



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, August 24, 2020 @ 7:00 PM
Zoom Video Conferencing

	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 August 24th, 2020 Regular Village Council Meeting Agenda	
Be it resolved that the August 24th, 2020 Regular Village Council Meeting Agenda be approved as presented.	
3 ADOPTION OF MINUTES	
3.1 July 13th, 2020 Regular Village Council Meeting	4 - 7
Be it resolved that the July 13th, 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	8 - 21
Be it resolved that the Public Works Foreman Report be received as information.	
6.2 Regional Water Operator Report	22 - 29
Be it resolved that the Regional Water Operator Report be received as information.	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 RCMP Quarter 1 & 2 Statistics	30 - 40
Be it resolved that the Royal Canadian Mounted Police Quarter 1 and Quarter 2 Statistics be received as information.	
8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
8.1 Splash Park Proposal	41 - 63
Be it resolved that the Splash Park Proposal be received as information.	

Over the past several weeks I have been working with Heather Delaney on gathering the necessary information for a potential splash park project within the Village. As a result of the cost of the project, H. Delaney is prepared to form a non-profit organization to obtain the necessary grant funding to move forward. H. Delaney has been actively working with grant writers in hopes of being successful in obtaining over 1 million dollars towards this endeavour. Further to this, we were able to meet with Kelly from Playworks in Edmonton when he came for a site visit on August 18th, 2020. We toured potential site locations for the project to get a better idea as to what is needed in terms of infrastructure and servicing. Attached are some rough designs for Council's review. The cost of the project, and which components would be funded and how, shall be determined as more work is completed in the coming weeks.

Along with the construction of a splash park, it would also be wise to ensure that there are washrooms and change rooms for the public to utilize and ample parking for visitors. This project would be an immense undertaking and as a result, come at a cost. We can look at funding options at a later date should Council wish to approve the project. At such time, administration would present the final scope, cost and intent of the splash park proposal.

9	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
9.1	Asphalt Repairs	64 - 65
	Be it resolved that the Village of Marwayne engage ASL Paving to complete various asphalt repairs while on site for Phase 1 of the Walking Trail Project at a cost of \$32 761.05 plus GST.	
9.2	Downstream Drainage Improvements	66 - 81
	Be it resolved that the Downstream Drainage Improvement Project Proposal be received as information.	
9.3	Municipal Stimulus Program for Rural Broadband	82 - 150
	Be it resolved that the Municipal Stimulus Program Details be received as information.	
10	ADMINISTRATIVE REPORTS	
10.1	Councillor Reports	
	Be it resolved that the Councillor Reports be received as information.	
10.2	Chief Administrative Officer Report	151 - 165
	Be it resolved that the Chief Administrative Officer Report be received as information.	
11	FINANCIAL	
11.1	Monthly Financial Report	166 - 167

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

11.2 Cheque Distribution Report 168

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 169 - 175

Be it resolved that the January to July 2020 Bank Reconciliation Reports be received as information.

11.4 Monthly Utility Bill Report 176

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

12 CORRESPONDENCE

12.1 Letters 177 - 181

Be it resolved that the following correspondence be received as information:

- **July 17, 2020 Letter from Alberta Municipal Affairs re: ACP Grant Funding**
- **August 4th, 2020 Letter from the County of Vermilion River**
- **July 17, 2020 Letter regarding the Alberta Police Advisory Board**

12.2 Assessment Model Review Impacts Report 182

Be it resolved that the Assessment Model Review Impacts Report be received as information.

13 CONFIDENTIAL

13.1 FOIP Section 24 (1) - Advice from Officials - Landfill

14 SETTING OF THE NEXT MEETING

14.1 September 2020 Meeting Dates

Be it resolved that the next Regular Village Council Meetings be held on Monday September 14th and Monday September 28th, 2020 at 7:00 p.m. at the Village Administration Office.

15 ADJOURNMENT



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

Minutes of the Regular Meeting of the Council of the Village of Marwayne
In the Province of Alberta, held on Monday July 13th, 2020
Commencing at 7:00 PM via Zoom Video Conferencing

PRESENT

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

1. CALL TO ORDER

Mayor C. Eikeland called the July 13th, 2020 Village of Marwayne Council Meeting to order at 7:03 p.m.

2. ADOPTION OF AGENDA

July 13th, 2020 Regular Council Meeting Agenda
2020-07-01

Moved By Councillor R. McDonald

Be it resolved that the July 13th, 2020 Regular Village of Marwayne Council Meeting Agenda be approved with the following additions as presented:

- Utility Deposit Review
- Splash/Spray Park Project
- Tree Planting on Village Owned Boulevards

CARRIED

3. ADOPTION OF MINUTES

June 22nd, 2020 Regular Council Meeting Minutes
2020-07-02

Moved By Councillor T. Lawrence

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

CARRIED

4. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Public Works Foreman Report
2020-07-03

Moved By Councillor R. McDonald

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

CARRIED

Regional Water Operator Report
2020-07-04

Moved By Councillor C. Neureuter

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

CARRIED



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

5. KEY STRATEGY: SAFE & CARING COMMUNITY

2020 Soil Injected Fertilizer Program

2020-07-05

Moved By Deputy Mayor A. Rainey

Be it resolved that the Village of Marwayne proceed with the 2020 Soil Injected Fertilizer Program to be performed by Lloyd's Limb Service Inc. at a cost of \$2,150.00 plus GST.

CARRIED

Tree Planting on Village Owned Boulevards

Mayor C. Eikeland provided an update on the four (4) towering apple trees planted on 3rd Street North for Council's information.

6. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Marwayne Public Library Annual Requisition

2020-07-06

Moved By Councillor T. Lawrence

Be it resolved that the Village of Marwayne allocate \$2.30 per capita for 2019 and 2020 to the Marwayne Public Library.

CARRIED

7. ADMINISTRATIVE REPORTS

Councillor Reports

2020-07-07

Moved By Councillor C. Neureuter

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

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

CARRIED

Rescheduling of the August Regular Council Meeting

2020-07-08

Moved By Deputy Mayor A. Rainey

Be it resolved that the August 10th Regular Village Council Meeting be rescheduled to August 24th, 2020 via Zoom Video Conferencing.

CARRIED



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

Chief Administrative Officer Report

2020-07-09

Moved By Deputy Mayor A. Rainey

Be it resolved that the Chief Administrative Officer Report and the Splash/Spray Park Project Request be received as information.

CARRIED

8. FINANCE

Cheque Distribution Report

2020-07-10

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

Monthly Utility Bill Report & Utility Deposit Review

2020-07-11

Moved By Deputy Mayor A. Rainey

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

CARRIED

9. CORRESPONDENCE

July 3rd Edition of Municipal Governance during the COVID-19 Pandemic Frequently Asked Questions, June 2nd Letter from Community Futures and July 2nd Letter from Alberta Municipal Affairs

2020-07-12

Moved By Councillor T. Lawrence

Be it resolved that the July 3rd, 2020 Edition of Municipal Governance during the COVID-19 Pandemic Frequently Asked Questions, the June 2nd, 2020 Letter from Community Futures and the July 2nd, Letter from Alberta Municipal Affairs be received as information.

CARRIED

10. CONFIDENTIAL ITEMS

2019-07-13

Moved By Councillor C. Neureuter

Be it resolved that the Council of the Village of Marwayne move into a closed session under FOIP Section 24 (1) – Advice from Officials at 7:48 p.m. with all members in attendance.

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



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

2019-07-14

Moved By Councillor T. Lawrence

Be it resolved that the Council for the Village of Marwayne return to a regular session at 7:59 p.m. with all members in attendance.

CARRIED

16. ADJOURNMENT

Being that the July 13th, 2020 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:16 p.m.

Approved this 24th day of August 2020.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO



FIELD LEVEL RISK ASSESSMENT FORM

DATE: 15 June

LOCATION: Marwayne

PROJECT: mowing

COMPLETED BY: Wilson

Check off the hazards that apply to this job. Always stop and think before completing any work. Look around, identify potential hazards, assess the potential hazards, control the hazards and devise a plan to eliminate the hazards in order to resume your work.

Potential Hazard	Yes	No	Rate Hazard (High, Medium, Low)	Corrective Actions to control/eliminate	Notes
Personal Protective Equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>LOW</u>		Do you have steel toed boots? Protective eyewear? Hearing protection? A reflective vest? Gloves? Breathing apparatus? Is your PPE in good working order?
Road Conditions	<input type="checkbox"/>	<input type="checkbox"/>			
Vehicle Walk Around	<input type="checkbox"/>	<input type="checkbox"/>			
Heavy Equipment	<input type="checkbox"/>	<input type="checkbox"/>			Please circle: bobcat / mower / grader / whipper snipper
Traffic	<input type="checkbox"/>	<input type="checkbox"/>			
Overhead Lines	<input type="checkbox"/>	<input type="checkbox"/>			
Buried Cables/Pipelines	<input type="checkbox"/>	<input type="checkbox"/>			
Excavations	<input type="checkbox"/>	<input type="checkbox"/>			Have the underground utilities been marked? Have you contacted Alberta 1 st Call? Has traffic been re-routed? Barricades installed?
Gases (including H2S)	<input type="checkbox"/>	<input type="checkbox"/>			
Terrain	<input type="checkbox"/>	<input type="checkbox"/>			
Water	<input type="checkbox"/>	<input type="checkbox"/>			
Animals (dogs/cats/wildlife)	<input type="checkbox"/>	<input type="checkbox"/>			
Land Owners	<input type="checkbox"/>	<input type="checkbox"/>			



AGENDA ITEM #6.1

First Aid					Nearest kit – Please circle: PW Shop / Admin Office / Vehicle
Hazardous Materials					
Access					Has your ladder been tied off? Is there potential for any slips/trips?
Lighting					
Ventilation					Is the switch on in the water treatment plant?
Communication					
Working at Heights					
Working Alone					Is 780-205-2993 saved in your cell phone? Have you told someone where you are working, what you are doing and how long it will take?
Fit for Duty					
Safe Work Procedures					Have you reviewed the MSDS sheets available to you?
Permits Required					Did you need to pull any permits to complete the job? If so, please list permit # _____
Other					

COMMENTS: _____

Employee Name: Wilson Curtis Employee Signature: _____
 Supervisor Signature: [Signature] Supervisor Signature: _____

_____ _____
 Date Received Date Filed in OH&S Folder





FIELD LEVEL RISK ASSESSMENT FORM

DATE: 8 June

LOCATION: Marwayne

PROJECT: _____

COMPLETED BY: Wilson

Check off the hazards that apply to this job. Always stop and think before completing any work. Look around, identify potential hazards, assess the potential hazards, control the hazards and devise a plan to eliminate the hazards in order to resume your work.

Potential Hazard	Yes	No	Rate Hazard (High, Medium, Low)	Corrective Actions to control/eliminate	Notes
Personal Protective Equipment (PPE)					Do you have steel toed boots? Protective eyewear? Hearing protection? A reflective vest? Gloves? Breathing apparatus? Is your PPE in good working order?
Road Conditions	✓		LOW		
Vehicle Walk Around					
Heavy Equipment					Please circle: bobcat / mower / grader / whipper snipper
Traffic					
Overhead Lines					
Buried Cables/Pipelines					
Excavations					Have the underground utilities been marked? Have you contacted Alberta 1 st Call? Has traffic been re-routed? Barricades installed?
Gases (including H2S)					
Terrain					
Water					
Animals (dogs/cats/wildlife)					
Land Owners					



AGENDA ITEM #6.1

First Aid					Nearest kit – Please circle: PW Shop / Admin Office / Vehicle
Hazardous Materials					
Access					Has your ladder been tied off? Is there potential for any slips/trips?
Lighting					
Ventilation					Is the switch on in the water treatment plant?
Communication					
Working at Heights					
Working Alone					Is 780-205-2993 saved in your cell phone? Have you told someone where you are working, what you are doing and how long it will take?
Fit for Duty					
Safe Work Procedures					Have you reviewed the MSDS sheets available to you?
Permits Required					Did you need to pull any permits to complete the job? If so, please list permit # _____
Other					

COMMENTS: _____

Employee Name: Wilson Employee Signature: _____
 Supervisor Signature: [Signature] Supervisor Signature: _____

_____ Date Received _____ Date Filed in OH&S Folder _____





FIELD LEVEL RISK ASSESSMENT FORM

DATE: 22 June LOCATION: Marwayne
 PROJECT: _____ COMPLETED BY: Wilson

Check off the hazards that apply to this job. Always stop and think before completing any work. Look around, identify potential hazards, assess the potential hazards, control the hazards and devise a plan to eliminate the hazards in order to resume your work.


Potential Hazard	Yes	No	Rate Hazard (High, Medium, Low)	Corrective Actions to control/eliminate	Notes
Personal Protective Equipment (PPE)					Do you have steel toed boots? Protective eyewear? Hearing protection? A reflective vest? Gloves? Breathing apparatus? Is your PPE in good working order?
Road Conditions					
Vehicle Walk Around					
Heavy Equipment					Please circle: bobcat / mower / grader / whipper snipper
Traffic					
Overhead Lines					
Buried Cables/Pipelines					
Excavations					Have the underground utilities been marked? Have you contacted Alberta 1 st Call? Has traffic been re-routed? Barricades installed?
Gases (including H2S)					
Terrain					
Water		✓	Low		
Animals (dogs/cats/wildlife)					
Land Owners					



AGENDA ITEM #6.1

First Aid					Nearest kit – Please circle: PW Shop / Admin Office / Vehicle
Hazardous Materials					
Access					Has your ladder been tied off? Is there potential for any slips/trips?
Lighting					
Ventilation	✓				Is the switch on in the water treatment plant?
Communication					
Working at Heights					
Working Alone					Is 780-205-2993 saved in your cell phone? Have you told someone where you are working, what you are doing and how long it will take?
Fit for Duty					
Safe Work Procedures					Have you reviewed the MSDS sheets available to you?
Permits Required					Did you need to pull any permits to complete the job? If so, please list permit # _____
Other					

COMMENTS: _____

Employee Name: Wilson Curtis Employee Signature: 
 Supervisor Signature: _____ Supervisor Signature: _____

_____ _____
 Date Received Date Filed in OH&S Folder





FIELD LEVEL RISK ASSESSMENT FORM

DATE: 14 July
 PROJECT: _____

LOCATION: Marwayne
 COMPLETED BY: Wilson

Check off the hazards that apply to this job. Always stop and think before completing any work. Look around, identify potential hazards, assess the potential hazards, control the hazards and devise a plan to eliminate the hazards in order to resume your work.


Potential Hazard	Yes	No	Rate Hazard (High, Medium, Low)	Corrective Actions to control/eliminate	Notes
Personal Protective Equipment (PPE)					Do you have steel toed boots? Protective eyewear? Hearing protection? A reflective vest? Gloves? Breathing apparatus? Is your PPE in good working order?
Road Conditions					
Vehicle Walk Around					
Heavy Equipment	<input checked="" type="checkbox"/>				Please circle: bobcat / <u>mower</u> / grader / whipper snipper
Traffic					
Overhead Lines					
Buried Cables/Pipelines					
Excavations					Have the underground utilities been marked? Have you contacted Alberta 1 st Call? Has traffic been re-routed? Barricades installed?
Gases (including H2S)					
Terrain					
Water					
Animals (dogs/cats/wildlife)					
Land Owners					



AGENDA ITEM #6.1

First Aid						Nearest kit – Please circle: PW Shop / Admin Office / Vehicle
Hazardous Materials						
Access						Has your ladder been tied off? Is there potential for any slips/trips?
Lighting						
Ventilation						Is the switch on in the water treatment plant?
Communication						
Working at Heights						
Working Alone						Is 780-205-2993 saved in your cell phone? Have you told someone where you are working, what you are doing and how long it will take?
Fit for Duty						
Safe Work Procedures						Have you reviewed the MSDS sheets available to you?
Permits Required						Did you need to pull any permits to complete the job? If so, please list permit # _____
Other						

COMMENTS: _____

Employee Name: Wilson Employee Signature: 
 Supervisor Signature: _____ Supervisor Signature: _____

_____ _____
 Date Received Date Filed in OH&S Folder





FIELD LEVEL RISK ASSESSMENT FORM

DATE: 20 July LOCATION: Marwayne
 PROJECT: Road COMPLETED BY: Wilson

Check off the hazards that apply to this job. Always stop and think before completing any work. Look around, identify potential hazards, assess the potential hazards, control the hazards and devise a plan to eliminate the hazards in order to resume your work.

Potential Hazard	Yes	No	Rate Hazard (High, Medium, Low)	Corrective Actions to control/eliminate	Notes
Personal Protective Equipment (PPE)					Do you have steel toed boots? Protective eyewear? Hearing protection? A reflective vest? Gloves? Breathing apparatus? Is your PPE in good working order?
Road Conditions	<input checked="" type="checkbox"/>				
Vehicle Walk Around					
Heavy Equipment					Please circle: bobcat / mower / grader / whipper snipper
Traffic					
Overhead Lines					
Buried Cables/Pipelines	<input checked="" type="checkbox"/>				
Excavations	<input checked="" type="checkbox"/>				Have the underground utilities been marked? Have you contacted Alberta 1 st Call? Has traffic been re-routed? Barricades installed?
Gases (including H2S)					
Terrain					
Water					
Animals (dogs/cats/wildlife)					
Land Owners					



AGENDA ITEM #6.1

First Aid						Nearest kit – Please circle: PW Shop / Admin Office / Vehicle
Hazardous Materials						
Access						Has your ladder been tied off? Is there potential for any slips/trips?
Lighting						
Ventilation						Is the switch on in the water treatment plant?
Communication						
Working at Heights						
Working Alone						Is 780-205-2993 saved in your cell phone? Have you told someone where you are working, what you are doing and how long it will take?
Fit for Duty						
Safe Work Procedures						Have you reviewed the MSDS sheets available to you?
Permits Required						Did you need to pull any permits to complete the job? If so, please list permit # _____
Other						

COMMENTS: _____

Employee Name: Wilson

Employee Signature: [Signature]

Supervisor Signature: _____

Supervisor Signature: _____

Date Received

Date Filed in OH&S Folder





FIELD LEVEL RISK ASSESSMENT FORM

DATE: 27 July

LOCATION: Maywayne

PROJECT: _____

COMPLETED BY: Wilson

Check off the hazards that apply to this job. Always stop and think before completing any work. Look around, identify potential hazards, assess the potential hazards, control the hazards and devise a plan to eliminate the hazards in order to resume your work.

Potential Hazard	Yes	No	Rate Hazard (High, Medium, Low)	Corrective Actions to control/eliminate	Notes
Personal Protective Equipment (PPE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Do you have steel toed boots? Protective eyewear? Hearing protection? A reflective vest? Gloves? Breathing apparatus? Is your PPE in good working order?
Road Conditions	<input type="checkbox"/>	<input type="checkbox"/>			
Vehicle Walk Around	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Heavy Equipment	<input type="checkbox"/>	<input type="checkbox"/>			Please circle: bobcat / mower / grader / whipper snipper
Traffic	<input type="checkbox"/>	<input type="checkbox"/>			
Overhead Lines	<input type="checkbox"/>	<input type="checkbox"/>			
Buried Cables/Pipelines	<input type="checkbox"/>	<input type="checkbox"/>			
Excavations	<input type="checkbox"/>	<input type="checkbox"/>			Have the underground utilities been marked? Have you contacted Alberta 1 st Call? Has traffic been re-routed? Barricades installed?
Gases (including H2S)	<input type="checkbox"/>	<input type="checkbox"/>			
Terrain	<input type="checkbox"/>	<input type="checkbox"/>			
Water	<input type="checkbox"/>	<input type="checkbox"/>			
Animals (dogs/cats/wildlife)	<input type="checkbox"/>	<input type="checkbox"/>			
Land Owners	<input type="checkbox"/>	<input type="checkbox"/>			



AGENDA ITEM #6.1

First Aid					Nearest kit – Please circle: PW Shop / Admin Office / Vehicle
Hazardous Materials					
Access					Has your ladder been tied off? Is there potential for any slips/trips?
Lighting					
Ventilation					Is the switch on in the water treatment plant?
Communication					
Working at Heights					
Working Alone					Is 780-205-2993 saved in your cell phone? Have you told someone where you are working, what you are doing and how long it will take?
Fit for Duty					
Safe Work Procedures					Have you reviewed the MSDS sheets available to you?
Permits Required					Did you need to pull any permits to complete the job? <i>If so, please list permit #</i> _____
Other					

COMMENTS: _____

Employee Name: Wilson Curtis Employee Signature: *Wilson Curtis*
 Supervisor Signature: _____ Supervisor Signature: _____

_____ _____
 Date Received Date Filed in OH&S Folder





FIELD LEVEL RISK ASSESSMENT FORM

DATE: 7 Aug

LOCATION: Marwayne

PROJECT: _____

COMPLETED BY: Wilson

Check off the hazards that apply to this job. Always stop and think before completing any work. Look around, identify potential hazards, assess the potential hazards, control the hazards and devise a plan to eliminate the hazards in order to resume your work.

Potential Hazard	Yes	No	Rate Hazard (High, Medium, Low)	Corrective Actions to control/eliminate	Notes
Personal Protective Equipment (PPE)					Do you have steel toed boots? Protective eyewear? Hearing protection? A reflective vest? Gloves? Breathing apparatus? Is your PPE in good working order?
Road Conditions					
Vehicle Walk Around					
Heavy Equipment	<input checked="" type="checkbox"/>				<i>Please circle:</i> bobcat / <u>mower</u> / grader / whipper snipper
Traffic					
Overhead Lines					
Buried Cables/Pipelines					
Excavations					Have the underground utilities been marked? Have you contacted Alberta 1 st Call? Has traffic been re-routed? Barricades installed?
Gases (including H2S)					
Terrain					
Water					
Animals (dogs/cats/wildlife)					
Land Owners					



AGENDA ITEM #6.1

First Aid					Nearest kit – Please circle: PW Shop / Admin Office / Vehicle
Hazardous Materials					
Access					Has your ladder been tied off? Is there potential for any slips/trips?
Lighting					
Ventilation					Is the switch on in the water treatment plant?
Communication					
Working at Heights					
Working Alone					Is 780-205-2993 saved in your cell phone? Have you told someone where you are working, what you are doing and how long it will take?
Fit for Duty					
Safe Work Procedures					Have you reviewed the MSDS sheets available to you?
Permits Required					Did you need to pull any permits to complete the job? <i>If so, please list permit #</i> _____
Other					

COMMENTS: _____

Employee Name: Wilson Employee Signature: *[Signature]*
 Supervisor Signature: _____ Supervisor Signature: _____

_____ _____
 Date Received Date Filed in OH&S Folder





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

July 2020

Common information:

Regional operator turned too sharp around a lowbed trailer and damaged running board and bottom rocker panel on the truck.

Estimates are from \$2400 to \$4700 to repair.

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

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

Damaged magnetic locator had parts installed and is working, returned to the contractor.

Covering holidays and time off required a few changes to the on call schedule.

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

Regional operator took a personal day off on July 15th.

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

All lead management plans have been approved. Testing can take place until the end of September.

Sorting out users and emails used in TeamViewer.

Marwayne:

Still waiting on McAlister for work at well 3 and 5.

Data for June 2020 was electronically submitted on AEP site.

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

ACE is nearing completion of the new supply line. Line failed a couple of pressure tests.

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

Looking for sample locations for Lead testing.

Regional operator took an extra on call July 11 and 12 to cover the local operators.



Monthly Water Reports Village of Marwayne
 Month: July Year: 2020

Start: 2020-07-01T08:30:
 End: 2020-08-01T08:30:

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)
7/1/20		153.50	2.34	533.30	50879.00	0.00	97.01	604581.00	140.00
7/2/20	82546.00	148.00	2.33	533.30	50879.00	0.00	102.24	604721.00	151.00
7/3/20	82694.00	147.00	2.31	533.30	50879.00	0.00	110.15	604872.00	159.00
7/4/20		147.00	2.32	533.30	50879.00	0.00	94.07	605031.00	135.00
7/5/20		147.00	2.34	533.30	50879.00	0.00	104.75	605166.00	152.00
7/6/20	83135.00	165.00	2.31	533.30	50879.00	0.00	132.04	605318.00	189.00
7/7/20	83300.00	188.00	2.32	533.30	50879.00	0.00	111.57	605507.00	163.00
7/8/20	83488.00	143.00	2.34	533.30	50879.00	0.00	97.26	605670.00	141.00
7/9/20	83631.00	141.00	2.33	533.30	50879.00	0.00	100.56	605811.00	145.00
7/10/20	83772.00	155.67	2.32	533.30	50879.00	0.00	100.03	605956.00	144.00
7/11/20		155.67	2.33	533.30	50879.00	0.00	106.31	606100.00	155.00
7/12/20		155.67	2.32	533.30	50879.00	0.00	113.73	606255.00	166.00
7/13/20	84239.00	149.00	2.32	533.30	50879.00	0.00	119.36	606421.00	171.00
7/14/20	84388.00	175.00	2.33	533.30	50879.00	0.00	113.27	606592.00	166.00
7/15/20	84563.00	178.00	2.30	533.30	50879.00	22.80	125.81	606758.00	184.00
7/16/20	84741.00	190.00	2.32	533.30	50901.80	25.10	122.31	606942.00	176.00
7/17/20	84931.00	191.00	2.34	533.30	50926.90	6.80	138.82	607118.00	199.00
7/18/20		191.00	2.33	533.30	50933.70	25.20	106.56	607317.00	153.00
7/19/20		191.00	2.33	533.30	50958.90	6.30	139.12	607470.00	200.00
7/20/20	85504.00	151.00	2.30	533.30	50965.20	0.00	108.86	607670.00	160.00
7/21/20	85655.00	110.00	2.31	533.30	50965.20	16.60	112.51	607830.00	159.00
7/22/20	85765.00	173.00	2.32	533.30	50981.80	22.70	113.13	607989.00	160.00
7/23/20	85938.00	158.00	2.32	533.30	51004.50	12.10	109.33	608149.00	161.00
7/24/20	86096.00	153.33	2.32	533.30	51016.60	0.00	107.29	608310.00	154.00
7/25/20		153.33	2.33	533.30	51016.60	0.00	102.37	608464.00	146.00
7/26/20		153.33	2.32	533.30	51016.60	3.90	116.35	608610.00	168.00
7/27/20	86556.00	164.00	2.31	533.30	51020.50	14.80	127.18	608778.00	181.00
7/28/20	86720.00	167.00	2.31	533.30	51035.30	19.10	122.18	608959.00	175.00
7/29/20	86887.00	161.00	2.31	533.30	51054.40	15.70	125.30	609134.00	179.00
7/30/20	87048.00	0.00	2.30	533.30	51070.10	19.30	124.15	609313.00	178.00
7/31/20	87273.00	0.00	2.35	533.30	51089.40	1.80	122.10	609491.00	176.00
Total	4727.00				212.20	212.20		5086.00	5086.00
Mean		150.18	2.32	533.30		6.85	113.73		164.06
Minimum		0.00	2.30	533.30		0.00	94.07		135.00
Maximum		191.00	2.35	533.30		25.20	139.12		200.00



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

Start: 2020-07-01T08:30:
 End: 2020-08-01T08:30:

Total Recirculation Flows			
Date	SCADA		
	Flow Rate Daily Average	Meter Reading At 08:35 AM	Daily Volume
	(L/min)	(m ³)	(m ³)
7/1/20	0.00	13290.60	0.00
7/2/20	0.00	13290.60	0.00
7/3/20	0.00	13290.60	0.00
7/4/20	0.00	13290.60	0.00
7/5/20	0.00	13290.60	0.00
7/6/20	0.00	13290.60	0.00
7/7/20	0.00	13290.60	0.00
7/8/20	0.00	13290.60	0.00
7/9/20	0.00	13290.60	0.00
7/10/20	0.00	13290.60	0.00
7/11/20	0.00	13290.60	0.00
7/12/20	0.00	13290.60	0.00
7/13/20	0.00	13290.60	0.00
7/14/20	0.00	13290.60	0.00
7/15/20	0.00	13290.60	0.00
7/16/20	0.00	13290.60	0.00
7/17/20	0.00	13290.60	0.00
7/18/20	0.00	13290.60	0.00
7/19/20	0.00	13290.60	0.00
7/20/20	0.00	13290.60	0.00
7/21/20	0.00	13290.60	0.00
7/22/20	0.00	13290.60	0.00
7/23/20	0.00	13290.60	0.00
7/24/20	0.00	13290.60	0.00
7/25/20	0.00	13290.60	0.00
7/26/20	0.00	13290.60	0.00
7/27/20	0.00	13290.60	0.00
7/28/20	0.00	13290.60	0.00
7/29/20	0.00	13290.60	0.00
7/30/20	0.00	13290.60	0.00
7/31/20	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		74.5	
Running			
Day	DISTRIBUTION RANDOM SAMPLE DATA - Daily Samples		
	Random Chlorine Sample		
	Time	Location	TCI2 mg/L
Jul -02	10:00 AM	Car Wash	0.98
Jul -03	11:10 AM	Home Hardware	0.99
Jul -06	10:00 AM	Hwy Service	0.51
Jul -07	10:45 AM	Shop	1.05
Jul -08	1:10 PM	Car Wash	0.91
Jul -09	8:00 AM	Campground	1.09
Jul -10	8:45 AM	Fire hall	0.98
Jul -13	8:50 AM	Campground	1.13
Jul -14	10:45 AM	Hwy Service	0.54
Jul -15	10:30 AM	Wilson's	1.09
Jul -16	1:10 PM	Hotel	1.04
Jul -17	1:00 PM	Shop	1.13
Jul -20	11:00 AM	Hwy Service	0.51
Jul -21	10:45 AM	Hotel	0.99
Jul -22	10:10 AM	Home Hardware	1.02
Jul -23	9:00 AM	Campground	1.11
Jul -24	1:00 PM	Wilson's	1.05
Jul -27	1:00 PM	Shop	1.07
Jul -28	10:20 AM	Hwy Service	0.54
Jul -29	11:10 AM	Car Wash	0.91
Jul -30	8:20 AM	Campground	1.09
Jul -31	11:50 AM	Home Hardware	0.98



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

Start: 2020-07-01T08:30:
 End: 2020-08-01T08:30:

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
7/1/20		1.16		
7/2/20		1.14	1.17	
7/3/20		1.12	1.07	
7/4/20		1.10		
7/5/20		1.08		
7/6/20		1.07	1.04	
7/7/20	0.010	1.11	1.11	0.007
7/8/20		1.13		
7/9/20		1.16	1.12	
7/10/20		1.17	1.16	
7/11/20		1.18		
7/12/20		1.19		
7/13/20		1.18	1.19	
7/14/20	0.050	1.18	1.18	0.011
7/15/20		1.18	1.14	
7/16/20		1.17	1.21	
7/17/20		1.18	1.21	
7/18/20		1.17		
7/19/20		1.17		
7/20/20		1.17	1.18	
7/21/20	0.010	1.16	1.25	0.022
7/22/20		1.15	1.15	
7/23/20		1.14	1.17	
7/24/20		1.13	1.14	
7/25/20		1.12		
7/26/20		1.11		
7/27/20		1.13	1.14	
7/28/20	0.020	1.12	1.12	0.018
7/29/20		1.12	1.11	
7/30/20		1.11	1.09	
7/31/20		1.12	1.19	
Total				
Mean	0.02	1.14	1.15	0.015
Minimum	0.01	1.07	1.04	0.007
Maximum	0.05	1.19	1.25	0.022



Monthly Water Reports Village of Marwayne

Month: **July**

Year: **2020**

Start: 2020-07-01T08:30:

End: 2020-08-01T08:30:

Date	BACTERIAL ANALYSIS					9210210
	COLIFORMS & E. COLI APR#965					
	Time	SAMPLE SITE	ID#	Total Chlorine (mg/L)	Result	
7/7/20	10:45 AM	21 1st St. N	1792929	1.05	S	
7/21/20	10:45 AM	11 Railway Ave N	1792930	0.99	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:	22142.6
end of month: need reading for backwash meter:	13290

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	1.56



Monthly Water Reports Village of Marwayne
 Month: July Year: 2020

Start: 2020-07-01T08:30:
 End: 2020-08-01T08:30:

Day	MARWAYNE LIFT STATION #1 (WEST)								MARWAYNE LIFT STATION #2 (NORTH)								Combined	
	SCADA								Manual Entry								Total Daily M3	Total Run Hours
	Flow Meter M3	Daily M3	Level AVG Feet	Pump #1 Hr. Meter RDG At 08:35 AM	Per. Day	Pump #2 Hr. Meter RDG At 08:35 AM	Per. Day	Total Run Hours	Flow Meter M3	Daily M3	Level AVG Feet	Pump #1 Hr. Meter RDG At 08:35 AM	Per. Day	Pump #2 Hr. Meter RDG At 08:35 AM	Per. Day	Total Run Hours		
Jul -01			4.17	335.72	0.14	260.71	0.15	0.29			3.29		1.70		1.65	3.35		3.64
Jul -02			4.22	335.86	0.04	260.86	0.09	0.13			3.31	4718.60	1.50	3165.40	1.20	2.70		2.83
Jul -03			4.00	335.90	0.09	260.95	0.05	0.14			3.26	4720.10	1.37	3166.60	1.27	2.63		2.77
Jul -04			4.12	335.99	0.05	261.00	0.10	0.15			3.25		1.37		1.27	2.63		2.78
Jul -05			4.23	336.04	0.09	261.10	0.09	0.18			3.27		1.37		1.27	2.63		2.81
Jul -06			4.15	336.13	0.09	261.19	0.10	0.19			3.31	4724.20	1.40	3170.40	1.30	2.70		2.89
Jul -07			4.02	336.22	0.14	261.29	0.09	0.23			3.34	4725.60	2.70	3171.70	2.40	5.10		5.33
Jul -08			4.12	336.36	0.09	261.38	0.10	0.19			3.36	4728.30	3.20	3174.10	2.80	6.00		6.19
Jul -09			4.08	336.45	0.04	261.48	0.09	0.13			3.31	4731.50	2.10	3176.90	2.00	4.10		4.23
Jul -10			4.11	336.49	0.13	261.57	0.10	0.23			3.28	4733.60	2.03	3178.90	1.83	3.87		4.10
Jul -11			3.98	336.62	0.09	261.67	0.14	0.23			3.31		2.03		1.83	3.87		4.10
Jul -12			4.16	336.71	0.14	261.81	0.09	0.23			3.31		2.03		1.83	3.87		4.10
Jul -13			4.11	336.85	0.13	261.90	0.15	0.28			3.32	4739.70	1.90	3184.40	1.70	3.60		3.88
Jul -14			3.99	336.98	0.13	262.05	0.14	0.27			3.31	4741.60	1.80	3186.10	1.70	3.50		3.77
Jul -15			3.89	337.11	0.09	262.19	0.10	0.19			3.32	4743.40	1.90	3187.80	1.70	3.60		3.79
Jul -16			4.07	337.20	0.10	262.29	0.14	0.24			3.29	4745.30	1.80	3189.50	2.00	3.80		4.04
Jul -17			4.26	337.30	0.14	262.43	0.14	0.28			3.31	4747.10	2.03	3191.50	1.87	3.90		4.18
Jul -18			3.96	337.44	0.14	262.57	0.14	0.28			3.34		2.03		1.87	3.90		4.18
Jul -19			3.98	337.58	0.17	262.71	0.15	0.32			3.32		2.03		1.87	3.90		4.22
Jul -20			4.04	337.75	0.14	262.86	0.14	0.28			3.29	4753.20	1.90	3197.10	1.70	3.60		3.88
Jul -21			3.97	337.89	0.08	263.00	0.14	0.22			3.31	4755.10	2.80	3198.80	1.70	4.50		4.72
Jul -22			4.12	337.97	0.14	263.14	0.09	0.23			3.30	4757.90	1.00	3200.50	1.70	2.70		2.93
Jul -23			3.89	338.11	0.09	263.23	0.15	0.24			3.28	4758.90	0.60	3202.20	2.90	3.50		3.74
Jul -24			4.12	338.20	0.13	263.38	0.14	0.27			3.29	4759.50	2.63	3205.10	1.53	4.17		4.44
Jul -25			4.05	338.33	0.09	263.52	0.09	0.18			3.30		2.63		1.53	4.17		4.35
Jul -26			4.00	338.42	0.13	263.61	0.14	0.27			3.32		2.63		1.53	4.17		4.44
Jul -27			4.06	338.55	0.22	263.75	0.19	0.41			3.34	4767.40	2.10	3209.70	1.90	4.00		4.41
Jul -28			4.08	338.77	0.09	263.94	0.14	0.23			3.32	4769.50	1.90	3211.60	1.70	3.60		3.83
Jul -29			4.08	338.86	0.13	264.08	0.10	0.23			3.31	4771.40	1.90	3213.30	1.80	3.70		3.93
Jul -30			4.15	338.99	0.09	264.18	0.09	0.18			3.33	4773.30		3215.10		0.00		0.18
Jul -31			4.26	339.08	0.09	264.27	0.09	0.18			3.31	4775.20		3216.70		0.00		0.18
Total				3.45	3.45	3.65	3.65	7.10				64.60	56.40	58.40	51.35	107.75		114.85
AVG			4.08		0.11		0.12	0.23			3.31		1.94		1.77	3.48		3.70
Max			4.26		0.22		0.19	0.41			3.36		3.20		2.90	6.00		6.19
Min			3.89		0.04		0.05	0.13			3.25		0.60		1.20	0.00		0.18

From Date: 01-Jul-2020

To Date: 31-Jul-2020

Approval No: 00422590-00-02

MARWAYNE WATERWORKS SYSTEM - REVISED LEAD MAC NOTICE

Location: MARWAYNE / DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS

Water Type	Parameter	Sample Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Sample/Measurement Comments Missing Measurement
TREATED WATER	CHLORINE	07-JUL-2020		1.05	mg/L	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	21-JUL-2020		.99	mg/L	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	COLIFORMS TOTAL	07-JUL-2020 10:45:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792929) (SP#420505353) ; Marwayne:21 1 st ST North Bathroom tap; ;
TREATED WATER	ESCHERICHIA COLI	07-JUL-2020 10:45:00		0	P/A	MONTH	2	DISCRETE SAMPLE (GRAB)	N/A	(A#9210210)(R#1792929) (SP#420505353) ; Marwayne:21 1 st ST North Bathroom tap; ;

