMSC benefit program. The current AMSC benefit program is administered through Sunlife Financial which offers Village of Marwayne Employees health and dental coverage as well as a matching RRSP.

OBJECTIVE

To summarize the benefit package offered to full-time permanent Employees of the Village of Marwayne through AMSC and Sunlife Financial.



DEFINITIONS

AMSC is the Alberta Municipal Services Corporation.

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

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

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

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

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- **Coverage**
 - **Health** – 100% of the premium is borne by the Employer
 - 80% reimbursement for prescriptions;
 - 100% reimbursement for eligible expenses as established by Sunlife Financial; and
 - \$300.00 towards vision expenses every two (2) years.
 - **Dental**
 - 80% reimbursement for basic dental as established by Sunlife Financial;
 - 50% reimbursement for dentures, restorative or orthodontics; and
 - Maximum of \$1500.00 per lifetime towards orthodontics.
 - **Employee Assistance Program** – 100% of the premium is borne by the Employer
 - **Health/Personal Spending Account** - \$500.00 per calendar year
 - Upon submission of eligible claim receipts, Sunlife Financial reimburses the Employee for their expenses.



- Account balance may be carried forward to the following calendar year but expires after two (2) years of non-use.
- Submissions for prior year expenses may be submitted until June 30th of the current year.

- **Accidental Death and Dismemberment** – 100% of the premium is borne by the Employer
 - One (1) x Salary

- **Life** - 100% of the premium is borne by the Employee
 - One (1) x Salary

- **Long Term Disability** – 100% of the premium is borne by the Employee
 - 60% non-taxable

- **RRSP** – 50:50 Matching at 4%
 - The Employer matches the Employee’s 4% of eligible earnings deducted and remitted monthly to AMSC. The total of Employer contributions appears in Box 40 of the Employees annual T4.

- **Deductions**
 - Deductions for monthly premiums are deducted from the last pay cheque of every month – either on the 27th or the last Friday of the month, whichever comes sooner.

Eligibility

- Employees receiving benefits under the AMSC program must be permanent full-time Employees of the Village of Marwayne.
- Terminated and retired Employees do not qualify for the AMSC benefit program through Sunlife Financial.

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

ROLES & RESPONSIBILITIES

EXEMPTIONS

Participation and enrollment in the AMSC benefit program is a mandatory condition of employment at the Village of Marwayne. Employees may be exempt from participation in the program if they are able to demonstrate that they have equivalent coverage under their spouses group plan, at the discretion of the CAO.

Alternatively, Employees who do not wish to receive benefits may complete and submit the “declaration of election to opt out” form to the CAO for review and consideration. The decision to approve or deny the request to “opt out” by the Employee is at the sole discretion of the CAO.

Policy No. HR 10
 Issue No. 1
 Adopted: 2000-12-08,
 Amended: 2002-11-08, 2006-
 11-25, 2006-12-10, 2008-12-12,
 2019-9-23
 To be reviewed: 2021

Village of Marwayne

Compensation Benefits

Policy: The Village of Marwayne believes it is necessary and advantageous to make benefits available to its permanent employees.

Principles:

1. The Village of Marwayne, as a member of AUMA (Alberta Urban Municipalities Association), utilizes AMSC (Alberta Municipal Services Corporation) for benefit packages offered to personnel. AMSC may change the financial institution they offer their services through, as at 2019, they use Sunlife Financial for both health and financial benefits.
2. Participation in all coverage's is a mandatory term of employment for all employees in a permanent position upon successful completion of their probation.
3. Employees may be exempted from participation in coverage if they can demonstrate that they have equivalent coverage under their spouse's group coverage or can produce a "Declaration of Election to Opt Out"
4. Deductions for the monthly premiums shall be deducted for the last pay cheque of the month every month.
5. The Village shall not carry terminated or retired employees on its coverage package.
6. The benefit summary offered through AMSC is as follows:
 - a. Health (80%/100%/\$300), 100% of the premium is borne by the employer;
 - i. 80% reimbursement prescriptions
 - ii. 100% reimbursement on other eligible expenses established by SunLife
 - iii. \$300 vision expenses for every two years
 - b. Dental (80%/50%), 100% of the premium is borne by the employer;
 - i. 80% for basic dental
 - ii. 50% for dentures, major restorative, or orthodontics
 - iii. Maximum \$1,500 for calendar year, \$1,500 lifetime maximum for orthodontics
 - c. Employee Assistance Program, 100% of the premium is borne by the employer;
 - d. Health Spending Account, \$500.00 is available per year
 - i. Sunlife reimburses upon submission. One year's HSA can be carried over, after year two is no longer available. Submissions of prior year reimbursements must be made before June 30th to Sunlife.
 - e. Accidental Death and Dismemberment (1 x Salary), 100% is borne by the employer;
 - f. Life (1 x Salary), 100% of the premium is borne by the employee;
 - g. Long Term Disability (60% Non-Taxable), 100% is borne by the employee;
 - h. RRSP (50:50 at 4%), Group Retirement Plans are available through Sun Life for staff to choose which plan they want to personally enter upon enrollment. The Employer matches the Employee's 4% of eligible earnings deducted and remitted monthly the AMSC. The total of employer contributions will appear in Box 40 of the employees annual T4.



POLICY – HR 11 RECOGNIZED LEAVE POLICY

APPROVAL DATE:	2013-04-29	CROSS-REFERENCE:	HR 02 Sick Leave (rescinded) and HR 04 Vacation (rescinded)
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2023

POLICY STATEMENT

To establish the parameters under which Employees are authorized to take time off from work as well as their entitlements as it relates to the *Employment Standards Code* and the *Jury Act*.

OBJECTIVE

To outline which recognized leaves are paid and unpaid as it relates to vacation, personal days, bereavement, sick, holidays, maternity, and absence.

DEFINITIONS

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

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

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

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



Work Day is the number of hours of work per day designated to an Employee's present position.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- **Vacation**
 - The vacation year, as it pertains to Employee allotments in a twelve (12) month period, begins on the 1st day of January and concludes on the 31st day of December of the same calendar year.
 - **Entitlements**
 - For full-time permanent Employees of the Village of Marwayne, vacation is earned based on continuous years of service and may be taken as follows:
 - **After one (1) year** of continuous service, full-time permanent Employees are entitled to ten (10) working days vacation with pay;
 - **After two (2) years** of continuous service, full-time permanent Employees are entitled to fifteen (15) working days vacation with pay;
 - **After four (4) years** of continuous service, full-time permanent Employees are entitled to twenty (20) working days vacation with pay;
 - **After eight (8) years** of continuous service, full-time permanent Employees are entitled to twenty five (25) working days vacation with pay;
 - **After fifteen (15) years** of continuous service, full-time permanent Employees are entitled to thirty (30) working days vacation with pay; or
 - As negotiated by employment contract.
 - For part-time, seasonal or casual Employees, vacation pay shall be paid each pay period as outlined below:
 - **4%** for zero (0) to two (2) years of continuous service;
 - **6%** for three (3) to nine (9) years of continuous service;
 - or



- **8%** for ten (10) or more years of continuous service.
- Seasonal, casual and part-time Employees shall be paid vacation pay on regular and eligible sick hours as per the *Employment Standards Code*.

