



# Village of Marwayne

## Agenda

Regular Village Council Meeting  
Monday, January 20, 2025 @ 7:00 PM  
ATB Financial Boardroom

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1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 January 20th, 2025 Regular Village Council Meeting Agenda	
<b>Be it resolved that the January 20th, 2025 Regular Village Council Meeting Agenda be approved as presented.</b>	
4 ADOPTION OF MINUTES	
4.1 December 16th, 2024 Regular Village Council Meeting Minutes	4 - 6
<b>Be it resolved that the December 16th, 2024 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 & Regional Water Operator Report	7 - 10
<b>Be it resolved that the Public Works Foreman Report be received as information.</b>	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Request for Funding from the Marwayne Community Playground Association	11 - 13
<b>Be it resolved that the Village of Marwayne receive the request for funding from the Marwayne Community Playground Association as information.</b>	
8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
8.1 Amendment to the Fees and Charges Bylaw No. 544-15 for 2025 Utility Rates	14 - 18
<b>Be it resolved that the Village of Marwayne give first reading to Bylaw No. 603-25, a bylaw to amend the Fees and Charges Bylaw No. 544-15 for 2025 Utility Rates.</b>	
<b>Be it resolved that the Village of Marwayne give second reading to Bylaw No. 603-25, a bylaw to amend the Fees and Charges Bylaw No. 544-15 for</b>	

**2025 Utility Rates.**

**Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 603-25, a bylaw to amend the Fees and Charges Bylaw No. 544-15 for 2025 Utility Rates.**

**Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 603-25, a bylaw to amend the Fees and Charges Bylaw No. 544-15 for 2025 Utility Rates.**

9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

9.1 Bylaw No. 602-25 Amendment to the Business License Bylaw No. 567-18 19 - 25

**Be it resolved that the Village of Marwayne give first reading to Bylaw No. 602-25, a bylaw to amend the Business License Bylaw No. 567-18.**

**Be it resolved that the Village of Marwayne give second reading to Bylaw No. 602-25, a bylaw to amend the Business License Bylaw No. 567-18.**

**Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 602-25, a bylaw to amend the Business License Bylaw No. 567-18.**

**Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 602-25, a bylaw to amend the Business License Bylaw No. 567-18.**

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 26 - 69

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

- **Vermilion River Regional Waste Management Services Commission Meeting Minutes**
- **Community Futures Board Meeting Package and Request for Decision**
- **Vermilion River Regional Alliance Meeting Minutes, Annual General Meeting Package and Financials**

10.2 Chief Administrative Officer Report 70 - 73

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

11 FINANCIAL

11.1 Cheque Distribution Report 74

**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 75

**Be it resolved that the December 2024 Bank Reconciliation Report be received as information.**

11.3 Monthly Utility Bill Report 76

**Be it resolved that the December 2024 Monthly Utility Bill Report be received as information.**

12 CORRESPONDENCE

13 CONFIDENTIAL

13.1 FOIP Section 17 - Disclosure harmful to personal privacy - Advice from  
Officials  
FOIP Section 16 - Disclosure harmful to business interests of a third party -  
Land Matter

14 SETTING OF THE NEXT MEETING

14.1 February 24th, 2025 at the ATB Financial Boardroom 77

15 ADJOURNMENT



210 2<sup>nd</sup> Avenue South, Box 113  
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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 16<sup>th</sup>, 2024  
Commencing at 7:00 PM in the ATB Financial Boardroom

### **PRESENT**

Mayor Chris Neureuter  
Deputy Mayor Ashley Rainey  
Councillor Roger Parkyn  
Chief Administrative Officer Shannon Harrower

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

Mayor C. Neureuter called the December 16<sup>th</sup>, 2024 Village of Marwayne Council Meeting to order at 7:02 p.m. with all members in attendance.

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

#### **December 16<sup>th</sup>, 2024 Council Meeting Agenda**

**2024-12-01**

**Moved By Councillor R. Parkyn**

Be it resolved that the December 16<sup>th</sup>, 2024 Village Council Meeting Agenda be approved with the following additions as presented:

- Marwayne Library Board Annual Contribution

**CARRIED**

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

#### **November 25<sup>th</sup>, 2024 Council Meeting Minutes**

**2024-12-02**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the November 25<sup>th</sup>, 2024 Village of Marwayne Council Meeting Minutes be approved as presented.

**CARRIED**

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

#### **Public Works & Utilities Reports**

**2024-12-03**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Public Works & Utilities Reports be received as information.

**CARRIED**

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

#### **Marwayne Library Board Annual Contribution**

**2024-12-04**

**Moved By Councillor R. Parkyn**

Be it resolved that the Village of Marwayne approve a \$2.30 per capita contribution to the Marwayne Library Board for a total of \$1534.10.

**CARRIED**

### **6. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE**

#### **Appointment of Returning Officer for 2025 Municipal Election**

**2024-12-05**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Village of Marwayne appoint Chief Administrative Officer Shannon Harrower as the 2025 Municipal Election Returning Officer.

**CARRIED**



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**7. ADMINISTRATIVE REPORTS**

**Councillor Reports**

**2024-12-06**

**Moved By Deputy Mayor A. Rainey**

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

**CARRIED**

**Chief Administrative Officer Report**

**2024-12-07**

**Moved By Deputy Mayor A. Rainey**

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

**CARRIED**

**8. FINANCIAL**

**Monthly Financial Report**

**2024-12-08**

**Moved By Councillor R. Parkyn**

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

**CARRIED**

**Cheque Distribution Reports**

**2024-12-09**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Cheque Distribution Reports be received as information.

**CARRIED**

**Bank Reconciliation Report**

**2024-12-10**

**Moved By Councillor R. Parkyn**

Be it resolved that the November 2024 Bank Reconciliation Report be received as information.

**CARRIED**

**Monthly Utility Bill Report**

**2024-12-11**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the November 2024 Monthly Utility Report be received as information.

**CARRIED**

**9. CORRESPONDENCE**

**Letters**

**2024-12-12**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Correspondence be received as information.

**CARRIED**



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**10. CONFIDENTIAL – CLOSED SESSION**

**2024-12-13**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Village of Marwayne move to a closed session at 7:45 p.m. with all members in attendance.

**CARRIED**

**FOIP SECTION 17 (1) – CAO PERFORMANCE EVALUATION & ADVICE FROM OFFICIALS**

**2024-12-14**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Village of Marwayne revert to an open session at 9:24 p.m. with all members in attendance.

**CARRIED**

**2024-12-15**

**Moved By Deputy Mayor A. Rainey**

Be it resolved that the Village of Marwayne approve the signing of the County of Vermilion River Fire Services Agreement as presented.

**CARRIED**

**2024-12-16**

**Moved By Councillor R. Parkyn**

Be it resolved that the Village of Marwayne approve a 3% Cost of Living Adjustment (COLA) to all employees wages effective January 1<sup>st</sup>, 2025.

**CARRIED**

**11. NEXT MEETING**

**January 20<sup>th</sup>, 2025 at the ATB Financial Boardroom**

**12. ADJOURNMENT**

Being that the December 16<sup>th</sup>, 2024 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 9:27 p.m.