Location: MARWAYNE / DISTRIBUTION: RANDOM LOCATIONS

Water Type	Parameter	Sample Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Sample/Measurement Comments Missing Measurement
TREATED WATER	CHLORINE	02-JUL-2020		.98	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	03-JUL-2020		.99	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	06-JUL-2020		.51	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	07-JUL-2020				WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	Same location as bacteriological sample EIO-Either/Or Missing Measurement (re: Chlorine Residual)
TREATED WATER	CHLORINE	08-JUL-2020		.91	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	09-JUL-2020		1.09	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	10-JUL-2020		.98	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	13-JUL-2020		1.13	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	14-JUL-2020		.54	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	15-JUL-2020		1.09	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	16-JUL-2020		1.04	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	17-JUL-2020		1.13	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	20-JUL-2020		.51	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	21-JUL-2020				WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	Same location as bacteriological sample EIO-Either/Or Missing Measurement (re: Chlorine Residual)
TREATED WATER	CHLORINE	22-JUL-2020		1.02	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	23-JUL-2020		1.11	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	24-JUL-2020		1.05	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	27-JUL-2020		1.07	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	28-JUL-2020		.54	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	

Location: MARWAYNE / DISTRIBUTION: RANDOM LOCATIONS

Water Type	Parameter	Sample Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Sample/Measurement Comments Missing Measurement
TREATED WATER	CHLORINE	29-JUL-2020		.91	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	30-JUL-2020		1.09	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	
TREATED WATER	CHLORINE	31-JUL-2020		.98	mg/L	WKGW	5	DISCRETE SAMPLE (GRAB)	N/A	

Location: MARWAYNE / ENTERING DISTRIBUTION SYSTEM

Water Type	Parameter	Sample Date	< >	Value	Unit	Frequency	Count	Sample Type	Reading Type	Sample/Measurement Comments Missing Measurement
TREATED WATER	FLOW	31-JUL-2020		4770	m3/mn	MONTH	1	SAMPLE BASED ON CALCULATED VALUE (S) (EG. AVE, MAX, MIN)	TOT	

Submitted Notes

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

Submitted Date	Notes



**Kitscoty RCMP Detachment
January to March 2020**

**The attached statistical report has been generated from the PROS Database
(Police Reporting & Occurrence System)**

Report prepared on June 25, 2020

: K : Eastern Alberta : Kitscoty : MAR
All codes

Occurrence Stats

Mayor's Report
From 2020/01/01 to 2020/03/31

Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Un-founded	Actual	Clearance			Adult		Youth		
				Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	1	0	1	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0.0%	0	0	0	0	0
Violation group - Provincial Statutes {except traffic}	Reported	Un-founded	Actual	Clearance			Adult		Youth		
7300 0110 911 Act - Offences Only	1	0	1	0	1	100.0%	0	0	0	0	1
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	2	0	2	0	0	0.0%	0	0	0	0	0
8840 0336 Mental Health Act - Other Activities	1	0	1	0	0	0.0%	0	0	0	0	0
	4	0	4	0	1	25.0%	0	0	0	0	1
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats	Reported	Un-founded	Actual	Clearance			Adult		Youth		
1626 0040 Harassing communications	1	0	1	0	0	0.0%	0	0	0	0	0
1627 0010 Uttering threats against a person	1	0	1	1	0	100.0%	1	0	0	0	0
	2	0	2	1	0	50.0%	1	0	0	0	0
Violation group - Crimes Against the Person - Offences Related to Death	Reported	Un-founded	Actual	Clearance			Adult		Youth		
1630 0050 Counsel/Aid/Abet person to commit suicide	1	0	1	0	1	100.0%	0	0	0	0	1
	1	0	1	0	1	100.0%	0	0	0	0	1
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Un-founded	Actual	Clearance			Adult		Youth		
2142 0011 Theft under or equal to \$5000 From a motor vehicle	2	0	2	0	0	0.0%	0	0	0	0	0
	2	0	2	0	0	0.0%	0	0	0	0	0
Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Un-founded	Actual	Clearance			Adult		Youth		
2135 0101 Theft of truck	1	0	1	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0.0%	0	0	0	0	0

: K : Eastern Alberta : Kitscoty : MAR
All codes

Occurrence Stats

Mayor's Report
From 2020/01/01 to 2020/03/31

Violation group - Crimes Against Property - Possession of Stolen Goods	Reported	Un-founded	Actual	Clearance			Adult		Youth		
				By Charge	Other-wise	Rate	Male	Female	Male	Female	Not Charged
2153 0010 Possession of property obtained by crime over \$5000	1	1	0	0	0	0.0%	0	0	0	0	0
	1	1	0	0	0	0.0%	0	0	0	0	0
Violation group - Crimes Against Property - Mischief	Reported	Un-founded	Actual	Clearance			Adult		Youth		
2170 0030 Mischief - data (Includes trojan horses, worms and viruses)	1	0	1	0	0	0.0%	0	0	0	0	0
2170 0090 Mischief - Damage to property	2	0	2	0	0	0.0%	0	0	0	0	0
2170 0100 Mischief - Obstruct enjoyment of property	2	0	2	0	1	50.0%	0	0	0	0	0
	5	0	5	0	1	20.0%	0	0	0	0	0
Violation group - Crimes Against Property - Fraud	Reported	Un-founded	Actual	Clearance			Adult		Youth		
2160 0070 Fraud (money/property/security) greater than \$5000	1	0	1	0	0	0.0%	0	0	0	0	0
2160 0150 Theft, forgery, misuse of credit card	1	0	1	0	0	0.0%	0	0	0	0	0
	2	0	2	0	0	0.0%	0	0	0	0	0
Violation group - Crimes Against Property - Break and Enter	Reported	Un-founded	Actual	Clearance			Adult		Youth		
2120 0010 Break and Enter - Business	2	0	2	0	0	0.0%	0	0	0	0	0
2120 0020 Break and Enter - Residence	1	0	1	0	0	0.0%	0	0	0	0	0
	3	0	3	0	0	0.0%	0	0	0	0	0
Violation group - Common Police Activities - Related Police Activities	Reported	Un-founded	Actual	Clearance			Adult		Youth		
8550 0020 Abandoned Vehicles	2	0	2	0	0	0.0%	0	0	0	0	0
8550 0030 Suspicious Person/ Vehicle/ Property	3	0	3	0	0	0.0%	0	0	0	0	0
8550 0050 False Alarms	1	0	1	0	0	0.0%	0	0	0	0	0
	6	0	6	0	0	0.0%	0	0	0	0	0

: K : Eastern Alberta : Kitscoty : MAR
All codes

Occurrence Stats

Mayor's Report
From 2020/01/01 to 2020/03/31

Violation group - Common Police Activities - Assistance to General Public

	Reported	Un-founded	Actual	Clearance			Adult		Youth		Not Charged
				By Charge	Other-wise	Rate	Male	Female	Male	Female	
8545 0130 Assistance to General Public	2	0	2	0	0	0.0%	0	0	0	0	0
	2	0	2	0	0	0.0%	0	0	0	0	0

Violation group - Common Police Activities - Assistance Files

	Reported	Un-founded	Actual	Clearance			Adult		Youth		Not Charged
				By Charge	Other-wise	Rate	Male	Female	Male	Female	
8545 0020 Assistance to Canadian Provincial/Territorial Dept/Agency	1	0	1	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0.0%	0	0	0	0	0

Totals

	Reported	Un-founded	Actual	Clearance			Adult		Youth		Not Charged
				By Charge	Other-wise	Rate	Male	Female	Male	Female	
	31	1	30	1	3	13.3%	1	0	0	0	2

RCMP-GRC

Kitscoty Provincial Detachment

CRIME STATISTICS (Annual)

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA



January to March: 2016 - 2020

All categories contain "Attempted" and/or "Completed"

April-07-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	1	0	1	N/A	N/A	0.2
Robbery		0	0	4	0	2	N/A	N/A	0.4
Sexual Assaults		0	4	3	1	2	N/A	100%	0.1
Other Sexual Offences		0	0	2	0	2	N/A	N/A	0.4
Assault		17	3	8	10	5	-71%	-50%	-1.7
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	0	1	3	3	-25%	0%	0.1
Uttering Threats		4	3	1	8	7	75%	-13%	1.1
TOTAL PERSONS		25	10	20	22	22	-12%	0%	0.6
Break & Enter		53	33	28	34	40	-25%	18%	-2.5
Theft of Motor Vehicle		21	16	21	24	40	90%	67%	4.6
Theft Over \$5,000		12	3	9	4	4	-67%	0%	-1.5
Theft Under \$5,000		35	45	37	25	23	-34%	-8%	-4.4
Possn Stn Goods		13	13	20	10	7	-46%	-30%	-1.5
Fraud		6	3	3	11	11	83%	0%	1.8
Arson		4	1	1	1	0	-100%	-100%	-0.8
Mischief To Property		55	60	55	22	18	-67%	-18%	-11.2
TOTAL PROPERTY		199	174	174	131	143	-28%	9%	-15.5
Offensive Weapons		2	1	6	0	1	-50%	N/A	-0.3
Disturbing the peace		7	2	4	2	1	-86%	-50%	-1.2
Fail to Comply & Breaches		10	12	16	5	4	-60%	-20%	-1.9
OTHER CRIMINAL CODE		8	2	6	4	3	-63%	-25%	-0.8
TOTAL OTHER CRIMINAL CODE		27	17	32	11	9	-67%	-18%	-4.2
TOTAL CRIMINAL CODE		251	201	226	164	174	-31%	6%	-19.1

RCMP-GRC

Kitscoty Provincial Detachment

Crime Statistics (Annual)

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

January to March: 2016 - 2020



All categories contain "Attempted" and/or "Completed"

April-07-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		0	0	1	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	1	3	1	0	-100%	-100%	-1.0
Drug Enforcement - Trafficking		0	0	1	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	1	5	1	0	-100%	-100%	-1.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	1	2	2	2	0%	0%	0.1
TOTAL FEDERAL		7	2	7	3	2	-71%	-33%	-0.9
Liquor Act		3	2	1	1	0	-100%	-100%	-0.7
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		13	4	3	7	6	-54%	-14%	-1.1
Other Provincial Stats		94	84	84	45	24	-74%	-47%	-17.9
Total Provincial Stats		110	90	88	53	30	-73%	-43%	-19.7
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		2	0	0	0	0	-100%	N/A	-0.4
Total Municipal		2	0	0	0	0	-100%	N/A	-0.4
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		7	5	2	3	5	-29%	67%	-0.6
Property Damage MVC (Reportable)		40	51	46	45	45	13%	0%	0.4
Property Damage MVC (Non Reportable)		12	6	10	11	6	-50%	-45%	-0.7
TOTAL MVC		59	62	59	59	56	-5%	-5%	-0.9
Provincial Traffic		128	118	224	147	162	27%	10%	9.7
Other Traffic		0	4	4	1	0	N/A	-100%	-0.3
Criminal Code Traffic		25	14	15	10	8	-68%	-20%	-3.8
Common Police Activities									
False Alarms		51	53	53	10	9	-82%	-10%	-12.7
False/Abandoned 911 Call and 911 Act		95	14	15	7	18	-81%	157%	-16.1
Suspicious Person/Vehicle/Property		11	9	16	37	58	427%	57%	12.2
Persons Reported Missing		1	3	0	0	1	0%	N/A	-0.3
Search Warrants		3	0	1	0	0	-100%	N/A	-0.6
Spousal Abuse - Survey Code (Reported)		10	7	2	6	12	20%	100%	0.3
COVID-19 Files (Reported)		-	-	-	-	0	-	-	-



Kitscoty RCMP Detachment
April to June 2020

**The attached statistical report has been generated from the PROS Database
(Police Reporting & Occurrence System)**

Report prepared on July 21, 2020

: K : Eastern Alberta : Kitscoty : MAR
All codes

Occurrence Stats

Mayor's Report
From 2020/04/01 to 2020/06/30

Violation group - Traffic Offences - Provincial Traffic Offences	Reported	Un- founded	Actual	Clearance			Adult		Youth		
				By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	1	0	1	0	1	100.0%	0	0	0	0	0
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	1	0	1	0	0	0.0%	0	0	0	0	0
	2	0	2	0	1	50.0%	0	0	0	0	0
Violation group - Provincial Statutes (except traffic)	Reported	Un- founded	Actual	Clearance			Adult		Youth		
8840 0341 911 Act - Other Activities	1	0	1	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0.0%	0	0	0	0	0
Violation group - Provincial Statutes - Municipal By-laws	Reported	Un- founded	Actual	Clearance			Adult		Youth		
9955 0010 Municipal Bylaws - Other	2	0	2	1	0	50.0%	0	0	0	0	0
	2	0	2	1	0	50.0%	0	0	0	0	0
Violation group - Other Criminal Code - Other Criminal Code	Reported	Un- founded	Actual	Clearance			Adult		Youth		
3410 0060 Failure to comply with order	1	0	1	1	0	100.0%	1	0	0	0	0
	1	0	1	1	0	100.0%	1	0	0	0	0
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats	Reported	Un- founded	Actual	Clearance			Adult		Youth		
1627 0010 Uttering threats against a person	1	0	1	0	1	100.0%	0	0	0	0	0
	1	0	1	0	1	100.0%	0	0	0	0	0
Violation group - Crimes Against the Person - Assaults (excluding sexual assaults)	Reported	Un- founded	Actual	Clearance			Adult		Youth		
1430 0010 Assault	1	0	1	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0.0%	0	0	0	0	0

: K : Eastern Alberta : Kitscoty : MAR
All codes

Occurrence Stats

Mayor's Report
From 2020/04/01 to 2020/06/30

Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Un- founded	Actual	Clearance			Adult		Youth		
				By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
2135 0101 Theft of truck	1	0	1	0	0	0.0%	0	0	0	0	0
	1	0	1	0	0	0.0%	0	0	0	0	0
Violation group - Crimes Against Property - Mischief	Reported	Un- founded	Actual	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
2170 0030 Mischief - data (includes trojan horses, worms and viruses)	0	0	0	0	1	0.0%	0	0	0	0	0
	0	0	0	0	1	0.0%	0	0	0	0	0
Violation group - Crimes Against Property - Fraud	Reported	Un- founded	Actual	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
2160 0150 Theft, forgery, misuse of credit card	0	0	0	0	1	0.0%	0	0	0	0	1
	0	0	0	0	1	0.0%	0	0	0	0	1
Violation group - Common Police Activities - Related Police Activities	Reported	Un- founded	Actual	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
8550 0020 Abandoned Vehicles	1	0	1	0	0	0.0%	0	0	0	0	0
8550 0030 Suspicious Person/ Vehicle/ Property	3	0	3	0	0	0.0%	0	0	0	0	0
8550 0050 False Alarms	2	0	2	0	0	0.0%	0	0	0	0	0
	6	0	6	0	0	0.0%	0	0	0	0	0
Totals	Reported	Un- founded	Actual	By Charge	Other- wise	Rate	Male	Female	Male	Female	Not Charged
	15	0	15	2	4	40.0%	1	0	0	0	1

RCMP-GRC

Kitscoty Provincial Detachment

Crime Statistics (Annual)

January to June: 2016 - 2020



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

All categories contain "Attempted" and/or "Completed"

July-06-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	1	0	1	N/A	N/A	0.2
Robbery		7	2	4	0	3	-57%	N/A	-1.0
Sexual Assaults		1	6	5	1	1	0%	0%	-0.5
Other Sexual Offences		3	2	2	0	3	0%	N/A	-0.2
Assault		29	16	13	18	11	-62%	-39%	-3.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		5	1	6	3	8	60%	167%	0.8
Uttering Threats		9	4	5	13	10	11%	-23%	1.1
TOTAL PERSONS		54	31	36	35	37	-31%	6%	-3.0
Break & Enter		74	74	61	64	69	-7%	8%	-2.0
Theft of Motor Vehicle		37	43	38	52	62	68%	19%	5.9
Theft Over \$5,000		19	6	15	9	7	-63%	-22%	-2.1
Theft Under \$5,000		66	109	80	57	38	-42%	-33%	-10.8
Possn Stn Goods		39	45	44	16	12	-69%	-25%	-8.3
Fraud		8	11	8	16	14	75%	-13%	1.7
Arson		8	5	5	2	0	-100%	-100%	-1.9
Mischief To Property		100	150	108	45	41	-59%	-9%	-22.3
TOTAL PROPERTY		351	443	359	261	243	-31%	-7%	-39.8
Offensive Weapons		5	4	9	0	4	-20%	N/A	-0.6
Disturbing the peace		18	17	19	4	1	-94%	-75%	-4.7
Fail to Comply & Breaches		20	22	28	10	12	-40%	20%	-2.8
OTHER CRIMINAL CODE		11	7	12	6	6	-45%	0%	-1.1
TOTAL OTHER CRIMINAL CODE		54	50	68	20	23	-57%	15%	-9.2
TOTAL CRIMINAL CODE		459	524	463	316	303	-34%	-4%	-52.0

RCMP-GRC

Witscoty Provincial Detachment

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA



Crime Statistics Annual
January to June: 2016 - 2020

All categories contain "Attempted" and/or "Completed"

July-06-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		0	0	2	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	5	5	2	1	-83%	-50%	-1.3
Drug Enforcement - Trafficking		1	2	1	1	0	-100%	-100%	-0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		7	7	8	3	1	-86%	-67%	-1.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	2	3	4	2	-33%	-50%	0.0
TOTAL FEDERAL		10	9	11	7	3	-70%	-57%	-1.6
Liquor Act		11	8	7	2	3	-73%	50%	-2.2
Cannabis Act		0	0	0	0	1	N/A	N/A	0.2
Mental Health Act		21	12	16	15	12	-43%	-20%	-1.5
Other Provincial Stats		176	196	197	79	51	-71%	-35%	-36.7
Total Provincial Stats		208	216	220	96	67	-68%	-30%	-40.2
Municipal By-laws Traffic		1	10	1	0	0	-100%	N/A	-1.2
Municipal By-laws		7	5	8	1	5	-29%	400%	-0.8
Total Municipal		8	15	9	1	5	-38%	400%	-2.0
Fatals		0	1	1	0	0	N/A	N/A	-0.1
Injury MVC		19	11	5	5	7	-63%	40%	-3.0
Property Damage MVC (Reportable)		77	100	86	83	65	-16%	-22%	-4.1
Property Damage MVC (Non Reportable)		18	10	13	13	12	-33%	-8%	-0.9
TOTAL MVC		114	122	105	101	84	-26%	-17%	-8.1
Provincial Traffic		259	267	468	352	331	28%	-6%	22.9
Other Traffic		2	7	7	1	2	0%	100%	-0.6
Criminal Code Traffic		54	36	38	19	16	-70%	-16%	-9.3
Common Police Activities									
False Alarms		103	97	128	33	19	-82%	-42%	-23.2
False/Abandoned 911 Call and 911 Act		144	28	31	21	47	-67%	124%	-20.1
Suspicious Person/Vehicle/Property		26	31	30	85	108	315%	27%	21.8
Persons Reported Missing		2	3	0	3	2	0%	-33%	0.0
Search Warrants		3	0	1	0	1	-67%	N/A	-0.4
Spousal Abuse - Survey Code (Reported)		26	9	9	15	22	-15%	47%	-0.2
COVID-19 Files (Reported)		-	-	-	-	0	-	-	-



SPLASHPAD®
VIEW 1

SPLASHPAD, MB
Version A - 30836





SPLASHPAD®
VIEW 2

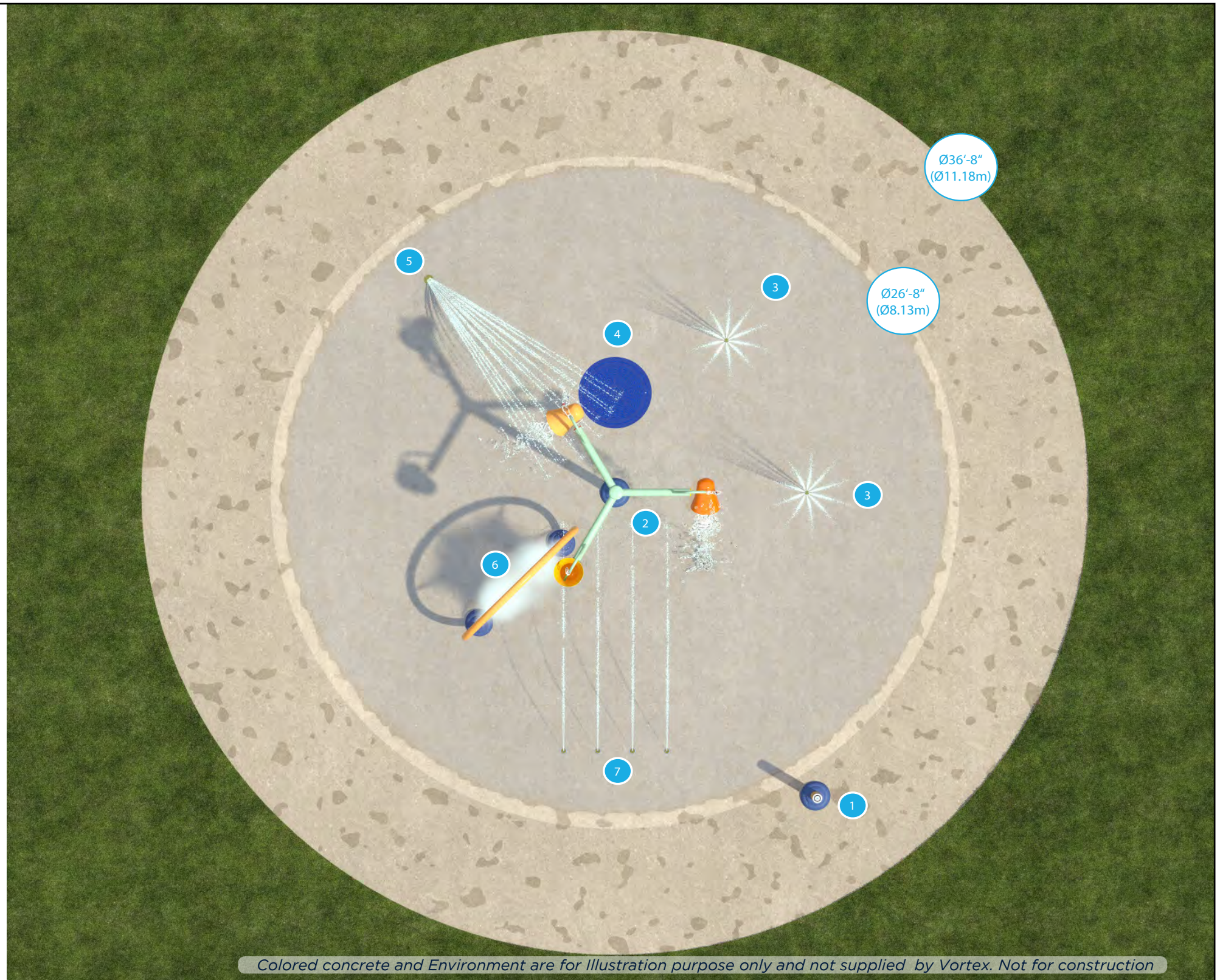
SPLASHPAD, MB
Version A - 30836



SPLASHPAD® COMPONENTS

Total area: 1056ft² (98m²)
 Spray area: 558ft² (52m²)

REF	PRODUCT	QTY	GPM	LPM
1	Bollard Activator No 3 VOR 611	1	0	0
2	Bucket Trio VOR 103	1	12	45.4
3	Geyser VOR 301	2	9	34.1
4	Playsafe Drain N°1 VOR-1001.4000	1	0	0
5	Rooster Tail VOR 303	1	9	34.1
6	Spray Loop VOR 519	1	7.5	28.4
7	Water Tunnel N°2 VOR 309	1	10	37.9
TOTAL WATER FLOW		QTY	GPM	LPM
		8	47.5	179.9



Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction



SPLASHPAD®
VIEW 1

SPRAY PARK SPLASHPAD
Version A - 31497





SPLASHPAD®
VIEW 2

SPRAY PARK SPLASHPAD
Version A - 31497





SPLASHPAD®
VIEW 3

SPRAY PARK SPLASHPAD
Version A - 31497



SPLASHPAD® COMPONENTS

Total area: 1300ft² (121m²)
 Spray area: 714ft² (66m²)

REF	PRODUCT	QTY	GPM	LPM
1	Aqua Dome N°1 VOR 555	1	14	53
2	Bollard Activator No 3 VOR 611	1	0	0
3	Geyser VOR 301	2	15	56.8
4	Jet Stream N°1 VOR 7512	3	7.5	28.4
5	Orbit Single VOR 532	1	7.5	28.4
6	Playsafe Drain N°1 VOR-1001.4000	1	0	0
7	Plux Cane VOR 7395	1	14	53
8	Three Bells N°1 VOR 7372	1	12	45.4
9	Tube N°1 VOR 220	2	15	56.8
10	Twister VOR 534	1	7.5	28.4
11	Waterbug N°3 VOR 7582	1	6	22.7
TOTAL WATER FLOW		QTY	GPM	LPM
		15	98.5	372.9



vortex-intl.com



Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

VORTEX AQUATIC STRUCTURES INTERNATIONAL INC. VORTEX-INTL.COM | 1.877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED

Revision 02 - 23751

View 1





vortex-intl.com

Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

VORTEX AQUATIC STRUCTURES INTERNATIONAL, INC. VORTEX-INTL.COM | 877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED

View 2



Proud distributor of:



vortex-intl.com

VORTEX AQUATIC STRUCTURES INTERNATIONAL, INC. VORTEX-INTL.COM | 1.877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED

Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

Revision 02 - 23751

View 3





vortex-intl.com

VORTEX AQUATIC STRUCTURES INTERNATIONAL INC. VORTEX-INTL.COM | 877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED

Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

Revision 02 - 23751

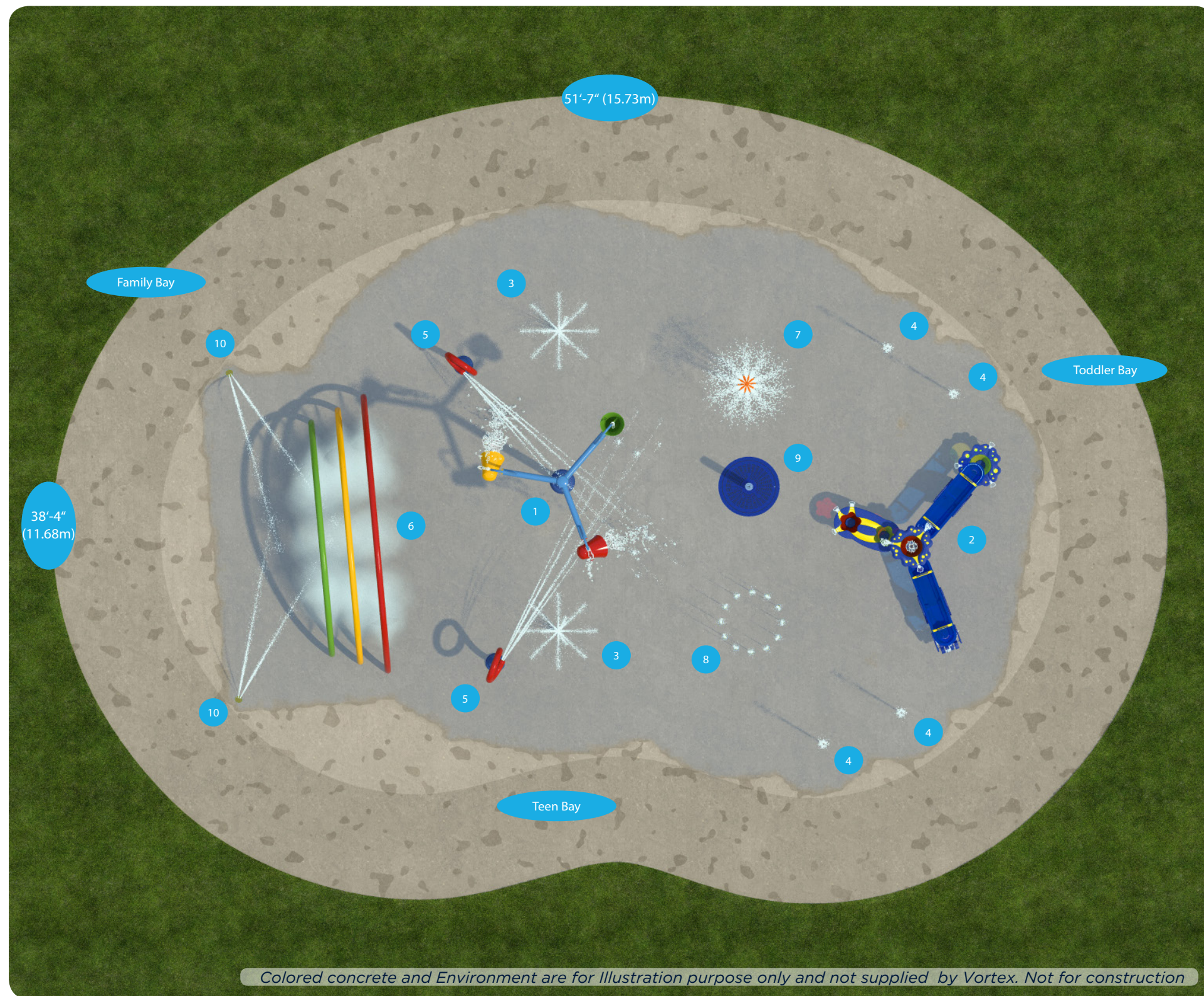
View 4



SPLASHPAD® COMPONENTS

Total area: 1598ft² (148m²)
 Spray area: 950ft² (88m²)

REF	PRODUCT	QTY	GPM	LPM
1	Bucket Trio VOR 103	1	12	45.4
2	Cascades N°1 VOR 7042	1	20	75.7
3	Fountain Spray N°1 VOR 7513	2	10	37.9
4	Jet Stream N°1 VOR 7512	4	10	37.9
5	Loop N°2 VOR 7553	2	8	30.3
6	Rainbow N°2 VOR 548	1	22.5	85.2
7	Safeswap N°1 / VOR-55000.0430 Spray Cap Kit / VOR-49000.0356R01	1	15	57
8	Cylinder Spray VOR 307	1	24	90.9
9	Smartpoint N°1 Post VOR-1910	1	0	0
10	Split Stream VOR 7516	2	15v	56.8
TOTAL WATER FLOW		QTY	GPM	LPM
		16	136.5	517.1



Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

Revision 02 - 23751

Top View Splashpad®
 Proud distributor of:



VORTEX AQUATIC STRUCTURES INTERNATIONAL INC. VORTEX-INTL.COM | 877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED



VORTEX AQUATIC STRUCTURES INTERNATIONAL INC. VORTEX-INTL.COM | 1.877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED

Shoal Lake Splashpad®, MB
Version E - 22658

View 1





vortex-intl.com

VORTEX AQUATIC STRUCTURES INTERNATIONAL, INC. VORTEX-INTL.COM | 1.877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED

Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

Shoal Lake Splashpad®, MB
Version E - 22658

View 2





vortex-intl.com

VORTEX AQUATIC STRUCTURES INTERNATIONAL, INC. VORTEX-INTL.COM | 1.877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED

Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

Shoal Lake Splashpad®, MB
 Version E - 22658

View 3





vortex-intl.com

VORTEX AQUATIC STRUCTURES INTERNATIONAL INC. VORTEX-INTL.COM | 1.877.586.7839 ©2015 VORTEX INTERNATIONAL, ALL RIGHTS RESERVED

Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

Shoal Lake Splashpad®, MB
Version E - 22658

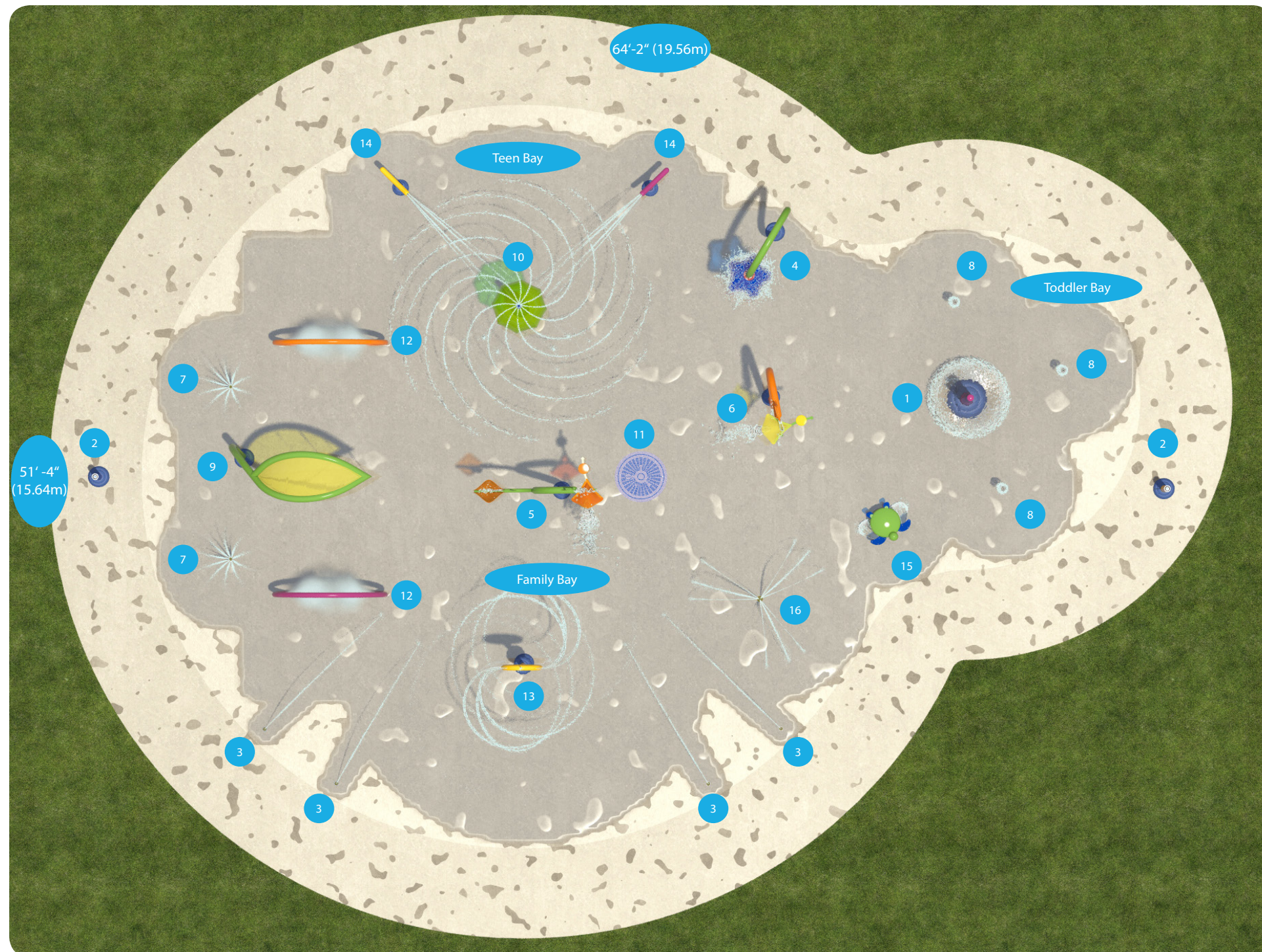
View 4



SPLASHPAD® COMPONENTS

Total area: 2400ft² (223m²)
 Spray area: 1567ft² (146m²)

REF	PRODUCT	QTY	GPM	LPM
A	Aqua Dome N°1 VOR 555	1	14	53
B	Bollard Activator No 3 VOR 611	2	0	0
C	Directional Jet N°1 VOR 305	4	12	45.4
D	Flower N°1 VOR 7549	1	15	56.8
E	Flower N°5 VOR 7557	1	8	30.3
F	Flower N°7 VOR 7559	1	4	15.1
G	Geyser VOR 301	2	15	56.8
H	Jet Stream N°2 VOR 325	3	12	45.4
I	Leaf N°2 VOR 7657	1	5.5	20.8
J	Ombrello Twirl N°1 VOR 7446	1	6	22.7
K	Playsafe Drain N°1 VOR-1001.4000	1	0	0
L	Spray Loop VOR 519	2	15	56.8
M	Sunspray N°1 VOR 7578	1	12.5	47.3
N	Tube N°1 VOR 220	2	15	56.8
O	Turtle N°2 VOR 7216	1	12.5	47.3
P	Water Bloom N°2 VOR 329	1	9	34.1
TOTAL WATER FLOW		QTY	GPM	LPM
		25	155.5	588.6



Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

Shoal Lake Splashpad®, MB
 Version E - 22658

Top View Splashpad®



WTS OPERATIONAL COST ESTIMATOR



Note: These are ballpark estimated costs based on equipment specifications and assumptions noted below. Actual costs will depend on a number of site specific factors including park usage, weather conditions, utility rates, controller settings, etc. Costs below do not include replacement parts and operator time.

