



# Village of Marwayne

## Agenda

Regular Village Council Meeting  
Monday, January 15, 2024 @ 7:00 PM  
ATB Financial Boardroom

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	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 January 15th, 2023 Regular Village Council Meeting	
<b>Be it resolved that the January 15th, 2024 Regular Village Council Meeting Agenda be approved as presented.</b>	
4 ADOPTION OF MINUTES	
4.1 December 11th, 2023 Regular Village Council Meeting Minutes	4 - 7
<b>Be it resolved that the December 11th, 2023 Regular Village Council Meeting Minutes be approved as presented.</b>	
5 DELEGATIONS/PUBLIC HEARINGS	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1 Public Works Foreman Report	8
<b>Be it resolved that the Public Works Foreman Report be received as information.</b>	
6.2 Regional Water Operator Report	9
<b>Be it resolved that the Regional Water Operator Report be received as information.</b>	
6.3 2024 Vermilion River Regional Waste Management Services Commission Requisition	10
<b>Be it resolved that the 2024 Vermilion River Regional Waste Management Services Commission Requisition be approved as presented.</b>	
6.4 Alberta Central East (ACE) Water Corporation Newsletter	11 - 12
<b>Be it resolved that the December 2023 ACE Newsletter be received as information.</b>	

6.5 Amendment to the Fees and Charges Bylaw No. 544-15 for 2024 Water Rates 13 - 14

**Be it resolved that the Village of Marwayne give first reading to Bylaw No. 599-24, being a bylaw to amend the Fees and Charges Bylaw No. 544-15 for 2024 Utility Rates.**

**Be it resolved that the Village of Marwayne give second reading to Bylaw No. 599-24, being a bylaw to amend the Fees and Charges Bylaw No. 544-15 for 2024 Utility Rates.**

**Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 599-24, being a bylaw to amend the Fees and Charges Bylaw No. 544-15 for 2024 Utility Rates.**

**Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 599-24, being a bylaw to amend the Fees and Charges Bylaw No. 544-15 for 2024 Utility Rates.**

7 KEY STRATEGY: SAFE & CARING COMMUNITY

8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 15 - 18

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

10.2 Chief Administrative Officer Report 19

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

11 FINANCIAL

11.1 Cheque Distribution Report 20 - 21

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

11.2 Bank Reconciliation Report 22

**Be it resolved that the December 2023 Bank Reconciliation Report be received as information.**

11.3 Monthly Utility Bill Report 23

**Be it resolved that the December 2023 Monthly Utility Bill Report be**

**received as information.**

12	CORRESPONDENCE	
	12.1 Local Government Fiscal Framework Letter	24 - 25
13	CONFIDENTIAL	
	13.1 FOIP Section 17 (1) - Advice from Officials	
14	NEXT MEETING	
	14.1 February 12th, 2024	26
15	ADJOURNMENT	



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## **Minutes of the Regular Meeting of the Council of the Village of Marwayne**

In the Province of Alberta, held on Monday December 11<sup>th</sup>, 2023  
Commencing at 7:00 PM in the ATB Financial Boardroom

### **PRESENT**

Mayor Chris Neureuter  
Councillors Roger Parkyn and Ashley Rainey  
Chief Administrative Officer Shannon Harrower

### **1. CALL TO ORDER**

Mayor C. Neureuter called the December 11<sup>th</sup>, 2023 Village of Marwayne Council Meeting to order at 7:01 p.m. with all members in attendance.

### **2. ADOPTION OF AGENDA**

#### **December 11<sup>th</sup>, 2023 Council Meeting Agenda**

**2023-12-01**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the December 11<sup>th</sup>, 2023 Village Council Meeting Agenda be approved with the following addition as presented.

- Village Library Board Appointment

**CARRIED**

### **3. ADOPTION OF MINUTES**

#### **November 20<sup>th</sup>, 2023 Village Organizational Meeting Minutes**

**2023-12-02**

**Moved By Councillor R. Parkyn**

Be it resolved that the November 20<sup>th</sup>, 2023 Village of Marwayne Regular Village Council Meeting Minutes be approved as presented.

**CARRIED**

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

#### **Public Works Foreman Report**

**2023-12-03**

**Moved By Deputy Mayor A. Rainey**

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

**CARRIED**

#### **Regional Water Operator Report**

**2023-12-04**

**Moved By Councillor R. Parkyn**

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

**CARRIED**



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

**Grain Elevator Project**

2023-12-05

**Moved By Councillor R. Parkyn**

Be it resolved that the Grain Elevator Project Proposal be received as information.