○ **Length and Dates**

- Employees are encouraged to take two (2) consecutive weeks' vacation. Exceptions may be made however with prior authorization by the CAO.
- If an agreement cannot be reached between the Employee and the Employer, as to when vacation is to be taken, the Employer shall determine when the vacation is to be taken. The Employer shall provide the Employee with two (2) weeks written notice of the date vacation time is to be taken in accordance with the *Employment Standards Code*.
- Vacation shall not be taken in increments larger than ten (10) working days without prior approval from the CAO, or in the case of the CAO, without prior approval from Council.
- Vacation entitlement must be used before January 1st of the following year. Only under special circumstances, as determined and approved by the CAO, will vacation days be eligible to be carried forward to the following year.
- An Employee may not take more vacation days than what has been earned.
- Vacation days must be taken in half-day or full day increments.
- Vacation shall be pro-rated for Employees granted a leave of absence in excess of thirty (30) days or who has been laid off.

• **Sick Leave**

- Permanent full-time Employees of the Village of Marwayne are entitled to sick leave with pay under the following conditions:
 - When an Employee's absence is made necessary for his or her own medical or dental treatment, or because of accident, sickness or disability other than pregnancy;
 - Every absence from work and the reason therefore must be reported to the Village Office on the first day of absence;



- An employee who is absent through illness for more than three (3) days is required to provide a medical note, signed by his or her doctor which states the nature of his or her illness and in the case of a prolonged absence through illness, the Employee will be required to supply further medical evidence to the Village upon request. Failure to provide medical evidence within fourteen (14) working days of the illness will result in non-payment of sick leave for the days the Employee was absent;
- If an Employee is injured while on duty and is eligible to receive Worker's Compensation Board benefits, he or she will not be eligible for sick leave pay, nor will he or she receive pay for the period of such eligibility.
- When the above terms and conditions have been satisfied, sick leave shall be granted as follows:
 - **Permanent-full time Employees**
 - Sick leave is granted at one (1) day per month to a maximum of twelve (12) days in each year of employment. For the purpose of this policy, a work day shall be defined as the number of hours of work per day, designated to an employee's present position;
 - All employees shall have their sick leave pay administered in accordance with their regular hours per day x hourly rate = sick pay per day;
 - The period of leave with pay to be allowed is determined by the year of employment in which the employee's absence commences;
 - The unused portion of sick leave entitlement shall accumulate at the completion of each year of service to the credit of each employee to a maximum of sixty (60) working days; and
 - The unused portion of sick leave entitlement remaining at termination shall be lost to the employee and will not be paid out.



- **Permanent part-time Employees (20+ hours per week), Permanent Seasonal Employees and Temporary Term Employees**
 - Sick leave shall be granted at one (1) day per month to a maximum of twelve (12) days in each year of employment.
 - Sick leave shall be granted with pay using the formula designated to permanent full-time employees in the department the employee works;
 - The period of leave with pay to be allowed is determined by the year of employment in which the employee's absence commences; and
 - The unused portion of sick leave entitlement remaining at termination shall be lost to the employee and will not be paid out.

- **Part-time Employees, Casual Employees and Temporary Employees are not eligible for sick leave.**

- **Designated Holidays**
 - The following days have been designated as paid time off, as per the *Employment Standards Code*:
 - **New Years Day;**
 - **Family Day;**
 - **Good Friday;**
 - **Easter Monday;**
 - **Victoria Day;**
 - **Canada Day;**
 - **August Civic Holiday;**
 - **Labour Day;**
 - **Thanksgiving Day;**
 - **Remembrance Day;**
 - **Christmas Day; and**
 - **Boxing Day.**



- If a paid holiday falls on a Saturday or Sunday, the holiday is moved to the nearest Friday or Monday, as the case may be.
- The Village of Marwayne offers their Employees with three additional paid days off over the Christmas period. The dates of the six (6) paid holidays occurring during the Christmas period shall be determined in accordance with the day of the week upon which Christmas falls, according to the following schedule:
 - If Christmas Day is Sunday, the paid holiday days fall on December 26, 27, 28, 29, 30 and January 2;
 - If Christmas Day is Monday, the paid holiday days fall on December 25, 26, 27, 28, 29 and January 1;
 - If Christmas Day is Tuesday, the paid holiday days fall on December 25, 26, 27, 28, 31 and January 1;
 - If Christmas Day is Wednesday, the paid holiday days fall on December 25, 26, 27, 30, 31 and January 1;
 - If Christmas Day is Thursday, the paid holiday days fall on December 25, 26, 29, 30, 31 and January 1;
 - If Christmas Day is Friday, the paid holiday days fall on December 25, 28, 29, 30, 31 and January 1;
 - If Christmas Day is Saturday, the paid holiday days fall on December 24, 27, 28, 29, 30, 31; and
 - Employees may take a half day off with **no pay** on December 24.
- **Personal Days**
 - Personal days are intended to help Employees balance their personal and work lives and allows for Employees to take paid time off to:
 - Conduct personal business;
 - Attend medical and dental appointments; and
 - Meet family responsibilities.
 - Each permanent full-time Employee who has completed the probationary period is awarded one personal day on the completion of that quarter (i.e., the three month period of January, February and March; April, May and June; July, August and September; October, November and December).



- A personal day shall be granted at such time or times as shall be mutually agreeable to by the Employee and the CAO.
- Personal days do not accumulate year to year. Personal Days not taken in any given calendar year are forfeited and are not paid out.
- **Maternity and/or Parental Leave**
 - Employees are eligible for maternity and parental leave if they have been employed at least ninety (90) days with the Village.
 - Eligible Employees can take time off work without pay for maternity or parental leave without risk of losing their job.
 - Employees with less than ninety (90) days of employment may still be granted leave however the Village is not required under employment legislation to grant them leave.
 - The Village of Marwayne shall not discriminate against, lay off, or terminate an Employee, or require them to resign, because of pregnancy or childbirth.
 - The Village must grant maternity or parental leave to eligible Employees and give them their same, or equivalent, job back when they return to work.
 - The Village isn't required to pay wages or benefits during leave, unless stated in an employment contract or collective agreement.
 - Employees on maternity or parental leave are considered to be continuously employed, for the purposes of calculating years of service.
 - Employees must provide six (6) weeks notice to the Village of Marwayne of their intention to take maternity leave so as to allow the municipality to make the necessary arrangements for accommodation and ensuring adequate staffing solutions.
 - Submission of a request for maternity or parental leave shall be accompanied by the appropriate documentation, as required by the CAO.
 - Employees may choose to continue their benefit package through AUMA and Sunlife Financial during their leave provided that the Employee continues to pay the Employee portion of the monthly premium.