Project Name: Village of Marwayne

Location: Alberta

Park Season: Opening Day: 15-Jun-20 Closing Day: 7-Sep-20 Total Operating Days: 82

Park Hours: Opening Time: 9:00 AM Closing Time: 8:00 PM Total Time Per Day: 11:00 (HH:MM)

Average Park Usage: 75% Units: Metric Imperial

WTS Water loss: Wet Climate Normal Climate Hot & Dry Climate Custom 10.0%

Estimated Water Loss: 9 LPM (Based on Park Max Seq Flow) 4208 LPD

WTS Configuration: WTS-75 WTS-150 WTS-300 Custom 600 **Energy Usage:** 208V 3PH 240V 1PH Custom 90 kWh

Filter Backwash: Flow Rate: 578 LPM Time: 3 Mins Frequency: 1 Days/Week Amount: 1734 L/Wk

Park Max Flow: 568 LPM **Max Flow /Day:** 374880 LPD

Park Max Seq Flow: 425 LPM **Max Sequence Flow /Day:** 280,500 LPD

Cost of Water: \$40.00 Monthly Base Rate \$2.61 Per m³ **Cost of Electricity:** Monthly Base Rate \$1.150 per kWh

Drain to Waste		Waterplay Water Treatment System	
WMS Cost:	\$30,000	WMS Cost:	\$125,000
WMS Chemical Cost:	\$0.00 Per Day \$0.00 Per Season	WMS Chemical Cost:	\$5.13 Per day \$421 Per Season
Sanitary Sewer Cost:	\$20.00 Monthly Base Rate Per m ³	Sanitary Sewer Cost:	\$20.00 Monthly Base Rate Per m ³
Maintenance:	\$25.00 Per Day \$2,050 Per Season	WMS Maintenance:	\$50.00 Per Day \$4,100 Per Season
Water Used	210,375 LPD 17,251 m ³ /Season	Water Used:	4,455 LPD 365.3 m ³ /Season
Sanitary Sewer Cost	\$0.66 Per Day \$54 Per Season	Sanitary Sewer Cost:	\$0.66 Per Day \$54 Per Season
Water Cost:	\$550.39 Per Day \$45,132 Per Season	Water Cost:	\$12.94 Per Day \$1,061 Per Season
Cost of Electricity:	\$8.97 Per Day \$736 Per Season	Cost of Electricity:	\$99.43 Per Day \$8,154 Per Season

TCO (Total Cost of Ownership):	Cost							
	Initial Cost	Incr/yr	Season 1	Season 2	Season 3	Season 5	Season 7	Season 10
Drain to Waste	\$30,000	4%	\$47,918	\$49,835	\$51,828	\$58,299	\$65,579	\$82,978
Accumulative Costs			\$77,918	\$127,753	\$179,580	\$347,838	\$471,526	\$676,238
WTS	\$125,000	4%	\$13,790	\$14,341	\$14,915	\$16,132	\$17,448	\$19,627
Accumulative Costs			\$138,790	\$153,131	\$168,046	\$216,466	\$252,061	\$310,972
Savings	-\$95,000		-\$60,872	-\$25,378	\$11,535	\$131,372	\$219,465	\$365,266

Electric Costs per 24hrs Based on the following:

WTS-75SL UV 208 3PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 2 Hp	37.4
Chemical Controller	0.1
UV Lamp	4.6
Misc (controller, valves)	7.8
Total	49.9

WTS-75SL UV 230 1PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 2 Hp	68.8
Chemical Controller	0.1
UV Lamp	4.6
Misc (controller, valves)	7.8
Total	81.2

WTS-150SL UV 208 3PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 5 Hp	69.4
Chemical Controller	0.1
UV Lamp	9.2
Misc (controller, valves)	7.8
Total	86.5

WTS-150SL UV 230 1PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 5 Hp	125.1
Chemical Controller	0.1
UV Lamp	9.2
Misc (controller, valves)	7.8
Total	142.2

WTS-300SL UV 208 3PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 10 Hp	122.8
Chemical Controller	0.1
UV Lamp	13.8
Misc (controller, valves)	7.8
Total	144.5

WTS-300SL UV 230 1PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 10 Hp	224.4
Chemical Controller	0.1
UV Lamp	13.8
Misc (controller, valves)	7.8
Total	246.1

Maintenance Costs:

Drain to waste maintenance: Estimated 1/2 hour/day & operator cost of \$50/hour

WTS maintenance: Estimated 1 hours/day & operator cost of \$50/hour

Chemical Costs: (prices can vary widely, check local prices)

31.5% muriatic acid - \$10-\$16/ gallon (3.8 liters)

CO2 Gas - \$45/ 50 lb cylinder (gas only)

Accu-tab blue SI Tablets - \$200-300 per 55lb (25 kg) pail

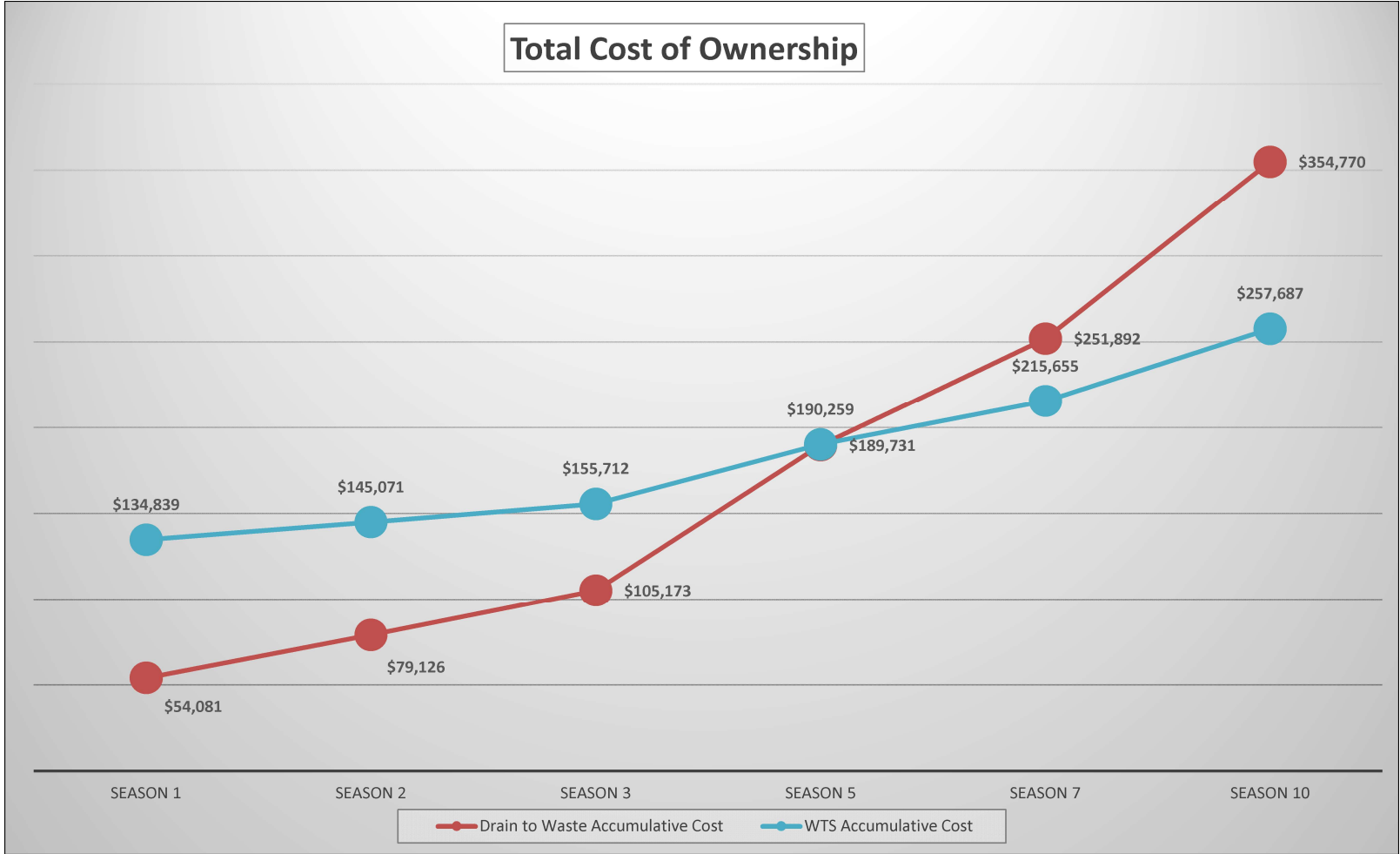
12.5% Liquid Chlorine \$2-\$5 / gal (3.8L)

Approximately 1.8x 55lb pails of Accu-tab chlorine pucks is equivalent to a ~53 gal drum (~550 lbs) of liquid chlorine.

Water Loss based on:

Wet Climate = ~0.5%, Normal Climate = ~2%, Hot & Dry Climate = ~5%

"Water Used" is the "maximum sequenced flow/day" multiplied by the "Average Park Usage"



WTS OPERATIONAL COST ESTIMATOR



Note: These are ballpark estimated costs based on equipment specifications and assumptions noted below. Actual costs will depend on a number of site specific factors including park usage, weather conditions, utility rates, controller settings, etc. Costs below do not include replacement parts and operator time.

Project Name:

Location:

Park Season: Opening Day: Closing Day: Total Operating Days: 82

Park Hours: Opening Time: Closing Time: Total Time Per Day: 11:00 (HH:MM)

Average Park Usage: Units: Metric Imperial

WTS Water loss: Wet Climate Normal Climate Hot & Dry Climate Custom

Estimated Water Loss: 4 LPM (Based on Park Max Seq Flow) 1980 LPD

WTS Configuration: WTS-75 WTS-150 WTS-300 Custom Energy Usage: 208V 3PH 240V 1PH Custom kWh

Filter Backwash: Flow Rate: 284 LPM Time: Mins Frequency: Days/Week Amount: 852 L/Wk

Park Max Flow: LPM Max Flow /Day: 187440 LPD

Park Max Seq Flow: LPM Max Sequence Flow /Day: 132,000 LPD

Cost of Water: Monthly Base Rate Per m³ Cost of Electricity: Monthly Base Rate per kWh

Drain to Waste		Waterplay Water Treatment System	
WMS Cost:	<input type="text" value="\$30,000"/>	WMS Cost:	<input type="text" value="\$125,000"/>
WMS Chemical Cost:	<input type="text" value="\$0.00"/> Per Day <input type="text" value="\$0.00"/> Per Season	WMS Chemical Cost:	<input type="text" value="\$5.13"/> Per day <input type="text" value="\$421"/> Per Season
Sanitary Sewer Cost:	<input type="text" value="\$20.00"/> Monthly Base Rate <input type="text" value=""/> Per m ³	Sanitary Sewer Cost:	<input type="text" value="\$20.00"/> Monthly Base Rate <input type="text" value=""/> Per m ³
Maintenance:	<input type="text" value="\$25.00"/> Per Day <input type="text" value="\$2,050"/> Per Season	WMS Maintenance:	<input type="text" value="\$50.00"/> Per Day <input type="text" value="\$4,100"/> Per Season
Water Used	99,000 LPD 8,118 m ³ /Season	Water Used:	2,102 LPD 172.3 m ³ /Season
Sanitary Sewer Cost	\$0.66 Per Day \$54 Per Season	Sanitary Sewer Cost:	\$0.66 Per Day \$54 Per Season
Water Cost:	\$259.71 Per Day \$21,296 Per Season	Water Cost:	\$6.80 Per Day \$558 Per Season
Cost of Electricity:	\$8.97 Per Day \$736 Per Season	Cost of Electricity:	\$57.39 Per Day \$4,706 Per Season

TCO (Total Cost of Ownership):	Cost		Season 1	Season 2	Season 3	Season 5	Season 7	Season 10
	Initial Cost	Incr/yr						
Drain to Waste	\$30,000	4%	\$24,081	\$25,045	\$26,046	\$29,299	\$32,957	\$41,701
Accumulative Costs			\$54,081	\$79,126	\$105,173	\$189,731	\$251,892	\$354,770
WTS	\$125,000	4%	\$9,839	\$10,232	\$10,641	\$11,510	\$12,449	\$14,003
Accumulative Costs			\$134,839	\$145,071	\$155,712	\$190,259	\$215,655	\$257,687
Savings	-\$95,000		-\$80,757	-\$65,945	-\$50,540	-\$528	\$36,236	\$97,083

Electric Costs per 24hrs Based on the following:

WTS-75SL UV 208 3PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 2 Hp	37.4
Chemical Controller	0.1
UV Lamp	4.6
Misc (controller, valves)	7.8
Total	49.9

WTS-75SL UV 230 1PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 2 Hp	68.8
Chemical Controller	0.1
UV Lamp	4.6
Misc (controller, valves)	7.8
Total	81.2

WTS-150SL UV 208 3PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 5 Hp	69.4
Chemical Controller	0.1
UV Lamp	9.2
Misc (controller, valves)	7.8
Total	86.5

WTS-150SL UV 230 1PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 5 Hp	125.1
Chemical Controller	0.1
UV Lamp	9.2
Misc (controller, valves)	7.8
Total	142.2

WTS-300SL UV 208 3PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 10 Hp	122.8
Chemical Controller	0.1
UV Lamp	13.8
Misc (controller, valves)	7.8
Total	144.5

WTS-300SL UV 230 1PH

ITEM	Kilowatt Hours (kWh)
Feature Pump 10 Hp	224.4
Chemical Controller	0.1
UV Lamp	13.8
Misc (controller, valves)	7.8
Total	246.1

Maintenance Costs:

Drain to waste maintenance: Estimated 1/2 hour/day & operator cost of \$50/hour

WTS maintenance: Estimated 1 hours/day & operator cost of \$50/hour

Chemical Costs: (prices can vary widely, check local prices)

31.5% muriatic acid - \$10-\$16/ gallon (3.8 liters)

CO2 Gas - \$45/ 50 lb cylinder (gas only)

Accu-tab blue SI Tablets - \$200-300 per 55lb (25 kg) pail

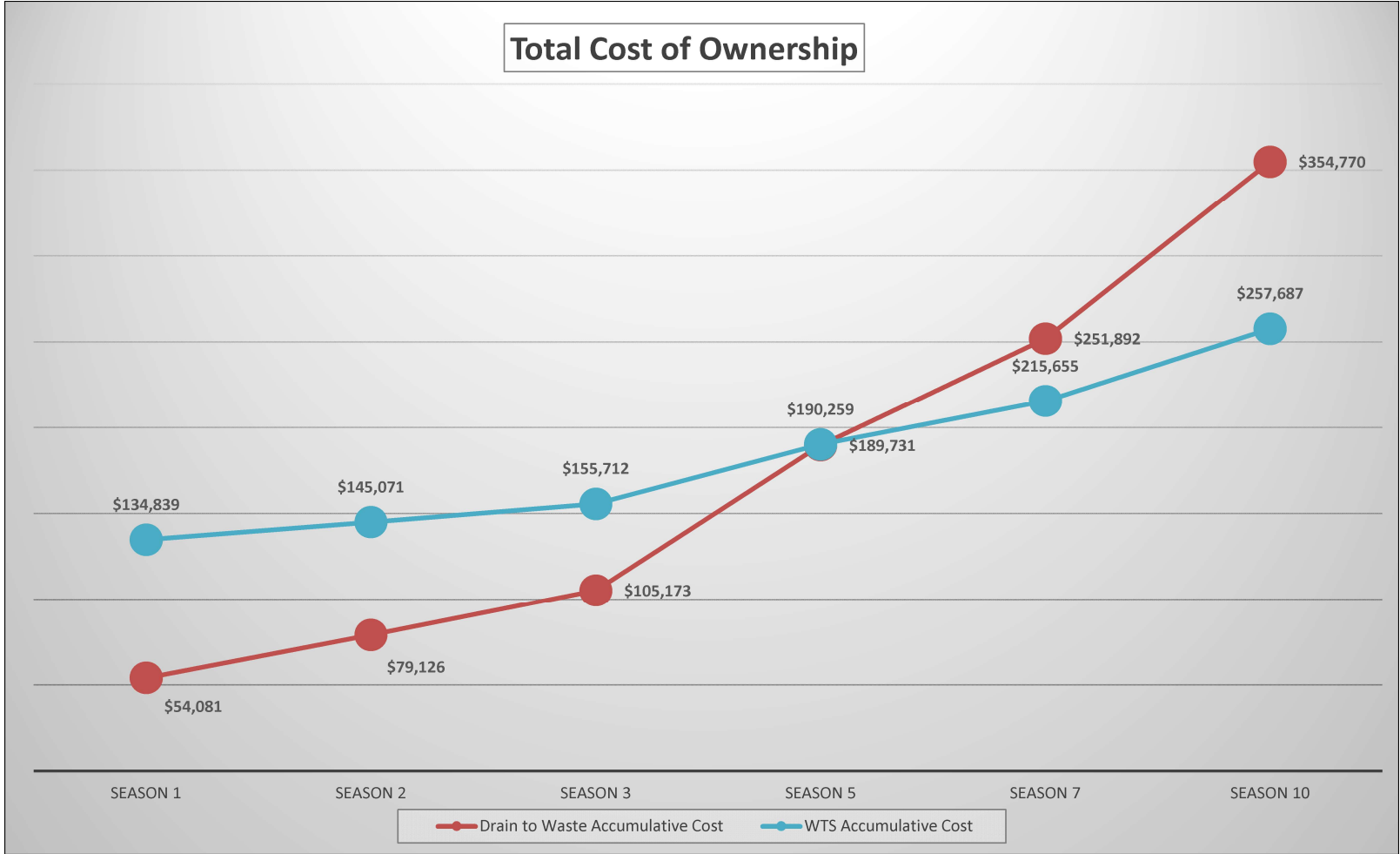
12.5% Liquid Chlorine \$2-\$5 / gal (3.8L)

Approximately 1.8x 55lb pails of Accu-tab chlorine pucks is equivalent to a ~53 gal drum (~550 lbs) of liquid chlorine.

Water Loss based on:

Wet Climate = ~0.5%, Normal Climate = ~2%, Hot & Dry Climate = ~5%

"Water Used" is the "maximum sequenced flow/day" multiplied by the "Average Park Usage"





ASL PAVING LTD.
4001 - 52nd Street
Lloydminster, SK S9V 2B5
Phone 306-825-4984
Fax 306-825-3227

August 5, 2020

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

Attention: Shannon Harrower

Re: Various Asphalt Repairs

We are pleased to offer the following quotation for your consideration:

206 3rd Street North Water Break ± 52m²
 Excavate and dispose of waste at Marwayne Waste Disposal Site to 375mm depth
 Shape and compact existing subgrade
 Supply, place and compact 20mm granular base to 300mm depth
 Supply and place an emulsified SS-1 prime coat
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth
Unit rate @ \$111.85/ m² Extended price: \$ 5,816.20

107 3rd Avenue Water Break ± 50m²
 Excavate and dispose of waste at Marwayne Waste Disposal Site to 375mm depth
 Shape and compact existing subgrade
 Supply, place and compact 20mm granular base to 300mm depth
 Supply and place an emulsified SS-1 prime coat
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth
Unit rate @ \$111.85/ m² Extended price: \$ 5,592.50

101 3rd Avenue Water Break ± 84m²
 Excavate and dispose of waste at Marwayne Waste Disposal Site to 375mm depth
 Shape and compact existing subgrade
 Supply, place and compact 20mm granular base to 300mm depth
 Supply and place an emulsified SS-1 prime coat
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth
Unit rate @ \$111.85/ m² Extended price: \$ 9,395.40

312 3rd Street North R&R ± 255m²
 Saw-cut, excavate and dispose of waste asphalt at Marwayne Waste Disposal Site to 75mm depth
 Shape and compact existing granular base
 Supply and place an emulsified SS-1 prime coat
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth
Unit rate @ \$46.89/ m² Extended price: \$ 11,956.95

The following qualifications form an integral part of this quotation:

- 2020 price
- Payment based on field measured quantities
- 312 3rd Street North R&R existing asphalt is assumed to be 75mm thickness but should the existing thickness be more than quoted the unit rate will be prorated to match the thickness
- Mobilization is extra if not done with the Walking Trail Program at \$2,500.00
- Sub cut excavation and backfill of unsuitable sub grade material is extra
- Waste disposal site supplied by customer within 5km of the village
- Private locates and hydro vac will be extra if required
- Quality control testing is included
- Quality assurance testing by owner
- Work to conform to the City of Lloydminster specifications
- Work not described in this proposal shall be extra
- GST extra

Thank you for providing ASL Paving Ltd an opportunity to quote on your project. If you require additional information do not hesitate to call the undersigned.

Regards



Bill Kruining, General Manager
ASL Paving Ltd.



MEETING MINUTES

DATE	August 7, 2020		
VENUE	Conference Call (via Skype)		
MEETING TITLE	Bridge File 83179 – Drainage Improvements		
CONTRACT NO	181-10232-00		
INVITEES / ATTENDEES	Owner – Alberta Transportation		
	Erin Zubot	403-340-5216	erin.zubot@gov.ab.ca
	Donald Saunders	403-340-5579	donald.saunders@gov.ab.ca
	Theodora Bradley	403-340-5207	theodora.bradley@gov.ab.ca
	Bill Heaslip (not present)	780-853-8182	bill.heaslip@gov.ab.ca
	Consultant – WSP		
	Claire Joe	587-489-0244	claire.joe@wsp.com
	Ming Jiao	780-410-6796	ming.jiao@wsp.com
	Municipality – Village of Marwayne		
	Shannon Harrower	780-847-3962	cao.marwayne@mcsnet.ca

Suite 1200
 10909 Jasper Avenue
 Edmonton, AB, Canada T5J 3L9

Tel.: +1 780 466-6555
 Fax: +1 780 421-1397
 www.wsp.com

MINUTES

ITEM

1.0	INTRODUCTIONS - A ATTENDEES WERE INTRODUCED @ 1:10 PM
1.1	<p>Owner – Alberta Transportation</p> <ul style="list-style-type: none"> – Erin Zubot is the Project Administrator – Donald Saunders is the Project Sponsor – Theodora Bradley is the Property Technologist (Land Acquisition) – Bill Heaslip (Not Present) is the Operations Manager
1.2	<p>Consultant – WSP</p> <ul style="list-style-type: none"> – Claire Joe is the Junior Designer – Ming Jiao is the Senior Engineer / Project Manager
1.3	<p>Municipality – Village of Marwayne</p> <ul style="list-style-type: none"> – Shannon Harrower is the Chief Administrative Officer (CAO)
2.0	PROJECT OVERVIEW
2.1	<p>Existing Drainage Issues</p> <ul style="list-style-type: none"> – Existing areas of poor drainage / ponding were outlined and demonstrated on a map
2.2	<p>Overall Drainage Plan</p> <ul style="list-style-type: none"> – The overall drainage plan developed as part of the downstream drainage ditch design was reviewed
2.3	<p>Proposed Drainage Improvements</p> <ul style="list-style-type: none"> – The proposed drainage improvements were reviewed – Shannon expressed concern that the ditch and downstream approach crossing (3 – 1800 mm diameter culverts) would have to be upsized to accommodate additional flows as a result of upstream drainage improvements – Claire noted the drainage ditch and the downstream culverts have been sized to accommodate the additional flows that will be directed towards the ditch as part of the drainage improvements – Donald also indicated the drainage ditch and downstream culverts were designed as part of an overall drainage plan. The Village of Marwayne constructed the first half of the plan (downstream drainage ditch and culvert crossing) with some funding from the GOA and Alberta Transportation is now executing the second half of the overall drainage plan – Shannon noted the Village does not have the resources to repair infrastructure damaged as a result of additional flows and asked how damage would be assessed / who would be considered responsible – It was noted that no damage is expected as the downstream culverts and ditch have been designed to accommodate this flow; however, Donald stated AT would be willing to consider a memorandum agreement between the Village of Marwayne and Alberta Transportation which would state both parties will work together to resolve any flooding damage
2.4	<p>Land Requirements</p> <ul style="list-style-type: none"> – The land ownership plan was reviewed – Additional right of way is required from Fort Pitt Farms. Donald noted the land required is a low area that is likely not farmable – It was noted an access agreement will be required with the Village of Marwayne to construct the downstream ditch tie-in
3.0	DOWNSTREAM IMPACTS
3.1	<p>Proposed Downstream Tie-In</p> <ul style="list-style-type: none"> – The proposed downstream tie-in and planned erosion protection measures were reviewed
3.2	<p>Project Benefits</p> <ul style="list-style-type: none"> – Improved drainage throughout the area – Shannon noted, the private landowner located between Highway 45 and the downstream drainage ditch has submitted complaints of flooding in the past
4.0	POST-CONSTRUCTION
4.1	<p>Maintenance Responsibilities</p> <ul style="list-style-type: none"> – Shannon and Donald agreed a memorandum of agreement could be signed to state both the Village of Marwayne and Alberta Transportation will work together to resolve any future flooding issues in the ditch / downstream culverts
5.0	NEXT STEPS
5.1	<p>Project Timelines</p>

MINUTES

- 5.2 2021 Construction
 - Next Steps
 - Shannon will present the project to Council at the next Council Meeting
 - Claire is to provide Shannon with background documents on the overall drainage plan and downstream ditch / culvert design
 - Donald / Erin will draft a memorandum of agreement for the Village of Marwayne to review
 - Donald indicated AT would prefer to have an agreement in place this year, prior to the project being tendered
- 6.0 **OTHER**
- Meeting concluded at 1:45 p.m.

DISTRIBUTION: Invitees/ Attendees



Bridge File 83179 Replacement and Area Drainage Improvements



Existing Flooding Issues

- The existing Highway 45 crossing is undersized and flows have overtopped Highway 45 in the past
- Ongoing ponding issues reported in the area bound by Highway 897, the old railway and Highway 45
- Significant flooding observed in 2020 on private land adjacent to the downstream channel



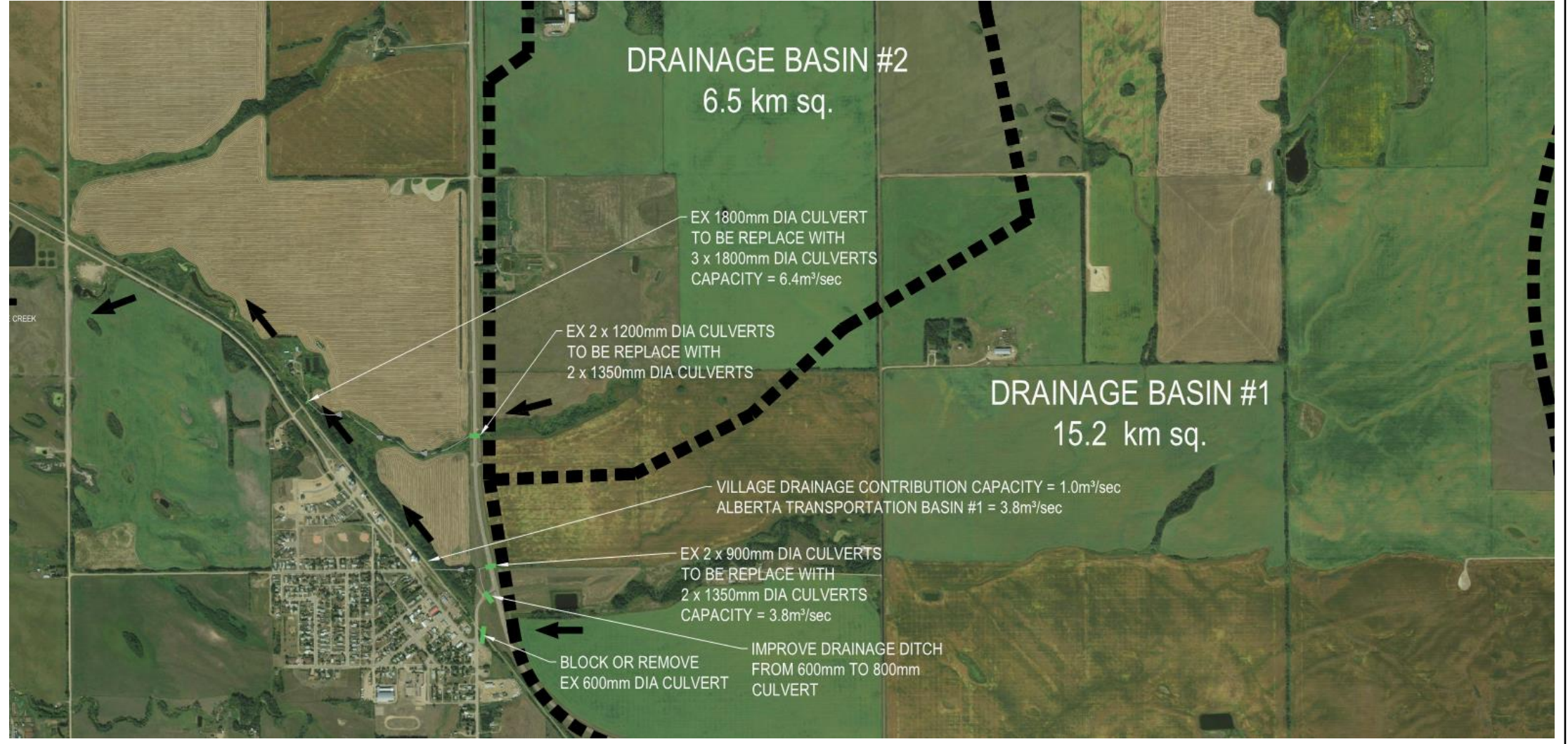
Existing Flooding Issues





Overall Drainage Plan

(Developed by WSP for the Village of Marwayne)





Planned Drainage Improvements

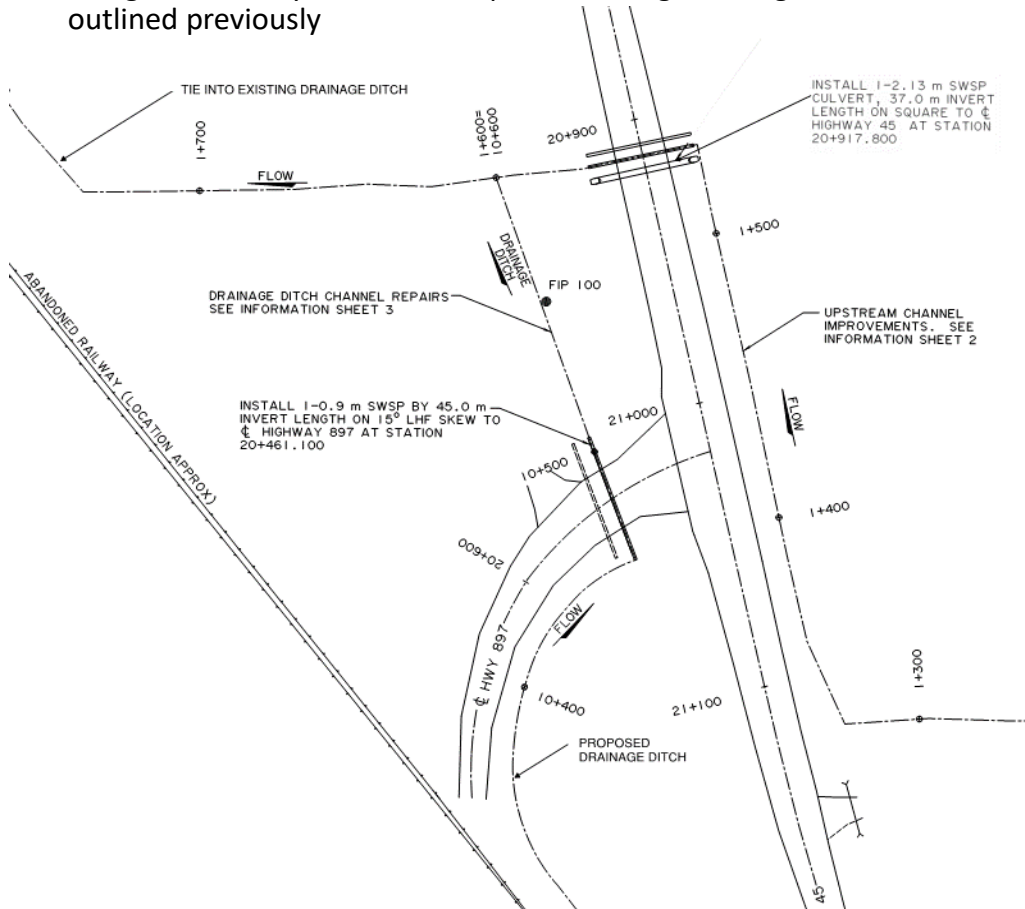




Planned Drainage Improvements

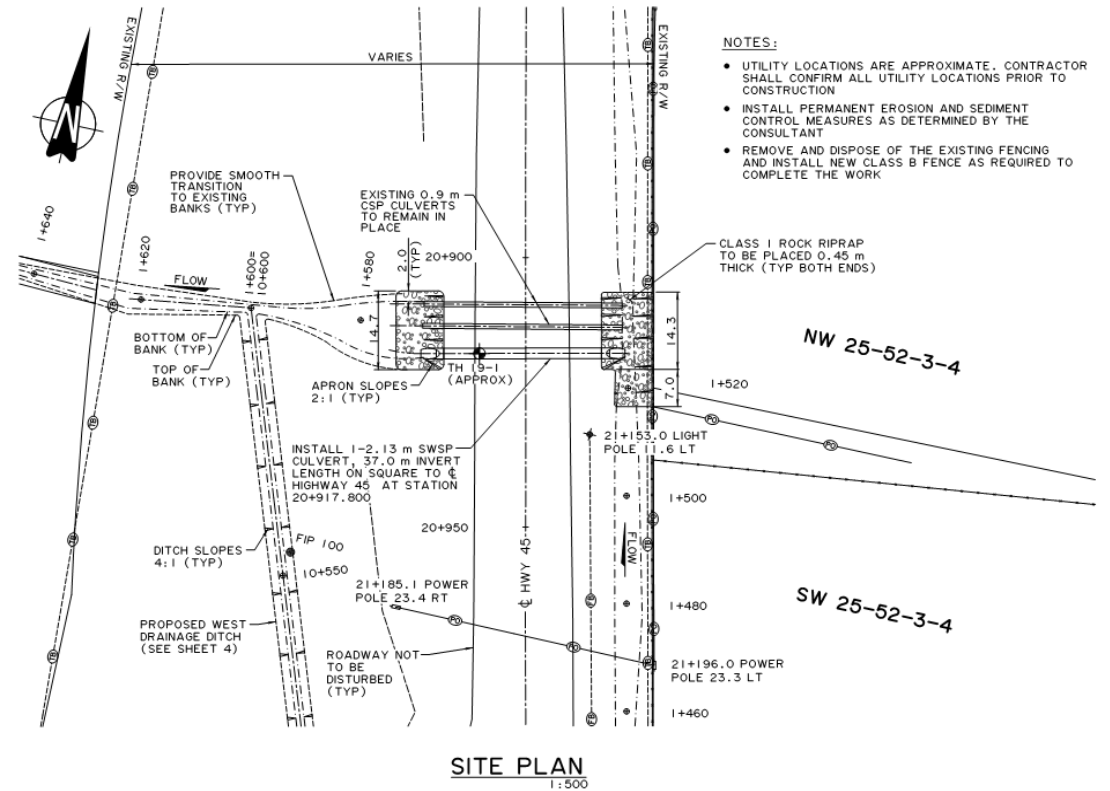
OVERALL PLAN

- Drainage Improvements follow the overall drainage plan developed by the Village of Marwayne and will improve existing flooding issues in the areas outlined previously



BRIDGE FILE REPLACEMENT (CROSSING HIGHWAY 45)

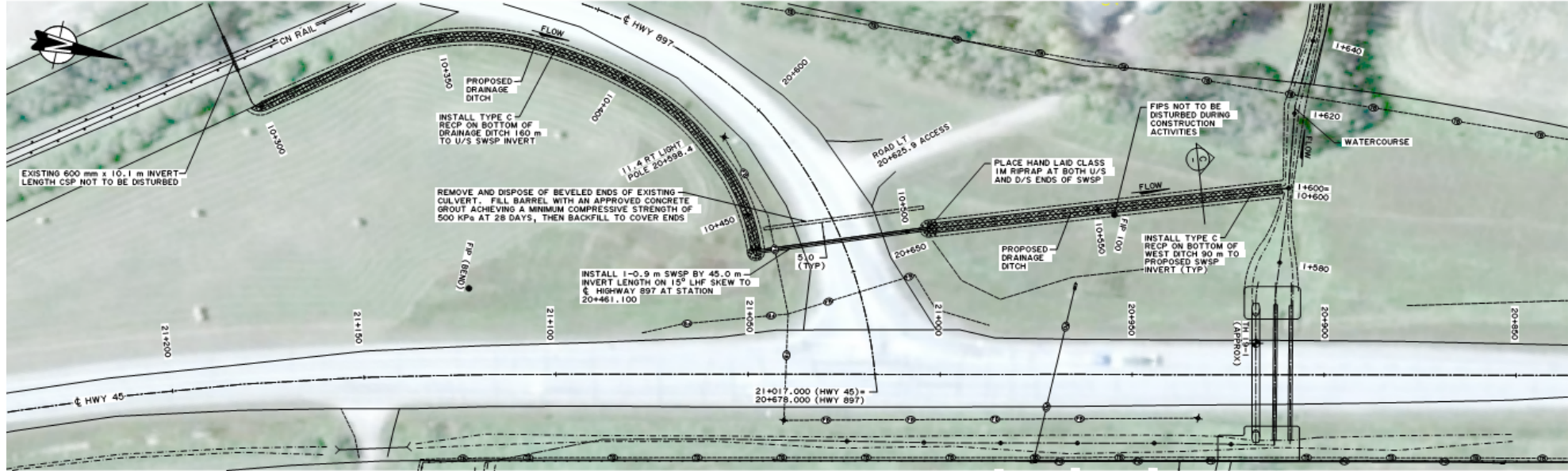
- The Bridge File replacement will reduce the risk of flooding across Highway 45