**CARRIED**

**Regional Emergency Management Collective Agreement**

2023-12-06

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Regional Emergency Management Collective Agreement be received as information.

**CARRIED**

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

**DRAFT Area Structure Plan**

2023-12-07

**Moved By Councillor R. Parkyn**

Be it resolved that the draft Area Structure Plan be received as information.

**CARRIED**

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

**Appointment of Auditors**

2023-12-08

**Moved By Deputy Mayor A. Rainey**

Be it resolved that Metrix Group be appointed as the Village of Marwayne's Auditors for the fiscal year ending on December 31, 2023.

**CARRIED**

**8. ADMINISTRATIVE REPORTS**

**Councillor Reports**

2023-12-09

**Moved By Deputy Mayor A. Rainey**

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

**CARRIED**

**9. FINANCIAL**

**Cheque Distribution Report**

2023-12-10

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Accounts Payable Invoices being over \$5,000 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices and Credit Card Expenses being less than \$5000 but within budget be received as information.

**CARRIED**



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**Bank Reconciliation Report**

**2023-12-11**

**Moved By Councillor R. Parkyn**

Be it resolved that the November 2023 Bank Reconciliation Report be received as information.

**CARRIED**

**Monthly Utility Bill Report**

**2023-12-12**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the November 2023 Utility Bill Report be received as information.

**CARRIED**

**10. CORRESPONDENCE**

**Go East of Edmonton Road Trip Game Results and Letter from the County of Vermilion River**

**2023-12-13**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Go East of Edmonton Road Trip Game Results and the letter from the County of Vermilion River be received as information.

**CARRIED**

**11. CLOSED SESSION - CONFIDENTIAL**

**CLOSED SESSION – FOIP SECTION 17 (1) – ADVICE FROM OFFICIALS and CAO EVALUATION**

**2023-12-14**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Village of Marwayne move into a closed session at 7:47 p.m. with all members in attendance.

**CARRIED**

**2023-12-15**

**Moved By Councillor R. Parkyn**

Be it resolved that the Village of Marwayne revert to an open session at 9:14 p.m. with all members in attendance.

**CARRIED**

**2023-12-16**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Chief Administrative Officer Report be received as information and be it further resolved that the Village of Marwayne approve a 1.5% Cost of Living Allowance for all employees.

**CARRIED**



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**2023-12-17**

**Moved By Councillor R. Parkyn**

Be it resolved that the Village of Marwayne appoint Raelle Kissick as the Library Chairperson effective immediately.

**CARRIED**

**12. ADJOURNMENT**

Being that the December 11<sup>th</sup>, 2023 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 9:19 p.m.

**Approved this 15<sup>th</sup> day of January 2024.**

\_\_\_\_\_  
Chris Neureuter, Mayor

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



**DECEMBER 2023 PUBLIC WORKS FOREMAN REPORT**

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	OK	
Shovel Municipal Sidewalks (After Each Snow)	OK	
Sanding (As Needed)	OK	
Review of Water Code Practice & Reservoir Cleaning (Done in 2007/2014/2019)	good	
Lagoon Inspection & Rotation	OK	
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	good	
Is Outdoor Rink Installed? If so, deliver Net	OK	
Plow Snow from Cemetery before Christmas	good	
Hazard Assessment & Risk Management Get Community Building Water Reads and give to Shannon	good	
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic)	good	
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	good	

Submitted by: WR

Date: \_\_\_\_\_





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## Regional Operator report

December 2023

### Common information:

Monthly reports up to date.

A few problems with the water op cell phone. One complete shutdown.

Kitscoty operator training ongoing.

Regional operator took annual vacation Dec 20 and 21, 2023

M-log leak sensors off line in and Kitscoty but back on line in Marwayne.

Kitscoty working on no longer using the alarm or backup SCADA server in Marwayne.

Lagoon discharges were done in November all results within guidelines.

Large stone hit windshield on truck. Will have to be replaced.

AEP did regular inspections on Water Plants in Marwayne and Kitscoty Nov. 9th, Still waiting for report from AEP

Drinking water safety plans were updated.

Regional operator scheduled for annual vacation from Jan. 10 to Jan.22.

Regional operator scheduled for annual vacation Jan.24 and 25.

### Marwayne:

Data for December 2023 was electronically submitted on AEP site.

Consumption remains low, minimum nighttime consumption down to 9 lpm at times.

One service on 3<sup>rd</sup> Ave and one on 3<sup>rd</sup> street have leaks on home owner's side and are turned off right now.

A couple of problem valves were replaced by Rusway along with one hydrant.