- If both parents work for the Village, the Village is not required to grant leave to both Employees at the same time.
- Length of leave is as follows:
 - Birth mothers may take up to sixteen (16) consecutive weeks of unpaid maternity leave.
 - Leave can start any time within the thirteen (13) weeks leading up to the estimated due date and no later than the date of birth.
 - If pregnancy interferes with the Employee's job performance during the twelve (12) weeks before their due date, the Village may require that the Employee start maternity leave earlier by notifying the Employee in writing.
 - Birth mothers must take at least six (6) weeks off after birth for health reasons, unless:
 - The Village agrees to an early return to duties; and
 - The Employee provides a medical certificate stating that the return to work will not endanger their health.
- Pregnancies that end other than in a live birth are subject to the rules and regulations of the *Employment Standards Code*.
- Employees must give the Village four (4) weeks written notice before they are to return to work, or to advise that they will not be returning to work after their leave ends. Failure to provide notice may result in disciplinary action, up to and including, termination.
- Annual vacation earned prior to leave must be taken within twelve (12) months after it was earned. If this time falls while the Employee is on leave, the Employee must take the remaining vacation time at the end of their leave, or get approval from the Village to take the vacation time at a later date.
- **Jury Duty**
 - The Village recognizes and respects the necessary civic duty of jury duty and shall make accommodations for Employees that have been selected to perform it.
 - Employees selected for jury duty must provide the CAO with as much advance notice as is possible.
 - Advance notice shall be accompanied by a copy of the summons for jury duty.



- The Village will ensure that staff required to report for jury duty are provided with time off to perform their civic duty.
- Jury duty leave is unpaid.
- Any Employee of the Village who is required to appear in a court of law as a plaintiff, defendant, or witness shall not be eligible for a paid leave of absence. In these instances, the employee may use vacation time, personal days or request an unpaid leave of absence.

● **Bereavement Leave**

- Employees are eligible for bereavement leave when they have been employed with the Village for at least ninety (90) days.
- Employees shall be granted bereavement leave as follows and in accordance with the *Employment Standards Code*:
 - Three (3) days with pay for immediate family;
 - For non-immediate family, or attendance at a funeral, Employees shall be granted time off as is required without pay.

● **Leave of Absence**

- Leaves of absence are authorized only by Council and must be requested in writing at least thirty (30) days prior to the time requested for leave, which shall be without pay except in situations of an unforeseen or emergency nature, in which case the employee’s request shall be made as soon as they become aware of the situation which prompted the request for a leave of absence.

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

ROLES & RESPONSIBILITIES

EXEMPTIONS

As the *Employment Standards Code* is amended from time to time, the provisions set forth therein, should they conflict with this policy, shall prevail.

Policy No. HR 11 Issue No. 1 Adopted motion : 2013-04-29V Amended: Supersedes: HR02 & 04	Village of Marwayne Recognized Leaves Policy
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Intent

The Village of Marwayne recognizes the entitlement and benefits of periods of time to renew and rejuvenate their employees. The Village of Marwayne has adopted this policy to outline the circumstances for which employees are authorized to take time off from work. This policy will outline requirements for vacation entitlements and both paid and unpaid leaves from work.

HR02 Sick Leave and HR 04 Vacation time are rescinded as they are now included in this policy.

Applicable Legislation

[Alberta's Employment Standards Code](#)

[Alberta's Jury Act](#)

Paid Time Off

Vacation

The Vacation Year falls in a twelve (12) month period, commencing on the 1st day of January in each year, and concluding on the 31st day of December, in the same year.

Entitlements

For permanently employed personnel of the Village of Marwayne, vacation entitlement is earned during each vacation year of continuous service, and taken during the following year. Vacation entitlements are earned as follows:

- After one (1) year of complete and continuous service (up to and including in the case of a full-time employee), each employee shall be entitled to ten (10) working days' vacation with pay;
- After two (2) years of complete and continuous service (up to and including in the case of a full-time employee), each employee shall be entitled to fifteen (15) working days' vacation with pay;
- After four (4) years of complete and continuous service (up to and including in the case of a full-time employee), each employee shall be entitled to twenty (20) working days' vacation with pay;
- After eight (8) years of complete and continuous service (up to and including in the case of a full-time employee), each employee shall be entitled to twenty-five (25) working days' vacation with pay;
- After fifteen (15) or more years of complete and continuous service (up to and including in the case of a full-time employee), each employee shall be entitled to thirty (30) working days' vacation with pay; or
- As negotiated by employment contract.

In the case of permanent part-time employees, the above entitlements as earned during each vacation year of continuous service, and taken during the following year, will be pro-rated according to the number of part-time employee scheduled hours per week in the scheduled forty (40) hours per week.

In the case of seasonal and casual employees, they shall receive vacation pay each pay period as outlined:

- 4% for zero (0) to two (2) years
- 6% for three (3) to nine (9) years
- 8% for ten (10) and over
- Further, seasonal and casual employees shall be paid vacation pay on regular and eligible sick hours according to the Employment Standards Code.

Employees are encouraged to take two consecutive weeks' vacation. Exceptions may be made with prior authorization by the CAO. If agreement cannot be reached between the employee and the employer, when vacation is to be taken, the employer shall determine when the vacation is to be scheduled. The employer shall provide the employee with at least two (2) weeks' written notice of the date vacation time is to be taken (Employment Standards Part 2, Division 6 (38)).

Vacation entitlements shall not be taken in increments bigger than ten (10) working days without prior consent from the CAO or, in the case of the CAO, from Council.

Vacation entitlement shall be used before the next anniversary and only under special circumstances, determined by the CAO, will vacation days be approved for carry over to the next year.

An employee may not take more vacation days than what has been earned and vacation entitlement must be taken in half-day or full day increments.

Reduction of entitlement is applicable to an employee who is granted leave of absence in excess of thirty (30) days or is on lay-off, and shall have their period of vacation leave currently being earned reduced on a pro-rated basis.

Sick Leave

Persons employed by the Village on a permanent basis shall be entitled to sick leave **with pay** under the following conditions:

- when the employee's absence is made necessary for his/her own medical or dental treatment, or because of accident, sickness or disability other than pregnancy;
- every absence from work and the reason therefore should be reported to the Village Office on the first day of absence;
- an employee who is absent through illness for more than three (3) days is required to provide a medical report, signed by his/her doctor which states the nature of his/her illness and in the case of prolonged absence through illness, the employee will be required to supply further medical evidence to the Village upon request. Failure to

provide medical evidence within fourteen (14) working days of the illness will result in non-payment of sick leave for days absent;

- if an employee is injured while on duty and is eligible to receive Worker's Compensation Board benefits, he will not be eligible for sick leave pay, nor will he receive pay for the period of such eligibility.