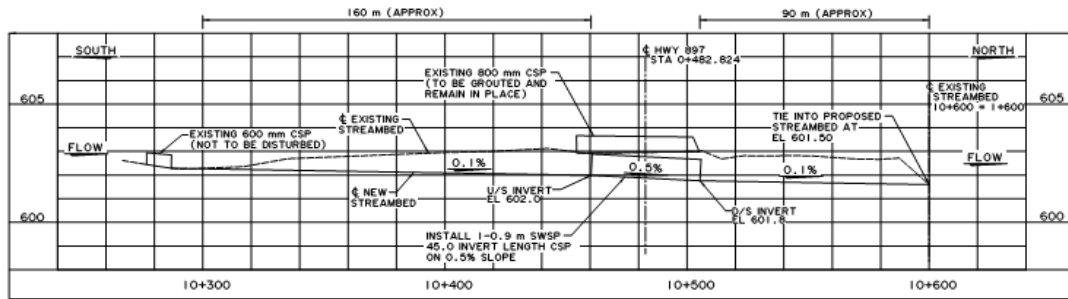


SOUTH DRAINAGE IMPROVEMENTS

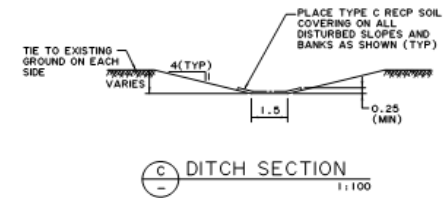
- South drainage improvements will reduce flooding issues in the area between Highway 897, the old railway and Highway 45



Drainage Ditch
Plan View
1:500



Drainage Ditch Profile



Ditch Section
1:100



DOWNSTREAM CHANNEL IMPROVEMENTS

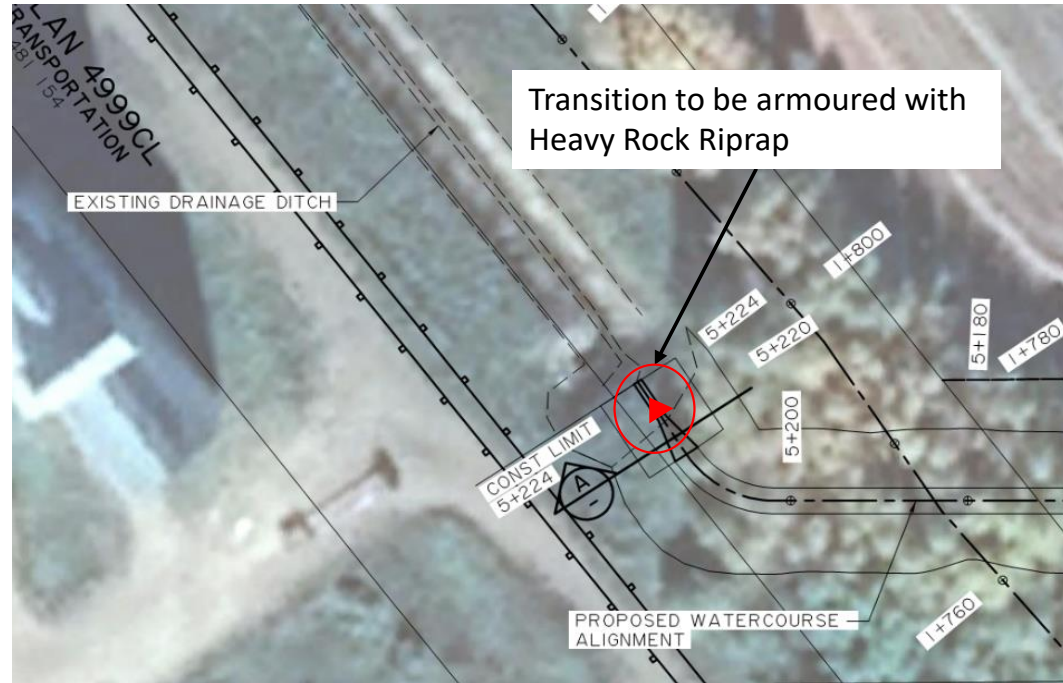
- Downstream channel improvements will reduce flooding on private land and allow for improved overall drainage





Proposed Downstream Tie in

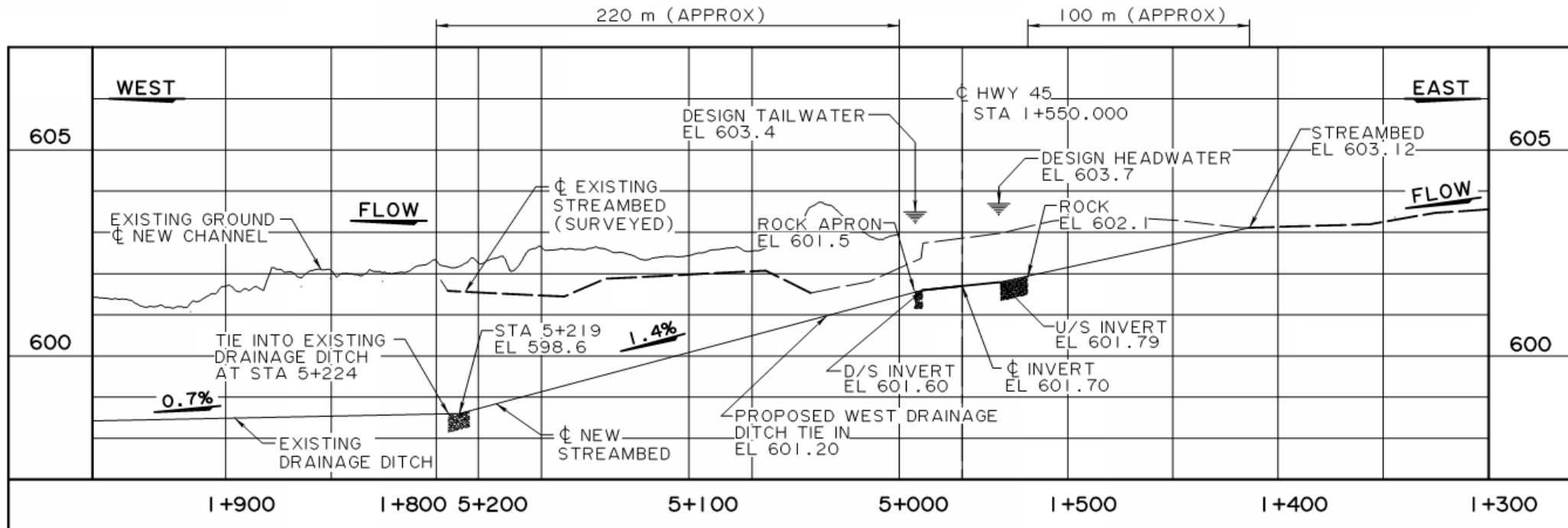
- Alberta Transportation is proposing to tie into the existing Village of Marwayne drainage ditch as shown on the overall drainage plan developed by the Village of Marwayne
- The downstream drainage ditch was designed to accommodate these flows and WSP has reconfirmed the ditch has adequate capacity
- WSP has also reviewed the municipal servicing design and there are no concerns with the minor story system backing up
- The proposed tie-in will be armoured with heavy rock riprap to reduce velocities and mitigate potential erosion





BENEFITS

- Directing flows to the existing drainage ditch allows for improving grading and drainage throughout the area
- The alternative (to tie into the existing watercourse) would reduce the grade substantially and would likely result in continued flooding issues for the adjacent private landowner and in areas adjacent to Highway 45 and Highway 897.





Looking upstream,
existing natural
watercourse is
substantially higher
than drainage ditch



RISKS & RISK MITIGATION

- The existing drainage ditch has been designed and constructed with adequate capacity and therefore there is minimal risk of flooding
- The risk of erosion will be mitigated by armouring of the tie-in to reduce flow velocities and the risk of erosion





Central Region

#401, 4920 - 51 Street
Red Deer, Alberta
Canada T4N 6K8

Telephone: 403-340-5166
Fax: 403-340-4973

August 19, 2020

File BF 83179

Sent by email only

Shannon Harrower, Chief Administrative Officer
Village of Marwayne
Box 113, 210 2nd Ave S.
Marwayne, Alberta
T0B2X0

Dear Shannon:

RE: Culvert Replacement and Drainage Improvements on Highway 45 (BF 83179)

Alberta Transportation is planning to replace two culverts, located on Highway 45 and Highway 897 and complete additional ditch work to tie into the Marwayne's recently constructed ditch, as shown on the attached document. Our Consultant, WSP, have reviewed the design for the existing drainage ditch that was constructed by the Village of Marwayne along the east side of Marwayne, and have confirmed that it was designed to handle the flow from these two Alberta Transportation Culverts. Completing this work should mitigate flooding problems along Highways 45 and 897 immediately east of the Village of Marwayne.

Alberta Transportations' consultant has design the planned work and the Department is confident that the design is sufficient. However, if any issues in the Village's ditch arise in the future that are related to the work the Department is planning, Alberta Transportation is committed to working with the Village to address these issues.

Alberta Transportation believes that this ditch work will have a benefit to not only the highway system but also the adjacent landowners and the Village of Marwayne. If you have any questions please contact the undersigned at 403-340-5579.

Sincerely,

A handwritten signature in blue ink that reads "Donald Saunders".

Donald Saunders, P. Eng.
Bridge Manager
Central Region, Alberta Transportation

cc: Erin Zubot, P.Eng. Bridge Engineer, Central Region, Alberta Transportation

Attachment

Classification: Protected A



Municipal Stimulus Program (MSP) Allocations

The allocated amounts represent the maximum funding available to municipalities through the MSP. Municipalities must commit their funding allocation to project(s) by October 1, 2020, or risk losing access to their allocation. Municipalities must also spend all allocated funding on accepted project(s) by December 31, 2021.

Municipality	Allocated MSP Funding
Total	\$500,000,000
Cities	
AIRDRIE	\$8,387,879
BEAUMONT	\$2,286,566
BROOKS	\$1,717,777
CALGARY	\$152,831,311
CAMROSE	\$2,227,845
CHESTERMERE	\$2,464,394
COLD LAKE	\$1,778,401
EDMONTON	\$115,567,274
FORT SASKATCHEWAN	\$3,202,571
GRANDE PRAIRIE	\$8,212,428
LACOMBE	\$1,662,384
LEDUC	\$3,926,484
LETHBRIDGE	\$12,063,074
LLOYDMINSTER	\$2,335,183
MEDICINE HAT	\$7,519,659
RED DEER	\$12,006,017
SPRUCE GROVE	\$4,251,472
ST. ALBERT	\$7,855,108
WETASKIWIN	\$1,504,288
Towns	
ATHABASCA	\$352,447
BANFF	\$1,054,963
BARRHEAD	\$544,302
BASHAW	\$98,661
BASSANO	\$143,356
BEAVERLODGE	\$293,012
BENTLEY	\$128,141
BLACK DIAMOND	\$320,947
BLACKFALDS	\$1,203,550
BON ACCORD	\$181,751
BONNYVILLE	\$763,377
BOW ISLAND	\$242,850
BOWDEN	\$147,398
BRUDERHEIM	\$165,822
CALMAR	\$264,840
CANMORE	\$1,663,216

July 2020

Classification: Public

Page 1/ 8



Municipality	Allocated MSP Funding
CARDSTON	\$464,659
CARSTAIRS	\$484,629
CASTOR	\$110,429
CLARESHOLM	\$449,325
COALDALE	\$1,033,091
COALHURST	\$330,932
COCHRANE	\$3,480,131
CORONATION	\$111,737
CROSSFIELD	\$401,421
DAYSLAND	\$97,948
DEVON	\$781,921
DIDSBURY	\$626,202
DRAYTON VALLEY	\$860,018
DRUMHELLER	\$948,813
ECKVILLE	\$138,245
EDSON	\$1,000,165
ELK POINT	\$172,598
FAIRVIEW	\$356,370
FALHER	\$124,456
FORT MACLEOD	\$352,685
FOX CREEK	\$307,752
GIBBONS	\$375,507
GRIMSHAW	\$323,086
HANNA	\$304,186
HARDISTY	\$65,853
HIGH LEVEL	\$474,525
HIGH PRAIRIE	\$304,780
HIGH RIVER	\$1,670,349
HINTON	\$1,174,664
INNISFAIL	\$932,766
IRRICANA	\$144,545
KILLAM	\$117,562
LAMONT	\$210,874
LEGAL	\$159,879
MAGRATH	\$289,446
MANNING	\$140,622
MAYERTHORPE	\$156,907
MCLENNAN	\$94,025
MILK RIVER	\$98,305
MILLET	\$231,200
MORINVILLE	\$1,175,972
MUNDARE	\$101,276
NANTON	\$259,254
NOBLEFORD	\$151,915
OKOTOKS	\$3,447,442
OLDS	\$1,091,694
ONOWAY	\$122,316



Municipality	Allocated MSP Funding
OYEN	\$121,484
PEACE RIVER	\$813,302
PENHOLD	\$423,531
PICTURE BUTTE	\$215,153
PINCHER CREEK	\$432,921
PONOKA	\$859,305
PROVOST	\$237,500
RAINBOW LAKE	\$94,501
RAYMOND	\$504,124
REDCLIFF	\$665,667
REDWATER	\$244,038
RIMBEY	\$305,137
ROCKY MOUNTAIN HOUSE	\$788,696
SEDEWICK	\$96,403
SEXSMITH	\$311,437
SLAVE LAKE	\$790,598
SMOKY LAKE	\$114,590
SPIRIT RIVER	\$118,275
ST. PAUL	\$708,816
STAVELY	\$64,308
STETTLER	\$707,509
STONY PLAIN	\$2,120,862
STRATHMORE	\$1,608,061
SUNDRE	\$324,394
SWAN HILLS	\$154,649
SYLVAN LAKE	\$1,761,165
TABER	\$1,001,829
THORSBY	\$120,652
THREE HILLS	\$381,808
TOFIELD	\$247,367
TROCHU	\$125,764
TURNER VALLEY	\$304,186
TWO HILLS	\$171,528
VALLEYVIEW	\$221,453
VAUXHALL	\$145,258
VEGREVILLE	\$678,505
VERMILION	\$493,307
VIKING	\$128,735
VULCAN	\$227,872
WAINWRIGHT	\$745,309
WEMBLEY	\$180,206
WESTLOCK	\$606,351
WHITECOURT	\$1,212,940
Villages	
ACME	\$77,622
ALBERTA BEACH	\$121,009
ALIX	\$87,250



Municipality	Allocated MSP Funding
ALLIANCE	\$50,000
AMISK	\$50,000
ANDREW	\$50,519
ARROWWOOD	\$50,000
BARNWELL	\$112,569
BARONS	\$50,000
BAWLF	\$50,163
BEISEKER	\$97,354
BERWYN	\$63,952
BIG VALLEY	\$50,000
BITTERN LAKE	\$50,000
BOYLE	\$109,954
BRETON	\$68,231
CARBON	\$59,435
CARMANGAY	\$50,000
CAROLINE	\$60,861
CEREAL	\$50,000
CHAMPION	\$50,000
CHAUVIN	\$50,000
CHIPMAN	\$50,000
CLIVE	\$84,991
CLYDE	\$51,114
CONSORT	\$86,656
COUTTS	\$50,000
COWLEY	\$50,000
CREMONA	\$52,778
CZAR	\$50,000
DELBURNE	\$106,031
DELIA	\$50,000
DEWBERRY	\$50,000
DONALDA	\$50,000
DONNELLY	\$50,000
DUCHESS	\$128,973
EDBERG	\$50,000
EDGERTON	\$50,519
ELNORA	\$50,000
EMPRESS	\$50,000
FOREMOST	\$64,308
FORESTBURG	\$104,010
GIROUXVILLE	\$50,000
GLENDON	\$58,602
GLENWOOD	\$50,000
HALKIRK	\$50,000
HAY LAKES	\$58,840
HEISLER	\$50,000
HILL SPRING	\$50,000
HINES CREEK	\$50,000



Municipality	Allocated MSP Funding
HOLDEN	\$50,000
HUGHENDEN	\$50,000
HUSSAR	\$50,000
HYPHE	\$98,305
INNISFREE	\$50,000
IRMA	\$61,931
KITSCOTY	\$116,016
LINDEN	\$98,424
LOMOND	\$50,000
LONGVIEW	\$50,000
LOUGHEED	\$50,000
MANNVILLE	\$98,424
MARWAYNE	\$72,035
MILO	\$50,000
MORRIN	\$50,000
MUNSON	\$50,000
MYRNAM	\$50,000
NAMPA	\$50,000
PARADISE VALLEY	\$50,000
ROCKYFORD	\$50,000
ROSALIND	\$50,000
ROSEMARY	\$50,000
RYCROFT	\$72,748
RYLEY	\$57,414
SPRING LAKE	\$83,090
STANDARD	\$50,000
STIRLING	\$150,845
VETERAN	\$50,000
VILNA	\$50,000
WABAMUN	\$81,069
WARBURG	\$91,054
WARNER	\$50,000
WASKATENAU	\$50,000
YOUNGSTOWN	\$50,000
Summer Villages	
ARGENTIA BEACH	\$8,209
BETULA BEACH	\$6,902
BIRCH COVE	\$10,349
BIRCHCLIFF	\$18,908
BONDISS	\$18,076
BONNYVILLE BEACH	\$14,985
BURNSTICK LAKE	\$6,783
CASTLE ISLAND	\$6,189
CRYSTAL SPRINGS	\$11,062
GHOST LAKE	\$14,747
GOLDEN DAYS	\$24,019
GRANDVIEW	\$18,551



Municipality	Allocated MSP Funding
GULL LAKE	\$25,921
HALF MOON BAY	\$9,993
HORSESHOE BAY	\$13,677
ISLAND LAKE	\$32,102
ISLAND LAKE SOUTH	\$12,251
ITASKA BEACH	\$7,734
JARVIS BAY	\$30,319
KAPASIWIN	\$6,189
LAKEVIEW	\$8,566
LARKSPUR	\$10,230
MA-ME-O BEACH	\$18,076
MEWATHA BEACH	\$15,698
NAKAMUN PARK	\$16,411
NORGLLENWOLD	\$37,451
NORRIS BEACH	\$9,517
PARKLAND BEACH	\$23,187
PELICAN NARROWS	\$22,949
POINT ALISON	\$6,189
POPLAR BAY	\$17,244
ROCHON SANDS	\$15,223
ROSS HAVEN	\$24,019
SANDY BEACH	\$38,046
SEBA BEACH	\$25,089
SILVER BEACH	\$12,726
SILVER SANDS	\$24,019
SOUTH BAPTISTE	\$12,845
SOUTH VIEW	\$12,964
SUNBREAKER COVE	\$14,628
SUNDANCE BEACH	\$13,677
SUNRISE BEACH	\$21,047
SUNSET BEACH	\$10,825
SUNSET POINT	\$25,089
VAL QUENTIN	\$34,955
WAIPAROUS	\$10,825
WEST BAPTISTE	\$9,517
WEST COVE	\$22,711
WHISPERING HILLS	\$21,879
WHITE SANDS	\$19,264
YELLOWSTONE	\$21,285
Municipal Districts and Counties	
ACADIA NO. 34, M.D. OF	\$58,602
ATHABASCA COUNTY	\$935,381
BARRHEAD NO. 11, COUNTY OF	\$747,449
BEAVER COUNTY	\$701,922
BIG LAKES COUNTY	\$487,720
BIGHORN NO. 8, M.D. OF	\$158,571
BIRCH HILLS COUNTY	\$184,604



Municipality	Allocated MSP Funding
BONNYVILLE NO. 87, M.D. OF	\$1,516,770
BRAZEAU COUNTY	\$923,732
CAMROSE COUNTY	\$1,029,406
CARDSTON COUNTY	\$532,652
CLEAR HILLS COUNTY	\$359,341
CLEARWATER COUNTY	\$1,420,129
CYPRESS COUNTY	\$910,775
FAIRVIEW NO. 136, M.D. OF	\$190,666
FLAGSTAFF COUNTY	\$444,333
FOOTHILLS COUNTY	\$2,706,174
FORTY MILE NO. 8, COUNTY OF	\$425,670
GRANDE PRAIRIE NO. 1, COUNTY OF	\$2,674,793
GREENVIEW NO. 16, M.D. OF	\$1,142,926
KNEEHILL COUNTY	\$594,464
LACOMBE COUNTY	\$1,229,463
LAC STE. ANNE COUNTY	\$1,295,554
LAMONT COUNTY	\$463,471
LEDUC COUNTY	\$1,638,016
LESSER SLAVE RIVER NO. 124, M.D. OF	\$334,141
LETHBRIDGE COUNTY	\$1,230,652
MINBURN NO. 27, COUNTY OF	\$378,955
MOUNTAIN VIEW COUNTY	\$1,554,095
NEWELL, COUNTY OF	\$894,371
NORTHERN LIGHTS, COUNTY OF	\$434,585
NORTHERN SUNRISE COUNTY	\$224,781
OPPORTUNITY NO. 17, M.D. OF	\$378,123
PAINTEARTH NO. 18, COUNTY OF	\$249,863
PARKLAND COUNTY	\$3,815,342
PEACE NO. 135, M.D. OF	\$207,664
PINCHER CREEK NO. 9, M.D. OF	\$352,447
PONOKA COUNTY	\$1,165,630
PROVOST NO. 52, M.D. OF	\$262,106
RANCHLAND NO. 66, M.D. OF	\$50,000
RED DEER COUNTY	\$2,322,821
ROCKY VIEW COUNTY	\$4,684,275
SADDLE HILLS COUNTY	\$264,484
SMOKY LAKE COUNTY	\$292,537
SMOKY RIVER NO. 130, M.D. OF	\$240,472
SPIRIT RIVER NO. 133, M.D. OF	\$83,208
ST. PAUL NO. 19, COUNTY OF	\$768,845
STARLAND COUNTY	\$245,584
STETTLER NO. 6, COUNTY OF	\$661,625
STURGEON COUNTY	\$2,437,530
TABER, M.D. OF	\$852,648
THORHILD COUNTY	\$386,800
TWO HILLS NO. 21, COUNTY OF	\$432,802
VERMILION RIVER, COUNTY OF	\$982,691

July 2020

Classification: Public

Page 7 / 8



Municipality	Allocated MSP Funding
VULCAN COUNTY	\$473,574
WAINWRIGHT NO. 61, M.D. OF	\$532,415
WARNER NO. 5, COUNTY OF	\$469,176
WESTLOCK COUNTY	\$858,235
WETASKIWIN NO. 10, COUNTY OF	\$1,329,075
WHEATLAND COUNTY	\$1,044,622
WILLOW CREEK NO. 26, M.D. OF	\$663,884
WOODLANDS COUNTY	\$565,104
YELLOWHEAD COUNTY	\$1,306,966
I.D. NO. 04 (WATERTON)	\$60,980
I.D. NO. 09 (BANFF)	\$122,197
KANANASKIS IMPROVEMENT DISTRICT	\$50,000
SPECIAL AREAS (2, 3 AND 4)	\$497,348
Specialized Municipalities	
CROWSNEST PASS, MUNICIPALITY OF	\$707,064
JASPER, MUNICIPALITY OF	\$545,609
LAC LA BICHE COUNTY	\$1,145,423
MACKENZIE COUNTY	\$1,487,290
STRATHCONA COUNTY	\$11,694,461
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	\$13,276,133
Metis Settlements	
BUFFALO LAKE	\$84,991
EAST PRAIRIE	\$69,657
ELIZABETH	\$76,552
FISHING LAKE	\$70,727
GIFT LAKE	\$106,031
KIKINO	\$121,009
PADDLE PRAIRIE	\$68,587
PEAVINE	\$71,916
Redwood Meadows	
REDWOOD MEADOWS	\$128,379

Notes:

1. MSP funding is allocated on a per capita basis, according to the 2019 Municipal Affairs Population List. Municipalities with smaller populations are allocated a minimum allocation of \$50,000, with the exception of summer villages, which are allocated a base allocation of \$5,000, in addition to the per capita amount.

2. In accordance with the Minister's discretion, Improvement District No. 12 (Jasper National Park), Improvement District No. 13 (Elk Island), Improvement District No. 24 (Wood Buffalo), Improvement District No. 25 (Willmore Wilderness), and Improvement District No. 349 have been excluded from the MSP funding allocation model.

Municipal Stimulus Program (MSP)

Program Guidelines

Municipal Affairs, Government of Alberta
July 2020
Municipal Stimulus Program
www.alberta.ca/municipal-stimulus-program.aspx

Classification: Public

Table of Contents

- 1. Guidelines4**
- 2. Program Objectives.....4**
- 3. Key Dates and Contacts4**
- 4. Submission Method5**
- 5. Funding Formula and Allocations5**
- 6. Program Eligibility and Conditions6**
 - 6.1) Eligible Applicants.....6
 - 6.2) Eligible Projects6
 - 6.3) Red Tape Reduction.....7
- 7. Application Process8**
 - 7.1) Grouping Similar Assets.....9
 - 7.2) Use of Municipal Forces9
 - 7.3) Joint Projects9
 - 7.4) Use of Other Grants.....10
- 8. Review and Approval Process10**
 - 8.1) Provincial Standards.....11
 - 8.2) Requirements for Award of Contracts11
- 9. Payment Process.....12**
- 10. Financial Reporting Requirements.....12**
 - 10.1) Statement of Funding and Expenditures (SFEs)12
 - 10.2) Carrying Forward Funds13
 - 10.3) Credit Items13
 - 10.4) Income Earned14
- 11. Site Visits14**
- 12. Communications and Project Recognition Requirements.....14**
- Schedule 1: Entities Eligible for a Contribution15**

- Schedule 2: Eligible Capital Project Activities16**
 - 2.a) Construction and Development16
 - 2.b) Betterment17
 - 2.c) Rehabilitation17
 - 2.d) Non-routine Maintenance17
 - 2.e) Other18

- Schedule 3: Eligible Capital Project Assets18**
 - 3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment18
 - 3.b) Public Transit Facilities19
 - 3.c) Water Supply, Treatment, and Distribution Systems.....19
 - 3.d) Wastewater Collection and Treatment Systems19
 - 3.e) Storm Water Drainage Systems and Facilities20
 - 3.f) Solid Waste Management Facilities and Equipment20
 - 3.g) Police, Fire and Emergency Services.....20
 - 3.h) Disaster Mitigation21
 - 3.i) Regional and Community Airport Facilities and Equipment21
 - 3.j) General Government and Administration21
 - 3.k) Public Health and Welfare22
 - 3.l) Parks, Recreation, Sports, and Other Community Facilities22
 - 3.m) Libraries22

- Schedule 4: Ineligible Capital Projects Activities23**
 - 4.a) Acquisition23
 - 4.b) Functional Planning, Studies, and Infrastructure Management Systems.....24
 - 4.c) General Government and Administration24
 - 4.d) Operating Support24
 - 4.e) Other25

1. Guidelines

These guidelines are intended to assist local governments in participating in the Municipal Stimulus Program (MSP) and in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

2. Program Objectives

Through the MSP, the Government of Alberta (GOA) is providing additional capital infrastructure funding to municipalities with the primary objective to sustain and create local jobs; enhance provincial competitiveness and productivity; position communities to participate in future economic growth; and reduce municipal red-tape to promote job-creating private sector investment.

3. Key Dates and Contacts

ACTIVITY	TIMELINE
Project Application Submission	Submit by October 1, 2020
Executed Memorandum of Agreement	Submit with first project application (by October 1, 2020)
2020 Payment	Upon project acceptance (payments anticipated to commence in September 2020)
2021 Payment	Once reporting requirements are met (anticipated to commence in May 2021)
Statement of Funding and Expenditures (SFE)	Due May 1, 2021 for 2020 expenditures Due May 1, 2022 for 2021 expenditures
Red Tape Reduction Report	Due Feb 1, 2021 for progress made in 2020 Due Feb 1, 2022 for progress made in 2021

Please contact a Grant Advisor at 780-422-7125 (toll-free 310-0000) or email MA.Municipalstimulus@gov.ab.ca if you have any questions or concerns.

4. Submission Method

The project application form and the Memorandum of Agreement (MOA) will be emailed to municipalities.

The application form(s) must be signed by the Chief Administrative Officer (CAO) or an authorized representative before being returned to Municipal Affairs. Municipalities are strongly encouraged to sign the forms with a digital signature and return them in their original PDF format by e-mail to MA.MunicipalStimulus@gov.ab.ca.

The MOA must be signed by the Chief Elected Official and CAO or duly authorized signing officer. Municipalities should complete the MOA, including witnesses for each signatory, and scan and submit them via email to MA.MunicipalStimulus@gov.ab.ca. **Project applications will not be forwarded to the Minister until an executed MOA is received.**

Municipalities are strongly encouraged to submit all project applications at one time.

The SFE form and the outline for the Red Tape Reduction report will be made available to municipalities at a later date.

Questions related to the submission of the application, the Memorandum of Agreement, or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or MA.MunicipalStimulus@gov.ab.ca.

5. Funding Formula and Allocations

MSP funding is allocated to municipalities based on a funding formula. Municipalities must commit their funding allocation to one or more projects by October 1, 2020, or risk losing access to their allocation. Municipalities must also spend all allocated funding on an accepted project(s) by December 31, 2021 (see Section 10.2).

Each municipality active as of July 1, 2020, will have access to a funding amount allocated on a per capita basis, according to the 2019 Municipal Affairs Population List. Municipalities with smaller populations will have access to a minimum allocation of \$50,000, with the exception of summer villages, which will have access to a base allocation of \$5,000, in addition to the per capita amount. The Minister retains the authority to exclude Improvement Districts that do not have advisory councils and have limited capital infrastructure needs from the funding allocation formula.

Municipalities will lose access to any portion of their allocation that is not committed to an accepted project submitted as of October 1, 2020. The disposition of any uncommitted funding after October 1, 2020, will be at the discretion of the Minister.

6. Program Eligibility and Conditions

6.1) Eligible Applicants

For program purposes, an eligible applicant is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis settlement, and the Townsite of Redwood Meadows Administration Society.

Applicants may contribute funds to other eligible entities for eligible MSP projects that provide a municipal service or benefit and do not limit public access. A list of entities eligible for a contribution is provided in Schedule 1. If a municipality contributes funds to such an entity, the municipality remains responsible for all program terms and conditions described in these guidelines, including the need to report on project expenditures.

6.2) Eligible Projects

MSP funding is limited to projects that would not go forward in the absence of support through the stimulus program.

Project eligibility is similar to the Municipal Sustainability Initiative (MSI), with modifications to ensure projects meet stimulus program objectives. Eligible project categories include construction, betterment, rehabilitation and non-routine maintenance of roads, bridges, water and wastewater systems, public transit, and recreation. A detailed list of eligible activities and project categories is provided in Schedules 2 and 3.

Land acquisition costs, system-wide infrastructure studies and management software, functional planning, and purchase of rolling stock and other equipment are not eligible for MSP funding. For a list of ineligible expenditures, see Schedule 4.

Construction of eligible projects must begin in calendar year 2020 or 2021. Projects do not need to be complete by the end of 2021. MSP funds must be expended by the end of 2021, but longer-term projects can continue with funding from other sources.

Projects previously submitted under the MSI and/or federal Gas Tax Fund (GTF) are not eligible for MSP funding. Municipalities are not permitted to withdraw MSI and GTF projects to gain eligibility for the MSP.

In addition, operation of assets constructed with support from the MSP must not require dedicated funding from the province (for example, affordable housing projects with provincial operating funding implications).

6.3) Red Tape Reduction

Municipalities must commit to submitting an annual Red Tape Reduction report for each of 2020 and 2021 indicating how they have made progress in at least one of the following areas, including a qualitative description of specific actions taken:

- What steps have been taken to make it easier to start up a new business in the municipality?
- What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
- What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism?

Red tape reduction reports are separate from the Statement of Funding and Expenditures described in section 10. Municipalities will be required to submit the annual red tape reduction report in a prescribed format, which will require municipalities to identify how they have reduced red tape from among several provided options, or they may identify their own actions. Municipalities will also be required to provide relevant metrics and/or a qualitative description of specific actions they have taken. The template for the red tape reduction report will be made available to municipalities at a later date.

The first red tape reduction report must be signed by the CAO and submitted to the province by February 1, 2021, describing progress in the above categories in the 2020 calendar year.

The second red tape reduction report must be signed by the CAO and submitted to the province by February 1, 2022, describing progress in the above categories in the 2021 calendar year. All municipalities, including those that completed and fully funded all of their projects in 2020, must submit the 2021 report.

While municipalities may undertake actions based on their own circumstances and priorities, the Minister retains authority to require a refund for any funding provided if municipalities fail to undertake and report on satisfactory actions to reduce red tape.

7. Application Process

Each eligible applicant may submit a maximum of five project applications. The total amount of funding sought from the MSP must not exceed the initial allocation amount.

All project applications must be submitted on the prescribed application form by October 1, 2020. If a municipality does not have sufficient accepted projects submitted as of October 1, 2020, any uncommitted portion of funding remaining may be reallocated or otherwise disposed of at the discretion of the Minister.

Project applications should include sufficient information to determine project eligibility and must include an attestation that the projects would not go ahead this year or next year in the absence of support through the MSP.

Municipalities must also attest that the project will not result in municipal tax increases, whether through a municipal contribution to the construction of the project or through increased operating costs associated with the resulting capital asset. Municipalities may be asked to demonstrate how they intend to fund a municipal contribution to the project, or how they will support operating expenses associated with the resulting capital asset. These must be funded through means other than increasing property taxes, such as through budget reductions in other areas, user fees, or other grant programs.

For each project, the application form must be fully completed and must include the following information:

- a description of the project (including the proper name of the resulting asset, a summary of project activities, and sufficient detail to determine that the project meets eligibility requirements);
- a description of how the project aligns with the MSP objectives (identified in section 2);
- project timelines (including estimated project start and completion dates);
- estimated project costs by year of expenditure; and
- where applicable, partnerships (including municipal partner names).

Applications must be signed by the CAO, or duly authorized authority, who certifies that the information is correct and in accordance with the program guidelines and funding agreements. Digital signatures are encouraged.

Project amendments are not permitted under the MSP.

If an accepted project is completed at a lower cost and requires less MSP funding, the funding reduction must be indicated at the time the completed project is reported on the Statement of Funding and Expenditures and the over-funded amount must be applied to other accepted MSP projects or refunded to the GOA.

If costs for an accepted project increase and the municipality has sufficient MSP funding remaining from other MSP projects completed under budget (i.e., funding that has already been paid to the municipality), available MSP funding can be applied to the project with increased costs. If such funding is not available, the project cost increase must be fully covered using funding sources other than MSP.

7.1) Grouping Similar Assets

A separate application is required for each capital asset, except where assets can be grouped together because they are related to the same system (road construction and replacement of associated sidewalks, water and wastewater lines). A system is a group of independent but interrelated elements that share functional or structural relationships, which comprise a unified capital asset, and where the function of an independent component impacts the functioning of the entire system.

See Schedule 2 and 3 for a complete list of project activities and assets that qualify for MSP funding. Schedule 4 outlines ineligible activities.

7.2) Use of Municipal Forces

Costs related to the use of municipal forces (i.e., staff and equipment) is not eligible for MSP funding, unless the municipality is unable to secure a private sector vendor to carry out the project.

In the event that no reasonable alternative vendor is available to carry out the project and municipal forces will be required, the municipality must declare so on the project application. In these circumstances, eligible costs can include all labour costs, including benefits, attributable to work carried out on- and off-site (see Schedule 2). Labour costs associated with general municipal administration of the project are not eligible.

7.3) Joint Projects

Projects that involve funding from more than one municipality should identify all contributing parties in the application.

Each municipality must submit an application for its own portion of the project to be funded by MSP. The municipality that is directly responsible for the project should include the complete

financial information (total project costs), listing the contributions of the other municipality(ies) in the “Other Funding Sources” line of the application financial grid. The other contributing municipality(ies) should include only its portion/contribution of these costs.

7.4) Use of Other Grants

Use of other grants is not permitted under the MSP, unless the municipality applied for funding under the other grant program after the MSP project has been accepted, and doing so is allowed by that program.

For example, a municipality may supplement MSP funding with MSI or GTF funding but only if the MSI/GTF application is submitted after the MSP project is accepted. For example, if the total project costs are \$1 million, and the project was accepted under MSP for \$800,000, the municipality may subsequently submit an MSI and/or GTF project application to fund the remaining \$200,000.

When choosing to use multiple grant funding sources, it is the municipality’s responsibility to understand the separate requirements of each grant program. More information about the requirements of other provincial grant programs can be found on the Municipal Grants Web Portal at www.alberta.ca/municipalities-funding.aspx.

8. Review and Approval Process

Program staff will review each project to ensure it meets the requirements outlined in these guidelines.

Municipalities should ensure all relevant sections of the application form are completed to facilitate a faster and more efficient review process. Municipalities will be contacted by a Grant Advisor if the project review process warrants follow-up and will be required to respond within 10 business days or by October 1, whichever is earlier. If a response is not received within 10 business days, the project in question will be withdrawn and the municipality will be notified of the project withdrawal by email.

Project recommendations will be forwarded to the Minister once the submitted project applications are reviewed and an executed Memorandum of Agreement is received. **The Minister will review all projects against the program objectives and eligibility criteria. Decisions by the Minister regarding project status are final.**

Municipalities will be advised of project status via email.

Municipalities may proceed with a project in anticipation that it will be accepted for MSP funding. However, if the project is deemed ineligible, the municipality remains responsible for all financial obligations it has undertaken with respect to the project.

8.1) Provincial Standards

It is expected that MSP-funded projects undertaken by municipalities will comply with provincially regulated standards. For example, MSP-funded projects involving regional water and wastewater systems should appropriately align with the *Environmental Protection and Enhancement Act*, administered by Alberta Environment and Parks. Where an MSP project includes work on a highway under provincial jurisdiction, the municipality must enter into a separate agreement with Alberta Transportation to carry out the work and/or receive permission to access the highway right-of-way. Grant advisors may request confirmation of the agreement.

8.2) Requirements for Award of Contracts

All calls for proposals or tenders for projects to be funded under MSP shall be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (NWPTA) (www.newwestpartnershiptrade.ca), effective July 2010, and the Canadian Free Trade Agreement (CFTA) (www.cfta-alec.ca/agreement-on-internal-trade).