Monitoring pump cycles when bulk water is used. Bi-systems was in to check.

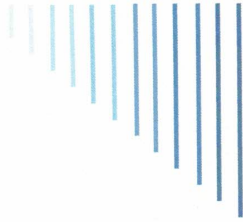
Might be issue with lag pump on power failure, more testing is needed

Still trying to get Element to submit THM results to AEP.

A second THM sample was taken and results returned were fine.

Lagoon fall discharge samples results were fine, valve closed Nov.6<sup>th</sup>.

Bi-Systems had to adjust VFD on one pump. Working fine now.



**VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION**

P.O. BOX 3125  
VERMILION, AB  
T9X 2B1  
PHONE: (780) 853-5561  
EMAIL: vrrwmisc@telus.net

December 29/2023

VILLAGE OF MARWAYNE

This agreement for payment of yearly fees is to begin January 1<sup>st</sup>, 2024, and will end on December 31<sup>st</sup>, 2024, and is between the Vermilion River Regional Waste Management Services Commission (herein after referred to as the Commission) and the Village of Marwayne. The Commission and the Village of Marwayne agree to the provisions of this contract as they apply to fees payable to the Commission for the Commission's operating expenses for the year 2024 as per the 2024 Operating Budget.

The Village of Marwayne will submit to the Commission a total of **\$82,467.00** over the course of 2024 in twelve equal payments of **(\$6872.25)** which are due monthly. These fees will comprise in total the Village of Marwayne's responsibilities to the Commission according to the 2024 Operating Budget and are only the Village of Marwayne's share of the Commission's annual operating costs as designated by the 2024 Operating Budget. These fees do not include additional or incidental costs that may occur during the year which are outside of the annual Operating Budget. The monies submitted as outlined by this contract will go directly towards the Village of Marwayne's obligations for the 2024 fiscal year. At the end of the year actual costs are calculated and reconcile to payments received and expenses incurred.

Fran Schaumleffel

Chief Administrative Officer

Vermilion River Regional Waste Management Services Commission

P.O. Box 3125; Vermilion AB T9X 2B1

Dec 29/23

\_\_\_\_\_  
Village of Marwayne Representative

P.O. Box 113; Marwayne AB T0B 2X0

# **Ace December Newsletter**

December 2023



PV route

## **Happy Holidays from the Ace Board and Management**

Ace welcomes the last municipality to join on to the Regional System, Paradise Valley. Also connected in December was the hamlet of Duvernay. Commissioning was completed on December 6 and 7<sup>th</sup>, 2023 for both. All other contracts have been substantially completed.

The new generator for ACE West Transfer Station is schedule to arrive in January. This will complete one of the final components for emergency management infrastructure.

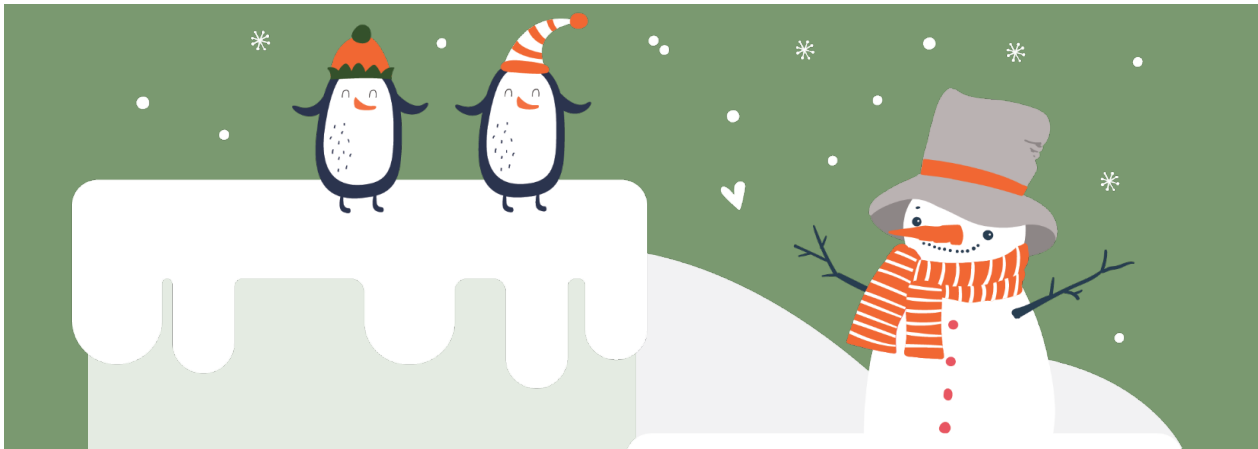
## **New Board Member**

The Ace Board welcomes Kevin Martin to the Board. Kevin has been elected to the Board from Zone 2. Kevin is a councilor in the Town of Vermilion.