**Approved this 20<sup>th</sup> day of January 2025.**

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

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



# **PUBLIC WORKS REPORT**

MEETING DATE: JANUARY 20, 2025

## **1. Roads**

- a. Public works continues to plow and sand throughout Marwayne in accordance with our snow removal and sanding policy.
- b. Snow removal sign ups have commenced for driveway snow removal. We have approximately 10 residents registered with the program this year.
- c. Grader
  - i. All tires have been replaced as of January 09, 2025

## **2. Water**

- a. Public Works was called out to a resident's home January 04, 2025 due to concerns of a water line freeze up. R&D Plumbing was dispatched and it was determined that the freeze up was on the home owners side.

## **3. Christmas Lights**

- a. Additional Christmas lighting downtown was a big hit throughout the Village with positive feedback received at the administration office.
- b. Contractors are scheduled to come out January 17, 2025 to remove and label the rope lighting until next Christmas season.
- c. Atco's festoon billing is set to conclude January 15, 2025 as per the agreement.
- d. The welcome triangle power has been hit and miss due to the amount of lights using the same source. In the spring, we will have an electrician take a look at the connections and make the necessary changes for next season to ensure the lights do not trip the breaker.

## **4. Miscellaneous**

- a. Public works covered the water plant and any on call concerns over the holidays.
- b. Internet issues remain intermittent at the water plant. Contacted MCSNet January 08, 2025 to investigate. Advised of the problem with connection issues and they are working on a resolution.

## **5. Year in Review**

### **a. Sidewalks**

- i. Replaces sidewalks, curb & Gutter on Railway Avenue North in front of Tannas Bros and Liquor Store.

- ii. Replaced sidewalks & curb in front of 113 3<sup>rd</sup> Ave North & 301 3<sup>rd</sup> Street North.
- b. Roads**
  - i. Road repairs were conducted on Railway Avenue, 2<sup>nd</sup> Street South & 3<sup>rd</sup> Street North.
- c. Water**
  - i. Underground water main line was replaced on Railway Avenue.
  - ii. The below table is an annual account of our water billing. The Village paid column is reflective of the water used in our public buildings, at the splash park, the fire hydrants and water leaks. We recoup a portion of those costs from our cubic meter rate and are continuously working towards reducing the amount of leaks and water loss. Administration has contacted various contractors from the Water Week Conference to get quotes on the cost of retaining one of the companies to locate the leak we have not been able to find.

<b>Year</b>	<b>Bought (m<sup>3</sup>)</b>	<b>Sold (m<sup>3</sup>)</b>	<b>Village paid (loss) (m<sup>3</sup>)</b>	<b>Value</b>	<b>Recouped through utility billing</b>
<b>2024</b>	<b>4769.00</b>	<b>37827.57</b>	<b>9641.43</b>	<b>\$29,888.43</b>	<b>\$18,913.79</b>





**DECEMBER PUBLIC WORKS FOREMAN REPORT**

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	good	
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	OK	
Hazard Assessment & Risk Management Get Community Building Water Reads and give to Shannon	OK.	
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: WA

Date: 9 Jan 2025



**Village of Marwayne**  
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## **Regional Operator report**

### **January 2025**

**Common information:**

Monthly reports up to date.

Regional Operator Water treatment, Distribution, collection and wastewater treatment certifications have been renewed.

Regional Operator had Dr. appointment in Edmonton on Dec. 5, 2024

Regional Operator scheduled to take two weeks annual vacation starting Feb. 12, 2025

Regional Operator was off Dec. 20 to Jan. 1<sup>st</sup> inclusive

**Marwayne:**

Data for Dec. 2024 was electronically submitted on AEP site.

Consumption went lower, minimum nighttime consumption down to 9.5 lpm at times. We still suspect a leak somewhere.

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.

North Lift station still not sending alarms but remote monitoring is working waiting on Bi-Systems programmer.

Admin support for Marwayne on track with Level 1 prep course.

Some problems with the heater in the pump house.

MCSNET was intermittent service which cause a number of alarms.



## **REQUEST FOR COUNCIL DECISION**

### **SUBJECT**

Marwayne Community Playground Association Request for Funding

### **RECOMMENDATION**

Be it resolved that the Village of Marwayne receive the request for funding from the Marwayne Community Playground Association.

### **BACKGROUND**

As per the attached letter, the Marwayne Community Playground Association is seeking funding towards the construction of a new playground at the Marwayne Jubilee School.

### **IMPLICATIONS**

The contribution will have budget implications in 2025 which are dependent on the amount that Council wishes to contribute. Administration recommends establishing a policy for community group funding requests so that they may be equally evaluated moving forward and all groups are subject to the same reporting requirements.

### **ATTACHMENTS**

1. Funding Request Letter
2. Administrative Questions/Answers

January 3, 2025

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

Via email: [admin@marwayne.ca](mailto:admin@marwayne.ca)

To whom it may concern,

We are reaching out to request financial funding from the Village of Marwayne to support the construction of a new playground at Marwayne Jubilee School. The current facilities are outdated, hazardous, and lack inclusivity, failing to meet the needs of our students and local children.

Our objective is to create a safe, modern, and accessible playground that encourages active play while fostering physical, social, and mental well-being. With Marwayne's valuable support, we aim to provide a recreational space that benefits children and the broader community.

The Marwayne Community Playground Association, alongside Buffalo Trails Public Schools, is committed to ensuring this project's success. We have developed a comprehensive plan and are partnering with a supplier to deliver equipment that meets high standards of quality and accessibility. The new playground will be designed to be engaging and inclusive for a diverse age group, focusing on independent and collaborative play.

In addition to enhancing children's recreational opportunities, this facility will strengthen community connections by providing a gathering space for residents. The new playground is poised to become an essential part of Marwayne, promoting active lifestyles and supporting healthy development for generations to come.

We can provide our full business case with more detailed information about this project if needed. Your support is crucial in bringing this vision to fruition, helping us to remove the barriers of the current outdated playground and replace it with a vibrant, inclusive space. If you have any questions, please reach out to me at 587-\*\*\*-\*\*\*\* or by email at [marwayneplayground@gmail.com](mailto:marwayneplayground@gmail.com).

Thank you for considering our request for financial assistance. We are hopeful to collaborate with the Village of Marwayne to make this transformative community project a reality.

Sincerely,

Brooklyn St. Germain  
President, Marwayne Community Playground Association

Marwayne Community Playground Association  
PO Box 658  
Marwayne, Alberta T0B 2X0

**1. How much money have you raised to date?**

*Chq account: \$29,051.00*

*Savings account: \$30,000*

*Savings account was set up. 2.6% interest in savings account and can pull at any time*

**2. What is the total project cost?**

*Around \$175,000.00*

**3. When do you anticipate to begin construction?**

*Hoping 2026*

**4. How long will construction take once it has commenced?**

*A week-week & ½.*

**5. What fundraisers are you currently conducting that you expect to receive money from?**

*-2nd annual Comedy night Feat. Sean Lecomber Feb 8, 2025.*

*-Dec Growing smiles christmas greenery profit \$779.24*

*-2nd Jerky fundraiser in april/may.*

*-hot lunches*

*-track&field canteen*

**6. Have you asked any other municipalities or businesses for a contribution to the project? If so, how much?**

*-Cargill deposited \$16,780.75 Feb 16th, 2024. (Gold Sponsor \$10,000-\$20,000)*