The municipality may award contracts for planning, design, engineering, and architectural services for a municipal capital infrastructure project based on best overall value consistent with the municipality's policies.

The municipality may award contracts for the construction of a municipal capital infrastructure project by public tender based on either unit prices or lump sum amounts. The MSP does not require municipalities to award projects to the lowest tender and does not prohibit municipalities from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the CFTA and NWPTA.

Where a municipality has been unable to secure a private sector vendor, or anticipates that this will be the case, the municipality may utilize its own forces, including municipal staff and equipment, in accordance with section 7.2.

9. Payment Process

MSP payments are based on annual cash flow requirements for accepted projects, meaning that if payment conditions are met, the amount paid in 2020 is based on the cash flow required in 2020 and the amount paid in 2021 is based on the cash flow required in 2021. Municipalities with cash flow requirements in 2020 will be paid shortly after project acceptance.

MSP payments are conditional on execution of the MSP Memorandum of Agreement governing the funding process, and the 2021 payment is also conditional on receiving the red tape reduction report (due February 1, 2021) and certification of the 2020 SFE (due May 1, 2021).

For example, a municipality has been allocated \$1 million in MSP funding and has two accepted projects: one with MSP funding of \$600,000 to be completed in 2020 and the other with MSP funding of \$400,000, with \$50,000 in design costs to be incurred in 2020 and \$350,000 in construction costs to be incurred in 2021.

- The total payment to this municipality in 2020 will be \$650,000, conditional on execution of the funding agreement.
- The remaining \$350,000 will be paid in May of 2021, conditional on certification of the 2020 Statement of Funding and Expenditures and receipt of the 2020 Red Tape Reduction report.

10. Financial Reporting Requirements

10.1) Statement of Funding and Expenditures (SFEs)

By May 1 of the following program year, each municipality is required to submit an SFE that reports the previous program year's expenditures (e.g., the 2020 SFE is due by May 1, 2021).

The SFE form will be made available to municipalities at a later date, and will capture information such as the amount of MSP funding spent on each approved MSP project in the preceding year.

Municipalities will be required to report on the amount of MSP funding spent on the approved capital asset, regardless of whether the project is undertaken by the municipality, a different municipality, or a different entity listed in Schedule 1.

For example, if a municipality contributes funds to a Regional Service Commission to undertake a water distribution project, the municipality must report on how much funding was spent on the project and not on the amount of funding contributed to the Regional Service Commission.

As part of the SFE, municipalities will also be required to provide basic information regarding the resulting capital asset for each completed project, which the government will use in measuring the performance of the program.

All projects listed on the SFE must be accepted by the Minister.

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

All supporting documentation, such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of three years following completion of the project. SFEs may be subject to a review by the Provincial Auditor General.

SFEs must be submitted electronically by the CAO or an authorized representative of the municipality. SFE reporting requirements are separate from the Red Tape Reduction report described in section 6.3.

10.2) Carrying Forward Funds

MSP funding paid to municipalities in 2020 and not expended in the current year may be carried forward to 2021. **Any funding carried forward to 2021 must be expended on an accepted project before December 31, 2021.**

If any MSP funding paid to municipalities has not been fully expended by December 31, 2021, it must be refunded to the GOA.

Time extensions for unspent MSP funds will not be granted.

10.3) Credit Items

When MSP funding results in net proceeds to the municipality, within five years of project completion, these proceeds will have to be returned to the GOA.

These credit items can include:

- net proceeds (to a maximum of grant applied) from the sale of land bettered (i.e., rehabilitated, reclaimed or remediated) with MSP funds;
- appraised value of unsold land bettered (i.e., rehabilitated, reclaimed or remediated) with MSP funds, but not required for the project;
- net proceeds (to a maximum of the grant amount applied) from the sale of capital assets constructed with MSP funds;
- net proceeds from an insurance claim on capital assets constructed with MSP funds; and

- net salvage value (to a maximum of grant applied) on disposal of any asset purchased with MSP funds, or from any material obtained from removal or demolition of any structure or any part of a facility constructed with MSP funds.

10.4) Income Earned

The municipality may invest and earn income on all unexpended MSP funds, subject to the provisions of Section 250 of the *Municipal Government Act*. The amount of income earned on these funds must be applied to eligible costs of accepted MSP projects.

11. Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the MSP specific to a completed project and the overall experience with the program.

12. Communications and Project Recognition Requirements

Signage for MSP funded projects must follow the GOA signage guidelines found at www.alberta.ca/goa/standards/standards-and-reference-documents.aspx (refer to the Capital project signage section of the Visual Identity Manual).

Costs associated with communications and project recognition required to meet GOA signage guidelines are eligible for MSP funding (see Schedule 2e).

To discuss project recognition options or communications requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email MA.MunicipalStimulus@gov.ab.ca.

Schedule 1: Entities Eligible for a Contribution

Applicants may contribute funds to the following eligible entities:

- non-profit organizations, as defined in Section 241 of the *Municipal Government Act (MGA)* (i.e., a society, credit union or co-operative established under a law of Canada or Alberta; a corporation that is prohibited from paying dividends to its members and distributing the assets to its members on a winding up; or any other entity established under a law of Canada or Alberta for a purpose other than to make a profit).
- libraries and library systems established under the *Libraries Act*;
- regional services commissions established under Part 15.1 of the *MGA*;
- controlled corporations as defined in Section 241 of the *MGA*; and
- provincial agencies, crown-controlled school jurisdictions, universities, colleges, technical institutes, the Alberta Health Services Board, and other health boards, excluding charter schools and school societies that are included in the GOA annual report.

When contributing to a non-profit organization, the municipality must bind the organization to all MSP conditions and obligations that apply to the municipality with respect to the project, including adherence to provincial regulations/standards and Municipal Affairs access to project records; and maintain adequate control over public access to the asset, or over the municipal service that it provides.

It is recommended the municipality enter into a binding legal agreement with the non-profit organization to protect the municipal interest in the asset or facility and to meet the obligations of the certification. Municipal Affairs does not require a copy of this agreement.

Schedule 2: Eligible Capital Project Activities

Costs directly related to, and in support of the following activities are eligible for MSP capital funding, where the activity is associated with an eligible asset defined in Schedule 3.

2.a) Construction and Development

- Engineering and architecture, including design, tender preparation and advertising, if part of an accepted construction project.
- Construction supervision. Where capital projects are constructed or developed using municipal staff, all labour costs, including benefits, attributable to work carried out on and off the construction site, as follows:
 - On-site costs: site supervision; operating, leasing, maintenance, and insurance costs attributable to municipal construction equipment used at the construction site; and equipment mobilization and demobilization costs.
 - Off-site costs: staff and space costs associated with off-site design and construction of project components that are subsequently installed on site; off-site construction supervision, material requisitioning and site monitoring; and off-site general project management including contract management, purchasing and procurement of materials and services, project scheduling, and budget monitoring.
- Where capital projects are constructed or developed using construction equipment that is owned or leased by the municipality, the following costs are eligible:
 - costs of locating the equipment at and removing the equipment from the construction site (mobilization and demobilization).
 - all operating, leasing, maintenance, and insurance costs attributable to the use of the construction equipment at the construction site.
- Restoration of grass standard landscaping in areas disturbed by construction or reconstruction of infrastructure facilities.

2.b) Betterment

The enhancement of the service potential of a capital asset (including land) that results in an increase in physical output or service capacity, lowering of associated operating costs, extension of the useful life, or improvement in the quality of output, including:

- Land betterment (i.e. rehabilitation, reclamation, and remediation) on land owned by a municipality or eligible entity, where the land is intended for a specific, eligible capital asset; or the betterment activities are intended to address/mitigate health and safety concerns (with or without a resulting capital asset).
- Significant enhancements or improvements for the safety of users of transportation or other municipal infrastructure system.
- Energy efficiency upgrades.

2.c) Rehabilitation

The complete replacement or rebuilding of a major component of a capital asset (including land) to extend its useful life beyond the original expected or design life. Project examples include:

- Repaving or re-gravelling a road surface.
- Replacing or re-lining a section of water or wastewater line between logical system nodes or intersections.
- Replacing the roof or the heating, ventilation and air conditioning (HVAC) system of a building.
- Substantial reconstruction of the interior of a building.

2.d) Non-routine Maintenance

Any non-routine, but recurring activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:

- Painting or refinishing of building components.
- Repair or replacement of individual parts of an infrastructure asset's major components or systems, such as repairing cracks and holes in a road, repairing or replacing sections of water or wastewater lines, replacing the compressor in a building's air conditioning system.
- Aggregate loss activities such as dust abatement, or sealant application.

2.e) Other

- Relocation and adjustment of associated utilities, including gas and electric utilities.
- Communications and project recognition costs for MSP-funded projects required to meet GOA signage guidelines.
- Other capital infrastructure costs as may be deemed appropriate by Municipal Affairs.

Schedule 3: Eligible Capital Project Assets

Costs directly related to, and in support of the following assets are eligible for MSP capital funding, where the asset is associated with an eligible activity defined in Schedule 2.

The Minister will assess all projects against the program objectives and eligibility criteria when reviewing project applications. Regardless of the examples below, final decisions on project eligibility are at the Minister's sole discretion.

3.a) Municipal Roadways, Bridges, and Related Facilities and Equipment

- Roadways, bridges, and related structures [including costs associated with aggregate purchase, abatement, hauling, crushing and storage (pit or facility), and the application of new gravel to roadways and/or non-routine re-grading of existing gravel back onto roadways]
- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transit ways, consistent with the municipality's noise attenuation policy
- Pedestrian trail systems along roadways

- Parking facilities
- Snow dump sites and snow storage facilities

3.b) Public Transit Facilities

- LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the municipality's transportation system bylaw
- Major public transit terminals and transit garages
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- System-wide capital transit improvement or betterment projects
- Major capital transit security devices, communication equipment, and other public safety enhancements

3.c) Water Supply, Treatment, and Distribution Systems

- Raw-water supply lines and storage facilities (reservoirs)
- Water treatment facilities
- Water quality management and monitoring systems (e.g. SCADA system), if part of a larger project
- Water pumping facilities
- Treated-water supply lines, storage facilities and related works
- Water distribution system extensions, betterment, and replacements, including individual services to the property line

3.d) Wastewater Collection and Treatment Systems

- Wastewater collection system extensions, betterment, and replacements, including service mains to the property line
- Wastewater pumping facilities and lift stations
- Wastewater lines from the collection system to the wastewater treatment facilities

- Wastewater treatment facilities
- Outfall wastewater lines from wastewater treatment facilities to the point of discharge or disposal and related works

3.e) Storm Water Drainage Systems and Facilities

- Storm water ditches and major relocation of existing storm water ditches
- Storm water or waterway flooding containment structures
- Storm water collection lines including service lines, and catch basins
- Storm water retention ponds and treatment facilities
- Outfall storm water to the point of discharge or disposal and related works

3.f) Solid Waste Management Facilities and Equipment

- Waste collection depots
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills

3.g) Police, Fire and Emergency Services

- Police stations
- Police training facilities
- Fire halls
- Fire training facilities
- Emergency operations centres
- Emergency vehicle storage and administration facilities
- Multi-service emergency response facilities

- Rural signage systems
- Ambulance stations

3.h) Disaster Mitigation

- Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters, for example:
 - Infrastructure to manage and control flood water movement, including floodwalls and flood gates
 - River stabilization infrastructure, including spurs, berms and ripraps
 - Development of fire breaks

Note: excludes normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.)

3.i) Regional and Community Airport Facilities and Equipment

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing and drainage
- Lighting and navigation equipment

3.j) General Government and Administration

- Public works facilities
- Maintenance equipment buildings
- Sand and salt storage sheds
- Animal control facilities and shelters

- Fuel storage tanks
- Operational services buildings
- Telecommunication infrastructure (e.g., fibre optic or copper cable, radio, cell towers, satellite links)

3.k) Public Health and Welfare

- Daycare centres
- Seniors' centres
- Family and community support facilities
- Youth centres
- Cemeteries

3.l) Parks, Recreation, Sports, and Other Community Facilities

- Recreational and sports facilities, including baseball diamonds, swimming pools, ski areas (except for those that serve professional or semi-professional sport facilities that are primarily commercial operations)
- Campground facilities
- Playgrounds and equipment
- Permanent park facilities
- Public wharves, docks, and piers
- Trail systems
- Other projects may be eligible at the Minister's sole discretion.

3.m) Libraries

- Library buildings

Schedule 4: Ineligible Capital Projects Activities

The following activities whether related to, or in support of a capital asset are not eligible for MSP capital funding. See Schedule 2 for eligible capital project activities and Schedule 3 for eligible capital assets.

4.a) Acquisition

- Purchase or replacement of vehicles and equipment including:
 - Transit vehicles, LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles
 - Solid waste and recycling collection container systems, Waste transfer vehicles, landfill compactors, loaders, and material handlers
 - Fixed central communications and computerized information management hardware and software that is integral to the delivery of police services, Peace officer vehicles, Police vehicles under municipal jurisdiction
 - Specialized firefighting and rescue vehicles, specialized firefighting and rescue protective equipment, and fixed central communications and computerized information management hardware and software that is integral to the delivery of fire services
 - Emergency response telephone systems, portable emergency power generators, and fixed central communications and computerized information management hardware and software that is integral to the delivery of emergency services
 - Ground ambulances, as well as basic on-board equipment necessary for vehicle functionality
 - Fixed central communications and computerized information management hardware and software that is integral to the delivery of ambulance services
- Purchase or replacement of heavy equipment
- Purchase or replacement of ancillary or small equipment used to provide services in connection with an infrastructure asset, such as appliances, furniture, remote data access terminals, meter reading devices, radios, equipment location devices, and geographic positioning systems

- Purchase or replacement of cars and other fleet vehicles
- Purchase of land and rights-of-way, and any associated legal and survey fees

4.b) Functional Planning, Studies, and Infrastructure Management Systems

- Functional plans, studies, and system-wide reviews that directly relate to capital infrastructure
- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, and collection and input of data

4.c) General Government and Administration

- Construction, betterment, rehabilitation and non-routine maintenance of municipal halls or administrative buildings
- General municipal administration activities
- Planning expenditures not directly related to specific capital infrastructure
- Public relations, stakeholder relations, partnership and governance development, communication/media services, and grant funding application and reporting activities
- Management of programs to monitor/maintain existing facilities and components of facilities

4.d) Operating Support

- Routine maintenance, including any routinely scheduled, recurring, or superficial activity necessary to ensure that an asset reaches its normal design life and/or retains an acceptable appearance throughout its life, such as:
 - vehicle servicing or oil changes
 - snow sweeping/removal (including provincial highways)
 - cleaning of buildings or facilities
 - the operation of facility mechanical systems
- IT software purchases i.e. Muniware

- Goods and Services Tax (GST)
- Depreciation or amortization
- Loan Fees
- Operating costs

4.e) Other

- Land betterment (i.e., rehabilitation, reclamation, remediation) where the land is intended for resale
- Land betterment where the land is not intended for a specific eligible capital asset, nor is the land being bettered to mitigate/address health and safety concerns
- Constructing or developing subdivisions, except for some typical subdivision development costs, such as road and sidewalk construction, water and wastewater lines to the property lines, and purchase of transportation and utility corridor rights-of-way
- Project costs structured to be financed by an established, long-term funding strategy (e.g. Off-site or Community Revitalization levies)
- Borrowing costs
- Water license costs
- Costs funded under other grant programs
- Beautification and cosmetic activities, including fixed permanent artistic components of buildings and facilities, community welcome signs, and decorative lighting
- Professional or semi-professional sport facilities that are primarily commercial operations, such as those that serve major junior hockey leagues
- Relocation and adjustment of associated utilities, including gas and electric utilities
- Projects previously submitted under the MSI or GTF
- Projects that will create new operational funding requirements for the province
- Projects that will require dedicated operational funding from the province

Municipal Stimulus Program

Summary

- \$500-million allocation-based program structured on the Municipal Sustainability Initiative (MSI), for construction of capital projects before December 31, 2021.
- Funding is distributed based on the Gas Tax Fund (GTF) allocation formula (largely per capita with a \$50,000 minimum; summer villages receive a base of \$5,000 plus the per capita amount).
- Project eligibility based on MSI guidelines, modified to exclude categories and activities with minimal contribution to economic recovery.
- Municipalities have broad discretion to apply for projects within the eligibility criteria, but Minister retains authority to approve projects.
- Municipalities will be required to report on progress in reducing municipal red tape.

Objectives

- Sustain and create local jobs.
- Enhance provincial competitiveness and productivity.
- Position communities to participate in future economic growth.
- Reduce municipal red-tape to promote job-creating private sector investment.

Program Overview

- Program is open to municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows.
- Municipalities must commit to submitting an annual Red Tape Reduction report for each of 2020 and 2021. They will be required to indicate to the Minister's satisfaction how they have made progress in the following areas since the stimulus program was announced:
 - What steps have been taken to make it easier to start up a new business in the municipality?
 - What steps have been taken to streamline processes and shorten timelines for development and permit approvals?
 - What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism?
- The red tape reduction report template will require municipalities to identify how they have reduced red tape from among several provided options, or they may identify their own actions. They will also be required to provide relevant metrics and/or a qualitative description of specific actions they have taken.
- Projects must begin construction in 2020 or 2021, and all funds must be expended before December 31, 2021, or repaid to the province. However, projects may continue past this date using other sources of funding.
- Municipalities must indicate the amount of funding required in both 2020 and 2021 for each project.
 - Payments for 2020 expenditures will be issued once municipalities sign the conditional grant agreement and receive approval on their project application(s).
 - Payments for 2021 expenditures will be issued in May 2021, unless municipalities identify a requirement to receive funding earlier.

- Projects must result in the construction or major rehabilitation of a capital asset that falls within one of the eligible categories.
 - Project categories are based on modified MSI project categories.
 - Some MSI eligible projects, such as rolling stock, equipment purchases, and infrastructure management systems are not be eligible, as they do not support economic development or job creation.
- Projects *must* not create new operational funding requirements for the province and *must* not, as a result of the projects, lead to higher/increased municipal taxes.
- Projects previously approved for MSI or GTF funding are not eligible and municipalities will not be permitted to withdraw and resubmit MSI or GTF projects to gain eligibility.
- Proponent must attest that the project would not go ahead this year or next year in the absence of support through the stimulus program.

Allocations

- Funding is allocated using the Gas Tax Fund (GTF) formula (per capita with a minimum funding amount of \$50,000; summer villages receive \$5,000 plus the per capita amount.)
 - Approximately 30.6% will go to Calgary, 23.1% will go to Edmonton, and 46.3% will go to other municipalities.
- This allocation formula favours more populous urban municipalities, but, previously announced stimulus funding delivered through the Strategic Transportation Infrastructure Program, the Alberta Water/Wastewater Partnership, and the First Nations Water Tie In benefits primarily rural and small urban municipalities.

Municipality	Allocations	
	\$	%
Calgary	\$152,831,311	30.6%
Edmonton	\$115,567,274	23.1%
Other Municipalities	\$231,601,415	46.3%
<i>Other Cities</i>	<i>\$83,401,530</i>	<i>16.7%</i>
<i>Towns</i>	<i>\$56,781,658</i>	<i>11.4%</i>
<i>Villages</i>	<i>\$5,337,096</i>	<i>1.1%</i>
<i>Summer Villages</i>	<i>\$873,117</i>	<i>0.2%</i>
<i>Rurals</i>	<i>\$59,567,950</i>	<i>11.9%</i>
<i>Strathcona County</i>	<i>\$11,694,461</i>	<i>2.3%</i>
<i>RM of Wood Buffalo</i>	<i>\$13,276,133</i>	<i>2.7%</i>
<i>Metis Settlements</i>	<i>\$669,470</i>	<i>0.1%</i>
Total	\$500,000,000	100.0%

Administration Process and Timing

Process Step	Estimated Timing
Program Introduction <ul style="list-style-type: none"> - Application process, program guidelines, and allocation amounts are posted on a program website - Municipal Affairs hosts webinar for municipalities to provide additional details 	<ul style="list-style-type: none"> - Program materials available by July 28, 2020
First Project Intake Period <ul style="list-style-type: none"> - Municipalities prepare and submit applications - Submitted applications uploaded into SharePoint - Project reviews - Project approvals 	<ul style="list-style-type: none"> - Until October 1, 2020 - Project approvals on a rolling basis, as soon as reviewed - Project reviews continue until complete
Re-allocation Period <ul style="list-style-type: none"> - Funds uncommitted by municipalities to an approved project re-allocated by the Minister 	<ul style="list-style-type: none"> - Fall 2020
Second Project Intake Period (if required) <ul style="list-style-type: none"> - Second intake opened if substantial amounts of funding remain unallocated after first intake 	<ul style="list-style-type: none"> - February 1, 2021, to April 1, 2021 - Project reviews continue until complete, approvals issued as decisions are made
Project Initiation <ul style="list-style-type: none"> - Notification letters sent to successful applicants - Recipients sign conditional grant agreements 	<ul style="list-style-type: none"> - Following project approval
Project Administration <ul style="list-style-type: none"> - Payments to recipients - Project construction 	<ul style="list-style-type: none"> - Payments following signing of conditional grant agreements and approval of project applications - Payments complete by October 2021
Reporting Requirements <ul style="list-style-type: none"> - 2020 reporting - 2021 reporting 	Red Tape Reduction Reporting <ul style="list-style-type: none"> - February 1, 2021 (2020 progress) - February 1, 2022 (2021 progress) Financial Reporting <ul style="list-style-type: none"> - May 1, 2021 (2020 reporting) - May 1, 2022 (2021 reporting)



Vermilion River Regional Alliance
Broadband Infrastructure Master Plan
Village of Marwayne



Submitted to the Vermilion River Regional Association
by Craig Dobson, Taylor Warwick Consulting Limited

February 10, 2020



Table of Contents

1 Executive Summary 1

2 Introduction 3

3 Context..... 4

 3.1 The Broadband IMP Project..... 4

 3.2 Vermilion River Regional Alliance 4

 3.3 Study Area 4

 3.4 Population 6

 3.5 Current State 6

 3.6 Desired State..... 7

4 Broadband Network Infrastructure 7

 4.1 System Architecture..... 7

 4.2 System Components 8

 4.2.1 Overview 8

 4.2.2 Passive (Dark) Fibre Network 9

 4.2.3 Active (Lit) Network Components 9

 4.2.4 ISP Services..... 10

 4.3 Passive (Dark) Fibre Network..... 11

 4.3.1 Passive Network Architecture 11

 4.3.2 Passive Network Infrastructure 11

 4.4 Active (Lit) Network Components..... 16

 4.4.1 Overview 16

 4.4.2 Serving Range 17

 4.4.3 Scalability 18

5 Infrastructure Deployment Plan..... 19

 5.1 Overview..... 19

 5.2 Passive Network Design 19

 5.1 Capital Cost Estimates..... 19

6 Implementation..... 22

 6.1 Outside Plant Construction..... 22

 6.1.1 Aerial or Buried..... 22

 6.1.2 Engineering Design Levels..... 22

 6.1.3 Approaches to Project Delivery..... 23

 6.1.4 Construction 24

 6.2 Deployment Approaches 24

 6.3 Opportunities to Reduce Implementation Costs 24

 6.3.1 Leveraging Local Resources..... 24

 6.3.2 Implement Fibre-Friendly Policies 26

6.3.3	Leveraging Civil Construction Projects.....	26
6.3.4	Regional Partnerships Approach	26
7	Policy Recommendations.....	26
7.1	Policy Review & Update	26
7.1.1	Dig Once Policy	26
7.1.2	Permitting Policy.....	27
8	Conclusion.....	27
8.1	Summary.....	27
8.2	Next Steps.....	27
8.2.1	Confirm Broadband Strategy and Business Plan	27
8.2.2	Implementation Plan	27
8.2.3	Policy Review and Update.....	27
8.2.4	Grant Funding, Regional Funding, and Local Fundraising	28
8.2.5	Partnerships	28
8.2.6	Community Engagement & Marketing	28
9	List of Acronyms	29

List of Figures

Figure 1.	VRRRA study area.....	5
Figure 2.	Maximum Advertised Residential Wireline Offering (Mb/s).....	7
Figure 3.	System architecture.....	8
Figure 4.	System components.....	9
Figure 5.	ABF conduit examples.....	9
Figure 6.	Wholesale business model.....	10
Figure 7.	Point-to-point versus point-to-multipoint fibre architectures.....	11
Figure 8.	Traditional outside plant components of a fibre network.....	12
Figure 9.	Fibre cable.....	13
Figure 10.	Flavours of fibre conduit.....	13
Figure 11.	Prewired FDH.....	13
Figure 12.	Micro-conduit.....	14
Figure 13.	Air-blown fibre process.....	14
Figure 14.	A typical handhole.....	15
Figure 15.	Fibre-optic splice cabinet.....	15
Figure 16.	A fibre management frame.....	15
Figure 17.	Calix E7-2 OLT.....	16
Figure 18.	Serving areas from opto-electronics deployed in Marwayne.....	17
Figure 19.	Wavelength inter-operability amongst G-PON, XGS-PON, and NG-PON2 systems.....	18

Figure 20. Village of Marwayne fibre concept plan – feeder network and distribution areas. 20
Figure 21. Village of Marwayne fibre concept plan – distribution and drop network. 21
Figure 22. Design levels..... 23
Figure 23. Fibre deployment options..... 24
Figure 24. Understanding drop, distribution, feeder, and backbone path cross-sections. 25

List of Tables

Table 1. VRRRA Member Population (Excluding Lloydminster) 6
Table 2. Deployment Estimate 19

Disclaimer

On behalf of the Vermilion River Regional Association (Vermilion River), Taylor Warwick Consulting Limited conducted this evaluation to provide the Village of Marwayne with a broadband infrastructure master plan (IMP) associated with the deployment of broadband infrastructure to support enhanced broadband services throughout the village.

Though significant care has been taken in all aspects of this study, it should be noted that capital deployment estimates are based on higher level conceptual routing plans and that local variations in terrain and availability of engineering and construction resources often result in significant variations in deployment costs and price quotations over time. Should the project move forward, more detailed engineering work will be required. Micro-duct and air-jetted fibre deployment technologies are a relatively new development and are evolving rapidly. Construction experience with the technology is therefore limited and best practices in both design and deployment are still being developed.

In support of this work, Taylor Warwick contracted e.Commerce Services Ltd. to prepare a conceptual level network design and deployment estimates to anchor projections of the required capital expenditures. e.Commerce Services has considerable experience in the deployment of air-jetted deployments and has relationships with key, original equipment manufacturer (OEM), suppliers.

The results and comments presented in this report are based on both Taylor Warwick’s in-depth experience with other community initiatives, input from e.Commerce Services, and independent OEM supplier quotations. All comments and observations presented are solely those of Taylor Warwick.

This analysis was conducted by Taylor Warwick Consulting Limited as an objective and independent party. Taylor Warwick is not an agent of the Association.



1 Executive Summary

The Village of Marwayne's Broadband *Infrastructure Master Plan* (B-IMP) is intended to provide guidance to the Village for the planning, budgeting, and implementation of a progressive and visionary community broadband infrastructure project. While this document is a culmination of months of collective development efforts, it is only complete and correct as of early 2020 and will require periodic maintenance to follow the growth and development within the village's boundary and surrounding area.

Marwayne understands that broadband infrastructure is a municipal responsibility in building a vibrant and sustainable community. In the same way that drinking water, electricity, and safe roads were key drivers of community development in the last century, broadband is the new infrastructure paradigm shaping the growth and sustainability of communities, households, and businesses in this century and is key to improving the quality of life for village residents.

Of the various types of infrastructure available to support the delivery of truly broadband services (1 – 10 Gb/s and up), buried fibre-optic infrastructure is the most robust and scalable. As a 40-plus year asset with almost unlimited capacity, it is the infrastructure this IMP is based on. As buried fibre is also the most expensive to deploy, however, prior to actual deployment, options to include some aerial deployment, and to stage the deployment by leveraging rapidly developing wireless access technologies should be considered.

In summary, the B-IMP outlined in this document is focused on the deployment of a buried, home-run, lit-fibre fibre-to-the-premise (FTTP) network that passes every residential and business premise in Marwayne over the next 5 to 10 years. Premise connections will be added as premises take service. These assets will be owned by the Village, run as a utility, and made available on a wholesale, open-access basis to service providers interested in providing services over the network.

The dark fibre network infrastructure includes all the conduit and fibre cabling infrastructure and related components such as splitters, fibre splice boxes, cabinets, fibre management racks, and the central office – basically, all non-electronic assets – that are required for the fibre network.

Local networks must be connected to the outside world. In this case, the backbone component would consist of the physical fibre cable connection from Marwayne to either a national peering point or a service provider's network (which in turn would be connected to a national peering point). Gateway services at peering points enable local and regional Internet traffic to access and exchange traffic with the global Internet.

Information is transmitted over optical fibre using colours of light. Hence, once the opto-electronics are added to the 'dark' fibre network, the network is said to be 'lit'. The network equipment proposed here will support the transmission of eight colours of light in each direction (transmit and receive) on each fibre. As each colour can carry data at rates up to 10 Gb/s, services up to a total of 8 x 10 or 80 Gb/s could be delivered to any home or business in Marwayne that connects to the network.

Next steps in the process of deploying fibre-optic infrastructure includes:

- **Confirm Broadband Strategy and Business Plan:** Should the Village elect to move forward, confirm, update, or tailor the strategy and business plan directions developed by the VRRRA for the Village. Based on the conceptual level plans contained here-in, update and confirm the business model and financials with which the Village will move forward.
- **Implementation Plan:** Develop an implementation plan to provide timelines and a framework to guide project execution going forward.

- **Policy Review and Update:** Embed broadband in all economic development strategies and leverage broadband technology to support municipal service delivery. Review and update policy and engineering design guidelines to have ABF conduit deployed in all new developments and alongside all suitable linear infrastructure (water, sewer, roadway, etc.) projects. Establish dig-once and other fibre-friendly policies.
- **Grant Funding, Regional Funding, and Local Fundraising:** Leverage financial resource opportunities, reserve funding, and grants to start the process of acquiring and allocating the funds required to deploy the infrastructure. Capitalize on opportunities to reduce both capital and operational costs.
- **Partnerships:** Work with other communities and private industry to share resources, access talent, reduce risk, and increase operational scale.
- **Community Engagement and Marketing:** Work to ensure that community residents and businesses are fully able to engage with and leverage the technology and opportunities that enhanced broadband will enable.

2 Introduction

This Broadband IMP is meant to be used by the Village for the planning, budgeting, and implementation of a progressive and visionary community broadband infrastructure project. While this document is a culmination of months of collective development efforts, it is only complete and correct as of early 2020 and will require periodic maintenance to follow the growth and development within Marwayne and the surrounding area.

The proposed infrastructure is an investment into a long-term capital asset to facilitate high-speed broadband connectivity infrastructure. The benefits to be realized from deployment of this infrastructure are both immediate and long term.

The objectives of this B-IMP are to provide the Village of Marwayne with:

1. **Long Range Perspective:** Covering all of Marwayne, zones were established based on logical deployment areas based on access, topography, and premise density.
2. **Refined Routing and Layout:** A conceptual level routing and layout plan to provide fibre-optic connections throughout the village.
3. **Design and Specifications:** Recommended standard design and specifications for fibre-optic, conduit infrastructure, and construction methods.
4. **Cost Estimates:** 2019 conceptual level capital cost estimates based on the results of the above work.
5. **Policy Recommendations:** Suggests broadband-friendly policy recommendations to embed broadband into all economic development strategies and leverage broadband technology to support municipal service delivery. Review and update policy and engineering design guidelines to have air-blown fibre (ABF) conduit deployed in all new developments and alongside all suitable linear-infrastructure (water, sewer, roadway, etc.) projects.

Google-earth-based pre-conceptual fibre layouts were developed to estimate the capital deployment costs that were used in conjunction with the Business Case and Business Plan developed for the Village under the auspices of the Vermilion River Regional Alliance (VRRRA). For this IMP, full conceptual level fibre designs were completed using advanced fibre-optic modelling software to ensure the fibre-optic network provides cost effective (optimal) routing and alignments, and beneficial deployment phasing. As in the earlier work, ABF conduit technology is assumed.

Should the Village elect to move forward, the conceptual level designs can be upgraded to the preliminary and detailed engineering designs required to support procurement, a construction RFP, and deployment.

3 Context

3.1 The Broadband IMP Project

A Broadband IMP is necessary to effectively respond to development inquiries, resolve issues that may occur, and to invest in infrastructure with the future in mind. The goal of this project is to provide each member of the VRRRA (Marwayne in this case) with a comprehensive plan that will support them in developing strategies for managing upgrades and handling future growth. A community broadband deployment will play a vital role in future-proofing the village as it will be better equipped to attract new residents and businesses, grow its economy and population, and enhance the quality of life for residents.

3.2 Vermilion River Regional Alliance

The VRRRA membership encompasses the City of Lloydminster, the Town of Vermilion, the Villages of Dewbury, Kitscoty, Mannville, Marwayne, and Paradise Valley, and via the County of Vermilion River, the Hamlets of Blackfoot, Clandonald, Islay, McLaughlin, Rivercourse, Streamstown, and Tullibay Lake.

With its members, the VRRRA set out the following Purpose and Objectives.

Purpose

To bring the nine members together to make recommendations to their councils and/or board in the following areas:

- Lobby the provincial government on matters of regional concern
- Encourage tourism throughout the region
- Pursue/Promote economic development throughout the region
- Facilitate discussion of partnership projects/grants
- Coordinate overlapping or mutually shared services
- Develop a strategic plan for long-term direction for the region
- Partner with other entities to the betterment of the VRRRA members

Objectives

- To build strong municipal leadership in the Vermilion River Region
- To provide an opportunity to share emerging and best practices in the Vermilion River Region, while bringing awareness to the potential of shared initiatives
- To strengthen regional working relationships
- Be a collective voice to provincial and federal governments on regional issues

3.3 Study Area

The VRRRA encompasses approximately 5,721.3 km² and contains an abundance of agricultural lands, water, forests, rivers and lakes, wildlife, oil, and natural gas reserves. These provide a variety of economic opportunities for farming, industry, and commerce, while also being a major attraction for tourism activities on and within lakes and rivers, woodlands and forests, wilderness areas, and open plains. Diverse environmental features and ecological areas provide both opportunities and challenges to conserve the environment for future generations.

Located in east-central Alberta, and as shown in Figure 1, the VRRRA's eastern boundary borders the Alberta-Saskatchewan border, while its western boundary lies approximately 10 km from the Town of Vermilion. The south boundary follows the Battle River while the north boundary coincides with the North Saskatchewan River. The VRRRA is home to approximately 33,000 people.

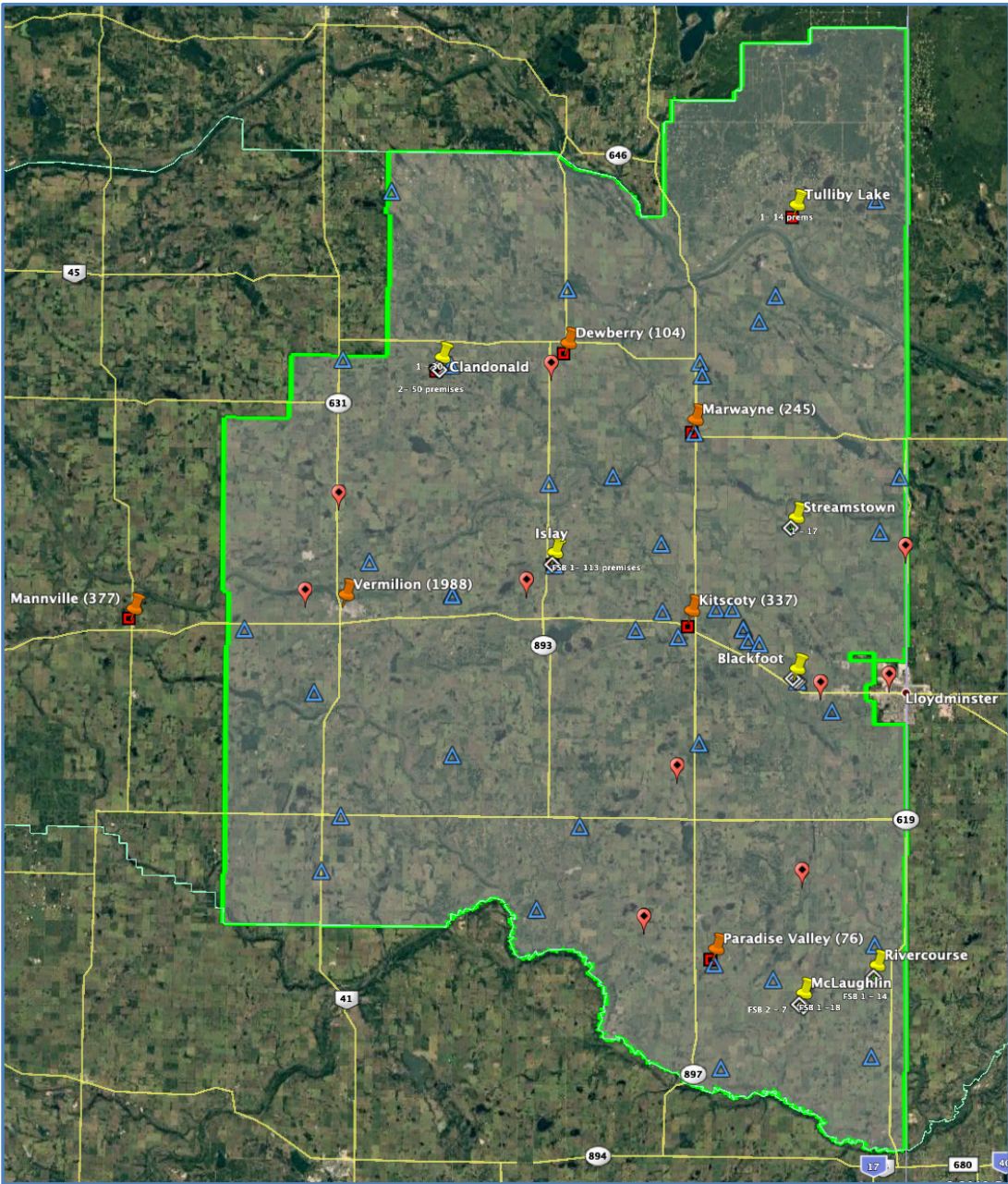


Figure 1. VRRRA study area.