PRV Station

**Ace welcomes the County of Two Hills as the new Operational Service Provider for the west side.**



## Cost of Water in 2024

The board met on December 21, 2023, and finalized the 2024 budget.


**The Ace water rate is set at \$3.10 for 2024.**

As with everything, the cost of doing business has increased substantially over the last year. Ace has experienced significant increases in the cost of providing water to all the municipalities. Below is a list of areas where ACE costs have increases over this last year.

Costs affecting the increase:

- Cost of purchasing water
- Addition of Board fees (previously billed out as a flat amount)
- Increase in Chemical costs
- Increase in repair and maintenance costs
- Increase in all operational contracts
- Increase in cost of first calls
- Increase in utility costs

Ace continues to work with the west water service providers to approve a 3-year fixed cost of water. This would allow ACE to finalize the budgeting process earlier. Currently Ace must wait for 3 commissions to set their annual water rate, with the last rate being set on December 14<sup>th</sup>, 2023.



2023 Construction on PV route

## Ace Infrastructure in Winter

Municipal leaders please remind your public works staff to watch for Ace Surface Infrastructure in the ditches when plowing snow (assuming we get snow). The infrastructure is clearly marked.



**Village of Marwayne**  
**2024 Water Rate Fee Schedule Bylaw No. 599-24**

**A BYLAW OF THE VILLAGE OF MARWAYNE TO AMEND THE FEES AND CHARGES BYLAW NO. 544-15.**

**WHEREAS** the Village of Marwayne in the Province of Alberta is permitted to amend or repeal a bylaw, under the authority and subject to the provisions of the Municipal Government Act, Statues of Alberta 2000, Chapter M26 and amendments thereto, Section 191;

**WHEREAS** under the Municipal Government Act, Statues of Alberta 2000, Chapter M26 and amendments thereto, Section 69 states: Consolidation of bylaws (1) A council may by bylaw authorize a designated officer to consolidate one or more of the bylaws of the municipality; (2) In consolidating a bylaw, the designated officer must (a) incorporate all amendments to it into one bylaw, and (b) omit any provision that has been repealed or that has expired;

**WHEREAS** in accordance with Section 8 of the Municipal Government Act, and Section 93 of the Freedom of Information and Protection of Privacy Act, Council may pass a bylaw establishing fees to charge for providing information and services;

**AND WHEREAS** the Council of the Village of Marwayne deems it desirable to amend the Fees and Charges Bylaw No. 544-15;

**NOW THEREFORE** under the authority of the *Municipal Government Act*, the Council of the Village of Marwayne, in the Province of Alberta, enacts as follows:

- THAT** Bylaw No. 544-15 Schedule "A" Fees & Charges for Goods and Services is amended to incorporate the Utility Rates and Fees set forth below. Every person, firm or corporation being the owner or occupant of property which is directly or indirectly connected to the water supply and distribution system and/or the sewer system of the Village of Marwayne, and/or receives residential garbage service must pay to the Village, upon receipt of their monthly bill, the fees for services as set forth below:

<b>CLASSIFICATION</b>	<b>WATER (MONTHLY)</b>	<b>SEWER (MONTHLY)</b>	<b>GARBAGE (MONTHLY)</b>
(a) <b>Residential:</b>	\$40.00 flat fee \$4.65 per m3	\$20.00	\$29.70
(b) <b>Commercial</b>	\$45.00 flat fee \$4.65 per m3	\$20.00	
(c) <b>Public Buildings</b>	\$40.00 flat fee \$4.65 per m3	\$20.00	
(d) <b>Industrial</b>	\$65.00 flat fee \$4.65 per m3		
(e) <b>Institutional:</b>	\$65.00 flat fee \$4.65 per m3	\$75.00	<b>Manor:</b> \$14/apartment
(f) <b>Bulk Water</b>	\$40.00 flat fee \$6.90 per m3		