*-Saunders Repair Services \$2000 (Bronze Sponsor \$2000-\$5000)*

*-County of Vermilion river?*

**7. Do you have any in-kind contributions to the project (i.e. donated labour, site preparation, etc.)**

*Up to \$60,000 from buffalo trail school division to be transferred to the playground bank account. Buffalo trail will also be responsible for removal of old structures and will also provide surface to new structure in the form of rock pebbles only.*



## Village of Marwayne

### 2025 Water Rate Fee Schedule Bylaw No. 603-25

#### 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, Statutes of Alberta 2000, Chapter M26 and amendments thereto, Section 191;

**WHEREAS** under the Municipal Government Act, Statutes 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:

1. **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:

CLASSIFICATION	WATER (MONTHLY)	SEWER (MONTHLY)	GARBAGE (MONTHLY)
(a) Residential:	\$42.00 flat fee \$4.65 per m3	\$22.50	\$29.70
(b) Commercial	\$47.00 flat fee \$4.65 per m3	\$22.50	
(c) Public Buildings	\$42.00 flat fee \$4.65 per m3	\$22.50	
(d) Industrial	\$67.00 flat fee \$4.65 per m3		
(e) Institutional:	\$67.00 flat fee \$4.65 per m3	\$77.50	Manor: \$14/apartment
(f) Bulk Water	\$42.00 flat fee \$6.90 per m3		



**Village of Marwayne**

**2025 Water Rate Fee Schedule Bylaw No. 603-25**

2. **THAT** Bylaw No. 599-24 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 20<sup>th</sup> DAY OF JANUARY, 2025.**

**READ A SECOND TIME IN COUNCIL THIS 20<sup>th</sup> DAY OF JANUARY, 2025.**

**READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 20<sup>th</sup> DAY OF JANUARY, 2025.**

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

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



## **REQUEST FOR COUNCIL DECISION**

### **SUBJECT**

Utility Rates

### **RECOMMENDATION**

Amendment to the Fees and Charges Bylaw No. 544.15.

### **BACKGROUND**

The Alberta Central East (ACE) Water Corporation board passed the 2025 budget on October 23<sup>rd</sup>, 2024. Effective January 1, 2025, the cost of water for municipalities is now \$3.40 per cubic meter, an increase of \$0.30 from 2023.

As per correspondence received from the managing partner of ACE, they held their line on costs. That being said, both Epcor and the North East Water Commission passed on substantial increases in the cost of water.

### **IMPLICATIONS**

The increase in the cost of water significantly impacts the Village of Marwayne budget. For example:

In 2024, we purchased 47,469 cubic meters of water at a cost of \$147,153.90. The same amount of water in 2025 will cost the Village \$161,394.60. This reflects an increase of \$14,240.70 as a result of the \$0.30 per cubic meter adjustment.

Our current rate structure for water purchased encompasses a variety of different elements. More specifically, our variable rate accounts for the cost of water, power, capital replacement, water loss and maintenance.

As opposed to increasing the variable rate as we have traditionally done, administration is proposing an increase to the flat utility rates to recoup the increase in a predictable and equitable amount per household. Administration is proposing a \$2.00 increase to the flat rate for water, and \$2.50 increase to the flat rate for sewer, for a total of \$4.50 per household/business per month.



<b>Customer</b>	<b>Water</b>	<b>Sewer</b>	<b>Garbage</b>	<b>Total</b>
Residential	\$42.00	\$22.50	\$29.70	\$94.20
Commercial	\$47.00	\$22.50		\$69.50
Public Buildings	\$42.00	\$22.50		\$64.50
Industrial	\$67.00			\$67.00
Institutional	\$67.00	\$77.50		\$144.50
Bulk Water	\$42.00			\$42.00

**ATTACHMENTS**

- 1. Bylaw No. 603.25

[REDACTED]

Good Morning,  
At the Ace Board Meeting yesterday, the Budget for 2025 Ace Water was passed. Effective January 1, 2025 the new rate is \$3.40 per cubic meter. Ace has held its line on costs; however both Epcor and the North East Water Commission passed on substantial increases in the cost of water. Further information will be coming in the next newsletter; however for budget purposes Ace wanted to get this information to you today.

Rhonda

**Rhonda King**  
**Manager**  
**ACE Water Corporation**

[REDACTED]





**Village of Marwayne**  
**Amendment to the Business License Bylaw No. 567-18**

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**A BYLAW OF THE VILLAGE OF MARWAYNE TO AMEND THE BUSINESS LICENSE BYLAW NO. 567-18.**

**WHEREAS** pursuant to Section 7(e) of the *Municipal Government Act*, a Council may pass bylaws for municipal purposes respecting the following matters – business, business activities and persons engaged in business;

**WHEREAS** pursuant to Section 8(c)(ii) of the *Municipal Government Act*, a council may pass bylaws establishing fees for licenses, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;

**AND WHEREAS** the Village of Marwayne deems it necessary to amend the Business License Bylaw No. 567-18;

**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:

**1. DEFINITIONS**

The following definitions shall apply, unless the context otherwise requires:

**Agent** means every person who, by mutual consent, acts for the benefit of another, including a sales representative, employee or independent distributor;

**Applicant** means a person who applies for a license;

**Business** means

- i. A commercial, merchandising or industrial activity or undertaking;
- ii. A professional, trade, occupation, calling or employment, or
- iii. An activity providing goods or services

**Business License** means a license issued by the Village of Marwayne on cardstock, complete with business license number, address, and business name that is signed by the CAO or designate annually.

**Carry On** (past and present tense) means to continue, operate, perform, keep, hold, occupy, deal in or use, for a fee or exchange of benefits, whether as principal or agent;

**Chief Administrative Officer** is the head of the municipality duly appointed by the Village of Marwayne Council as per the *Municipal Government Act*;

**Council** means the entirety of the Councillors elected to office for the Village of Marwayne;

**Non-Resident Business** means a business located in the County of Vermilion River;

**Operator** means one who owns, operates, or engages in a business;

**Village** means the Village of Marwayne in the Province of Alberta; and

## Village of Marwayne

### Amendment to the Business License Bylaw No. 567-18



**Hawker and/or Peddler** means any person who, whether as principal or agent:

- i. Goes from house to house selling or offering for sale any merchandise or service, or both, to any person, and who is not a wholesale or retail dealer in that merchandise or service, and not having a permanent place of business within the municipality.
- ii. Offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise or service, or both, to be afterwards delivered in and shipped into the municipality, or;
- iii. Sells merchandise or a service, or both, on streets, roads or elsewhere than at a building that is his permanent place of business, but does not include any person selling meat, fish of his own catching, fruit or produce that has been produced, raised or grown by himself.

#### 2. LICENSE

- 2.1 Every business operating within the Village must, as a prior condition of its operation, obtain a Business License issued by the CAO or designate;
- 2.2 County of Vermilion River Non-Resident Businesses may also obtain a Business License issued by the CAO or designate;
- 2.3 Each license shall be valid from the date of issue to the 31<sup>st</sup> day of December in the same year unless revoked or surrendered.