Under the auspices of the VRRRA, and based on conceptual-level fibre design work, B-IMPs are being developed for the Town of Vermilion and the Villages of Dewbury, Kitscoty, Mannville, Marwayne, and Paradise Valley. The B-IMP for the County of Vermilion River, including the hamlets, is based on the

Google-Earth pre-conceptual designs developed for the Business Case and Plan. The City of Lloydminster did not participate in this study.

3.4 Population

As of the 2016 Canadian Census¹, the VRRRA membership, excluding Lloydminster, had 15,381 residents living in 3,323 premises. While the premise counts in Vermilion and Kitscoty are growing at 0.20% and 0.85% per year respectively, counts in the remaining communities are steady. Some 55% of the population live in rural areas.

Table 1. VRRRA Member Population (Excluding Lloydminster)

	Counties	Towns	Villages	Hamlets
Vermilion River Regional Alliance	Vermilion River	Vermilion	Dewberry Kitscoty Marwayne Paradise Valley Mannville	Blackfoot Clandonald Islay McLaughlin Rivercourse Streamstown Tulliby Lake
15,381 100.0% 1	8,485 55.2% 1	4,154 27.0% 1	2,742 17.8% 5	Population Percent of VRRRA 7

As of 2018, the Village of Marwayne was home to 567 residents living in 225 dwelling units. With an area of 1.6 km², the premise density in Marwayne is 141 premises/km².

3.5 Current State

Accessible, affordable, and reliable high-speed broadband services, provided in a coordinated and interconnected system, is seen as necessary to supporting economic prosperity locally and regionally. This enables greater social connectedness and well-being for VRRRA residents. High-speed broadband services provide foundational infrastructure for community prosperity, resiliency and quality of life – not unlike roads, electricity, water and wastewater, and other essential utilities that support economic activity and community life.

The current state of broadband services in the VRRRA appears in the Figure 2. Except for TELUS and Shaw services in Vermilion, Internet services throughout Vermilion River do not meet the new minimal CRTC guidelines of 50 Mb/s down toward the client and 10 Mb/s from the client to the network. Copper-based services are available from TELUS in Vermilion and from TELUS and CCI in Kitscoty, Marwayne, and Mannville. Coaxial cable-based services in Vermilion are available from Shaw.

Internet services to rural residents are provided by six wireless Internet Service Providers (ISPs) using 35 fixed-wireless towers – as indicated by the balloons in Figure 1. The red balloons depict towers that are either nearing or at capacity now and would benefit from a fibre connection. The remaining towers are shown by blue triangles. Backbone connectivity to an Internet peering point is available in the region from TELUS, Bell, Shaw, and the Alberta SuperNet (now Bell). The red squares depict SuperNet POPs.

¹ See: <http://www12.statcan.gc.ca/census-recensement/2016/dp-pd/index-eng.cfm>

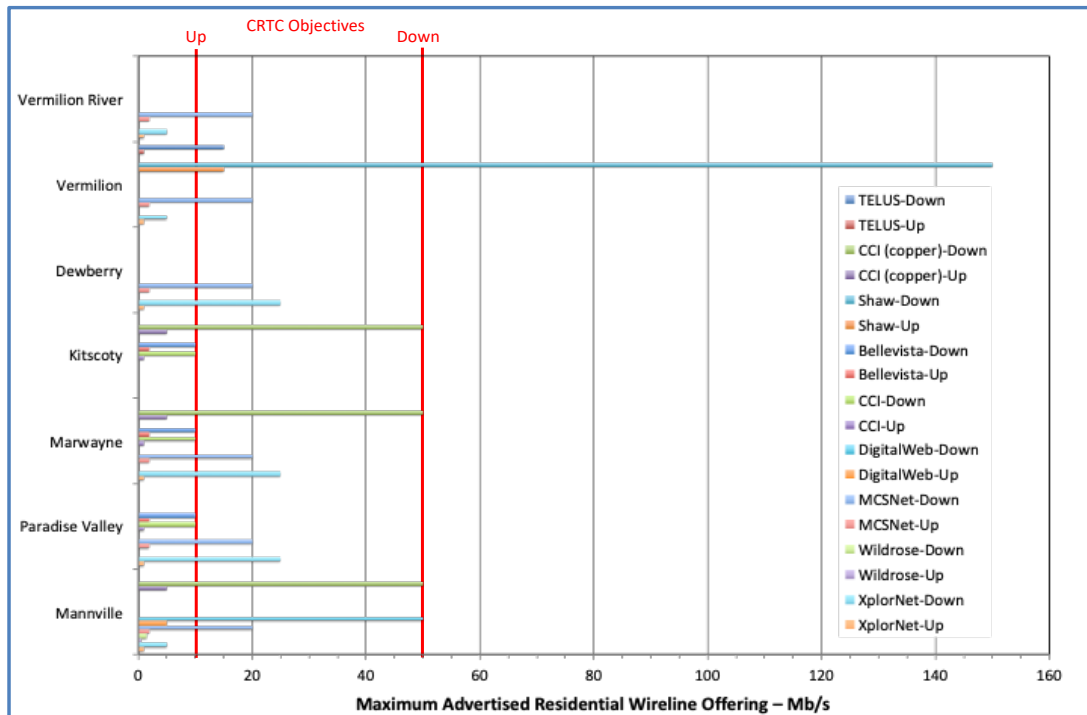


Figure 2. Maximum Advertised Residential Wireline Offering (Mb/s).

3.6 Desired State

Over the next decade, the VRRRA would like to facilitate the deployment of infrastructure to support a fully scalable broadband network ubiquitously available throughout the region.

4 Broadband Network Infrastructure

4.1 System Architecture

Though telecommunication and cable-television services have historically been provided by vertically integrated incumbents using service-specific networks, with today’s network technologies, only one network is required – as one network can handle all services. If only one network is required, then, as with gas, water, and power, it makes more sense, particularly given the expense required to deploy fibre optic infrastructure on a ubiquitous basis, to deploy one network on a utility basis for all service providers to use and for all businesses and residents to benefit from. This separation of network and services operations is illustrated in Figure 3.

Recognizing this, this B-IMP focuses on the design of a lit fibre-optic network that can be operated on a wholesale, open-access basis to enhance the service delivery capabilities of local ISPs and thereby enhance services to the commercial and residential communities in the Village of Marwayne. This approach both enables world-class infrastructure to be made available universally throughout Marwayne and to the ISPs supplying the services. In so doing, it will help foster competition and innovation amongst those ISPs.

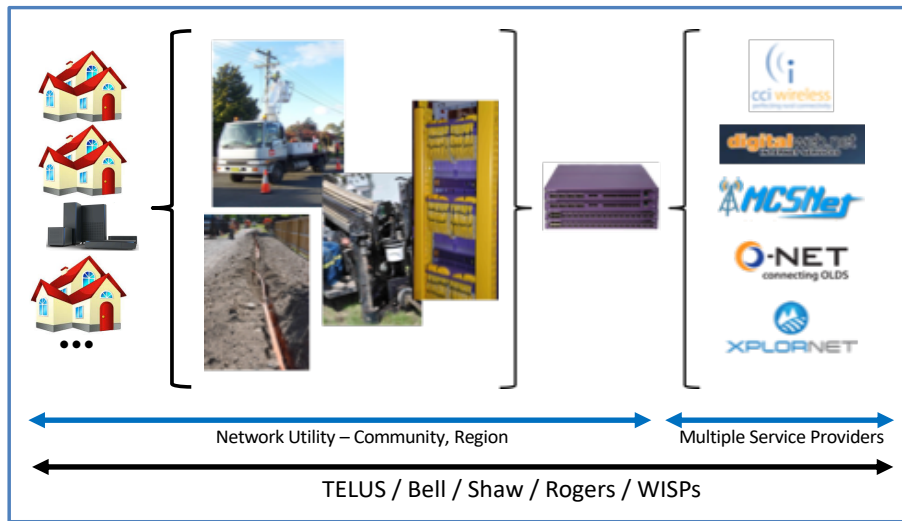


Figure 3. System architecture.

4.2 System Components

4.2.1 Overview

As illustrated in Figure 4, utility network infrastructure consists of two generic components – the passive outside plant (OSP) infrastructure and the active (lit) network components that enable signal (data, information, video, ...) transmission between the optical network unit (ONU) in client premises and the optical line terminal (OLT) in the central server room (SR) or central office (CO)². Fibre strands run from client home premise equipment (shown by the black premise (ONU) box) via the conduit into the SR and are terminated on the back-side of an optical distribution frame (ODF, shown by the yellow rack structure). Fibre on the front-side of the ODF connects to the opto-electronics (OLT) equipment illustrated by the purple box. On the ODF, jumper fibres cross-connect the OSP fibre to fibre running to the opto-electronics equipment.

Whereas larger urban centres may focus on providing only passive (dark) fibre infrastructure, this option is not a practical one for smaller communities and rural areas. In smaller communities, the markets are not large enough to support multiple service providers lighting the network, and so whichever provider is first in, may end up with a defacto monopoly on services. In rural areas, a lit network is best due to the interdependence between the dark fibre infrastructure and the opto-electronics required to light it. As the serving area distances from an electronics hub or SR are a function of the opto-electronics deployed, only by concurrently considering both can an optimal, cost-effective, and scalable design be achieved.

For services, VRRR-Net would arrange for connections with local ISPs and possibly to an Internet gateway.

² If the SR is a stand-alone facility, it is generally referred to as a central office (CO). As all fibre in an area will home on the SR or CO, the locations chosen should be considered permanent.

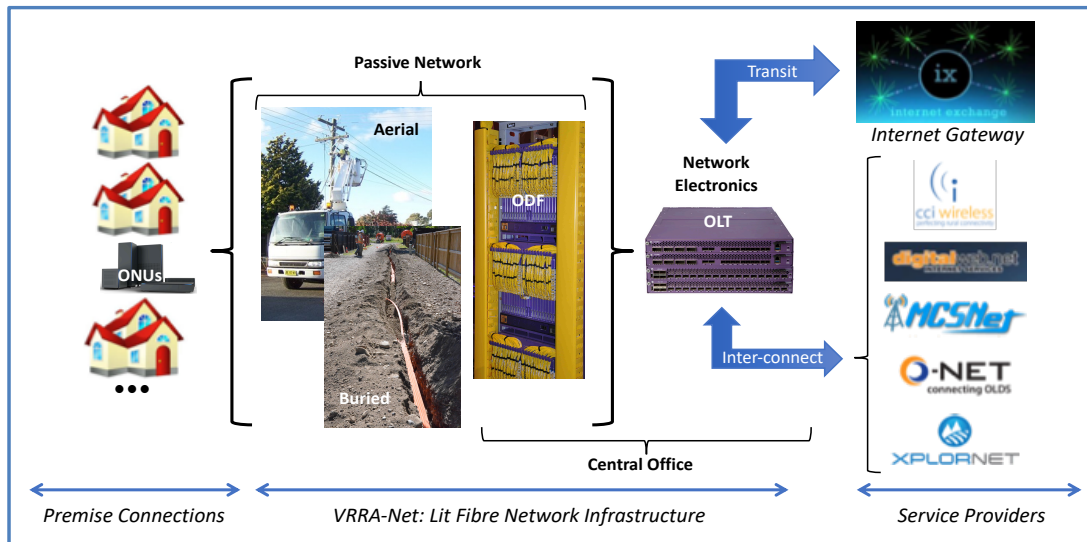


Figure 4. System components.

4.2.2 Passive (Dark) Fibre Network

This B-IMP provides conceptual level plans to facilitate the deployment of a home-run, lit-fibre FTTP network that passes every residential and business premise in Marwayne. These assets will be owned by the Village.

The dark fibre network infrastructure includes all the conduit and fibre cabling infrastructure and related components such as splitters, fibre splice boxes, cabinets, fibre management racks, and the central office – basically, all non-electronic assets that are required for the fibre network. The design assumes an ABF deployment.

With traditional buried deployments, essentially all feeder and distribution fibre is deployed and spliced upfront. With this process, connecting drop fibre to newly subscribing premises to the network is trivial. Completing everything upfront, however, significantly increases initial capital requirements and the associated debt-servicing costs. Air-jetted technology, on the other hand, has come of age over the past few years and provides a more incremental approach in which only the conduit and feeder fibre is deployed upfront – leaving the distribution and drop fibres to be deployed only when clients’ signup for services. This approach reduces upfront capital requirements, increases scalability, and simplifies both initial deployment and on-going maintenance.



Figure 5. ABF conduit examples.

4.2.3 Active (Lit) Network Components

'Lighting' a fibre network involves placing an OLT in the SR location and then placing an ONU in each business and premise taking service. The two are connected via an optical fibre. Data signals are transmitted between the OLT and ONU using light (hence the term, optical) of varying wavelengths or colours. In traditional FTTP systems, two wavelengths of light are used on each fibre – one to carry the data signals in each direction (transmit and receive). State-of-the-art FTTP access systems support 16

wavelengths – eight in each direction – effectively enabling eight independent access systems on each fibre. The Village might, for example use a wavelength pair to provide educational services, a second for health, a third for government services, and then leave the remaining pairs for use by the ISPs.

4.2.4 ISP Services

With an operational network established, Marwayne would provide ISPs with non-discriminatory access to the network so that the ISPs can use the infrastructure to better serve village residents and businesses. With access to more capable infrastructure, the ISPs will be able to enhance their service portfolios (increase Internet speeds and possibly add television services), extend their reach into urban centres, and favourably compete against the most entrenched incumbents. The business structure assumed is illustrated in the Figure 6. The blue lines show the signal/service flows and the dotted lines represent the payment flows.

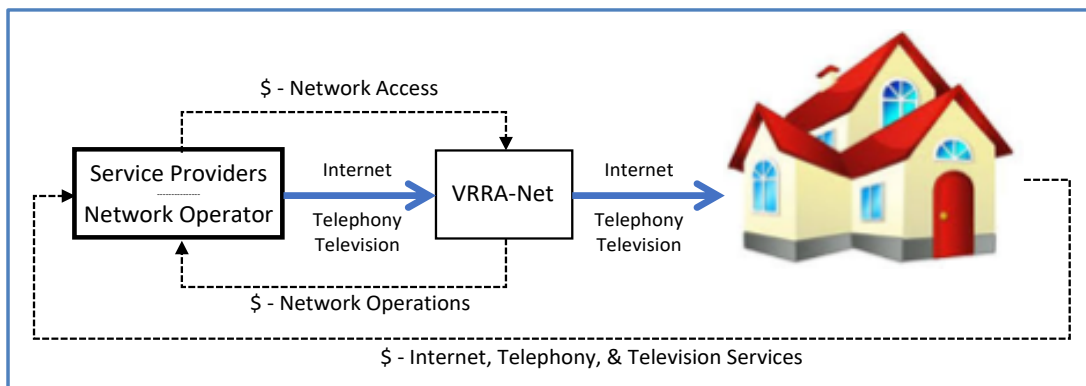


Figure 6. Wholesale business model.

The figure assumes that the Village or the VRRR establishes an entity, say, VRRR-Net to house and manage network deployment and operations. VRRR-Net could be as simple as a Village department or as complicated as a municipal services corporation.

For convenience, VRRR-Net will outsource network operations to a competent network operator, say MCSNet, O-Net, or CCI, for example. Network operations includes arranging for client connections (client yard surveys, drops, and opto-electronics) to the network as well as network monitoring, operations, fibre locating, and repair services. Contractor charges for drop installations and cable-cut repairs as well as costs to install and connect the ONUs would be billed back to VRRR-Net. Monthly costs for the software required to maintain the network and premise gateways (ONUs) will be VRRR-Net’s responsibility as well.

For services, VRRR-Net will contract with one or more local providers interested in providing services over the network. For the use of the network, each ISP will be charged a flat fee per month for each customer connection to its services. All marketing, sales, home installations beyond the ONU, client support and help desk services, and service delivery responsibilities and risk reside with the ISPs.

Further details in regards to the operational set-up and services are available in the Business Plan.³

³ Vermilion River Regional Alliance; *Community Broadband Business Plan*; Taylor Warwick Consulting; 2018-11.

4.3 Passive (Dark) Fibre Network

4.3.1 Passive Network Architecture

Two options for fibre deployment architecture are illustrated in Figure 7. In point-to-point (PTP) or home-run configurations, separate fibre strands are run from the SR to every premise to be served. This offers the maximum flexibility to the network operator and enables the greatest bandwidths to be delivered to each premise. Active-ethernet services over home-run fibre can be used to deliver symmetric, dedicated, 1 and 10 Gb/s services.

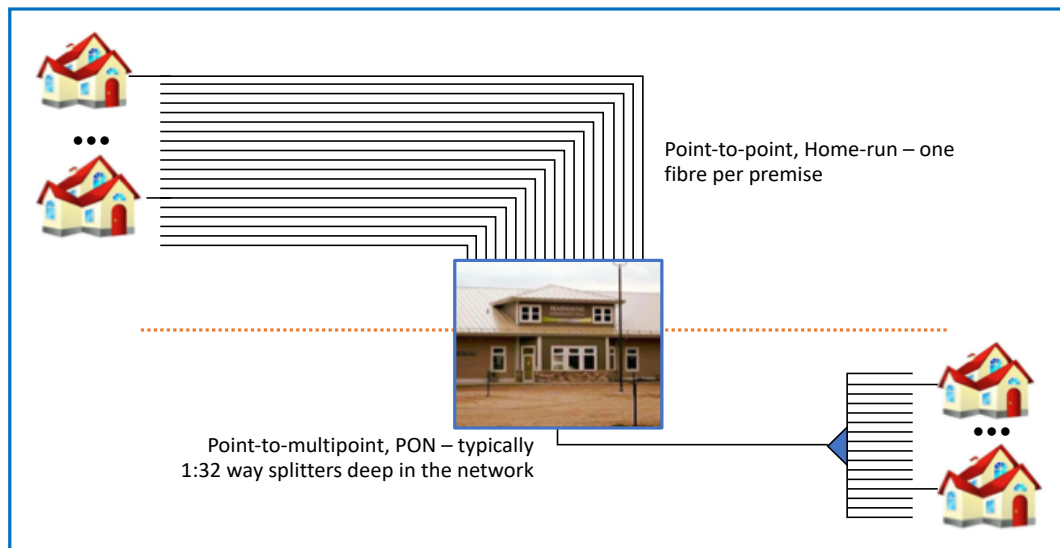


Figure 7. Point-to-point versus point-to-multipoint fibre architectures.

In the gigabit passive optical network (G-PON) architecture, the transmit and receive data-streams on each fibre strand leaving the SR are eventually split and are used to service 2, 4, 8, 16, 32, or 64 fibre strands that then continue to subscriber premises. In this way, one strand at the SR can be used to serve up to 64 premises. While offering some regulatory protection to the incumbents, G-PON configurations both increase the complexity of the required opto-electronics and reduce the concurrent bandwidths that can be delivered to each premise by an amount equal to the split ratio.

To ensure maximum flexibility in the outside plant network and concurrently make use of the sophisticated G-PON, XGS-PON, and NG-PON2 opto-electronics now available, an operator can deploy a home-run conduit/fibre architecture in the outside plant and then deploy PON-based opto-electronics by locating the splitters in the SR itself – thereby splitting the signals before they leave the building.

A detailed discussion of G-PON, XGS-PON, and NG-PON2 opto-electronic systems is provided in Sub-section 4.4.

4.3.2 Passive Network Infrastructure

4.3.2.1 Feeder, Distribution, & Drops

As illustrated in Figure 8, there are four components to establishing the OSP portion of a fibre optic communication network. First, as local networks must be connected to the outside world, a fibre optic

backbone component is required. In this case, the backbone component would consist of the physical fibre cable connection from the Village of Marwayne to either a national peering point or a service provider’s network (which in turn would be connected somehow to a national peering point). Gateway services at peering points such as YEGIX (Wolfpaw) in Edmonton and YYCIX in Calgary enable local and regional Internet traffic to access and exchange traffic with the global Internet.

As illustrated in Figure 8, local fibre networks typically consist of the remaining three components:

- **Feeder** network: the portion of the network in which point-to-point fibre connections are run from the CO (or SR) to fibre distribution hubs (FDHs), of which there is typically one deployed for every 300-400 premises.
- **Distribution** network: the fibre network running from neighbourhood FDH cabinets to network access terminals.
- **Drops**: fibre connections from the network access terminals to the premise.

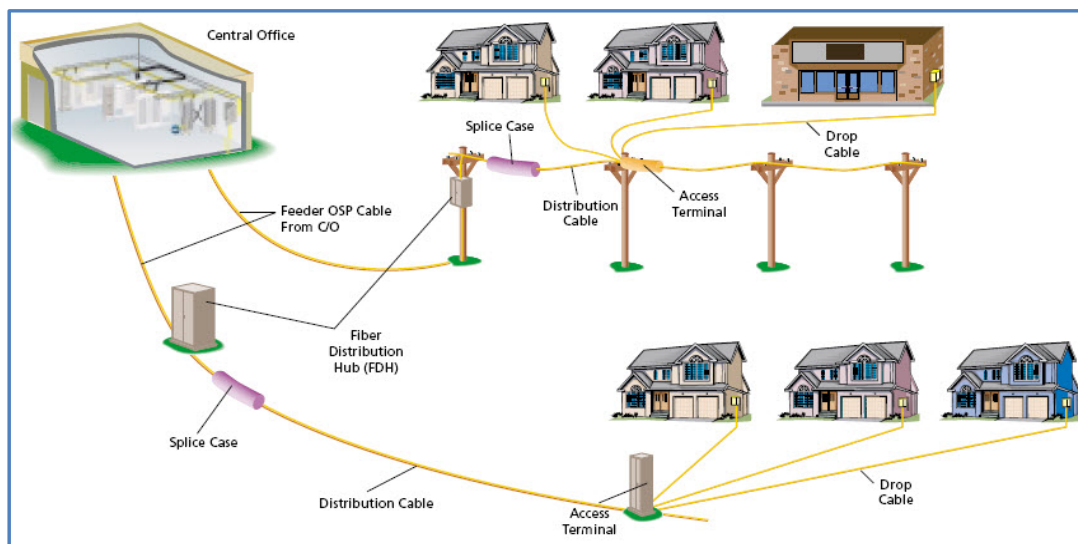


Figure 8. Traditional outside plant components of a fibre network.

In contrast to this traditional configuration, air-blown fibre (ABF) deployments do away with access terminals and instead rely on smaller and more numerous fibre-optic splice cabinets (FOSCs). The three components – feeder, distribution, and drop – however, remain the same.

In summary, backbone infrastructure connects, directly or indirectly, local access networks to a global peering point. Locally, a feeder network provides the neighbourhood level infrastructure, the distribution network provides the street level infrastructure, and the drops provide the premise level connectivity.

4.3.2.2 Optical Fibre

Fibre cables are comprised of many individual fibre strands. Cable sizes vary, but a single cable may contain hundreds of fibre strands – Figure 9. As fibre strands are glass, the signals are transmitted by pulses of light. As different colours of light can be used on any fibre, strand, a single fibre can support the concurrent transmission of multiple data streams.



Figure 9. Fibre cable.

Fibre's advantages over copper lines used historically result from the physics of transmitting information using photons of light instead of electrons of electricity. In glass, optical attenuation is much less than the attenuation of electrical signals in copper and much less dependent on signal frequency/wavelength. In terms of distance and bandwidth, fibre's capabilities are unparalleled. As fibre can theoretically support connection speeds up to 50 million Gb/s at 1.55 microns (µm) and current access systems operate at only 80 Gb/s, deployed fibre capacity can be increased by almost a million-fold before its limits are reached. Unlike copper wires that radiate signals capable of interfering with other electronic equipment (i.e. radio frequency interference or RFI), fibre is totally benign and neither radiates RFI nor is susceptible to it, making it immune to lightning strikes, safe when sharing a trench with gas-lines, and an excellent choice for secure communications (it cannot be tapped).

The recommended standard specification for the single-mode fibre-optic cable as per the designs in this document for feeder and backbone routes must have an ITU G.652D rating, and distribution and drop cable must have an ITU G657-A.2 rating. No other ratings will be accepted. The submissions also must include specifications from the fibre cable manufacturers on temperature range that provide at a minimum:

- Operation: -40 to +60 °C;
- Storage: -40 to +60 °C
- Handling: -10 to +40 °C

4.3.2.3 Conduit

Though fibre cable can be direct-buried, for both flexibility and ease of maintenance, it is often placed in conduit.



Figure 11. Prewired FDH.

Whereas fibre cable has traditionally been 'pulled' into conduit, newer methods use compressed air. The latter, referred to as ABF or air-jetted fibre, enables smaller conduit sizes (which saves cost) as well as significantly greater deployment distances. With ABF, the conduit can be deployed first and then the fibre only blown in when needed. Samples of ABF conduit appear in Figure 10.

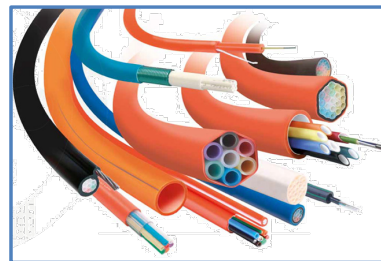


Figure 10. Flavours of fibre conduit.

With ABF deployment, feeder conduit and fibre are still deployed upfront, but instead of one pre-wired FDH cabinet (Figure 11) per neighbourhood, many smaller primary and secondary distribution sites and splice cabinets are deployed – thereby removing the need to deploy access terminals (or network access points) for every 8-10 premises as with

traditional deployments. With ABF duct technology, various sizes of conduit enclose sets of micro-ducts (see Figure 12). In the distribution network, only micro-ducts, typically bundled within a thin (1 mm) sheath are run past each premise. Once services are ordered, micro-duct drop conduit is deployed from the premise to the property line and connected to one of the passing micro-ducts. Deploying fibre is then accomplished by using an air compressor to quite literally blow the fibre from distribution hubs down the ducts to the premises. Fibre can typically be blown up to 1000 m – Figure 13.



Figure 12. Micro-conduit.

As ABF technology is relatively new to Canada and evolving quickly, finding experienced contractors can be difficult. Though the newer thick-walled micro-duct cables are easier and less expensive to install than earlier thin-walled versions, given the forces plowing and directional drilling place on conduit, care must still be taken to ensure the micro-ducts are deployed without damage. Damaged micro-ducts through which fibre cannot be blown are useless to a network operator and expensive to repair.

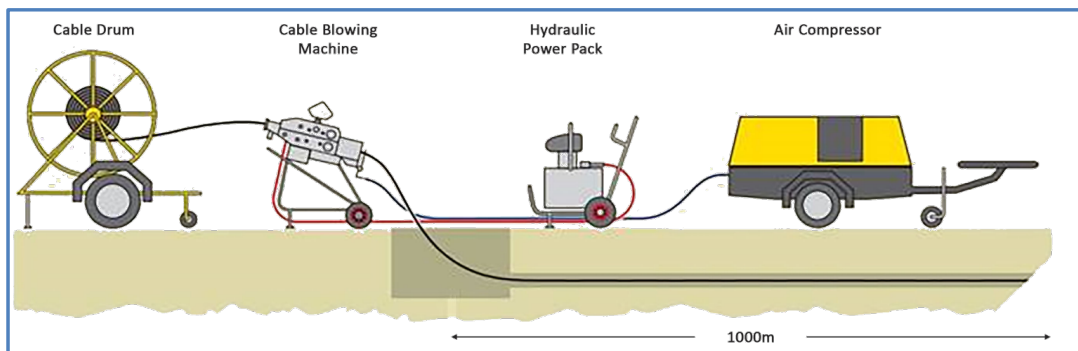


Figure 13. Air-blown fibre process.

The recommended standard specification for the conduit must include specifications from the manufacturer on temperature range that provide at a minimum:

- Operation: -40 to +60 °C
- Storage: -40 to +60 °C
- Installation: -20 to +40 °C
- Materials for micro-ducts and outer sheath: high-density polyethylene.

4.3.2.4 Fibre-Optic Splice Cabinets (FOSCs)



Figure 15. Fibre-optic splice cabinet.

As the fibre plant is deployed throughout an area, it is necessary to provide housings within which transitions and connections can be made between backhaul, feeder, distribution, and drop fibre. In the access network, the connections are typically made using fibre-optic splice cabinets (FOSCs). While these can be above ground as illustrated in Figure 15, many are placed below ground in handholes and even manholes as shown in Figure 14. While above ground cabinets must be carefully located or protected so as not to be taken out by a passing car or truck, they are recommended. Should problems occur in the winter months, the hand-holes in which below ground FOSCs are placed may have filled with water and frozen, making them inaccessible should some of the enclosed fibres need repair.



Figure 14. A typical handhole.

4.3.2.5 Central Office (CO) Components

4.3.2.5.1 Central Office

Prior to deployment, a CO location will need to be selected. Given all fibre will route to the location selected, its location must be permanent. While the CO need not be a separate building – a server room will suffice – access to the incoming OSP conduit and fibre is required. Sufficient space will be needed for the optical distribution frame (ODF) and the two or three equipment racks needed to house the opto-electronics, switches, servers, and ancillary equipment. The CO location needs to be secure, have uninterruptible power, fire suppression, and enough heating, ventilation, and air conditioning (HVAC) equipment to keep the equipment running efficiently and without interruption.

4.3.2.5.2 Fibre Management and Optical Distribution Frames

On entering the SR or CO, the outside plant fibres are typically terminated on a fibre or optical distribution frame (ODF). Fibre connections to all optical equipment within the SR is also terminated on the ODF. Jumpers are used to cross-connect each OSP fibre to the fibre going to the appropriate OLT location.

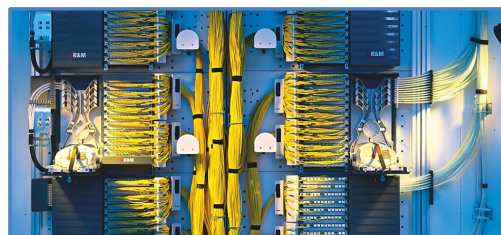


Figure 16. A fibre management frame.

4.3.2.5.3 Uninterruptible Power System

The proposed opto-electronic and other network equipment typically runs on -48 VDC power. To supply this, isolate the equipment from power bumps and ensure emergency telecom, Internet, and other critical communication services continue to operate in the event of a power failure, an uninterruptible power system (UPS) is required. UPS is enabled at SR and CO locations via a rectifier and backup battery supply. At larger sites and sites where additional power is required to keep heating, ventilation, and air conditioning (HVAC) systems running, a generator set will be required as well. When a power interruption occurs, the load automatically transfers to the batteries. At larger sites, a generator then spins up, takes over from the batteries, and carries the load

until power is restored. Given the maximum power draw for an E7-2 equipped with a GPON-8 and a GE-24 card⁴ is 190 W, a generator will not be required – a small bank of batteries will be sufficient to keep the equipment operational for a 4- to 8-hour period.

At subscriber locations, a small, sealed lead-acid battery is provided with each ONU. ONU power requirements are low and the battery can maintain its operation for days. Sealed lead-acid batteries need to be replaced very 5-years or so.

4.3.2.5.4 Fire Suppression

Though the server room or will be small, if it's taken out by fire, the network could be down for a week or more as the fibre management racks are rebuilt and the network electronics replaced. Some form of fire suppression is therefore necessary. Though Halon systems have been the go-to system for years, newer and more environmentally friendly gas-based systems (that won't hurt the electronics) are now available.

4.3.2.5.5 Heating, Ventilation, and Air Conditioning

Given the small power draw associated with the network electronics proposed for the SR or CO and given the operating range of the E7-2 is -40 to +65°C, the HVAC systems already in place, will likely be sufficient.

4.4 Active (Lit) Network Components

4.4.1 Overview

'Lighting' a fibre network involves placing an optical line terminal in a central SR and ONUs in client premises. OLTs generally consist of an equipment chassis into which a number of cards can be placed. For the Village of Marwayne, this design assumes state-of-the-art Calix E7-2 OLTs as shown in Figure 17. Each chassis has room for two cards and houses the electronics to connect to either another chassis or to a backhaul network enroute to an Internet gateway. Inter-chassis connections can be short – so that multiple E7-2s can be stacked at locations requiring more than two access cards (or requiring redundancy), or exten-sive – so as to connect chasses in different communities.



Figure 17. Calix E7-2 OLT.

Residential and business premise connections are enabled by connections to the cards placed in the E7-2 chassis. The E7-2 accepts Active Ethernet, G-PON, XGS-PON, and NG-PON2 cards. The number of ONUs or client connections supported, depends on the number and mix of cards deployed. With two G-PON-8 cards and a 1:16 split ratio, 256 premises could be served from one E7-2. As cards are only purchased when needed, a community system would likely start with a G-PON or Active-E card and then, over time, add cards as service uptake or speed requirements increase.

To provide services to multi-unit, multi-storey business and residential complexes, once the fibre service enters the building, the optical signal is converted an electrical one so that copper-based G.fast equipment can be used to enable reuse of the building's existing inside wiring.

⁴ A GPON-8 card has 8 GPON ports available and a GE-24 card has 24 Active-Ethernet ports available. At a 1:16 split, a GPON-8 card will support 128 premises.

In addition to the OLT equipment, active equipment at SR locations also may include network routers and switches and a firewall.

4.4.2 Serving Range

In laying out the opto-electronics to support a county-wide deployment, two distance constraints must be considered: (1) the backhaul distance between the E7-2 units or between these units and a transit or gateway point and (2) the access distance between the OLT and the ONUs it serves. Both are fibre quality and distance dependent but (2) also depends on the split ratio and the maximum distance separation between the closest and furthest ONUs from the OLT. For the conceptual level designs presented here, the maximum distance for (1) is 80 km at 10 Gb/s and 40 km at 40 to 100 Gb/s. On the access side, (2), a maximum split ratio of 1:16 is assumed and with long-range optics, these units can serve up to 40 km for G-PON (up to 1 Gb/s) connections and 20 km for XGS-PON and NG-PON2 (up to 80 Gb/s) connections. These ranges are shown in Figure 18 by the yellow and green circles, respectively.

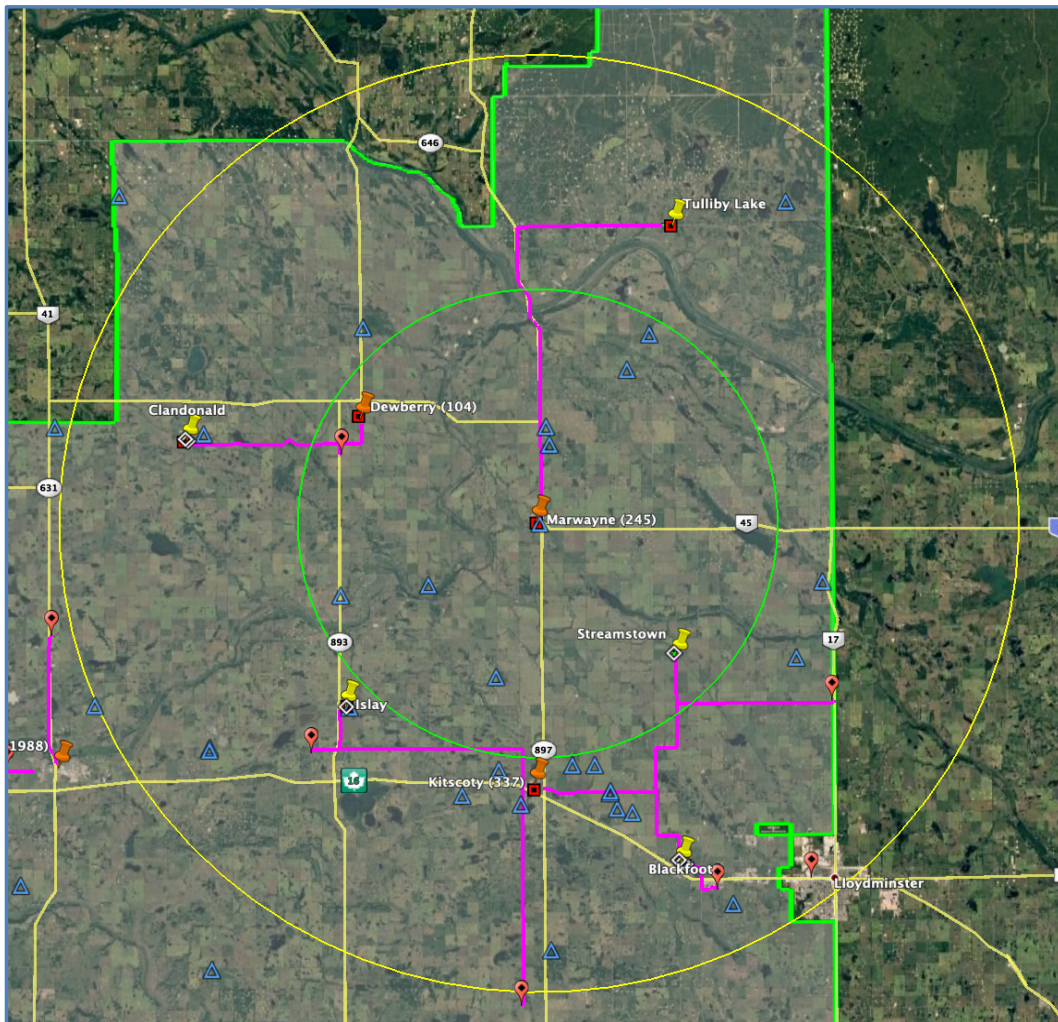


Figure 18. Serving areas from opto-electronics deployed in Marwayne.