**Village of Marwayne**  
**2024 Water Rate Fee Schedule Bylaw No. 599-24**

- 2. **THAT** Bylaw No. 593-23 be hereby rescinded;
- 3. **THAT** the minimum monthly charges for classification (a) be equivalent to those established in the table set forth above. Customers are charged a fixed rate for water, sewer and garbage in addition to a variable rate for their water consumption at a rate of \$4.65 per cubic meter;
- 4. **THAT** the minimum monthly charges for classifications (b) and (c) be equivalent to those established in the table set forth above. Customers are charged a fixed rate for water and sewer in addition to a variable rate for their water consumption at a rate of \$4.65 per cubic meter;
- 5. **THAT** the minimum monthly charges for classification (d) be equivalent to those established in the table set forth above. Customers are charged a fixed rate for water in addition to a variable rate for their water consumption at a rate of \$4.65 per cubic meter;
- 6. **THAT** the minimum monthly charges for classification (e) be equivalent to those established in the table set forth above. Customers are charged a fixed rate for water, sewer and garbage in addition to a variable rate for their water consumption at a rate of \$4.65 per cubic meter;
- 7. **THAT** the minimum monthly charges for classification (f) be equivalent to those established in the table set forth above. Customers are charged a fixed rate for water in addition to a variable rate for their water consumption at a rate of \$6.90 per cubic meter;
- 8. **THAT** a "water line fee", a "capital replacement fee", a "water loss fee" and a "power fee" be incorporated into the per cubic meter rate and be charged to all classifications as shown in the table above.
- 9. **THAT** this bylaw amendment come into force and effect upon receiving third and final reading and having been signed by the Mayor and Chief Administrative Officer;
- 10. **Should** any provision of this Bylaw be determined to be invalid, then such provisions shall be severed and the remaining bylaw shall be maintained.

**READ A FIRST TIME IN COUNCIL THIS 15<sup>th</sup> DAY OF JANUARY, 2024.**

**READ A SECOND TIME IN COUNCIL THIS 15<sup>th</sup> DAY OF JANUARY, 2024.**

**READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF JANUARY, 2024.**

\_\_\_\_\_  
Chris Neureuter, Mayor

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

**VILLAGE OF MARWAYNE LIBRARY BOARD**

**MINUTES**

**December 6, 2023**

Call to Order: 4:40 pm

Present: Sharon Hutchings, Arlene Parker, Raelle Kissick, Carmen Smart, Ashley Rainey, Kym Person

Missing: Eileen Hines, Keri Debnam and Peggy Wheat

Minutes of the last meeting were read. Sharon Hutchings made a motion that the Minutes be accepted as read with no changes. Arlene Parker seconded. Motion carried.

**Treasurer's Report:**

Sharon Hutchings presented the Treasurer's Report. A copy is attached to the Minutes. Ashley Rainey moved that the Treasurer's Report be accepted as read. Kym Person seconded. Motion Carried.

**Library Manager's Report:**

Carmen Smart advised that Book Fair went very well. \$3,737.85 was spent which means the library/classrooms received 40% back in product. Sandra has agreed to schedule future parent/teacher interviews on the same night as the book fair as we were busy the whole night. Open until 8:00 pm.

Lis and Carmen had to cancel the library conference in Edmonton due to illness. Carmen tried to get a refund on their conference fees but was unable to as it was the week of the conference. It was \$80 per person that the library was not compensated for. Carmen did receive the hotel refund in the amount of \$259.20 which was reimbursed and deducted from Carmen's November pay cheque.

Eileen Hines, Sharon Hutchings and Carmen Smart interviewed Jill Holgate and Jamie Day for the Wednesday evening library clerk job. Both candidates gave very good interviews. Jill Holgate is currently working two days a week (Monday and Friday) at the Elk Point Library. We hired Jill due to her experience, knowing the Polaris computer system, and her exceptional interview. We also hired Jamie Day as our substitute when required. Jamie's exuberance and excitement at the potential of working at the library made Sharon and Carmen really want to hire her. Jamie came in for training on two half days and did very well. She loves reading to the children and putting away books. Both Jill and Jamie are working out very well. We decided to hire Jamie because Jill works at another library two days a week and Lis works at the school two days a week. This way when Carmen has an appointment or is sick, the library will still be open.

-2-

Jamie lives in town and isn't currently working so she can just come at the last minute if need be.

Support Staff have ratified an agreement with BTPS. Therefore, the strike was averted. All support staff are getting a \$3.00 raise. Carmen brought this up because she felt that what she earns as a library manager should be the same as she now currently earns at the school. Carmen asked that her wage be increased to reflect this change. Sharon Hutchings made a motion to raise Carmen Smart's wage to \$23.00 per hour effective January 1, 2024. Raelle Kissick seconded. Motion Carried.