#### 3. LICENSE PROCEDURES

- 3.1 Every person applying for a Business License shall submit, to the CAO or designate, a completed application form Schedule "A", attached to and forming a part of this Bylaw, and signed by the applicant.
- 3.2 The applicant must comply with all Village Bylaws and Provincial and Federal laws. The issuance of a Business License under this bylaw does not constitute development approval under the Village of Marwayne's Land Use Bylaw. The holder of an existing Business License or an applicant for a Business License is responsible for obtaining such development approval as may be necessary. Where such approval cannot be obtained, the CAO or designate shall forthwith cancel any existing license and refuse any applications for a license.
- 3.3 The Village shall issue an invoice by December of each year, for the following year's Business License fees, to all existing holders of valid Business Licenses.
- 3.4 Business License renewal payments for an existing business must be submitted to the CAO or designate prior to the 28<sup>th</sup> day of February of each year.
- 3.5 Any advertising of the businesses referred to in this Bylaw shall be deemed to be prima facie proof of the fact that the person advertising is carrying on or operating any such business.



**Village of Marwayne**

**Amendment to the Business License Bylaw No. 567-18**

- 3.6 Without restricting the generality of the provisions of this Bylaw, religious, charitable, garage sales, or community organizations shall not be required to obtain a license.
- 3.7 In every case where an application for a Business License has been refused or a Business License has been revoked, the person seeking the license may appeal to the Village Council. All appeals shall be made in writing and provided to the CAO or designate a minimum of one (1) week prior to the scheduled Council Meeting.
- 3.8 A decision of Council on an appeal is final and binding on all parties.
- 3.9 A Business License shall include all relevant information about the business as outlined in Schedule "B", attached hereto for reference.

**4. LIABILITY INSURANCE**

- 4.1 Where a policy of liability insurance to be held in connection with the carrying on of any business, the applicant indemnifies and saves harmless the Village against any loss, damage, claims, actions, judgments, costs and expenses suffered or sustained by reason of or in connection with the carrying on of the business.

**5. FEES & FINES**

- 5.1 Each application for a Business License must be accompanied by a fee as set out in Schedule "B", attached hereto for reference.
- 5.2 If a Business License is revoked by Council or surrendered by the operator, there will be no refund;
- 5.3 Businesses shall be listed in a Village of Marwayne Business Directory on the Village's website for no charge when they purchase their annual Business License.
- 5.4 Any failure to comply with any of the provisions of this Bylaw is considered an offence and shall be subject to the applicable fines and/or penalties as outlined in Schedule "A", attached hereto for reference.

**SHOULD** any provision of this Bylaw be determined to be invalid, then such provisions shall be severed and the remaining bylaw shall be maintained.

This Bylaw shall come into force and effect upon receiving third and final reading and having been signed by the Mayor and Chief Administrative Officer for the Village of Marwayne.

**READ A FIRST TIME IN COUNCIL THIS 20<sup>th</sup> DAY OF JANUARY, 2025.**

**READ A SECOND TIME IN COUNCIL THIS 20<sup>th</sup> DAY OF JANUARY, 2025.**

**Village of Marwayne**  
**Amendment to the Business License Bylaw No. 567-18**

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**READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 20<sup>th</sup> DAY OF JANUARY, 2025.**

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

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



**Village of Marwayne**  
**Amendment to the Business License Bylaw No. 567-18**

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**SCHEDULE "A" – Business License Fees**

<b>Type</b>	<b>Fee</b>
Business License (resident, home based & non-resident)	\$25.00 per year
Hawker and/or Peddler	\$250.00 per year
Payment after February 28 <sup>th</sup> of any year	\$50.00 per year, in addition to the required \$25.00 fee, plus applicable interest
Operating without a License	\$400.00 for the first offence \$1000.00 for the second and subsequent offences



**Village of Marwayne**  
**Amendment to the Business License Bylaw No. 567-18**

**SCHEDULE "B" – Business License Application**

Is this Business \_\_\_\_New or \_\_\_\_Existing?

Is this a Home-based Business? \_\_\_\_Yes \_\_\_\_ No

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Business Location (physical address) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

Business email \_\_\_\_\_

Description-what services/products do you offer the customer, and what industry sector do you think best categorizes this business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONSENT FOR DISCLOSURE OF BUSINESS INFORMATION**

I consent to the listing of my business in the Village of Marwayne Website Business Directory and on a publicly-accessible database for Economic Development purposes.

- Yes
- No

Other Information for all businesses: **(This section if mandatory for Home Based Businesses)**

1. Please list any hazardous materials that may be stored on premises (if applicable)  
\_\_\_\_\_
2. Location of on-site parking:  
\_\_\_\_\_
3. Number of Employees who do not reside at the site \_\_\_\_\_
4. Approximate number of daily clients \_\_\_\_\_
5. Approximate number of weekly clients \_\_\_\_\_





**Village of Marwayne**  
**Amendment to the Business License Bylaw No. 567-18**

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**APPLICANT DECLARATION**

I, \_\_\_\_\_, of \_\_\_\_\_ am the authorized agent/owner named above and I certify the truth of all statements and representations contained therein. I understand that the issuance of a License shall not be deemed to be waiver of any of the provision of the Business License Bylaw could result in the License being revoked or suspended. I further acknowledge that in the event a License is issued, any departure from, or contravention of the provisions of the Business License Bylaw or any Federal or Provincial Statutes, that there shall be no right of claim whatsoever against the Village of Marwayne or any official thereof and any such claim is hereby expressly waived.

\_\_\_\_\_  
**Signature of Owner/Applicant**

\_\_\_\_\_  
**Date**

The personal information requested on this form is being collected for the purpose of processing your application and is governed, authorized and protected by the Freedom of Information and Protection of Privacy Act (FOIP). By providing this information, you consent to its use for the above purposes.

\_\_\_\_\_  
**FOR OFFICE USE ONLY**

- Resident  \$25.00
- Non-Resident  \$25.00
- CVR Non-Resident  \$25.00
- Peddler  \$250.00
- Late (after Feb. 28)  \$50.00

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION ON NOVEMBER 20<sup>th</sup>, 2024, AT THE  
VERMILION TRANSFER SITE**

**PRESENT:**

<i>Chair:</i>	M. Baker
<i>Vice Chair</i>	Don Bergquist
<i>Directors:</i>	K. Whitlock; J. Rayment; D.Frank S. Hryciuk; G. Kuneff; R.Parkyn
<i>CAO:</i>	F. Schaumleffel.

F.Schaumleffel called the meeting to order at 5:05 p.m.

**AGENDA:**

**MOVED** by D. Bergquist that the agenda be accepted as presented  
*Carried*

**ORGANIZATIONAL MEETING:**

**i: Election of Chair:**

**Moved** by M.Baker that nomination for the position of Chair Open.  
*Carried*

**Nomination of chair:**

F. Schaumleffel called for nomination for the position of Chair.

R. Parkyn nominated M.Baker for the position of chair.

F. Schaumleffel called for nomination for position of Chair.

None

F. Schaumleffel called for nomination for the position of Chair.

None

**MOVED by** S. Hryciuk that motion cease for the position of Chair.

*Carried*

**M. Baker was nominated as Chair by acclamation.**

**ii: Election of Vice chair**

**Moved** by M.Baker that nominations for the position of Vice Chair open.

*Carried*

M. Baker called for nominations for the position of Vice chair.

R. Parkyn nominated D.Berquist for the position of Vice Chair

M. Baker called for nominations for the position of Vice Chair.

None

M. Baker called for nominations for the position of Vice Chair

None

**Moved** by D. Frank that nominations for the position of Vice Chair cease.

*Carried*

**D. Bergquist was nominated as Vice Chair by acclamation** as a result no signing authority needs to be changed at this time.