This means that as long as units are not placed more than 80 km apart, the access opto-electronics can serve all premises in-between at rates up to 1 Gb/s.

In Figure 18, the magenta lines are fibre backhaul routes suggested in the Infrastructure Master Plan for the County of Vermilion River.

4.4.3 Scalability

As current G-PON electronics use a pair of optical wavelengths – one to transmit a downstream bit-stream at 2.488 Gb/s and receive an upstream bit-stream of 1.244 Gb/s, a 1:64 split ratio reduces this to 38.875 Mb/s by 19.44 Mb/s to each premise, should all 64 premises be using the network concurrently. In Olds, the split-ratio is limited to 1:16, thus ensuring minimum premise bandwidths of 155 by 78 Mb/s. Interestingly, if only one of the sixteen premises happen to be using their connection at a particular time, that premise would experience the whole 2.488 by 1.244 Gb/s service.

As mentioned, the opto-electronics proposed for Marwayne will support G-PON as well as the newer XGS-PON and NG-PON2 standards. Though each of the latter two is capable of symmetric 10 by 10 Gb/s service, XGS-PON supports only one 10 by 10 Gb/s wavelength pair while the NG-PON2 equipment supports 8. As the G-PON wavelength pair uses different wavelengths than the XGS-PON pair, both can be combined onto a single fibre. NG-PON2 ups this to four and, within two years, eight wavelength pairs per fibre. As each NG-PON2 pair differs from the G-PON and XGS-PON pairs, all three systems can operate concurrently over the same of fibre – as illustrated in Figure 19⁵. At 10 by 10 Gb/s, a 1:64 split ensures a minimum per home bit rate of 156.25 by 156.25 Mb/s. With NG-PON2 equipment, up to four (and eventually eight) wavelengths can be ‘bonded’ to provide a 40 by 40 (and then an 80 by 80) Gb/s signal.

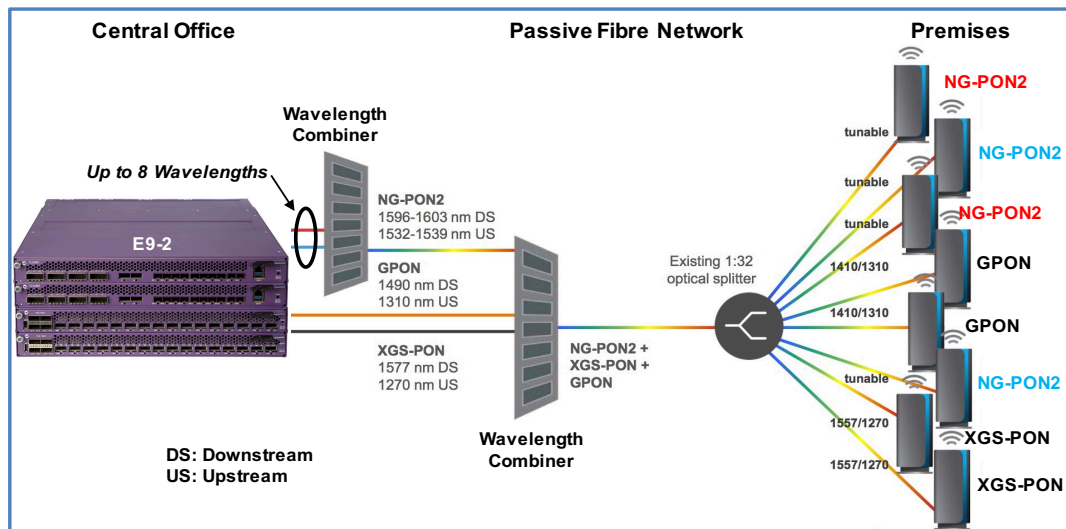


Figure 19. Wavelength inter-operability amongst G-PON, XGS-PON, and NG-PON2 systems.

⁵ The E9-2 is a higher capacity version of the E7-2. It also has embedded routing capability.

5 Infrastructure Deployment Plan

5.1 Overview

This B-IMP provides a conceptual-level design for a lit fibre-optic network that would make world-class, fully scalable, broadband infrastructure available to every home and businesses in the Village of Marwayne. The passive network design was generated by advanced fibre-optic modelling software to ensure optimal, cost effective routing and alignments. The use of advanced modelling for fibre-optic deployment design enables the designer to clearly visualize the fibre and conduit layouts, no matter how complex, and ensure the designs align with required parameters and make sense. The software provides the data required to plan the overall deployment layout and provide conceptual level cost estimates based on that deployment layout. Should the Village move to implementation, the conceptual plans created can, with minimal re-work, be evolved to produce preliminary and then detailed design drawings. The software also allows a project manager to track progress through the entire deployment process, if required.

5.2 Passive Network Design

The proposed feeder network is shown by the blue lines in Figure 20. It connects to a single distribution point (the white diamonds) in each of five distribution areas. These areas are shown by the shaded colour polygons and, once the feeder and a connection to the SuperNet POP is in place, can be deployed in any order. The SuperNet backhaul connection point is shown by the red square. Potential residential and client premises are shown by red dots.

With the full distribution and drop deployments complete, the overall fibre network for the village is shown in Figure 21. Distribution lines are shown in green and drops are cyan. As mentioned, drops would only be deployed when service to a premise has been ordered.

5.1 Capital Cost Estimates

Estimated capital costs for the broadband network deployment in Marwayne appear in Table 2. It is important to note that these are conceptual level capital numbers and represent the potential capital costs assuming that drops are deployed to 40% of the residential and 60% of the business premises. The core network estimate is for the feeder and distribution network that will pass every home and business in Marwayne and can be staged over time as funding becomes available. Once the core network is deployed in an area, drop connections from the core network to premises are deployed, together with the opto-electronics, when services are ordered.

Table 2. Deployment Estimate

	Marwayne
Civil Works	340,100
Backbone	0
Feeder	136,300
Distribution	132,014
Engineering	73,010
Core Network	681,424
Central Offices	30,000
Opto-electronics	40,000
Drops	122,234
Network Cost	873,657

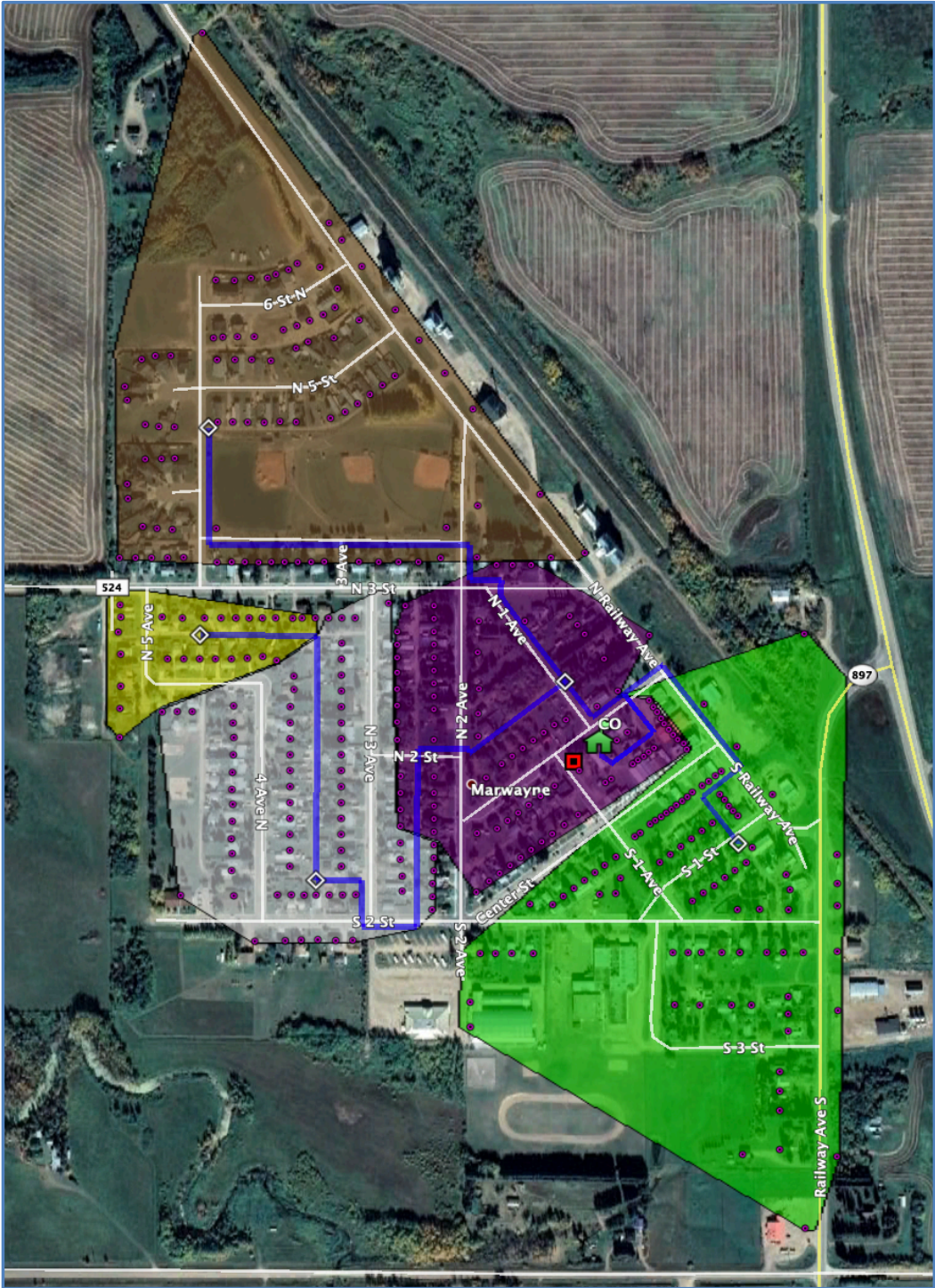


Figure 20. Village of Marwayne fibre concept plan – feeder network and distribution areas.

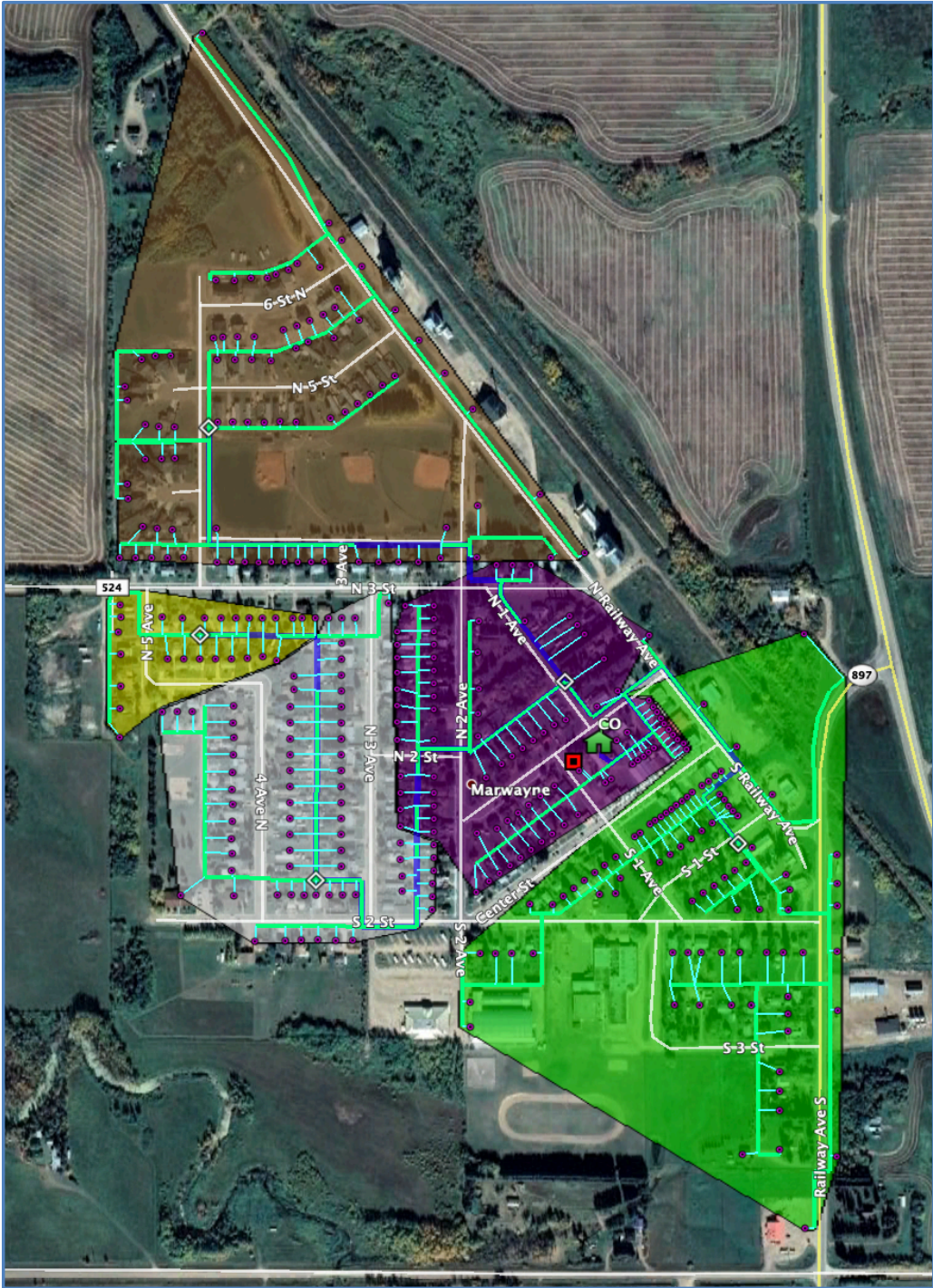


Figure 21. Village of Marwayne fibre concept plan – distribution and drop network.

6 Implementation

6.1 Outside Plant Construction

6.1.1 Aerial or Buried

Fibre infrastructure can be deployed either aerially, via the use of messenger cables in the communications space on power poles, or via burying conduit through which fibre cables can then be blown or pulled. Though aerial deployments are less expensive than buried ones, they are marginally less robust. Aerial deployments reduce deployment expenses by some 30% relative to the buried equivalent. Those estimates, though, assume that the power poles in those areas can be used to deploy fibre. Should the Village of Marwayne opt for aerial deployment where possible, then the poles will need to be evaluated. Such an evaluation typically costs about \$110/pole. If many poles have to be replaced, then a fully buried deployment may be the least expensive option.

In buried deployments, costs vary with ground conditions – soft is better than hard or rock and gravel roads and alleys are less expensive than paved ones.

6.1.2 Engineering Design Levels

The engineering work related to fibre deployment typically amounts to between 10 and 15% of the construction cost. At 15%, the engineering work for a \$1,000,000 build, would come to \$150,000. As completing construction level drawings early in the process when a community is simply looking at the feasibility of a potential deployment makes little sense, the design work from Taylor Warwick is typically divided into four stages, each with an increasing level of detail and cost. These are illustrated in Figure 22 and outlined below:

- **Pre-conceptual Design** – While not generally considered part of the engineering design process, Google Earth can be used to develop low-cost, high-level capital deployment estimates to support feasibility studies. Due to the lack of detail, these designs tend to understate the costs of deployment and are now only used for initial feasibility studies.
- **Conceptual Design** – 15% of the engineering budget: All fibre designs presented in this IMP are conceptual level designs developed using world-class design and optimization software running on geographic information system (GIS) software with layers for land parcels, address points for all facilities, properties and towers, and street and alley centre-line data. Conduit size and fibre count data are generated and then capital deployment costs estimated.
- **Preliminary Design** – 25% of the engineering budget: Preliminary designs are generated from the conceptual designs by adding in and taking into account all existing linear infrastructure in the design area. This included shallow utilities, high and low pressure gas lines, underground power lines, power poles, street lights, water, sanitary sewers, communication lines, curb lines, building points, sidewalks, and building outlines.
- **Detailed Design** – 45% of the engineering budget: In this last stage, the preliminary design drawings are developed in to the ‘issued for construction’ drawings to be used by the construction crews when deploying the infrastructure.

The remaining 15% covers the RFP and bid letting process.

To avoid unnecessary expense, the level of design work needs to align with where a community is in its decision making process. Whereas pre-conceptual designs may be okay for feasibility and business case work, business planning and IMPs should be based on conceptual level designs. Should Marwayne elect to move forward with deployment, preliminary and detailed designs will need to be developed.

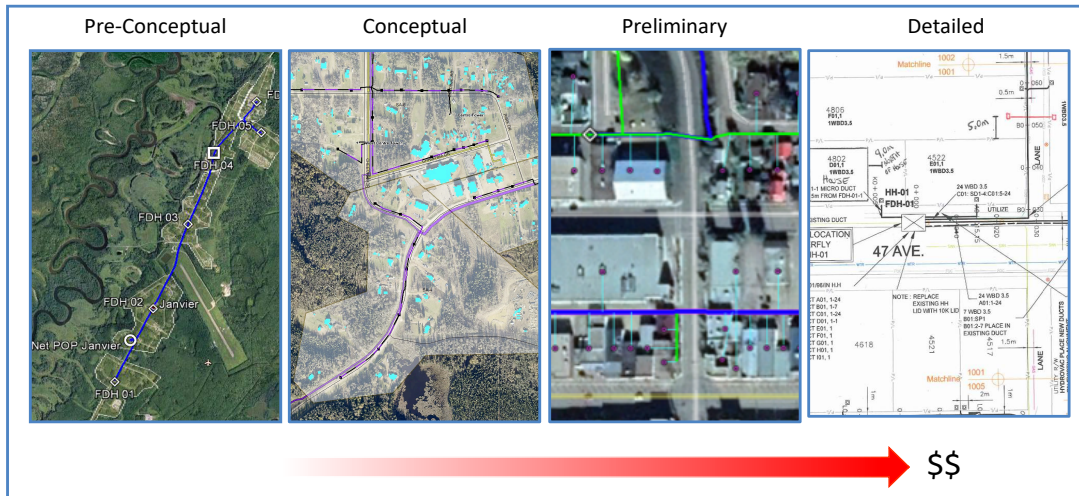


Figure 22. Design levels.

6.1.3 Approaches to Project Delivery

To stay on-side with standard procurement practices, an RFP will be required to guide selection of a company to deploy the network. With increasing community involvement and decreasing cost, the three general approaches are:

- **Design-Build (DB):** Dating back several millennia to the Master Builder approach, the Village would contract one firm to design and build the network. While this approach minimizes risk and can shorten delivery timeframes as the design, permitting, procurement, and deployment processes can be meshed, it is also the most expensive option and the one over which the community has the least involvement and control.
- **Design-Bid-Build (DBB):** This, the mostly widely used delivery method, requires two contracts, one covering the design phase and one for a general contractor (GC) to manage the construction phase. As the GC works for the community, this approach offers the greatest opportunity for community involvement. While it is less expensive than the DB approach and makes it possible to separate out materials procurement, it does come with additional risk as coordination issues can arise between the design company and the GC.
- **Project Management Approach (PMA):** Similar to the DBB approach, in this case, the community would contract a Project Manager (PM) instead of a GC. The PM would then coordinate internal resources or subcontract local firms to deploy the network. Though the least cost approach, it does carry the highest risk. For larger rural deployments, communities that go with the PMA approach, often buy the deployment equipment required, train local personnel to operate it, and deploy the network themselves.

Business case work for rural areas in southern Alberta indicated that the moving from the Design-Build to a Design-Bid-Build approach reduced costs by 12%. Moving from a Design-Build to a PMA plan, however, could save up to 30%.

Should the Village elect to go with the conceptual designs developed herein, Taylor Warwick could have them upgraded to the preliminary designs needed to support permitting and procurement. An engineering firm could then be contracted to develop the Detailed drawings required for construction and to support a construction RFP. The community would then need to decide whether to go with the DBB or the PMA approach.

Through the RFP process, a public-private-partnership (PPP) opportunity may arise. As the proposed apportioning of responsibility and costs can vary widely, various permutations of the approach approaches may be involved.

6.1.4 Construction

Whereas underground cabling has traditionally been deployed by digging a trench, adding gravel and sand, placing the cable, adding more sand, and then backfilling the trench and reinstating the ground, newer methods include plowing and horizontal directional drilling (HDD). While both can save time, both can place significant pressure on the ducts to be placed.



Ploughing



Horizontal Directional Drilling

Figure 23. Fibre deployment options.

Of the two, HDD is traditionally more expensive. On the other hand, it provides a way to place ducts under asphalt, concrete, roads, railway beds, and so on, without impacting the surface.

In Figure 24, e.Commerce services provides some standard details for recommended trench configurations, depths, and widths.

6.2 Deployment Approaches

Outside of the feeder deployment and connection to the SuperNet, the proposed network can be deployed in any order. It would likely make sense from an economic development perspective, though, to deploy to the business districts first, and then possibly look at some wireless coverage for the residential areas as an interim measure until either sufficient funding becomes available or client requirements necessitate it.

6.3 Opportunities to Reduce Implementation Costs

6.3.1 Leveraging Local Resources⁶

Often municipal capital project planners do not ask the question – what can the municipality do – to lessen the risk and cost charged on a fibre project by a contractor to a municipality. One often learns the kinds of programs, facilities and services that a contractor will excessively charge a municipal client will be for programs and services the Village likely already has in place. Obviously – it is a smarter approach

⁶ Graham, J.; Project Cost Saving Measures; e.Commerce Services; 2015-03-31.

when the local government’s programs and facilities can be used by contractors for the mutual benefit of the local project. Here are some items that local governments can do to keep the FTTP pricing in check.

- Acquire all crossing permits and issue the line assignments for municipal property access in a timely fashion.
- Provide electronic mapping and GIS layers as needed.
- Provide a slurry pit within or near the village boundaries.
- Allow contractor equipment and materials to be stored in various Village secure sites during the construction phase.
- Do not require installation during winter or freezing conditions.
- Provide an approved location to contractors to re-fuel vehicles.

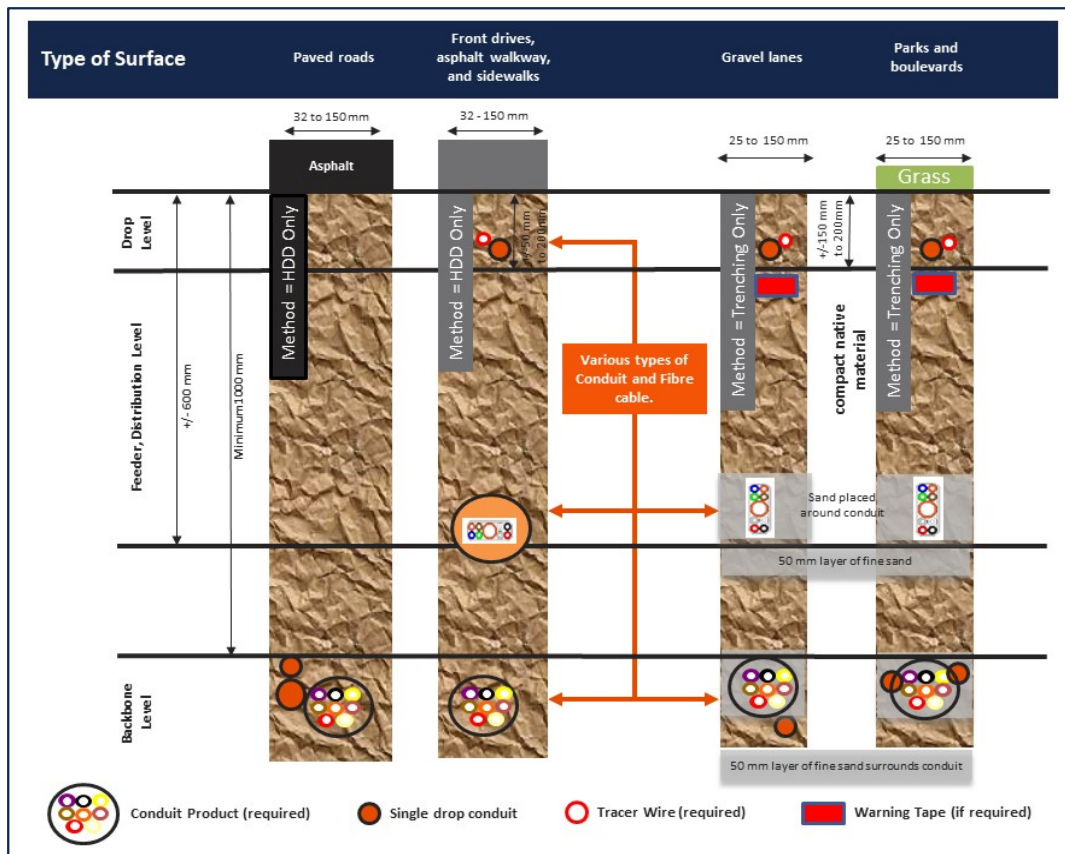


Figure 24. Understanding drop, distribution, feeder, and backbone path cross-sections.

When the initial FTTP deployment in Olds ran into the early winter season, budgets soared and the original construction contract was cancelled. More recently, an FTTP project in southern Alberta was stopped when project budgets assumed cost savings associated with the above measures and the submitted bids did not – resulting in a cost differential of about 30%.

6.3.2 Implement Fibre-Friendly Policies

Embed broadband in all economic development strategies and leverage broadband technology to support municipal service delivery. Review and update policy and engineering design guidelines to have ABF conduit deployed in all new developments and alongside all suitable linear infrastructure (water, sewer, roadway, etc.) projects. Establish fibre-friendly policies.

6.3.3 Leveraging Civil Construction Projects

Substantial cost savings can be had by supporting a “Dig Once” policy initiative that supports adding broadband connectivity infrastructure to all linear civil builds. This would not only be for VRRR projects, but also for anyone who is applying for permits to work in VRRR (i.e. local gas, electric, and other service providers who carry out civil construction).

6.3.4 Regional Partnerships Approach

There are a number of potential regional partners that the VRRR could perhaps leverage to share resources, costs and potentially increase operational scale.

7 Policy Recommendations**7.1 Policy Review & Update**

Embed broadband in all economic development strategies and leverage broadband technology to support municipal service delivery. Review and update policy and engineering design guidelines to have ABF conduit deployed in all new developments and alongside all suitable linear infrastructure (water, sewer, roadway, etc.) projects. Establish dig-once and other fibre-friendly policies.

7.1.1 Dig Once Policy

As 80% of the cost of fibre-optic builds are in the civil construction component, by implementing a Dig-Once policy, municipalities can see a substantial overall cost-saving to developing municipal broadband infrastructure. Dig-Once Policies and/or practices minimize the number and scale of the civil construction component when installing fibre-optic infrastructure in municipal rights-of-way (ROWs).

A Dig-once policy is identified as a best practice by providing the follow benefits:

- Protecting newly and recently paved roads and sidewalks;
- Enhancing the uniformity of construction;
- Ensuring efficient, non-duplicative placement of infrastructure in ROWs;
- Reducing overall costs of the civil construction component in municipal ROWs;
- Facilitating local ISP support by reducing overall deployment costs, thus reducing lit network access costs; and
- Leveraging construction by third-party groups for the deployment of a municipal broadband utility.

Adding a Dig Once Policy lowers the cost of broadband deployment by requiring the installation of conduit for fibre-optic cable during road construction or any other utility or construction projections. This is an efficiency that municipalities can employ with underground utility initiatives is to make way for fibre-optic cable to be included in the construction. A Dig Once policy encourages the installation of additional conduit for fibre-optic cable and the subsequent delivery of its more future proof high-speed Internet technology.

7.1.2 Permitting Policy

Damage to buried utilities (including Broadband fibre) can lead to fatalities, personal injuries, environmental contamination, lawsuits, repairs, product losses, disruptions of essential services, or evacuations.

The prevention of damage to the community's broadband infrastructure investment, and the consequential financial losses and service disruptions, should be a priority. To achieve this, it is recommended that a policy be established that outlines the procedure to be followed when the buried fibre might be disturbed. It is suggested that the policy address the following concerns:

- Any plans for underground works such as, placing of utilities that cross the fibre lines, landscaping, and civil works (i.e. community development, roads, etc.) should be submitted to the municipality's engineering branch prior to the proposed work commencing, with a specified application time period;
- The location of broadband fibre in the project vicinity will be identified and marked prior to work commencing; and
- Emergency utility repairs that require digging should be supervised by a designated staff member of the municipality.

It may be possible to link the broadband infrastructure location to "Alberta One-Call" as most people are already familiar with this step-in project planning.

8 Conclusion

8.1 Summary

In summary, the VRRRA *B-IMP*, is the next step in the region's fibre-optic broadband initiative. The intent is that this IMP be used by the Village of Marwayne for the planning, budgeting, and implementation of a progressive and visionary community broadband infrastructure project. While this document is a culmination of months of collective development efforts, it is only complete and correct as of early 2020 and will require periodic maintenance to follow the growth and development within the Villages boundary and surrounding area.

8.2 Next Steps

8.2.1 Confirm Broadband Strategy and Business Plan

Should the Village elect to move forward, confirm, update, or tailor the strategy and business plan directions developed by the VRRRA for the Village. Based on the conceptual level plans contained here-in, update and confirm the business model and financials with which the Village will move forward.

8.2.2 Implementation Plan

Develop an implementation plan to provide timelines and a framework to guide project execution going forward.

8.2.3 Policy Review and Update

Embed broadband in all economic development strategies and leverage broadband technology to support municipal service delivery. Review and update policy and engineering design guidelines to have

ABF conduit deployed in all new developments and alongside all suitable linear infrastructure (water, sewer, roadway, etc.) projects. Establish dig-once and other fibre-friendly policies.

8.2.4 Grant Funding, Regional Funding, and Local Fundraising

There are a number of financial resource opportunities that can be taken to start the process of allocating and acquiring funds and potential opportunities for lowering costs to operations and capital.

- Start and/or continue conversations with neighbouring community partners to increase operational scale and to provide additional capital support for initial deployment.
- Carry-out province-wide and nation-wide grant opportunities search. Potential funding programs include:
 - Community and Regional Economic Support (CARES)
 - Western Diversification Program (WDP);
 - Connect to Innovate (CTI); and
 - Investing in Canada Infrastructure Plan (ICIP).
- Look at including Community Broadband infrastructure with the Village's capital infrastructure build/improvement capital plans that use MSI and other municipal revenues to fund capital improvements. This will reduce costs to users by negating the upfront capital deployment from the cost recovery model.
- Finance the project over as long a term as possible (i.e. a 30+ year fibre asset with a 30-year debt repayment term).
- Leverage planned civil works wherever possible.
- Leverage the additional cashflow available from the business, commercial, and greenfield areas to offset the less dense/lower revenue areas of the community or region.
- Allocate a portion of expected municipal operational savings to the project. With the availability of a community-wide network to connect municipal buildings, lift stations, traffic lights, and so on, VRRRA could likely streamline their operations. Assuming that these efficiencies, together with the savings in expenditures on current internet and phone providers could result in substantially operational savings each year. If these savings were diverted to this broadband project, the financials would improve.
- Use a tax levy for the drop portion of the build that would be added to every premise in the community to lower the overall cost and incentivize uptake.

8.2.5 Partnerships

Work with other communities and private industry to share resources, access talent, reduce risk, and increase operational scale.

8.2.6 Community Engagement & Marketing

Work to ensure that community residents and businesses are fully able to engage with and leverage the technology and opportunities that enhanced broadband will enable.

9 List of Acronyms

ABF	air blown fibre
AP	(radio) access point
B-IMP	Broadband Infrastructure Master Plan
CO	central office
CRTC	Canadian Radio-television and Telecommunications Commission
DB	design–build
DBB	design–bid–build
FDH	fibre distribution hub
FOSC	fibre-optic splice cabinet
FTTP	fibre-to-the-premise
G	giga, billion (10 ⁹)
Gb/s	gigabits (10 ⁹ bits) per second (1000 Mb/s)
GC	general contractor
GE	gigabit Ethernet
G-PON	gigabit passive optical network
HDD	horizontal directional drilling
HVAC	heating, ventilation, and air conditioning
ISP	Internet Service Provider
k	kilo, thousand (10 ³)
m	meter
M	mega, million (10 ⁶)
Mb/s	megabits (10 ⁶ bits) per second
NG-PON2	next generation passive optical network version 2
ODF	optical distribution frame
OEM	original equipment manufacturer
OLT	optical line terminal
ONU	optical network unit
OSP	outside plant
PM	project manage
PMA	project management approach
POP	point-of-presence
PTP	point-to-point
RFI	radio-frequency interference
SR	server room
UPS	uninterruptible power supply
µm	micron or 10 ⁻⁶ m
VDC	volts, direct current
VRRA	Vermilion River Regional Alliance
W	watts
XGS-PON	ten gigabit/second symmetric passive optical network
yr	year
YEGIX	Edmonton Internet Exchange (Wolfpaw)
YYCIX	Calgary Internet Exchange



Municipal Councils and Library Boards: Roles and Responsibilities

Public Library Service in Alberta: An Overview

In Alberta, public library service is municipally based. A municipality may choose to provide public library service at a local level by having a library in the community, and/or having library service at a regional level by joining a library system.

A municipality makes the decision to have public library service in their community via a local library. Council passes an establishment bylaw under the *Libraries Act* (Part 1, Section 3) to create a library board for the provision of public library service. Upon its creation, a library board is a governing board and is a corporation with full management and control of the public library (Part 1, Section 7).

Municipalities may join a regional library system. A library system is made up of member municipalities working in partnership to provide regionally based centralized library service to enhance and support local library service. Being a part of a library system means municipalities and municipal libraries receive numerous benefits, such as: professional training for library staff, resource sharing, access to electronic resources and being part of the provincial Public Library Network.

Legislation: The *Libraries Act* and the *Libraries Regulation*

In Alberta, public library service is governed by the *Libraries Act* and *Libraries Regulation*.

The *Libraries Act* sets the **legal framework** for public library service through the establishment of library boards, who manage library service on behalf of the municipality.

The *Libraries Regulation* sets out **sound management practices** for library boards.

The *Municipal Government Act (MGA)* and the *Libraries Act* are two distinct pieces of legislation. Neither is superior to the other because the *MGA* and the *Libraries Act* do two separate things:

- The *MGA* is the law under which municipalities in Alberta operate, govern and are governed.
- The *Libraries Act* and *Libraries Regulation* form the legal basis for public library service in Alberta.

Did you know?

The *Libraries Act* was one of the first pieces of legislation passed by the newly formed Alberta government in 1907.

Municipal Councils and Library Boards: Roles and Responsibilities

Public library boards in Alberta are not subject to the MGA, e.g. library trustees are appointed by the terms outlined in the *Libraries Act*, **not** the MGA. There are only three references to public libraries in the MGA:

- The first is section 648 (2.1) which includes libraries as being eligible for off-site levies.
- The second is section 362(1)(j), which states that municipalities cannot tax public library boards.
- The third is section 271(2.1)(a) which states that a municipality may use a community services reserves for public libraries.

The Public Library Services Branch (PLSB) of Alberta Municipal Affairs is the provincial body that administers public library legislation and the provincial Public Library Network. PLSB staff are responsible for such things as the administration of the *Libraries Act* and *Libraries Regulation*, delivering operating grants to municipal and system library boards, plus building and maintaining the provincial Public Library Network. PLSB staff members are available to consult with library boards, library staff and municipal councils. For more information about PLSB, visit www.albertalibraries.ca.

The Public Library Network links public libraries at a provincial level and enables sharing. In Alberta, the Public Library Network links public libraries and enables sharing by two different means: a provincial policy framework and a technological infrastructure. The purpose of the Network is to support equitable and seamless access to library resources for Albertans, and does so through things such as

SuperNet connectivity, resource sharing, and the centralized acquisition of electronic content.

The Roles and Responsibilities of a Municipal Library Board

The municipal library board is the legal entity that manages and controls the library. Its formation is defined by the *Libraries Act* – it is created via bylaw passed by municipal council.

The library board is a governing board, not an advisory board – it has full management and control of the library. This is defined in legislation (*Libraries Act*, Section 7). Note that library boards are different from other non-profit boards formed under other legislation (e.g. the *Societies Act* or the *Municipal Government Act*). The library board is a corporate body, a legal entity able to sue or be sued, enter into contracts and employ staff.

Upon establishment, the library board is a corporation administered under the *Libraries Act* with full management and control of library service in the municipality.

The library board is a governing board. The library manager is employed by and reports to the board, and the board is accountable not only to council, but to all citizens of the municipality and to the provincial government.

The library board passes safety and use bylaws and policies to enable the provision of public library service delivery.

The library board determines library service priorities and creates a plan of service based on community needs assessments.

Municipal Councils and Library Boards: Roles and Responsibilities

The library board is responsible for acquiring library funding, requesting the funds from council and applying for provincial grants.

The library board keeps financial records and bank accounts, and prepares and manages the budget. The library board selects and hires a financial reviewer (who is not a library board member).

The library board may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more library service points (intermunicipal library boards).

The library board is responsible for providing the space and staff required for public library service delivery.

The 9 Roles and Responsibilities of Municipal Councils

Unlike boards established under the *Municipal Government Act*, the *Libraries Act* sets out a specific relationship between council and the municipal library board and system library board.

1. ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD

The decision on whether or not to have a public library in the community is made by the local municipal council. If council decides that it would be beneficial to have a public library, council must pass a bylaw under the *Libraries Act* 3(1) to establish a library board. Once established, the library board can only be dissolved by order

of the Court of Queen's Bench, or if the municipality itself dissolves.

Upon establishment, the library board has full management and control of the public library and public library service in the community. It is a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation. Library boards may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more service points. Municipalities may also enter into agreements with up to two additional municipalities to form an intermunicipal library board. Once formed, the intermunicipal library board is also a corporation with full management and control of public library service in the municipalities.

The library board is a governing board. Library staff report to the board, and the board is accountable not only to council but to all citizens of the municipality. The board has decision making authority and through regional initiatives, generally participates in providing services beyond its local community.