When the above terms and conditions have been met, sick leave shall be granted as follows:

Permanent Full-Time Employees

- Sick leave shall be granted at one (1) day per month to a maximum of twelve (12) days in each year of employment. For the purpose of this policy, a work day shall be defined as the number of hours of work per day, designated to an employee's present position;
- All employees will have sick leave pay based on their regular hours per day x hourly rate = sick pay per day;
- The period of leave with pay to be allowed is determined by the year of employment in which the employee's absence commences;
- The unused portion of sick leave entitlement shall accumulate at the completion of each year of service to the credit of each employee to a maximum of sixty (60) working days;
- The unused portion of sick leave entitlement remaining at termination shall be lost to the employee and will not be paid out.

Permanent Part-time Employees (Working 20 hours or more per week), Permanent Seasonal Employees and Temporary Term Employees

- Sick leave shall be granted at one (1) day per month to a maximum of twelve (12) days in each year of employment. For the purpose of this policy, a work day shall be defined as the number of hours of work per day designated to an employee's present position;
- Sick leave shall be granted with pay using the formula designated to permanent full-time employees in the department the employee works;
- The period of leave with pay to be allowed is determined by the year of employment in which the employee's absence commences;
- The unused portion of sick leave entitlement remaining at termination shall be lost to the employee and will not be paid out.

Permanent Part-Time Employees (working less than 20 hours per week), Casual Employees and Temporary Employees are not eligible for sick leave.

Designated Paid Holidays

The following days have been designated as paid time off, which are included in the Employment Standards Act (Employment Standards Part 2, Division 5 (25))

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day

- August Civic Holiday
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

The Village offers employees with three additional paid days off over the Christmas Period. The dates of the six (6) paid holidays occurring during the Christmas period will be determined in accordance with the day of the week upon which Christmas falls, according to the following schedule:

- If Christmas Day is Sunday, the paid holiday days fall on December 26, 27, 28, 29, 30 and January 2
- If Christmas Day is Monday, the paid holiday days fall on December 25, 26, 27, 28, 29 and January 1
- If Christmas Day is Tuesday, the paid holiday days fall on December 25, 26, 27, 28, 31 and January 1
- If Christmas Day is Wednesday, the paid holiday days fall on December 25, 26, 27, 30, 31 and January 1
- If Christmas Day is Thursday, the paid holiday days fall on December 25, 26, 29, 30, 31 and January 1
- If Christmas Day is Friday, the paid holiday days fall on December 25, 28, 29, 30, 31 and January 1
- If Christmas Day is Saturday, the paid holiday days fall on December 24, 27, 28, 29, 30, 31
- Employees may take a half day off with **no pay** on December 24

If a paid holiday falls on a Saturday or a Sunday, it will be moved to the nearest Friday or Monday, as determined by currently prevailing business practices.

Personal Days Off

Personal Days Off (PDO) is intended to help employees balance their personal and work lives. The program provides flexible **paid time** off to:

- conduct personal business
- attend medical and dental appointments
- meet family responsibilities

Each permanent employee who has completed the probationary period will be awarded one personal day on the completion of that quarter (i.e., the three month period of January, February and March; April, May and June; July, August and September; October, November and December).

A personal day shall be granted at such time or times as shall be mutually agreeable to by the employee and the CAO.

Personal days do not accumulate year to year. Personal Days not taken are not counted in computing terminal vacation pay.

Unpaid Time Off (Legislated Leaves)

Maternity / Parental Leave (Employment Standards Part 2, Division 7 (25))

Full and part-time employees who have worked for the employer for fifty-two (52) consecutive weeks are eligible for maternity/parental leave. If an employee is pregnant and has worked for the company for less than fifty-two (52) weeks, The Village will not terminate, layoff or ask the employee to resign due to the pregnancy or childbirth.

Maternity Leave

- Biological birth mother

Parental Leave

- Father
- Adoptive Parent
- Domestic Partner

Request for Maternity/Parental Leave Procedure

- To be eligible to receive maternity / parental leave, employees must have completed a minimum of fifty-two (52) weeks of continuous service with The Village.
- To ensure that The Village can make the necessary arrangements to accommodate an employee taking Maternity or Parental Leave, employees are asked to provide six (6) weeks' notice before commencement of Leave. This is to help the company procure staffing solutions and to alleviate any additional work stress on other employees that may occur as a result of the employee's absence.
- Submission of a request for Maternity / Parental Leave shall be accompanied by any appropriate documentation.

Benefits

- Should the employee choose to continue with her/his health and disability insurance, or any other benefits made available by the company, the employee may continue to receive such benefits by continuing to pay any employee-paid portion of the monthly premiums.
- Employees returning from Maternity / Parental Leave will be reinstated to the same or a comparable position with earnings and other benefits at least equal to those received when the leave began.

Duration of Leave Parameters

- Maternity Leave can start at any time within twelve (12) weeks prior to the estimated date of delivery.

- Parental Leave begins on the date of or after the date of birth or adoption and has to be completed within fifty-two (52) weeks of date of birth or adoption. As such, employees are expected to advise Human Resources of the exact start date.
- The Village will ensure that all staff members who require maternity and/or parental leave are provided with up to fifteen (15) weeks of Maternity Leave, and up to thirty-seven (37) weeks of Parental Leave. The maximum duration of leave available (Maternity + Parental) shall be equal to fifty-two (52) weeks, or one (1) year.
- In the event that the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, documentation shall be required.
- In the event that an employee requires more than the allotted fifty-two (52) weeks of available Maternity / Parental leave, an extension may be made by Human Resources at its discretion.

Notice to End Leave

Employees must give a minimum of four (4) weeks' written notice that they intend to return to work or if they are changing the return date. This includes four (4) weeks' notice if the employee does not intend to return to work after the leave. The Village reserves the right to restrict reinstatement until four (4) weeks after the receipt of this notice.

If notice is not provided, or if the employee fails to report to work the day after the end of their leave, The Village reserves the right not to reinstate the employee with the exception of unpreventable or unforeseen circumstances.

Use of Sick Leave Benefits and/or Vacation

- In the event that an employee requires use of sick leave benefits at any time prior to the commencement of a Maternity/Parental leave period, the Sick Leave portion of this Policy shall apply.
- After the paid Maternity / Parental leave has concluded, employees shall be allowed to use up any unpaid vacation time, and/or sick days.
- The Village employees who elect to extend their leave through the use of accrued Vacation time are required to comply with the Vacation portion of this Policy, and provide four (4) weeks' notice, prior to the exhaustion of their Maternity Leave.
- The Village employees who elect to extend their leave through the use of Medical Leave are requested to provide The Village with as much advance notice as is possible prior to the exhaustion of their Maternity Leave.