WRP begins soon. Carmen Smart mentioned there will be different ways to submit patrons reading logs. There will be a QR code on our website, and paper logs handed out. Marwayne Public Library will be competing in daily reading, Friday 15 reading – this is for those who are not avid readers but can still participate in reading for 15 minutes only on Fridays, and the snow art competition. Kym Person made a motion that the library purchase seven gift cards from Walking on Water in the amount of \$25.00 for Kindergarten – Grade 6, eight gift cards from Chapters in the amount of \$25.00 for Grades 7-12 and adult participants. The gift cards will be drawn like last year so that everyone who participates gets an equal shot of winning the gift cards. However, the more you read, the more names get put into the draw. Ashley Rainey seconded. Motion carried.

The library board thought it would be fun to have a WRP contest with the Dewberry School. Carmen Smart will ask if they would like to join us to get our children and patrons to read in the various communities.

Carmen Smart gave a report on the current activities in the library, including Book Club which has not been attended well. However, this could be due to the warm weather. We will continue with the book club until February. February will be the last adult book club until next fall. Anna Mueller will be teaching crocheting either a Snowman or Gingerbread man on December 20<sup>th</sup>. The cost will be \$20.00. Anna will be purchasing all supplies needed and making kits in accordance with what people are wanting to make. Sharon and Carmen felt Anna should keep whatever money is leftover for her time and expertise. To date, we have 11 people of all ages signed up.

Jill Holgate has come up with some wonderful ideas for the new year. She would like to implement the following on Wednesday nights:

- Chess Club
- Adult Book Bingo
- Craft & Chat – bring knitting, sewing, and needle crafts
- Lego Night



-3-

Seniors Tax help night  
Dinosaur Activities

Minecraft will be coming back in February.

Eileen Hines has resigned as Chairperson of Village of Marwayne Library Board. Sharon Hutchings nominated Raelle Kissick as the new Chairperson of Village of Marwayne Library Board. Raelle Kissick accepted the nomination. The Village of Marwayne will vote to accept the nomination at their next council meeting.

Kym Person moved that the meeting be adjourned. Motion Carried.

Next meeting will be February 5, 2024 at 4:00 pm

Meeting adjourned at 5:50 pm

Dec 6/2023

**Marwayne Public Library Treasurer's Report**

**September**

#574 K. Ryan puppet show	490.00		
#575 Lis mileage to Elk Point	97.92		
#576 L wage	519.08		
#577 Carmen (River Cree )	259.20*		
#578 C wage	572.81		
DEPOSIT village of marwayne 1534.10 library fee 25		1559.10	50,847.63

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**OCTOBER**

#579 CRA source ded	261.54		
#580 L wage	570.99		
#581 C wage	644.82		49,370.28
DEPOSIT FEES & DONATIONS		333.25	49,703.53

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**NOVEMBER**

#582 J. Wage	380.67		
#583 J. wage	130.95		
#584 L. wage	432.58 *		
#585 C wage	66.75*		
#586 C supplies for activity	76.62		
#587 NLLS office supply	20.48		48,595.48

- #577 accomodation cancelled so rectified amount paid to staff off her Nov. pay #585
- #584 staff misplaced cheque so need to rectify at bank and reissue



## CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: JANUARY 15, 2024

### 1. Area Structure Plan

- a. The Area Structure Plan is now available on our website for the public to view.
- b. V3 Group of Companies will be coming to present to Council and will be hosting a public engagement session on February 12<sup>th</sup>, 2024.

### 2. FCSS

- a. Deadline for FCSS year end reports is January 30<sup>th</sup>, 2024. Upon receipt of the year end reports, 2023 cheque disbursements will be processed.

### 3. Playground Relocation from Lakeland College to Marwayne Playschool

- a. BOA Construction Services has completed the playground relocation. We are storing the structure at our public works compound until the spring when BOA will come back to install the structure at the Marwayne Playschool.

### 4. Utility Bill Mailing for December 2023

- a. Utility bills were mailed on January 10<sup>th</sup> due to some year end software difficulties.

### 5. Upcoming Meetings

- a. Administration will be attending the Alberta Hub meeting on Wednesday January 17<sup>th</sup>, the Regional Emergency Management Meeting at the City of Lloydminster on January 16<sup>th</sup>, and the Vermilion River Regional Alliance AGM on January 18<sup>th</sup>.
- b. Our auditors – Metrix Group – will be on site Thursday January 18<sup>th</sup> for interim audit testing.

### 6. Year End

- a. Staff are working hard to complete year end processes but we are being held up on a few things due to our software. Our software provider has been taking longer than usual to respond to our support tickets but we are doing our best to get everything moving forward in a timely manner.