Section 3(4) of the *Libraries Act* states that, **on being established, the municipal library board's legal name is "The (name of municipality) Library Board"**. This name should be used on all documents. Upon establishment, an intermunicipal library board is able to choose the legal name.

Municipal Councils and Library Boards: Roles and Responsibilities

2. APPOINTMENTS TO A MUNICIPAL LIBRARY BOARD

Council appoints and unappoints municipal library board members (trustees) to municipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

Upon appointment, a board member is a trustee, governing the delivery of public library service in the community, making decisions that are in the best interest of the public and providing quality municipal library service. Trustees are also subject to common law principles and must act accordingly.

Council may appoint up to two board members who are also councillors on their council (i.e. councillors of the municipality that established the library board).

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a “Council Rep” or something similar.
- Councillors from neighbouring municipalities may be appointed to the library board and do not count against the limit of two councillors (i.e. councillors from municipalities that did not establish the library board).
- Council may also choose to *not* appoint councillors to the library board.

An employee of the library board cannot be appointed to the library board.

Alternates are not allowed on a municipal library board.

All appointments to the municipal library board shall be for a term of **up to three years**.

A library board member is eligible to be reappointed for up to two additional consecutive terms. If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done for each time the member is reappointed beyond three consecutive terms.

A library board member is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.

The term of office of a board member continues until a new board member is appointed by council in that member’s place.

The appointments of the members of the municipal board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

Best practices for appointments

- When appointing board members, make sure the motion includes the length of term (one, two, or three years).

Municipal Councils and Library Boards: Roles and Responsibilities

- Send the library board a list of appointments including the length of terms.
- Send a letter to the appointee with their term length and expiry date.
- Collaborate with the library board to develop a recruitment strategy that means the needs of the council, the library board and the community.

3. FUNDING MUNICIPAL LIBRARY SERVICE

The *Libraries Act* (section 8) states that municipal library boards must prepare and submit their budget, along with an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library, to municipal council before December 31.

This estimate is known as **local appropriation**, and is money provided to the library board from local taxes to deliver local public library service.

It is the responsibility of council to approve, in whole or in part, the **estimate of local appropriation** requested by the library board. Council **does not** approve the library board's budget. If council is unable or unwilling to provide the requested estimate in full, the library board must make adjustments to their budget to reflect their funding situation.

4. PROVIDING FOR LIBRARY BUILDING AND EQUIPMENT

The *Libraries Act* (Section 10) states that library boards may request funding from council for acquiring property for a library building, or for erecting, repairing, furnishing and equipping a building to be used as a municipal library. The

council may provide the funds, or a portion of the funds, as council considers expedient.

These capital funds may be borrowed by council under the authority of a bylaw and on the security of debentures, as outlined in the terms of the *Municipal Government Act (MGA)*.

5. DETERMINING FINANCIAL REVIEW

Section 9(b) of the *Libraries Act* states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council.

Because local library service is a municipal service funded by tax dollars, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader, or an accountant review), and to accept (or deem satisfactory) the person the library board wishes to have review their accounts.

If or when financial reviewers change, council must pass a motion accepting the new reviewer.

6. RECEIVING LIBRARY BOARD BYLAWS

Council receives the library board's bylaws for the safety and use of the library after they have been passed by the library board. Council may disallow a bylaw if they are not in keeping with comparable municipal bylaws.

Municipal Councils and Library Boards: Roles and Responsibilities

7. RECEIVING LIBRARY BOARD REPORTS

Required management practices of boards under the *Libraries Regulation* state that library boards must have certain policies, including confidentiality of user records, finance, and personnel policies. A municipal library board must also develop a Plan of Service based on a community needs assessment, and submit an annual report to the province. Council may receive these reports and policies, as well as meeting minutes, from the library board for information purposes.

8. BEING A MEMBER IN A REGIONAL LIBRARY SYSTEM

Council has the authority to join a library system, become a party to a library system agreement at the regional level, and appoint a member to the library system board. (All municipalities, with the exception of Edmonton and Calgary, are eligible to join a library system.)

Library system boards are also created under the *Libraries Act*. Library systems are established by the Minister of Alberta Municipal Affairs when municipalities in an area agree to jointly provide library system services.

There are seven library system boards in the province.

System boards are a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation.

Library systems provide professional and technical support to public libraries within the

system area so that even the smallest library has access to advice and assistance, along with the cost effectiveness and cooperation made possible by working through a larger unit. They also manage library resource development and sharing at the regional level. As well, library systems function as nodes within the provincial Public Library Network, connecting resources available provincewide to residents using municipal libraries in small rural communities.

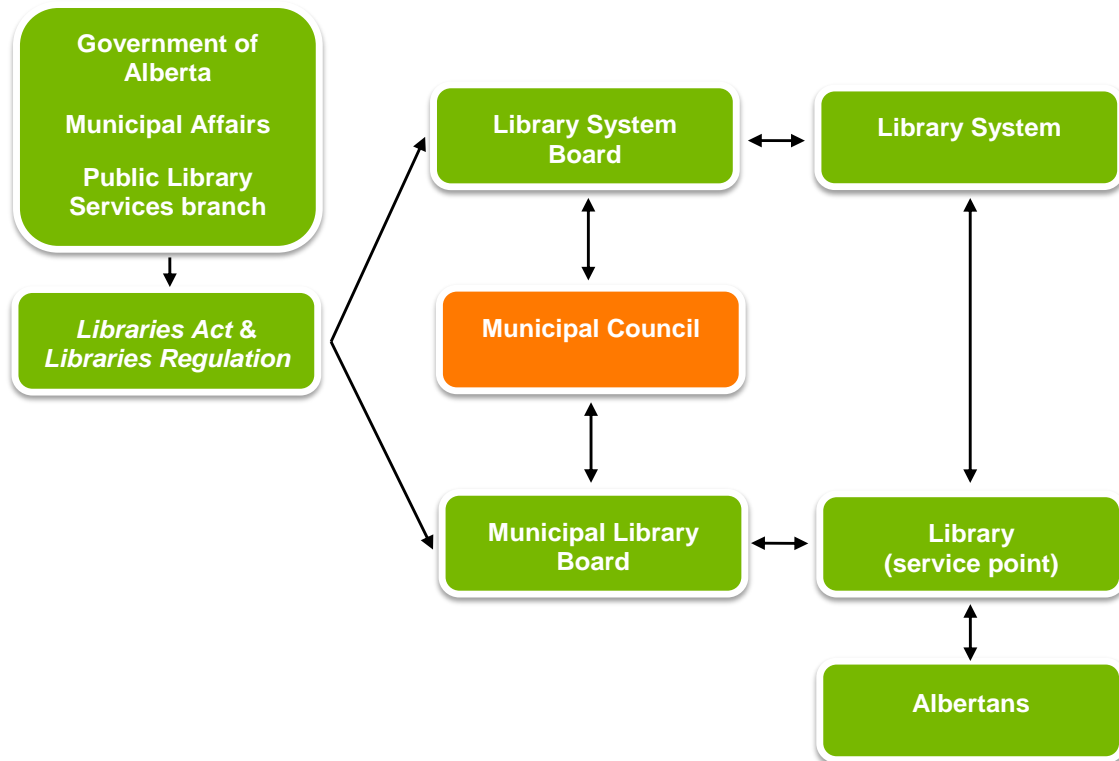
9. APPOINTMENTS TO LIBRARY SYSTEM BOARDS

Appointments to a library system board are different than appointments to a municipal library board. When appointing to a library system board, council must adhere to the following, as set out in the *Libraries Regulation* (Section 32):

- A single term cannot exceed three years
- Council shall not appoint a library system board member to serve for more than 9 consecutive years without the approval of 2/3rds of all the members of that council
- Any vacancy in the membership of a library system board shall be filled by council as soon as reasonably possible.
- Council may appoint an alternate to a library system board if the library system board member is unable to attend a library system board meeting and has given notice to the library system board that an alternate member will attend. (This is not allowed for municipal library boards).
- The alternate member shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.

Municipal Councils and Library Boards: Roles and Responsibilities

Structure of Public Library Service in Alberta



Support and Resources

If you have any questions please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.





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

CHIEF ADMINISTRATIVE OFFICER ACTION LIST

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

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

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

Minister of Service Alberta	Jordan requested information on what we are doing for broadband in October 31, 2019 letter.	Correspondence brought to November 4 Council Meeting.	Cheryle delegated this to George Rogers at VRRRA on 11/4/2019	In progress	Waiting on George. Broadband moving forward in Vermilion as per VRRRA AGM on January 23, 2020. Cheryle provided study and USB to CAO on January 24, 2020. Waiting on new quote from Vermilion as we were advised the cost would be decreasing. Check budget to see what funds we can set aside moving forward. Will incorporate upon receipt from our assessment at the end of February 2020. CVR and Lloydminster have pulled out of VRRRA.
Item	Description	Resolution #	Staff Responsible	Status	Notes
Safe and Caring Community					
	Lots 2& 3, Block 7, Plan 3914. Two lots: Conocophillips site Lot 3: Tier 2 Guideline Adjustment and		Karen Gervais from AB Environment 403-755-2280 or		Conoco phillips tier 2 guideline adjustment and management plan. Suncore remedial action plan. CAO submitted letters to them in May 2019 as per description information. Suncore had until October 31, 2019 to respond to our demands for full remediation. No reply. Meeting scheduled for

Brownfield Contaminated Lots

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

09-Dec-13

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

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



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: AUGUST 24TH, 2020

ADDRESSING SERVICE NEEDS

- **PaySimply through ATB Financial**
 - On Friday August 14th I finalized the details of our partnership with ATB Financial which offers our residents the ability to pay their utilities and taxes online using their credit card. There is no charge to the Village for offering this service to our residents. Rather, those who wish to pay by credit card must pay a convenience fee of 3% per transaction.
- **ACE Water Line Re-route**
 - The water line re-route project is now complete and Marwayne is back on full automation on the new line. In-Line Contracting Ltd. has finalized the reclamation, backfilling and clean up. The last undertaking is a fence replacement which is scheduled for next week.
 - In addition to the above, ACE has advised that they have received the rest of the funding for the remainder of the phases that are still incomplete. They are actively working with Alberta Transportation to develop funding strategies, cash flows and schedules for the development over the next three (3) years. They are in the midst of preparing a schedule for capital contributions that we should be receiving in September.
- **Office Cleaning**
 - The caretaker for the Agricultural Society has not been adequately cleaning the Village administration office. As a result, we have been constantly cleaning the office ourselves, despite remitting payment for services. I attempted to discuss this matter a few months back to allow for the improvement of cleaning however, no such improvement was made. As of August 1st, the caretaker for the AG Society has been relieved from their cleaning duties at the Village Office. Instead, Shannon Kennedy will perform the cleaning after hours and invoice the Village for her services. Shannon knows everything that needs to be cleaned and does an excellent job on a daily basis. I have drafted a contractual agreement outlining the terms by which Shannon must adhere to in the provision of janitorial services on a one year trial basis.

SAFE, CARING & ACTIVE COMMUNITY

- **Community Wide Garage Sale & Treasure Hunt**
 - We received an inquiry from Shelly West asking if the community wide garage sale and treasure hunt could move forward if social distancing rules and regulations were put in place. I advised that I would bring this to Council for consideration and discussion and then would let her know accordingly.
- **Library Requisitions**
 - In speaking with our neighboring municipalities, each of them contributes specifically to their individual (local) libraries.

- **Vermilion:** funds a large portion of the costs of their library through a dedicated mill rate on their taxes.
- **Lloydminster:** receives \$800,000 a year from the tax payers.
- **Kitscoty:** provides \$2.36 per capita over and above their contribution to the NLLS. They did not have any background on this contribution, it has been ongoing for years.
- **Coronavirus (COVID-19) Pandemic Office Re-Opening**
 - Administration office has been open since mid-July. We have seen an extremely large decrease in face to face interactions. We continue to encourage contactless service provision in order to ensure everyone's safety.
 - Any staff with cold symptoms are asked to stay home and not come to work. Any staff with COVID symptoms must quarantine until a negative COVID test has been obtained.
- **AUMA Conference**
 - The AUMA conference has officially been declared virtual this year. All hotel rooms have been cancelled accordingly and registration has been submitted for those who were interested in attending. Should any other Council member wish to attend, I am still able to submit registrations.
- **Meeting with Todd Hames from the Agricultural Society**
 - I met with Todd Hames on Friday August 14th to discuss ongoing Village endeavors and get up to speed on the dealings of the AG Society. We discussed ongoing communication so as to keep both parties in the loop as to what the other is accomplishing.
 - I also brought up some minor concerns relating to winter maintenance of the AG Society building and parking lot as a means of being proactive as opposed to reactive this coming winter. Todd has assured that the caretaker will be on site and recording what was carried out on their daily visits for liability purposes.

PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **New Email Addresses**
 - Administration recently switched our contact email addresses from mcsnet to our marwayne.ca domain. Being that mcsnet emails are limited to the mcsnet network, we were having issues in regards to access of emails offsite, out of office replies, etc.
 - New emails have been changed to:
 - admin@marwayne.ca
 - cao@marwayne.ca
- **Township Road 524**
 - The County of Vermilion River has been busy ripping up Township Road 524 in order to remove the existing patches of broken pavement. They are repacking the road and adding in a dust control product in so that the road is less dusty moving forward. Being that the Village owns a mile of that road, CVR asked if we were interested in having our portion completed as well. I advised that we would be happy for them to complete the work in so that the road is consistent from the Village boundary to the County line.

- **Drainage Improvements**
 - I met with Alberta Transportation on Friday August 7th to discuss drainage improvements along Highway 897 and Highway 45 that would inevitably tie into the Villages drainage system.
- **URE Land Cleanup**
 - All of the buildings, including the house, have been emptied of their contents. Quikpick has disposed of the dumpster bins public works staff has been filling over the past few months. Buildings are now ready for demolition and/or relocation.
 - My suggestion with the home on the property would be to advertise it to the public. If someone wants to come and remove it from the property, they may have it. I am open to other suggestions as well, I just believe this to be one of the most cost effective solutions in order to get rid of it.
- **Summer Student**
 - Liam Kissick's last working day was August 19th. Liam did a great job mowing and helping Andrew and Wilson around the Village.

ATTACHMENTS

- 1) Public Libraries Information Booklet
- 2) Chief Administrative Officer Action List

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Jul-2020



GL5410

Date : Aug 10, 2020

Page : 1

Time : 2:18 pm

	BUDGET	CURRENT	YTD VARIANCE
GENERAL OPERATING FUND			
Operating Revenue			
General Government	(148,303.00)	(69,552.71)	(78,750.29)
Protective Services	(2,000.00)	(8,176.48)	6,176.48
Transportation Services	(1,500.00)	(742.18)	(757.82)
Utility - Water Services	(303,954.00)	(167,922.61)	(136,031.39)
Utility - Wasterwater Services	(62,500.00)	(29,288.54)	(33,211.46)
Environmental Health Services	(74,000.00)	(45,036.86)	(28,963.14)
Community Services	(107,277.00)	(21,075.71)	(86,201.29)
Recreation and Cultural Services	(12,204.00)	0.00	(12,204.00)
Total Operating Revenue	(711,738.00)	(341,795.09)	(369,942.91)
Capital Revenue			
Government Transfer For Capital	(458,600.00)	(203,732.29)	(254,867.71)
Reserve Capital	(31,800.00)	(13,792.19)	(18,007.81)
Deferred Revenue Capital	(259,042.00)	0.00	(259,042.00)
Total Capital Revenue	(749,442.00)	(217,524.48)	(531,917.52)
Operating Expense			
Legislative Services	32,250.00	14,920.96	17,329.04
Administrative Services	257,447.00	162,323.51	95,123.49
Protective Services	52,150.00	17,555.89	34,594.11
Transportation Services	193,820.00	117,639.95	76,180.05
Utility - Water Services	340,246.00	188,702.81	151,543.19
Utility - Wasterwater Services	88,444.00	26,538.12	61,905.88
Environmental Health Services	73,785.00	34,658.76	39,126.24
Community Services	108,435.00	234,029.77	(125,594.77)
Recreation and Cultural Services	67,188.00	32,687.15	34,500.85
Total Operating Expense	1,213,765.00	829,056.92	384,708.08
Capital Expense			
Municipal	1,000.00	420.11	579.89
Utility	366,515.00	236,857.35	129,657.65
Capital Purchase	27,500.00	13,792.19	13,707.81
Additional Cash Requirements	263,319.00	0.00	263,319.00
Total Capital Expense	658,334.00	251,069.65	407,264.35
Taxation			
Municipal Taxation	(410,919.00)	(409,722.14)	(1,196.86)
School Taxation In	(125,639.00)	(125,639.63)	0.63
School Taxation Out	125,639.00	62,819.70	62,819.30
Local Improvements In	(23,203.00)	(23,203.26)	0.26
Local Improvements Out	23,203.00	4,605.59	18,597.41
Total Taxation	(410,919.00)	(491,139.74)	80,220.74
Total GENERAL OPERATING FUND	0.00	29,667.26	(29,667.26)
Total Surplus (-)/Deficit	0.00	29,667.26	(29,667.26)

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Jul-2020



GL5410

Date : Aug 10, 2020

Page : 2

Time : 2:18 pm

Report Options Accounts : All

Cost Center 1 : All

Cost Center 2 : All

Cost Center 3 : All

Rollup Accounts Selected
Summarize Cost Centers Selected

Fund Level Selected

Group Level Selected
Sub Group Level Selected

Group Total Selected
Sub Group Total Selected

Print Surplus(-)/Deficit Selected

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Aug 07, 2020

Time : 1:27 pm

Supplier : 10 To XYLCA
 Cheque Dt. 07-Aug-2020 To 07-Aug-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
3343	07-Aug-2020	10032	Receiver General For Canada	Issued	47	C	8,995.15
3344	07-Aug-2020	AISL	AMSC Insurance Services Ltd	Issued	47	C	2,030.74
3345	07-Aug-2020	10	Tannas Bros. Hardware Ltd	Issued	48	C	572.52
3346	07-Aug-2020	10001	Gas Utility CVR	Issued	48	C	213.23
3347	07-Aug-2020	10012	Parkland Industries- Race Trac Gas	Issued	48	C	1,069.76
3348	07-Aug-2020	10025	Vermilion River Regional Waste	Issued	48	C	5,740.00
3349	07-Aug-2020	10113	TELUS	Issued	48	C	392.84
3350	07-Aug-2020	ACE	ACE	Issued	48	C	13,006.26
3351	07-Aug-2020	AGLIN	John Deer Financial	Issued	48	C	180.45
3352	07-Aug-2020	AISL	AMSC Insurance Services Ltd	Issued	48	C	1,810.17
3353	07-Aug-2020	ERAMO	Eramosa Engineering Inc.	Issued	48	C	2,082.94
3354	07-Aug-2020	HMS2	Alberta 1171363 Ltd. Hendricks Microtech	Issued	48	C	429.64
3355	07-Aug-2020	KADR	Ken's Auto & Diesel Repair	Issued	48	C	96.36
3356	07-Aug-2020	LLSI	Lloyd's Limb Service Inc.	Issued	48	C	2,257.50
3357	07-Aug-2020	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	48	C	73.40
3358	07-Aug-2020	MERBO	The Meridian Source	Issued	48	C	338.63
3359	07-Aug-2020	PARHEI	Parrish & Heimbecker Limited	Issued	48	C	14,860.03
3360	07-Aug-2020	PCI	Pinnacle Computers Inc.	Issued	48	C	199.50
3361	07-Aug-2020	QPWD	Quik Pick Waste Disposal	Issued	48	C	1,131.57
3362	07-Aug-2020	SHAHAR	Harrower, Shannon	Issued	48	C	50.25
3363	07-Aug-2020	VADSO	CentralSquare Canada Software Inc.	Issued	48	C	677.25
3364	07-Aug-2020	WAGL	Wainwright Assessment Group Ltd	Issued	48	C	695.10

Total Computer Paid :	56,903.29	Total EFT PAP :	0.00	Total Paid :	56,903.29
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jul 20, 2020

Page : 1

Time : 10:52 am

Period : 1
 Year : 2020
 For Bank : ATB

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

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3090	15-Nov-2019	AP	11	2019	-397.69	Lakeland Fire & Safety
3138	23-Dec-2019	AP	12	2019	-275.00	Society Local Government Managers
3178	20-Jan-2020	AP	12	2019	-13428.98	ACE
3152	20-Jan-2020	AP	1	2020	-50.00	Government of Alberta
3154	20-Jan-2020	AP	1	2020	-90.00	Hames Brittany
3184	31-Jan-2020	AP	1	2020	-8355.28	Receiver General For Canada
3185	31-Jan-2020	AP	1	2020	-2076.88	AMSC Insurance Services Ltd
3186	31-Jan-2020	AP	1	2020	-3169.38	Northern Lights Library System
3187	31-Jan-2020	AP	1	2020	-345.60	TELUS
3188	31-Jan-2020	AP	1	2020	-2222.00	AMSC Insurance Services Ltd
3189	31-Jan-2020	AP	1	2020	-395.38	ATB Mastercard
3190	31-Jan-2020	AP	1	2020	-1746.41	WSP Canada Inc
3191	31-Jan-2020	AP	1	2020	-20.00	Government of Alberta
3192	31-Jan-2020	AP	1	2020	-201.18	Harrower Shannon
3193	31-Jan-2020	AP	1	2020	-4859.03	V3 Companies of Canada Ltd.

Bank Balance Statement	856662.95	as of 31-Jan-2020
Add outstanding deposits	0.00	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-37632.81	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	819030.14	
GL Bank Account Balance	819030.14	as of Period : 1 Year : 2020
Difference	0.00	

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jul 20, 2020

Page : 1

Time : 10:58 am

Period : 2
 Year : 2020
 For Bank : ATB

Statement Date : 29-Feb-2020
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3090	15-Nov-2019	AP	11	2019	-397.69	Lakeland Fire & Safety
3138	23-Dec-2019	AP	12	2019	-275.00	Society Local Government Managers
3178	20-Jan-2020	AP	12	2019	-13428.98	ACE
3195	19-Feb-2020	AP	2	2020	-697.46	County Of Vermilion River
3198	19-Feb-2020	AP	2	2020	-12376.25	ACE
3204	19-Feb-2020	AP	2	2020	-420.00	The Marketer

Bank Balance Statement	832128.24	as of 29-Feb-2020
Add outstanding deposits	0.00	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-27595.38	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	804532.86	
GL Bank Account Balance	804532.86	as of Period : 2 Year : 2020
Difference	0.00	

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jul 20, 2020

Page : 1

Time : 12:10 pm

Period : 3
 Year : 2020
 For Bank : ATB

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

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3090	15-Nov-2019	AP	11	2019	-397.69	Lakeland Fire & Safety
3228	23-Mar-2020	AP	3	2020	-237.86	Tannas Bros. Hardware Ltd
3229	23-Mar-2020	AP	3	2020	-837.57	Gas Utility CVR
3230	23-Mar-2020	AP	3	2020	-429.96	Parkland Industries- Race Trac Gas
3232	23-Mar-2020	AP	3	2020	-345.59	TELUS
3233	23-Mar-2020	AP	3	2020	-1953.13	AMSC Insurance Services Ltd
3234	23-Mar-2020	AP	3	2020	-696.64	Alberta 1171363 Ltd. Hendricks Microtech
3236	23-Mar-2020	AP	3	2020	-73.40	MCSNet-Lemalu Holdings Ltd.
3239	23-Mar-2020	AP	3	2020	-147.00	TAXERVICE
3240	23-Mar-2020	AP	3	2020	-69.44	TELUS
3241	23-Mar-2020	AP	3	2020	-4482.77	V3 Companies of Canada Ltd.
3242	23-Mar-2020	AP	3	2020	-7382.55	Xylem Canada Company
3401	01-Apr-2020	CR	3	2020	958.95	CR; DEPT:[VILLAGE OFFICE] D#[34].

Bank Balance Statement	731803.01	as of 31-Mar-2020
Add outstanding deposits	958.95	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-17053.60	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	715708.36	
GL Bank Account Balance	715708.36	as of Period : 3 Year : 2020
Difference	0.00	

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jul 20, 2020

Page : 1

Time : 3:53 pm

Period : 4
 Year : 2020
 For Bank : ATB

Statement Date : 30-Apr-2020
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3090	15-Nov-2019	AP	11	2019	-397.69	Lakeland Fire & Safety
3253	06-Apr-2020	AP	4	2020	-1030.98	Grant Carry

Bank Balance Statement	667929.12	as of 30-Apr-2020
Add outstanding deposits	0.00	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-1428.67	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	666500.45	
GL Bank Account Balance	666500.45	as of Period : 4 Year : 2020
Difference	0.00	

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jul 20, 2020

Page : 1

Time : 4:13 pm

Period : 5
 Year : 2020
 For Bank : ATB

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

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3090	15-Nov-2019	AP	11	2019	-397.69	Lakeland Fire & Safety
3274	22-May-2020	AP	5	2020	-234.35	Tannas Bros. Hardware Ltd
3276	22-May-2020	AP	5	2020	-998.81	Parkland Industries- Race Trac Gas
3277	22-May-2020	AP	5	2020	-5740.00	Vermilion River Regional Waste
3280	22-May-2020	AP	5	2020	-317.97	Bi-Systems Electric & Controls Ltd.
3281	22-May-2020	AP	5	2020	-1967.70	Dale Duane
3282	22-May-2020	AP	5	2020	-505.11	Alberta 1171363 Ltd. Hendricks Microtech
3284	22-May-2020	AP	5	2020	-715.08	Ken's Auto & Diesel Repair
3285	22-May-2020	AP	5	2020	-3500.00	Marwayne Community Hall
3286	22-May-2020	AP	5	2020	-73.40	MCSNet-Lemalu Holdings Ltd.
3288	22-May-2020	AP	5	2020	-35.00	Lloydminster & District SPCA
3290	22-May-2020	AP	5	2020	-13860.00	CentralSquare Canada Software Inc.
3292	22-May-2020	AP	5	2020	-681.45	Wainwright Assessment Group Ltd
3293	22-May-2020	AP	5	2020	-785.52	Wells Fargo Equipment Fin Co
3294	27-May-2020	AP	5	2020	-7908.14	Receiver General For Canada
3295	27-May-2020	AP	5	2020	-1927.16	AMSC Insurance Services Ltd

Bank Balance Statement	652962.48	as of 31-May-2020
Add outstanding deposits	0.00	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-39647.38	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	613315.10	
GL Bank Account Balance	613315.10	as of Period : 5 Year : 2020
Difference	0.00	

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Jul 21, 2020

Page : 1

Time : 2:05 pm

Period : 6
 Year : 2020
 For Bank : ATB

Statement Date : 30-Jun-2020
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3090	15-Nov-2019	AP	11	2019	-397.69	Lakeland Fire & Safety
3305	19-Jun-2020	AP	6	2020	-322.23	Gas Utility CVR
3307	19-Jun-2020	AP	6	2020	-174.64	TELUS
3308	19-Jun-2020	AP	6	2020	-2449.60	AMSC Insurance Services Ltd
3310	19-Jun-2020	AP	6	2020	-404.78	Bi-Systems Electric & Controls Ltd.
3311	19-Jun-2020	AP	6	2020	-14740.19	Leckie & Associates
3312	19-Jun-2020	AP	6	2020	-3500.00	Marwayne Community Hall
3314	19-Jun-2020	AP	6	2020	-677.26	The Meridian Source
3321	30-Jun-2020	AP	6	2020	-8751.22	Receiver General For Canada
3322	30-Jun-2020	AP	6	2020	-1956.36	AMSC Insurance Services Ltd
3320	22-Jun-2020	PA	6	2020	-900.00	Rainey Ashley

Bank Balance Statement	948622.41	as of 30-Jun-2020
Add outstanding deposits	0.00	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-34273.97	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	914348.44	
GL Bank Account Balance	914348.44	as of Period : 6 Year : 2020
Difference	0.00	

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Aug 10, 2020

Page : 1

Time : 1:55 pm

Period : 7
 Year : 2020
 For Bank : ATB

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

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3090	15-Nov-2019	AP	11	2019	-397.69	Lakeland Fire & Safety
3329	10-Jul-2020	AP	7	2020	-1850.00	Buffalo Trail Public School
3332	10-Jul-2020	AP	7	2020	-1000.00	Lloydminster Sexual Assault & Info Centre
3333	10-Jul-2020	AP	7	2020	-1000.00	Marwayne Fire and Rescue Dept.
3334	10-Jul-2020	AP	7	2020	-3000.00	Marwayne Lil' Critters Playschool
3335	10-Jul-2020	AP	7	2020	-3000.00	Pioneer Lodge
5501	04-Aug-2020	CR	7	2020	5721.39	CR; DEPT:[VILLAGE OFFICE] D#[55].

Bank Balance Statement	982549.38	as of 31-Jul-2020
Add outstanding deposits	5721.39	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-10247.69	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	978023.08	
GL Bank Account Balance	978023.08	as of Period : 7 Year : 2020
Difference	0.00	

**VILLAGE OF MARWAYNE
Billing Register Report Detailed**



UB4110 Page : 29
Date : Aug 04, 2020 Time : 2:08 pm

Report Options

Customer Selection : All

Calculation Type : All

Batch Number

From : [2020080401]
To : [2020080401]

Include Billing Transaction From Transaction Maintenance : No

Srv. End Date On/Before : 04-Aug-2020 Final Bills Only : No

Cat	Srv	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	ONOFF	Water On/Off	2		3.00	105.00		
01	WBULK	Bulk Water	10		10.00	1,215.99	137.10	13.71
01	WCOM	Commercial Water	25		25.00	2,573.35	349.00	13.96
01	WIND	Industrial Water	1		1.00	563.00	120.00	120.00
01	WINS	Institutional Water	3		3.00	473.05	67.00	22.33
01	WLF	Water Line Fee	277		277.00			
01	WMUN	Municipal Properties	2		2.00		16.00	8.00
01	WPUB	Public Building Water	10		10.00	561.85	39.00	3.90
01	WRES	Residential Water	236		236.00	19,503.89	2,444.00	10.36
02	SCOM	Commercial Sewer	24		24.00	480.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	10		10.00	200.00		
02	SRES	Residential Sewer	235		235.00	4,660.64		
03	GIN	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	235		235.00	6,175.36		
Book 000 Totals :			1076		1,077.00	36,770.13	3,172.10	
Totals			1076		1,077.00	36,770.13	3,172.10	



**Grants and Education
Property Tax Branch**
15th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Telephone 780-422-7125

Batch No.: S00122

July 17, 2020

Ms. Shannon Harrower, Chief Administrative Officer
Village of Marwayne
PO Box 113
Marwayne AB T0B 2X0
E-mail: cao.marwayne@mcsnet.ca

Dear Ms. Harrower:

**Re: Alberta Community Partnership (ACP) – Intermunicipal Collaboration Component
Project No.: 1415-IC-70 File No.: 04111-M15**

Thank you for submitting the 2014/15 Supervisory Control and Data Acquisition SCADA Phase 2 project reporting, funded by a \$350,000 ACP grant.

This letter confirms that the Village of Marwayne has satisfactorily complied with the completion date and the reporting requirements of the conditional grant agreement signed on June 26, 2015 and amended on January 25, 2017, January 18, 2018, and March 15, 2019.

Sincerely,

A handwritten signature in black ink, appearing to read "MBobik".

Marianne Bobik
Manager, Regional Grant Programs
Grant Program Delivery

Classification: Protected A



4912 50 Avenue, Box 69
Kitscoty, Alberta T0B 2P0
Ph: 780.846.2244
Fax: 780.846.2716
www.vermillion-river.com

August 4, 2020

RECEIVED

AUG 07 2020

Village of Marwayne
Mayor and Council
Box 113
Marwayne, AB
T0B 2X0

Re: Impacts of Assessment Model Changes on the County of Vermilion River

To Mayor and Council,

We are writing to inform the Village of Marwayne of the proposed impacts of the Government of Alberta Assessment Model changes. The County of Vermilion River is extremely concerned with and opposed to these changes as the impacts will be felt in Rural Alberta province wide.

The County of Vermilion River and many other Counties and MDs across Alberta, are proud supporters and partners of the oil and gas industry and deserve to be part of the solution to industry competitiveness, rather than be forced to absorb crippling changes to the assessment model. We understand the changes are intended to enhance oil and gas industry competitiveness but instead these changes will have serious impacts on rural Albertans across the province.

Based on the various potential changes presented by the province, our County would be required to increase the residential tax rate by up to 109.6 per cent; the non-residential tax rate would increase by up to 25.9 per cent and or see a reduction in services of up to 45 per cent. It is not hard to realize when looking at these numbers this is simply unsustainable.

Raising tax rates to off-set the impacts of the assessment model will have the effect of simply transferring taxes from the oil and gas industry to other businesses and residents. As well at this time there are no regulations in place to ensure this money from the reduction in taxes will be spend in Alberta to improve the struggling oil and gas sector here.

In addition, as you know the province mandated municipalities to enter into Intermunicipal Collaboration Frameworks for shared services with our neighbors. These agreements come with financial implications. Any reduction in revenues will result in municipalities not being able to honour these agreements – so all ratepayers will lose out.



4912 50 Avenue, Box 69
Kitscoty, Alberta T0B 2P0
Ph: 780.846.2244
Fax: 780.846.2716
www.vermilion-river.com

We are calling on our County villages, hamlets and the Town of Vermilion to champion for our municipality, to champion for our municipal neighbors, to champion for our area residents and businesses. Together we must champion for rural Albertans who will be devastated by this assessment model if implemented.

We must act fast as the Provincial Government would like to move ahead with this change in assessment as early as this August. Please contact MLA Garth Rowswell, Minister of Municipal Affairs Kaycee Madu, Minister of Energy Sonya Savage and Premier Jason Kenney to express your opposition to this assessment model.

Sincerely,



Dale Swyripa Reeve
County of Vermilion River
Div2@county24.com



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

July 17, 2020

Dear Mayors, Reeves, and CAOs:

We are writing to introduce ourselves as members of the newly appointed Alberta Police Advisory Board. This Board was established by the Minister of Justice and Solicitor General to give municipalities served under the Provincial Police Service Agreement a strong voice in setting RCMP policing priorities. We believe that the Board offers a tremendous opportunity to help ensure that policing in our communities reflects the local needs and concerns of our citizens.

As you may be aware, the Board is being implemented in two phases. In the first year, an Interim Board will develop the Board's structure and scope. On completion of the Interim Board's mandate, the work of the operational Alberta Police Advisory Board will begin for a four-year term.

As per the Board's Terms of Reference (attached), the Interim Board has been mandated to work with the Ministry of Justice and Solicitor General (JSG) and those municipalities served under the Provincial Police Service Agreement to:

- Develop the scope and terms of reference for the operational Board;
- Develop a recruitment and selection process for operational Board members;
- Develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- Provide input, advice, and recommendations to the government and RCMP "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- Provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

As we are cognisant of the timing of the municipal elections, we have requested some changes to the timing of the transition to the permanent Board due to the likelihood that the permanent Board will have representation from municipal elected officials. We will advise the membership on the transition to the permanent Board when we have more details of what that process will entail.

The Board has held two meetings to date and will continue to meet approximately twice a month. We are currently developing a work plan for our deliverables, as well as an engagement strategy that will enable us to collect input from you and other community stakeholders and report back to you regularly on our progress.

If you have any questions or suggestions at this time please feel free to contact us at Board@ABPoliceAdvisoryBoard.com or call any of the members of the Board directly.

We look forward to engaging with you soon!

Sincerely,

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Brian Brewin	Board Member	Councillor, Municipal District of Taber
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Bill Given	Board Member	Mayor, City of Grande Prairie
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin

cc: Al Kemmere, President, Rural Municipalities of Alberta
Barry Morishita, President, Alberta Urban Municipalities Association
Terry Coleman, Chair, Alberta Association of Police Governance

**MARWAYNE - ASSESSMENT MODEL REVIEW
IMPACTS REPORT**

Municipal Impacts

Based on the data provided by Municipal Affairs and your reported financial data from the MFIS database, our models make the following predictions for your municipality. Please keep in mind that due to the limits of data provided, we are unable to project past the first year of implementation. Because of the significant changes to the depreciation curves under most of the models, we suspect that there will be further negative impacts in the future.

Scenario Tax Impacts	Scenario A	Scenario B	Scenario C	Scenario D
Total Assessment Base Loss	\$3,994 (0%)	\$3,994 (0%)	\$3,994 (0%)	\$3,994 (0%)
M&E Assessment Base Loss (%)	0%	0%	0%	0%
LP Assessment Base Loss (%)	1%	1%	1%	1%
M&E Tax \$ Loss (2019 Mill Rate)	\$0	\$0	\$0	\$0
Linear Tax \$ Loss (2019 Mill Rate)	\$56	\$56	\$56	\$56
Percent Loss of Total Revenue	0%	0%	0%	0%

Municipal Response Options

We recognize that members with dramatic changes in revenue will have very few opportunities to respond. We have provided some general statistics to illustrate the context that these changes may have on operations. These should not be seen as recommendations only provided for context.

Potential Rural Municipality Response Impacts	Scenario A	Scenario B	Scenario C	Scenario D
Residential Mill Rate Increase	n/a	n/a	n/a	n/a
OR				
Non-Residential Mill Rate Increase (Excluding 5:1 limits)	n/a	n/a	n/a	n/a
Tax capacity shortfall due to 5:1 ratio (includes tax capacity loss still required to achieve 5:1)	\$0	\$0	\$0	\$0
OR				
Workforce Cuts to cover losses (% of total FTE's)	n/a	n/a	n/a	n/a
FTE's at risk	n/a	n/a	n/a	n/a
OR				
Total Expense Reduction % (including capital infrastructure investment)	n/a	n/a	n/a	n/a
OR				
Time shortfall can be covered by Unallocated Reserves (months)	n/a	n/a	n/a	n/a