Reservist Leave (Employment Standards Part 2, Division 7.1)

Employees who are military reservists and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath (including search and rescue operations) are entitled under the ESA to **unpaid leave** for the time necessary to engage in that operation. In order to be eligible for reservist leave, you must have worked for The Village for at least twenty-six (26) consecutive weeks. In addition to a leave for services, the reservist is also entitled to an **unpaid leave** of up to twenty (20) days each calendar year in order to participate in annual training.

The Village has no restrictions on the duration or number of times an employee goes on a domestic or international deployment; however the twenty (20) days of training may only be taken annually.

To request a Leave for Reservists the Village requires the employee to provide as much notice as possible. The Village may request a certificate from an official in the Reserves which; confirms the employee is a member of the Reserves, is required for service as well as the start and end dates of the duration of services if possible.

Notice Requirements

In the event that the reservist is on domestic or international deployment for more than four (4) weeks the employee must provide in writing, four (4) weeks' notice of their return date. The Village reserves the right to defer the employees return to work for up to four (4) weeks.

For a domestic or international deployment of four (4) weeks or less, as much advance notice as possible is required by The Village. Due to the briefness of the leave The Village will not delay the return if notice is not provided.

In the case of annual training the employee is required to give four (4) weeks' notice which specifies the start and return date. The employee is expected to return to work on the date specified; if they are not able, they must abide by the requirements outlined above.

If an employee chooses not to return to work after the leave, four (4) weeks' notice is required by The Village.

Obligations of the Village

While the employee is on Reservist Leave their job will be protected and they will continue to accumulate seniority. Employees will return to the same position or a similar position with no fewer wage or benefits. If the business has been suspended during the leave the employee has hiring priority in the event that the business resumes within twelve (12) months of the end of the employees leave.

Jury Duty (Jury Act, Section 24)

The Village recognizes and respects the necessary civic duty of jury duty and shall make accommodations for employees that have been selected to perform it.

- Employees selected for jury duty must provide Human Resources with as much advance notice as is possible.
- Advance notice shall be accompanied by a copy of the summons to jury duty for documentation purposes.
- The Village will ensure that staff required to report for jury duty are provided with time off to perform their civic duty.
- Jury duty leave shall be **unpaid**.
- Any employee of The Village who is required to appear in a court of law as a plaintiff, defendant, or witness shall not be eligible for a paid leave of absence. In these instances, the employee may use vacation time, or request an unpaid leave of absence.

Additional Leaves

Bereavement Leave

An employee shall be granted special leave for the following:

- Bereavement – three days with **pay** (within immediate family: spouse, children, parents, grandparents, brother, sisters, mother-in-law and father-in-law)
- Attendance at funeral as pall-bearer, friend, non-immediate family or pianist – time off as required **without pay**

Leave of Absence

Leaves of absence are authorized only by Council and must be requested in writing at least thirty (30) days prior to the time requested for leave, which shall be without pay except in situations of an unforeseen or emergency nature, in which case the employee's request shall be made as soon as they become aware of the situation which prompted the request for a leave of absence.

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

PRESENT:

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

ABSENT:

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

AGENDA:

Additions to Agenda:

New Business - L. Wolgien Residential Carts
MOVED by R. McDonald that the agenda be adopted with the above addition.
Carried.

MINUTES OF THE MEETING OF SEPTEMBER 22, 2020:

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

SEPTEMBER 2020 FINANCIAL REPORT:

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

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

SEPTEMBER 2020 MUNICIPAL REQUISITION REPORT:

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

SEPTEMBER 2020 ACCOUNTS FOR APPROVAL:

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

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

SEPTEMBER 2020 VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

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

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

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

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

4. Compost Pad:

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

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

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

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

The meeting adjourned at 8:17 P.M.

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

Chair

Date



CHIEF ADMINISTRATIVE OFFICER REPORT MEETING DATE: NOVEMBER 9TH, 2020

ADDRESSING SERVICE NEEDS

- **ACE Leak between Kitscoty and Marwayne**
 - On Monday November 2nd, 2020 administration was advised of a water leak in the ACE line between Kitscoty and Marwayne.
 - Crews have been actively working on a repair of the line, located under highway 897, over the past week.
 - As of November 5th, 2020, crews were finalizing the reconnection of the pipe, pressure testing, flushing and sampling.
 - Water restrictions should be lifted early next week – November 9th, 2020.

SAFE & CARING COMMUNITY

- **MOST Funding**
 - Created a form for the organizations under the Agricultural Society to submit for COVID-19 related expenditures. The Village shall then allocate funds to offset their operational costs amidst the pandemic through the MOST grant.
 - Provided to the administrative assistant of the AG Society on November 3rd, 2020.
- **Splash Park**
 - Administration has been contacted by another community member looking to move forward the splash park project. Provided the relevant information for them to get started. Administration will keep Council posted as to whether or not anything moves forward as a result.

PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **Website Redesign**
 - I have begun to revise and format the entirety of the Village's website as much of its content is out of date and not categorized appropriately.
 - I have also began creating a list of which documents require revision and updating as I sort through each of our pages.
- **Policy Manual Review**
 - As part of my goals for 2021, I have begun planning for a policy review and reformat to ensure consistency, clarity and adherence to provincial legislation for all Villages policies.
 - The review of our policies will allow for administration to pinpoint which policies are outdated so that Council may rescind accordingly. Further to this, it will allow administration to identify which policies should be created and/or amended.
 - I have created a policy template in which all of our policies will be converted to and subsequently brought to Council for review.

- I have prepared a handful of human resource/finance policies thus far and will continue to convert them as time allows.
- **Audit 2020**
 - Commences on November 25th and 26th with the auditors on site.

PLANNING FOR GROWTH & CHANGE

- **Fire Hall Addition**
 - Met with Garrett from TarRow Construction and Fire Chief Ron Miskie to discuss the potential fire hall addition. In reviewing the proposed plans, both parties were satisfied and agreed as to what is needed in the space for engineered plans to be obtained.
 - As per Council's motion, Garrett from TarRow Construction shall be requesting the plans be created through his engineering contact and a copy of the plans shall be brought forward for Council's review and consideration.