**PER DIEM RATE**

**Moved** by G. Kuneff that the per Diem rate remains at \$125.00

*Carried*

**MILEAGE RATE**

**Moved** by G. Kuneff that the mileage rate remains at \$0.70 per km.

*Carried*

**FINANCIAL REPORT**

F. Schaumleffel presented the profit/loss report as well as a year-to-date balance sheet. The cheque run for October 2024 with the Credit Card Charges as well as the Accounts Receivable to date.

**Moved** by R.Parkyn that the Financial reports be accepted as presented.

*Carried*

**CAO NOVEMBER REPORT**

F. Schaumleffel presented the Chief Administrator Report for November 2024.

**Moved** by S. Hryciuk that the CAO report be accepted as presented.

*Carried*

**BUSINESS ARISING FROM THE CAO REPORT**

F. Schaumleffel is to contact Clean Farms to see if they would be open to the idea of continuing the farm chemical program at our transfer stations.

**2025 BUDGET DRAFT**

F. Schaumleffel presented the budget draft for 2025. Two versions were presented with calculations to change the burn schedule protocol. The board made the decision to remain on the existing protocol for 2025. Plan A Total operating budget is **\$1,405,100.00**. An increase of 2.0% from 2024.

**Moved** by D. Bergquist that the 2025 Budget Plan A be accepted and approved as the Vermilion River Regional Waste Management Services Commission Budget for 2025

*Carried*

**SALARY INCREASES FOR EMPLOYEES.**

The board discussed and agreed on a 3% COLA increase for all transfer site employees for 2025.

Also, an appreciation gift of \$100.00 in the form of a Co-op gift cards to be sent to the employees.

**Moved** by S. Hryciuk that the wage increases and the gift cards be approved

*Carried*

F.Schaumleffel was asked to leave the meeting at this time.

F.Schaumleffel returned to the meeting.

**Moved** by D. Frank that the CAO wages be increased by 3% for 2025.

*Carried*

**BATTERY DONATIONS**

Battery donations to local organizations will be reviewed at the next meeting.

**WASTE BINS REPLACEMENT**

F. Schaumleffel reported that some of our waste bins need replacing at the satellite transfer sites. She obtained 3 bids for the purchase of those bins. More information on this will be available at the next meeting when we have an actual count on how many we will need to replace.

**BURN PIT PROTOCOL**

The revision of the burn pit protocol for the satellite transfer site is no longer needed as it was part of the Plan B portion of the budget.

**WASTE SCREENING GUIDELINES**

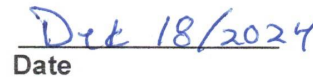
The final draft of the reviewed waste screening guidelines will be presented at the next meeting for board approval.

**Meeting was adjourned at 7:40**

**Next meeting will be held on December 18<sup>th</sup>, 2024 at 6:00 p.m. at the Vermilion Transfer site**

**These minutes have been adopted in their entirety at the December 18<sup>th</sup>, 2024 meeting**

  
Chair

  
Date



## Board Agenda

*Building Communities One Idea At A Time*

Wednesday, January 15, 2025

6:00 PM MST

CF Office Board Room & Via Video

1. **Call to Order** – Introduction of new board member: Jim Taylor, City of Lloydminster

<b>HINDSIGHT &amp; OVERSIGHT: Traditional duties of a Board</b>	
<b>2.</b>	<b>Adoption of Agenda</b> <span style="float: right;"><b>MOTION</b></span>
<b>3.</b>	<b>Adoption of Minutes from November 20, 2024</b> <span style="float: right;"><b>MOTION</b></span>
<b>4.</b>	<b>Investment Fund Report as of December 31, 2024</b> <span style="float: right;"><b>MOTION</b></span>
<b>5.</b>	<b>Financial Report as of November 30, 2024</b> <span style="float: right;"><b>MOTION</b></span>
<b>6.</b>	<b>Annual Operations Plan and Budget for 2025-2026</b> <span style="float: right;"><b>MOTION</b></span>
<b>7.</b>	<b>Appointment of Secretary – Treasurer with assignment of signing authority</b> <span style="float: right;"><b>MOTION</b></span>
<b>8.</b>	<b>Appointment to Investment Review Committee</b> <span style="float: right;"><b>MOTION</b></span>

<b>FORESIGHT &amp; INSIGHT</b>		<b>Focus on these to be a Progressive Board</b>
<b>9.</b>	CF General	<ul style="list-style-type: none"> <li><b>Bylaw Review: Membership Structure document and form</b></li> </ul>
<b>10.</b>	Programs & Services	<ul style="list-style-type: none"> <li><b>Business Crime &amp; Security event: May 13 &amp; 14, Lloydminster</b></li> </ul>
<b>11.</b>	Collaborative Conversations	<ul style="list-style-type: none"> <li><b>Community Round Table</b></li> </ul>

**Next Board Meeting – March 19, 2025**  
**Adjournment**



**Board Meeting Minutes  
November 20, 2024 6:00 pm  
In Person/Via Video; Lloydminster, AB**

**Board Member Attendance in Person:** Olen Hillaby, Laura Bowman, Gerald Aalbers, Chris Neureuter, Dennis Roth

**Board Member Attendance Virtually:** Dale Swyripa, Robert Pulyk, Mary Arnold.

**Board Member Regrets:** Cory McCall, Tim Sawarin

**Community Futures Staff:** Corinne McGirr, Reagan McKenzie

**CALL TO ORDER**

Chair, Olen Hillaby, called the meeting to order at 6:00 pm with previously indicated Directors, and Staff in attendance.

**Adoption of Agenda**

**2024-043 - MOTION** - Moved by Chris Neureuter to accept the agenda as presented. Seconded by Laura Bowman. **CARRIED**

**Adoption of minutes from June 19, 2024.**

**2024-044 - MOTION** - Moved by Gerald Aalber to accept the meeting minutes from June 19, 2024 as presented. Seconded by Robert Pulyk. **CARRIED**

**Adoption of minutes from e-vote from October 2024.**

**2024-045 – MOTION** - Moved by Laura Bowman to accept the minutes from the e-vote from October 2024. Seconded by Dale Swyripa. **CARRIED**

**Review of notes from non quorum meeting.**

**FYI – Corinne McGirr**

**Adoption of minutes from January 17, 2024 IRC meeting**

**2024-046 – MOTION** – Moved by Robert Pulyk to accept IRC meeting minutes from January 17, 2024 as presented. Seconded by Gerald Aalbers. **CARRIED**

**Adoption of minutes from September 4, 2024 IRC meeting.**

**2024-047 – MOTION** – Moved by Robert Pulyk to accept IRC meeting minutes from September 4, 2024 as presented. Seconded by Chris Neureuter. **CARRIED**

**Acceptance of Investment Fund Report as of October 31, 2024.**

Reviewed by Corinne McGirr

**2024-048 – MOTION** – Moved by Dale Swyripa to accept the investment fund report as presented. Seconded by Chris Neureuter. **CARRIED**

**Acceptance of Financial Report as of October 31, 2024**

Reviewed by Corinne

**2024-049 – MOTION** – Moved by Lara Bowman to accept the Financial Report as presented. Seconded by Dale Swyripa. **CARRIED**