**VILLAGE OF MARWAYNE**

**Cheque Register-Summary-Bank**



AP5090

Date : Jan 12, 2024

Page : 1

Time : 11:42 am

Supplier : 10 To ZARC

Cheque Dt. : 31-Dec-2023 To 31-Dec-2023

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
4789	31-Dec-2023	10001	Gas Utility CVR	Issued	93	C	1,072.12
4790	31-Dec-2023	10032	Receiver General For Canada	Issued	93	C	6,838.28
4791	31-Dec-2023	10075	Agland Lloyd	Issued	93	C	572.68
4792	31-Dec-2023	10113	TELUS	Issued	93	C	96.50
4793	31-Dec-2023	10124	Kenyon Law Office	Issued	93	C	123.69
4794	31-Dec-2023	ACE	ACE	Issued	93	C	9,564.80
4795	31-Dec-2023	AISL	AMSC Insurance Services Ltd	Issued	93	C	1,820.36
4796	31-Dec-2023	BOAC	Boa Constructors Ltd.	Issued	93	C	3,675.00
4797	31-Dec-2023	COOP	Federated Co-Operatives Limited	Issued	93	C	286.86
4798	31-Dec-2023	ELEME	Element Materials Technology Canada Inc.	Issued	93	C	242.87
4799	31-Dec-2023	JOAL01	Jo-Al's Septic Tank Service	Issued	93	C	630.00
4800	31-Dec-2023	KTL	Kat Traks Ltd.	Issued	93	C	96.80
4801	31-Dec-2023	LEAFO	Leanne Ford Painting	Issued	93	C	1,253.33
4802	31-Dec-2023	MPS	Municipal Planning Services (2009) Ltd.	Issued	93	C	341.25
4803	31-Dec-2023	NIESM	Michael Niesen - Village of Marwayne Enforceme	Issued	93	C	714.84
4804	31-Dec-2023	PATLAW	Patriot Law	Issued	93	C	2,829.75
4805	31-Dec-2023	PCI	Pinnacle Computers Inc.	Issued	93	C	372.91
4806	31-Dec-2023	SABRIN	Sabrina's Cleaning Service	Issued	93	C	330.00
4807	31-Dec-2023	SIGN	2005450 AB Ltd. o/a Sign Solutions	Issued	93	C	621.55
4808	31-Dec-2023	SRSL2	Saunders Repair Service Ltd.	Issued	93	C	628.43
4809	31-Dec-2023	TFCHI	Time for a Change Home Improvement Ltd	Issued	93	C	1,029.00
4810	31-Dec-2023	TM	TELUS	Issued	93	C	141.41
4811	31-Dec-2023	VCOC	V3 Companies of Canada Ltd.	Issued	93	C	1,639.31

**Total Computer Paid : 34,921.74**


**Total Manually Paid : 0.00**

**Total EFT PAP : 0.00**

**Total EFT File : 0.00**

**Total Paid : 34,921.74**

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

VILLAGE OF MARWAYNE				AP5090	Page : 1			
Cheque Register-Summary-Bank				Date :	Jan 12, 2024		Time : 12:01 pm	
Supplier : 10 To ZARC Cheque Dt. : 12-Jan-2024 To 12-Jan-2024 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	
4812	12-Jan-2024	10015	Northern Lights Library System	Issued	1	C	3,266.34	
4813	12-Jan-2024	10025	Vermilion River Regional Waste	Issued	1	C	6,872.25	
4814	12-Jan-2024	10113	TELUS	Issued	1	C	106.97	
4815	12-Jan-2024	AISL	AMSC Insurance Services Ltd	Issued	1	C	1,965.72	
4816	12-Jan-2024	AMCA	Alberta Municipal Clerks Association	Issued	1	C	160.00	
4817	12-Jan-2024	EC9CA	East Central 911 Call Answer Society	Issued	1	C	2,475.00	
4818	12-Jan-2024	GER	Go East of Edmonton Regional Tourism Organizæ	Issued	1	C	400.00	
4819	12-Jan-2024	LGAA	Local Government Administration Association of /	Issued	1	C	897.75	
4820	12-Jan-2024	SLGM	Society Local Government Managers	Issued	1	C	425.00	
4821	12-Jan-2024	TM	TELUS	Issued	1	C	120.43	
4822	12-Jan-2024	WAGL	Wainwright Assessment Group Ltd	Issued	1	C	751.80	
<b>Total Computer Paid :</b>		<b>17,441.26</b>	<b>Total EFT PAP :</b>		<b>0.00</b>	<b>Total Paid :</b>		<b>17,441.26</b>
<b>Total Manually Paid :</b>		<b>0.00</b>	<b>Total EFT File :</b>		<b>0.00</b>			
<b>11 Total No. Of Cheque(s) ...</b>								