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Oct-2020



GL5410

Date : Nov 04, 2020

Page : 1

Time : 11:23 am

	BUDGET	CURRENT	YTD VARIANCE
GENERAL OPERATING FUND			
Operating Revenue			
General Government	(160,373.00)	(108,615.14)	(51,757.86)
Protective Services	(2,000.00)	(3,175.00)	1,175.00
Transportation Services	(1,000.00)	(1,051.01)	51.01
Utility - Water Services	(384,572.00)	(292,178.72)	(92,393.28)
Utility - Wasterwater Services	(81,640.00)	(54,089.19)	(27,550.81)
Environmental Health Services	(78,648.00)	(61,998.96)	(16,649.04)
Community Services	(58,393.00)	(29,327.55)	(29,065.45)
Recreation and Cultural Services	(16,404.00)	(1,045.00)	(15,359.00)
Total Operating Revenue	(783,030.00)	(551,480.57)	(231,549.43)
Capital Revenue			
Government Transfer For Capital	(422,425.00)	(172,657.70)	(249,767.30)
Reserve Capital	(30,000.00)	(1,800.00)	(28,200.00)
Total Capital Revenue	(452,425.00)	(174,457.70)	(277,967.30)
Operating Expense			
Legislative Services	32,500.00	14,674.94	17,825.06
Administrative Services	205,735.00	181,685.62	24,049.38
Protective Services	36,550.00	13,799.63	22,750.37
Transportation Services	201,656.00	153,949.39	47,706.61
Utility - Water Services	379,176.00	310,265.79	68,910.21
Utility - Wasterwater Services	92,779.00	38,655.34	54,123.66
Environmental Health Services	107,179.00	59,933.47	47,245.53
Community Services	107,235.00	46,607.92	60,627.08
Recreation and Cultural Services	64,517.00	37,173.35	27,343.65
Total Operating Expense	1,227,327.00	856,745.45	370,581.55
Capital Expense			
Utility	10,000.00	6,691.20	3,308.80
Capital Purchase	30,000.00	30,250.00	(250.00)
Additional Cash Requirements	151,951.00	55,019.94	96,931.06
Total Capital Expense	191,951.00	91,961.14	99,989.86
Taxation			
Municipal Taxation	(572,133.00)	(472,286.28)	(99,846.72)
School Taxation In	(125,637.00)	(126,059.19)	422.19
School Taxation Out	125,639.00	84,794.64	40,844.36
Local Improvements In	(23,203.00)	(22,454.60)	(748.40)
Local Improvements Out	23,203.00	4,605.59	18,597.41
Total Taxation	(572,131.00)	(531,399.84)	(40,731.16)
Total GENERAL OPERATING FUND	(388,308.00)	(308,631.52)	(79,676.48)
Total Surplus (-)/Deficit	(388,308.00)	(308,631.52)	(79,676.48)

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Oct-2020



GL5410

Date : Nov 04, 2020

Page : 2

Time : 11:24 am

Report Options Accounts : All

Cost Center 1 : All

Cost Center 2 : All

Cost Center 3 : All

Rollup Accounts Selected
Summarize Cost Centers Selected

Fund Level Selected

Group Level Selected
Sub Group Level Selected

Group Total Selected
Sub Group Total Selected

Print Surplus(-)/Deficit Selected

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090
 Date : Oct 27, 2020
 Page : 1
 Time : 11:00 am

Supplier : 10 To XYLCA
 Cheque Dt. 27-Oct-2020 To 27-Oct-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
3454	27-Oct-2020	10032	Receiver General For Canada	Issued	66	C	6,302.43
3455	27-Oct-2020	AISL	AMSC Insurance Services Ltd	Issued	66	C	1,918.98
Total Computer Paid :		8,221.41	Total EFT PAP :	0.00	Total Paid :		8,221.41
Total Manually Paid :		0.00	Total EFT File :	0.00			

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

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090 Page : 1
 Date : Nov 05, 2020 Time : 1:20 pm

Supplier : 10 To XYLCA
 Cheque Dt. : 05-Nov-2020 To 05-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
3456	05-Nov-2020	10012	Parkland Industries- Race Trac Gas	Issued	68	C	1,334.15
3457	05-Nov-2020	10113	TELUS	Issued	68	C	183.66
3458	05-Nov-2020	18	Rusway Construction	Issued	68	C	5,080.93
3459	05-Nov-2020	AISL	AMSC Insurance Services Ltd	Issued	68	C	1,948.93
3460	05-Nov-2020	ASLP	ASL Paving LTD	Issued	68	C	46,453.50
3461	05-Nov-2020	ATSED	ATS Traffic Alberta	Issued	68	C	389.24
3462	05-Nov-2020	FELDS	Feldspar	Issued	68	C	640.61
3463	05-Nov-2020	GER	Go East RTO	Issued	68	C	435.00
3464	05-Nov-2020	MHCI	Marwayne Hotel Company Inc.	Issued	68	C	180.00
3465	05-Nov-2020	PCI	Pinnacle Computers Inc.	Issued	68	C	264.60
3466	05-Nov-2020	SAYEM	Sayers, Mike	Issued	68	C	62.30
3467	05-Nov-2020	SHAHAR	Harrower, Shannon	Issued	68	C	135.50
3468	05-Nov-2020	TARCON	Tar-Row Construction	Issued	68	C	12,479.25
3469	05-Nov-2020	WAGL	Wainwright Assessment Group Ltd	Issued	68	C	695.10

Total Computer Paid :	70,282.77	Total EFT PAP :	0.00	Total Paid :	70,282.77
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Nov 05, 2020

Page : 1

Time : 11:34 am

Period : 10
 Year : 2020
 For Bank : ATB

Statement Date : 31-Oct-2020
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3376	03-Sep-2020	AP	9	2020	-301.50	Grant Carry
3416	09-Oct-2020	AP	10	2020	-1334.94	Parkland Industries- Race Trac Gas
3422	09-Oct-2020	AP	10	2020	-7.30	Grant Carry
3439	23-Oct-2020	AP	10	2020	-23.35	County Of Vermilion River
3441	23-Oct-2020	AP	10	2020	-40.00	Marwayne Jubilee School
3443	23-Oct-2020	AP	10	2020	-18.90	Abbott Andrew
3444	23-Oct-2020	AP	10	2020	-113.45	John Deere Financial Inc
3446	23-Oct-2020	AP	10	2020	-705.60	Alberta 1171363 Ltd. Hendricks Microtech
3448	23-Oct-2020	AP	10	2020	-200.00	Doull Kerry
3449	23-Oct-2020	AP	10	2020	-302.60	Kat Traks Ltd.
3451	23-Oct-2020	AP	10	2020	-100.00	Marwayne Community Hall
3452	23-Oct-2020	AP	10	2020	-73.40	MCSNet-Lemalu Holdings Ltd.
3453	23-Oct-2020	AP	10	2020	-225.75	CentralSquare Canada Software Inc.
3454	27-Oct-2020	AP	10	2020	-6302.43	Receiver General For Canada
3455	27-Oct-2020	AP	10	2020	-1918.98	AMSC Insurance Services Ltd
6901	02-Nov-2020	CR	10	2020	1775.73	CR; DEPT:[VILLAGE OFFICE] D#[69].