## Meeting Minutes



### FORESIGHT & INSIGHT CF GENERAL

- ✓ Corinne M - We are due for a review of the board by-laws. They haven't been reviewed since 2013. The membership section is the first area for review. We have always been a municipal appointed board, but we are in the minority of CF boards that are run this way. Most are made up of volunteer members at large. We understand the time burdens on municipal councils and want to ensure we remain a valuable organization to support.
  - Gerald A – Similar conversations are happening with the City of Lloydminster as to where their efforts need to be.
  - Corinne M – every municipality has struggled to find the right person and when we don't have those slots filled, we don't count them in our membership. There are concerns about the board becoming too large or too small. Pros of having a municipal board are that we don't have to go out and find volunteers, and that the board members will pass our message back to their community. The main con for not having a municipal board is that finding volunteers can be tough.
  - Olen H – time commitment is important to fully understand what Community Futures does, at least a 3-5 year commitment would be ideal.
  - Corinne M – currently for municipal members the commitment is 3 years, with a maximum of 3 terms, and for members at large it's 3 years with a maximum of 2 terms.
  - Gerald A – we could amend that to three 3 year terms for members at large.
  - Robert P – if we are thinking of reducing municipal members, how would we want to go about that. They would have to be chosen after the elections and manage the timing of all that.
  - Corinne M – the strength of our existing structure being bi-provincial is that we won't lose our whole board in one year because elections are staggered. We should remind everyone that a representative from the municipality doesn't have to be an elected official, but could be a staff or community person. By-laws can't be officially changed until our next AGM in June, so we have time to think it through and compare the bylaws used by other Community Futures offices with ours. We will provide a summary document for board members to take back to their municipalities for discussion.

### PROGRAMS & SERVICES Corinne McGirr

- ✓ Business Safety and Security Symposium. In partnership with Start Up Lloydminster, we would like to host a signature event that would utilize local experts to discuss safety/crime topics such as cyber security, credit card fraud protection, shoplifting, vehicle theft and physical safety. We are asking our board members to reach out to their communities for anyone that could help out. The target time for this event is the spring of 2025. We are applying for a grant to support this event.
  - Gerald A – mentioned checking on the laws for both provinces so that we are giving businesses the right information depending on their location.
  - Olen H – mentioned that he knows a fraud expert that might be able to help.

## Meeting Minutes



- ✓ Downtown Launchpad. Start Up Lloydminster in partnership with the City Downtown Redevelopment Committee have officially opened the downtown incubator space. It's located in the former Heritage Optical space. We have an application out on the website. Please spread the work to anyone who might be looking to start up their business. There will be a news release coming soon.

### ROUND TABLE

Dennis R – Village of Kitscoty – Not much happening in Kitscoty. Had hopes for a new curling rink but it didn't go through. There are plans for ball diamond upgrades. There is no hope for an overpass, not for a few years at least.

Chris N – Village of Marwayne – The village finished the 2024 pay in program, it went very well. The arena project is underway. Light up Marwayne Christmas celebration will be December 8<sup>th</sup>. The Village has applied for a grant for community improvement. There are concerns about safety and security in Marwayne.

Olen H – member at large – going to a Community Futures Pan West Chairs meeting and CFNA meetings in Calgary.

Gerald A – City of Lloydminster just had their council election, 3 councilors were re-elected and 3 are new, they were sworn in on Monday November 18<sup>th</sup>. Their first council meeting will be November 25<sup>th</sup>. The new arena project is proceeding on time, hopes for it to open in the fall of 2025. City economic development is doing well.

Laura B – Town of Lashburn – Laura did not run for town council. There were 3 people running for mayor and 11 running for town council. She would like to continue to be on the Community Futures board as a member at large.

Robert P – Town of Vermilion – Congratulations to Gerald Aalbers on remaining Mayor of Lloydminster. Vermilion is doing well for Economic Development, 2 commercial lots have been sold. There is a new business Western Sports Products that just opened. Unfortunately, the Mexican restaurant Mi Casa has closed. The Flooring shop has moved locations to central downtown. The budget process is ongoing, the next meeting is Friday. They are looking for a new CAO for the town, they are currently operating without a mayor, but filling in duties as a group.

Mary A – Village of Paradise Valley – Christmas in the Village is on December 8<sup>th</sup>. Groundwork has started on the new public works building. Construction to begin in Spring 2025.

Dale S – County of Vermilion River – The county is preparing to deal with winter. Cattle prices are still strong, but grain prices are unstable. Nothing happening for events. Gas utility testing is underway, hoping to not have any outages this winter.

Next Board Meeting – January 15, 2025

Gerald moves to adjourn the meeting at 7:10 pm.

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**Olen Hillaby, CHAIRPERSON**



**COMMUNITY FUTURES LLOYDMINSTER INVESTMENT FUND REPORT**

End of Month **Dec-24**

	Number of Loans on file	Current ON LOAN Balance	BANK BALANCE	CFLIP BALANCE	YTD NEW LOANS APPROVED	YTD LOANS DISBURSED	YTD LOANS AWAITING DISBURSAL	BALANCE OF LOAN FUNDS APPROVED WHERE INITIAL DISBURSEMENT HAS BEEN MADE (ie. balance of Lines of Credit)	FUNDS AVAILABLE TO LEND
<b>DISABILITIES</b>	1	\$ 13,117.01	\$ 189,466.42	\$ -	\$ -	\$ -	\$ -	\$ 1,882.99	\$ 187,583.43
<b>NON-REPAYABLE</b>	16	\$ 865,061.92	\$ 381,442.96	\$ 23,719.00	\$ 179,000.00	\$ 174,000.00	\$ -	\$ 18,664.80	\$ 386,497.16
<b>REPAYABLE</b>	20	\$ 440,608.22	\$ 223,737.00	\$ 37,112.00	\$ 110,000.00	\$ 110,000.00	\$ -	\$ 12,121.08	\$ 248,727.92
<b>SSB</b>	3	\$ 7,350.84	\$ 16,352.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,352.00
<b>CGI</b>	7	\$ 132,058.63	\$ 9,494.00	\$ -	\$ 45,000.00	\$ 45,000.00	\$ -	\$ -	\$ 9,494.00
<b>DIL</b>	0	\$ -	\$ 100,034.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ 100,034.00
<b>SUBTOTAL</b>	<b>47</b>	<b>\$ 1,458,196.62</b>	<b>\$ 920,526.38</b>	<b>\$ 60,831.00</b>	<b>\$ 359,000.00</b>	<b>\$ 354,000.00</b>	<b>\$ -</b>	<b>\$ 32,668.87</b>	<b>\$ 948,688.51</b>
<b>RRRF</b>	<b>38</b>	<b>\$ 1,005,667.66</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTALS</b>	<b>85</b>	<b>\$ 2,463,864.28</b>	<b>\$ 920,526.38</b>	<b>\$ 60,831.00</b>	<b>\$ 359,000.00</b>	<b>\$ 354,000.00</b>	<b>\$ -</b>	<b>\$ 32,668.87</b>	<b>\$ 948,688.51</b>