**VILLAGE OF MARWAYNE**  
**Bank Reconciliation Statement**



MARWAYNE

BR5020

Date : Jan 11, 2024

Page : 1

Time : 1:06 pm

Period : 12  
 Year : 2023

Statement Date : 31-Dec-2023  
 Sort By : Year and Period

For Bank : ATB

Reference #	Cheque Date	Src	Period	Year	Amount	Description
4743	14-Nov-2023	AP	11	2023	-525.00	Franklin Iona
4763	16-Nov-2023	AP	11	2023	-621.55	2005450 AB Ltd. o/a Sign Solutions
4778	07-Dec-2023	AP	12	2023	-1176.00	F'Laura N' Company Greenhouse Ltd.
4779	07-Dec-2023	AP	12	2023	-1524.29	Gray Robert
4784	07-Dec-2023	AP	12	2023	-6.95	Bristow Royle
23801	31-Dec-2023	CR	12	2023	1963.19	CR; DEPT:[VILLAGE OFFICE] D#[238].

<b>Bank Balance Statement</b>	<b>699978.35</b>	<b>as of 31-Dec-2023</b>
<b>Add outstanding deposits</b>	<b>1963.19</b>	<b>(Includes all debits)</b>
<b>Cancelled deposits</b>	<b>0.00</b>	
<b>Less outstanding withdrawals/charges</b>	<b>-3853.79</b>	<b>(Includes all credits)</b>
<b>Cancelled withdrawals/charges</b>	<b>0.00</b>	
<b>Calculated Bank Balance</b>	<b>698087.75</b>	
<b>GL Bank Account Balance</b>	<b>706119.87</b>	<b>as of Period : 12      Year : 2023</b>
<b>Difference</b>	<b>-8032.12</b>	

Adjustments:

Deposit #240 - in January 2024	12385.42
2023 Office Furniture Purchase & Installation	-4353.30
<b>Adjusted Balance</b>	<b>0.00</b>

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



UB4110 Page : 28  
 Date : Jan 08, 2024 Time : 1:31 pm

**Report Options**

Customer Selection : All

Calculation Type : All

Batch Number

From : [2024010801]  
 To : [2024010801]

Include Billing Transaction From Transaction Maintenance : No

Srv. End Date On/Before : 08-Jan-2024

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		2.00	15.81		
01	WCOM	Commercial Water	24		24.00	2,350.20	292.00	12.17
01	WINS	Institutional Water	3		3.00	699.60	116.00	38.67
01	WLF	Water Line Fee	255		255.00			
01	WMUN	Municipal Properties	3		3.00		22.00	7.33
01	WPUB	Public Building Water	8		8.00	1,146.50	190.00	23.75
01	WRES	Residential Water	237		237.00	20,416.82	2,524.00	10.65
02	SCOM	Commercial Sewer	24		24.00	480.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	8		8.00	160.00		
02	SRES	Residential Sewer	239		239.00	4,729.68		
03	GIN	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	239		239.00	6,266.82		
<b>Book 000 Totals :</b>			<b>1048</b>		<b>1,048.00</b>	<b>36,523.43</b>	<b>3,144.00</b>	
<b>Totals</b>			<b>1048</b>		<b>1,048.00</b>	<b>36,523.43</b>	<b>3,144.00</b>	



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website ([www.alberta.ca/local-government-fiscal-framework-capital-funding](http://www.alberta.ca/local-government-fiscal-framework-capital-funding)), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

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

*Printed on recycled paper*

Classification: Public



- 2 -

In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website ([www.alberta.ca/local-government-fiscal-framework-operating-funding](http://www.alberta.ca/local-government-fiscal-framework-operating-funding)). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric Mclver". The signature is written in a cursive, slightly slanted style.

Ric Mclver  
Minister

cc: Chief Administrative Officers

Classification: Public



# 2024

COUNCIL MEETINGS	<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 20px; height: 10px;"></span>
OFFICED CLOSED (HOLIDAYS)	<span style="background-color: #00BFFF; border: 1px solid black; display: inline-block; width: 20px; height: 10px;"></span>

## JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## MAY

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19	20	21	22	23	24	25
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## SEPTEMBER

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29	30					

## FEBRUARY

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## JUNE

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30						

## OCTOBER

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26	27	28	29	30	31	

## MARCH

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JULY

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30	31			

## NOVEMBER

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30				

## AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				