Bank Balance Statement	1050829.94	as of 31-Oct-2020
Add outstanding deposits	1775.73	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-11668.20	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	1040937.47	
GL Bank Account Balance	1040937.47	as of Period : 10 Year : 2020
Difference	0.00	

VILLAGE OF MARWAYNE
Billing Register Report Detailed



UB4110 Page : 28
 Date : Nov 02, 2020 Time : 2:03 pm

Report Options

Customer Selection : All

Calculation Type : All

Batch Number

From : [2020110201]
 To : [2020110201]

Include Billing Transaction From Transaction Maintenance : No

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

Cat	Srvc	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	ONOFF	Water On/Off	1		1.00	35.00		
01	WBULK	Bulk Water	5		5.00	341.75	22.50	4.50
01	WCOM	Commercial Water	24		24.00	2,324.39	303.00	12.63
01	WIND	Industrial Water	1		1.00	106.50	10.00	10.00
01	WINS	Institutional Water	3		3.00	854.85	159.00	53.00
01	WLF	Water Line Fee	272		272.00			
01	WMUN	Municipal Properties	2		2.00		12.00	6.00
01	WPUB	Public Building Water	9		9.00	1,177.65	202.00	22.44
01	WRES	Residential Water	235		235.00	18,351.55	2,157.00	9.18
02	SCOM	Commercial Sewer	24		24.00	474.19		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	9		9.00	169.68		
02	SRES	Residential Sewer	235		235.00	4,700.00		
03	GINs	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	235		235.00	6,227.50		
Book 000 Totals :			1061		1,061.00	35,021.06	2,865.50	
Totals			1061		1,061.00	35,021.06	2,865.50	



ATB MasterCard Purchases - September to October, 2020

Date	Vendor Name	Description of Purchase	GL Account	Debit	Credit
21-Sep-20	Princess Auto	Hose for Compressor at Shop	1-2-3100-521	\$ 47.24	
23-Sep-20	Princess Auto	Compressor Parts	1-2-3100-521	\$ 6.29	
29-Sep-20	Princess Auto	Screwdriver, Sockets for Shop	1-2-3100-521	\$ 83.97	
05-Oct-20	D&D Grocery	Water, Paper Towels, Garbage Bags, Washing Cloths	1-2-1200-519	\$ 43.21	
16-Oct-20	Princess Auto	Sockets, Jack for Shop	1-2-3100-521	\$ 98.75	
TOTAL PURCHASES FOR WILSON CURTIS				\$ 279.46	\$ -
22-Sep-20	Priority Delivery Fee Calgary	Delivery Fee	1-2-1200-810	\$ 29.00	
23-Sep-20	ADOBE ACROPRO	Monthly Subscription	1-2-1200-220	\$ 21.58	
29-Sep-20	Staples	Label Tape	1-2-1200-220	\$ 110.52	
06-Oct-20	Brother Int'l Corp	Labeller for Office	1-2-1200-220	\$ 104.99	
16-Oct-20	Staples	Label Tape	1-2-1200-220	\$ 95.41	
TOTAL PURCHASES FOR SHANNON HARROWER				\$ 361.50	\$ -
TOTAL MASTERCARD PURCHASES				\$ 640.96	\$ -
LESS PAYMENTS AND CREDITS				\$ -	\$ -
ACTUAL BALANCE DUE				\$ 640.96	\$ -

APPROVED ON: 04-Nov-20

APPROVED BY: Shannon Harrower, CAO

SIGNATURE: *Sharrower*



POLICY – FN 21 CREDIT CARD

APPROVAL DATE:	2013-05-20	CROSS-REFERENCE:	FN 03 – Purchasing and Procurement
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2018-07-16	REVIEW DATE:	2023

POLICY STATEMENT

To set forth the rules and regulations governing the use of the Village of Marwayne credit cards.

BACKGROUND

The Village of Marwayne obtained corporate credit cards for the Chief Administrative Officer and the Public Works Foreman as a convenient, cost-effective, and less cumbersome method of procuring and paying for low value goods and services. The use of credit cards has reduced paperwork through the accounts payable process and simplified procurement for Village of Marwayne Employees.

OBJECTIVE

To outline the purpose of the corporate credit card as well as how payment of the monthly balance is to be remitted.



DEFINITIONS

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

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

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

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

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- The use of the corporate Village credit cards is not intended to circumvent the Village's other financial policies and procedures.
- The consolidated credit limit is \$15,000.00 for the CAO and the Public Works Foreman. Both the CAO and the Public Works Foreman have their own credit cards issued in the name of the Village of Marwayne and the particular individual it has been assigned to.
- Credit card holders must retain receipts of all transactions which must then be attached to the monthly credit card reconciliation spreadsheet and journal entry.
- Approval of transactions without a receipt is at the discretion of the CAO.
- Should the CAO or Public Works Foreman be required to travel, expenses may be charged to the respective credit card or claimed daily as per the rates of reimbursement established by Council at the annual organizational meeting.
- Payment of the credit card monthly balance shall be remitted via online banking so as to ensure prompt and timely remittance by the due date on the statement. The online payment must match the credit card reconciliation spreadsheet and associated journal entry.

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

ROLES & RESPONSIBILITIES

Policy No. FIN 21 Issue No. 1 Adopted by 2013-05-20V Updated: 2018-07-16	Village of Marwayne Corporate Credit Card
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Policy

The Village of Marwayne will use credit cards to provide a convenient, cost-effective and less cumbersome method of procuring and paying for low value goods and services by simplifying the procurement process, reducing accounting paperwork, speeding up vendor payments and empowering staff who have procurement responsibilities.

1. The use of Corporate Credit Cards for Village business will not circumvent the intention or application of the Village Purchasing Policy or any other applicable policy.
2. Credit Limits: The maximum limit is \$15,000.
3. There are two Village Credit Cards and they are combined under one account together. One is for the Public Works Foreman and the other for the Chief Administrative Officer.
4. The Corporate Credit Card is a Village of Marwayne credit card that is issued in the name of the Village of Marwayne and the assigned individual.
5. Cardholders must retain original receipts of all transactions and submit them with monthly statements for authorization.
6. Cardholders who travel shall either bill daily expenses to the corporate credit card or claim daily expenses as per diem rates.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Grande Prairie*

AR103014

Dear Chief Elected Official,

As you are aware, our province is facing some very challenging economic circumstances. Resource revenues are lower than they were in the early 1970s, while expenses are higher than anticipated due to the need to respond to the COVID-19 pandemic. This will cause financial challenges that will be felt for many years.

In light of these economic circumstances, Alberta may not be able to sustain our current levels of infrastructure and operating spending. We are already planning for Budget 2021; there will be some difficult choices the province must make to ensure Alberta's finances are sustainable over the long-term.

Having met with many municipalities recently, I understand your communities are also facing significant challenges. I will ensure your views are represented as we plan the provincial budget. In the meantime, I strongly encourage you to make certain all of your capital spending is used to support critical infrastructure that will benefit future generations of Albertans and position your community to participate in our economic recovery.

I look forward to working with you to create a sustainable and prosperous future for our province and our communities.

Sincerely,

A handwritten signature in black ink that reads "Tracy L. Allard".