Targets for 2024-2025	# Loans	Value of Loans
Progress towards targets YTD (PCan funds)	6	\$ 284,000.00
Progress towards targets YTD (SSB; CGI; DIL; other funds)	3	\$ 70,000.00
<b>TOTALS YTD</b>	<b>9</b>	<b>\$ 354,000.00</b>

**SUMMARY of Undisbursed Loans/Line of Credit Funds this month**

RNR017LOC	Non Rep LOC	\$ 2,064.80
RNR004	Non Rep LOC	\$ 11,600.00
RNR024LOC	Non Rep LOC	\$ 5,000.00
REP006LC	Rep LOC	\$ 1,907.06
REP011LC	Rep LOC	\$ 8,331.03
DIS180502LC	DIS LOC	\$ 1,882.99

**Summary of disbursed loans this month**

	New Funds	Refinanced
RNR024LOC	\$24,000	\$0.00
		\$0.00

**Summary of loans paid out this month**

**Summary of Recoveries this month**

	\$5,047.55	Total Recoveries YTD (ALL LOANS)
--	------------	----------------------------------

NON-REP Loan Funds: PrairiesCan funds provided to us for the loan portfolio that are not repayable to PrairiesCan  
 REP, YTH, DIS Loan funds: PrairiesCan funds provided to us that are repayable Net of Loss  
 RRRF - Regional Relief & Recovery Fund  
 CGI - Capital Growth Initiative (Govt Alberta funds for women loans)  
 SSB - Smarter Small Business loans (internal dollars from Sask SBLA program being used)

**COMMUNITY FUTURES LLOYDMINSTER & REGION  
INCOME STATEMENT/BUDGET VARIANCE  
November 30, 2024**

	YEAR TO DATE PERFORMANCE				BUDGET AMOUNT UNSPENT	BUDGET PERCENTAGE UNSPENT
	ACTUAL APRIL - NOV	BUDGET APRIL - NOV	VARIANCE to BUDGET	FULL BUDGET AMOUNT		
<b>EXPENDITURES</b>						
Wages & Benefits	\$ 166,007.81	\$ 192,397.00	\$ 26,389.19	\$ 295,201	\$129,193	44%
Travel, Meals, Accommodations	\$ 4,718.12	\$ 7,325.00	\$ 2,606.88	\$ 7,650	\$2,932	38%
Administration	\$ 72,404.13	\$ 70,802.60	-\$ 1,601.53	\$ 103,482	\$31,077	30%
Special Projects	\$ 16,350.90	\$ 17,700.00	\$ 1,349.10	\$ 20,300	\$3,949	19%
RRRF Admin	\$ 3,995.22	\$ 6,150.02	\$ 2,154.80	\$ 13,219	\$9,224	70%
CGI Admin	\$ 2,132.02	\$ 2,132.02	\$ 2,132.02	\$ 4,142	\$4,142	100%
Capital Costs	\$ -	\$ -	\$ -	\$ -	\$0	
<b>Total Expenditures</b>	<b>\$ 263,476.18</b>	<b>\$ 296,506.64</b>	<b>\$ 33,030.46</b>	<b>\$ 443,994</b>	<b>\$180,518</b>	<b>41%</b>
					<b>BUDGET REVENUE STILL TO ACHIEVE</b>	<b>BUDGET % STILL TO ACHIEVE</b>
<b>REVENUE</b>						
WED Contribution	\$ 252,963.00	\$ 225,963.00	(\$27,000)	\$294,963	\$42,000	14%
Bank Interest	\$9,238.04	\$ 6,400.00	(\$2,838)	\$9,557	\$318	3%
Business Development Revenue	\$6,715.00	\$ 4,000.00	(\$2,715)	\$5,400	(\$1,315)	-24%
Special Project Revenue	\$3,194.22	\$ 4,000.00	\$806	\$4,000	\$806	20%
Office Contract Revenue	\$33,850.00	\$ 37,200.00	\$3,350	\$55,800	\$21,950	39%
RRRF and CGI Admin	\$0.00	\$ -	\$0	\$71,274	\$71,274	100%
Other Revenue	\$6,125.54	\$ 2,500.00	-\$3,626	\$3,000	(\$3,126)	-104%
<b>Total Revenue</b>	<b>\$312,085.80</b>	<b>\$280,063.00</b>	<b>(\$32,022.80)</b>	<b>\$443,994</b>	<b>\$131,907.70</b>	<b>30%</b>
<b>SURPLUS/DEFICIT</b>	<b>\$48,610</b>	<b>(\$16,444)</b>	<b>(\$65,053)</b>	<b>(\$0)</b>		

\*\* budget numbers already entered

**NET INCOME YTD \$48,609.62**

**Community Futures Lloydminster and Region**

Balance Sheet As at Nov 30, 2024

**ASSET**

**CURRENT ASSETS**

Cash in Bank - BCU	327,186.98	
Cash in Bank - BCU Shares	7,006.69	
Cash in Bank - Servus rewards	450.94	
Cash: Total		334,644.61
Accounts Receivable		1,200.00
Prepaid Expenses		11,141.73
Prepays - RRRF		4,713.35
Due From Investment		-4,445.00
Due to/from SBLA		1,240.00
Due to /from RRRF		1,520.00
Due from SEA Fund		-269,907.73
GST Reclaimable		1,921.76
<b>TOTAL CURRENT ASSETS</b>		<u>82,028.72</u>

**CAPITAL ASSETS:**

Office Furniture		10,335.70
Acc. Depr -Office Furniture		-6,083.57
Office Equipment		38,021.38
Acc. Depr - Office Equipment		-28,437.85
Leaseholds		72,940.96
Acc. Depr - Leaseholds		-71,185.82
RRRF Operating Fund - Comp E...		13,314.84
A/A - RRRF Comp Equip		-9,432.90
<b>TOTAL CAPITAL ASSETS</b>		<u>19,472.74</u>

**TOTAL ASSET** 101,501.46

**LIABILITY**

**CURRENT LIABILITIES**

Accounts Payable/Accruals	7,101.00
Accounting Accrual	16,000.00
Vacation & Wages Payable - yea...	2,802.39
HCSA Employees	3,268.62
Servus Mastercard	-708.15
Deferred Revenue	10,576.32
Deferred Capital Contribution	7,720.05
<b>TOTAL CURRENT LIABILITIES</b>	<u>46,760.23</u>

**TOTAL LIABILITY** 46,760.23

**EQUITY**

**EARNINGS**

Retained Earnings	6,131.61
Current Earnings	48,609.62
<b>TOTAL EARNINGS</b>	<u>54,741.23</u>

**TOTAL EQUITY** 54,741.23

**LIABILITIES AND EQUITY** 101,501.46

**Community Futures Lloydminster and Region**

Income Statement Apr 01, 2024 to Nov 30, 2024

**REVENUE**

**REVENUE**

Special Projects Revenues		3,194.22
Loan Fees		6,715.00
WD Funding - Core funding		252,963.00
Office Contract Revenue		5,200.00
Deposit Interest Revenue		9,238.04
Miscellaneous		34,775.54

**TOTAL REVENUE** 312,085.80

**TOTAL REVENUE** 312,085.80

**EXPENSE**

**WAGES AND BENEFITS**

Salary Costs		148,223.97
EI Expense	2,123.58	
CPP Expense	5,772.27	
Insurance - Benefits	8,887.99	