Tracy L. Allard
Minister

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

Classification: Protected A

Printed on recycled paper

From: [MA Municipal Stimulus](#)
To: [Council](#)
Cc: cao.marwayne@mcsnet.ca
Subject: MSP Project Acceptance Notification - Village of Marwayne
Date: October 30, 2020 3:21:02 PM

Dear Mayor Eikeland,

The Government of Alberta is proud to provide municipalities with new infrastructure funding through the Municipal Stimulus Program (MSP). The MSP will help your community recover from the economic challenges posed by the pandemic and the downturn in energy prices. It also positions communities to support local jobs and participate in future economic growth.

I am pleased to accept the following eligible project submitted by your community under the MSP program:

Asphalt Trail System: \$72,035

My ministry welcomes the opportunity to celebrate your MSP project announcements with you. Municipalities are encouraged to refrain from making an MSP public announcement unless you have been in contact with your local MLA, or my office directly for approval, toll-free at 310-0000, then 780-427-3744, or at Minister.MunicipalAffairs@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Tracy L. Allard
Minister

cc: Shannon Harrower, Chief Administrative Officer, Village of Marwayne

Classification: Protected A

Municipal Operating Support Transfer (MOST)

Frequently Asked Questions

Introduction

On September 25, 2020, the Government of Alberta announced the Municipal Operating Support Transfer (MOST) program, which is intended to distribute federal and provincial operating funding support to Alberta municipalities to help offset increased operating costs or lost revenues incurred due to the COVID-19 pandemic. Funding is provided as part of the Safe Restart Agreement between Alberta and Canada.

The Government of Alberta has released MOST [program guidelines](#) and [funding allocations](#) that provide information on the program. This document is intended to provide municipalities with answers to common questions not addressed in the guidelines or allocations document.

Frequently Asked Questions

Application Process

1. *How can my municipality apply for MOST funding? Is it a competitive process?*

All municipalities in Alberta will receive MOST funding and there is no application required. Municipalities received a memorandum of agreement (MOA) by email on September 25. The MOA must be signed by the chief elected official and chief administrative officer of the municipality and returned to the Government of Alberta at ma.municipalstimulus@gov.ab.ca before October 30. Submitting the signed MOA to the Government of Alberta will trigger payment.

Reporting Requirements

2. *Although we know we incurred increased operating costs and/or lost revenue due to the pandemic, we did not specifically document pandemic-related revenue and expense impacts. How do we accurately report on the use of our MOST allocation?*

The Government of Alberta's goal is to ensure municipalities are able to use MOST funding to offset fiscal challenges caused by the COVID-19 pandemic, without any unnecessary red tape. The pandemic was an unexpected event, and we recognize that not all municipalities had the resources and capacity available to accurately track pandemic-related fiscal impacts as they were occurring.

We recommend that municipalities make use of invoices, timesheets, etc. that are part of typical municipal business practices to identify increased expenses and use year-to-year comparisons for reduced revenues. The Government of Alberta will not require detailed proof of expenses incurred or revenue lost.

Each municipality that receives MOST funding will receive a statement of funding and expenditure (SFE) form at a later date and will be required to submit this form to the Government of Alberta by July 2, 2021. More details on reporting will be available when the SFE is released, but we anticipate that requirements will be minimal, with

municipalities' use of the grant reported in broad categories such as the examples provided in the guidelines, similar to the MSI operating SFEs.

3. *How do we accurately determine lost revenue in a certain area?*

We recommend a comparison of revenue in areas such as, but not limited to, user fees, building permits, or property tax collection rates decreased during the pandemic period compared to the same period in the previous year. Alternatively, the comparison could be between a 2020 budget passed prior to the pandemic and a budget amended in response to the pandemic.

Municipalities will not be required to provide comparative data in the SFE process, but are encouraged to use these approaches to develop an estimate of COVID-19-related revenue impacts.

4. *How do we prove that increased internal staffing costs are linked to COVID-19?*

Municipalities will not be required to provide proof that costs are linked to COVID-19. To determine whether a staffing cost is associated with COVID-19, we encourage municipalities to consider the decision that led to the costs (management approval for overtime, hiring decisions, etc.) and determine whether that decision would have been made differently in the absence of COVID-19.

Eligibility Requirements

5. *Can MOST funding be shared with other municipalities, or with regional entities such as Regional Services Commissions?*

Yes. If a municipality decides to contribute funding to another municipality or to a regional municipal entity, and this decision can be reasonably linked to COVID-19, the expenditure is eligible for MOST funding.

6. *Can MOST funding be used to contribute to Agricultural Societies, or other non-profit societies active in our municipality?*

Yes. If a municipality decides to contribute funding to an external entity for a purpose related to COVID-19, this constitutes an incremental operating cost for the municipality and MOST funding can be used for this expense.

7. *Can some or all of our MOST funding be used to support our housing management body (HMB)?*

Yes. As municipalities are required to pay a requisition to support HMB operating costs, additional requisitions to support COVID-19 expenses or operating losses in the HMB are considered a municipal operating expense for the purposes of MOST, and may be shared with HMBs.

8. *Can some or all of our MOST funding be used to off-set unpaid property taxes?*

Yes. Any property taxes from the 2020 property tax year that remain uncollected as of March 31, 2021, are eligible as lost revenue and MOST funding can be used to compensate. There is no need to write off these unpaid taxes and municipalities should continue with all available tax collection methods. Later collection of the taxes will not retroactively impact MOST funding.

9. *If a municipality chooses to forgive taxes for some property owners due to COVID-19 related challenges, can some or all of our MOST funding be used to off-set forgiven property taxes?*

Yes, this would be eligible under the MOST.

10. *Can MOST funding be used for capital expenses associated with COVID? For example, a small renovation to add a barrier to a customer-facing reception area or the purchase of camera equipment to broadcast council meetings.*

For any additional questions regarding the MOST program, please contact a Municipal Affairs grant advisor at 780-422-7125, toll-free in Alberta by first dialing 310-0000, or ma.municipalstimulus@gov.ab.ca.

Yes. While the funding is described as operating funding, it can be used for a very broad range of expenses associated with the pandemic response, including expenses that may be considered capital in some smaller municipalities.

11. *Can MOST funding be used for partnerships with local economic development agencies such as Chambers of Commerce?*

Yes. If the municipality decides that such expenditures are a priority to help the municipality safely restart its local economy the province would consider these costs eligible under the MOST program provided they are incurred before March 31, 2021.

12. *Due to COVID-19, several staff in our municipality have taken on new or different duties. For example, some have been seconded to an emergency operations centre, and others have additional cleaning tasks that reduce their capacity for their normal work. Are these labour costs eligible for MOST funding?*

Not directly. Since the municipality intended to pay these employees prior to COVID-19, their compensation is not related to COVID-19 so is not eligible for MOST funding. However, if there are incremental expenditures associated with these situations, then these incremental costs are eligible. For example, if an employee is seconded to an emergency operations centre and a temporary employee is hired to backfill them, then the temporary employee's salary is eligible. If an employee has additional COVID-19-related cleaning duties and then requires overtime to fulfill their normal duties, then the overtime costs would be eligible under MOST.

Published: October 2020

Classification: Public