Benefits		16,783.84
Health & Wellness		1,000.00

**TOTAL WAGES AND BENEFITS** 166,007.81

**ADMINISTRATION**

Advertising & Promotion		574.00
Networking/Awareness Marketing		500.00
Office Rent / Leasehold Improvm...		26,153.76
Office Maintaince		2,061.57
Janitorial Services		2,400.00
Equipment Repairs_		2,382.10
Insurance - Travel	195.00	
Total insurance		195.00
Registrations & Searches		317.94
Bank Charges & Interest		227.67
Office Supplies & Sundries		3,641.41
Postage & Courier		114.33
Coffee & PR		62.00
Telephone		4,654.81
Information Tech/Computer Expe...		6,493.31
Memberships		82.65
Publications/Subs		220.28
Legal & Accounting		15,215.29
Contract Services/Consulting		8,597.92
Meeting Expense		561.49
Staff Travel		2,955.54
Board Travel		1,762.58
Staff Development		1,428.60
Board Development		1,020.00

**TOTAL ADMINISTRATION** 81,622.25

**OTHER EXPENSES**

RRRF Admin		3,995.22
Special Projects		11,850.90

**TOTAL OTHER EXPENSES** 15,846.12

**TOTAL EXPENSE** 263,476.18

**NET INCOME** 48,609.62

**Community Futures Lloydminster and Region**

Income Statement Nov 01, 2024 to Nov 30, 2024

**REVENUE**

**REVENUE**

Loan Fees	700.00
Office Contract Revenue	1,300.00
Deposit Interest Revenue	945.21
Miscellaneous	5,230.00

**TOTAL REVENUE** 8,175.21

**TOTAL REVENUE** 8,175.21

**EXPENSE**

**WAGES AND BENEFITS**

Salary Costs	17,505.76
EI Expense	68.42
CPP Expense	416.42
Insurance - Benefits	1,121.33
Benefits	1,606.17

**TOTAL WAGES AND BENEFITS** 19,111.93

**ADMINISTRATION**

Advertising & Promotion	71.75
Office Rent / Leasehold Improvm...	3,044.22
Office Maintaince	1,076.24
Janitorial Services	300.00
Bank Charges & Interest	25.00
Office Supplies & Sundries	310.14
Telephone	468.50
Information Tech/Computer Expe...	112.75
Contract Services/Consulting	1,024.99
Staff Travel	154.29

**TOTAL ADMINISTRATION** 6,587.88

**OTHER EXPENSES**

RRRF Admin	397.84
Special Projects	162.09

**TOTAL OTHER EXPENSES** 559.93

**TOTAL EXPENSE** 26,259.74

**NET INCOME** -18,084.53



Prairies Economic Development Canada    Développement économique Canada pour les Prairies



**CF NAME: Lloydminster and Region**

**Fiscal Year: 2025-26**

**OPERATING PLAN**

**1.0 CONTACT INFORMATION**

<b>Legal Name:</b>	Community Futures Lloydminster and Region Development Corporation
<b>Mailing Address:</b>	#5-4010 50 Avenue, Lloydminster AB T9V 1B2
<b>Location Address:</b>	#5-4010 50 Avenue, Lloydminster AB T9V 1B2
<b>Phone Number:</b>	780-875-5458
<b>Fax Number:</b>	780-875-8026
<b>General E-mail address:</b>	cmcgirr@albertacf.com
<b>General Manager:</b>	Corinne McGirr
<b>General Manager E-Mail:</b>	cmcgirr@albertacf.com
<b>General Manager Cell:</b>	780-808-7948
<b>Chairperson:</b>	Olen Hillaby
<b>Phone Number:</b>	780-808-3487
<b>E-mail Address:</b>	ohillaby@gmail.com
<b>Website:</b>	<a href="http://www.lloydminsterandregion.albertacf.com">http://www.lloydminsterandregion.albertacf.com</a>
<b>Facebook:</b>	<a href="http://www.facebook.com/CFLloydminster">http://www.facebook.com/CFLloydminster</a>
<b>Twitter:</b>	N/A
<b>Instagram:</b>	<a href="https://instagram.com/cflloydminster">https://instagram.com/cflloydminster</a>

**2.0 ORGANIZATION INFORMATION**

**2.1 Description of your Organization**

Please outline any changes to your office, board or staff structure in the past year (e.g. office locations, coverage and staffing, board and committee structures). If none, please indicate 'not applicable.'
Not applicable

**2.2 Board of Directors**

Name	Position on Board	Geographic Area of Representation	Month & Year Joined Board
Olen Hillaby	Chairperson	Member at Large	July 2020
Tim Sawarin	Vice Chairperson	RM of Wilton	January 2019
Robert Pulyk	Director	Town of Vermilion	October 2019
Mary Arnold	Director	Village of Paradise Valley	January 2024
Dale Swyripa	Director	County of Vermilion River	November 2020
Dennis Roth	Director	Village of Kitscoty	October 2024
Chris Neureuter	Director	Village of Marwayne	January 2022
Laurie Bowman	Director	Town of Lashburn	October 2022
Jim Taylor	Director	City of Lloydminster	December 2024
<b>Total Number of Board Members:</b>	9		

**CF NAME: Lloydminster and Region**

**Fiscal Year: 2025-26**

**OPERATING PLAN**

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**2.3 Board Diversity**

**Please indicate how many of your board members identify as a member of the following groups (a person can be counted more than one):**

Women	2
Indigenous	0
Youth	0
Person with a Disability	0
Other under-represented group	0

**2.4 Staff**

Staff Name	Position	Salary Percentage Covered by PrairiesCan Core Funding	Month & Year Hired
Corinne McGirr	General Manager	90%	December 2019
Sharon Munn	Small Business Strategist	85%	August 2021
Reagan McKenzie	Office Coordinator	50%	January 2024
<b>Total Number of Staff (FTEs):</b>	3		

**3.0 PLANNING**

**3.1 External and Internal Environment – Opportunities and Challenges**

**Describe the external opportunities and challenges facing your organization (e.g. your area’s economic realities, operating context and strategic priorities). Briefly outline your plans to take advantage of these opportunities as well as to address potential challenges.**

We do see some lessening of the impacts of high interest rates on lending as they have come down in the past few months, which has increased interest in lending activity. We anticipate having increased inquiries throughout 2025-2026. Activities supporting rural small businesses in the area of crime, safety and security will be a priority in the upcoming year and we are planning a major event to educate and create awareness of crime, vandalism, cyber security, credit card fraud, shoplifting, theft etc.

A continuing opportunity for our region is in youth entrepreneurship. We are fortunate to have a great Business program at our regional Lakeland College, as well as trades and agriculture studies – all which represent natural opportunities for entrepreneurship. We also have a general entrepreneurial spirit in our community where we can connect with youth in their early years to follow in their parents’ footsteps. For 2025-2026 we will have a continued general focus on connecting with and developing youth-specific programming and supports.

**Describe the internal opportunities and challenges facing your organization (e.g. staff/board retention, recruitment and training). Briefly outline your plans to take advantage of these opportunities as well as to address potential challenges.**

Budget restrictions will always produce certain challenges related to salary and ongoing professional development for staff. In order for us to pay staff a competitive wage package plus maintain operations, we must seek outside projects, grants, and funding sources to contribute to paying a portion of operational costs (core funding does not allow us to operate without generating revenue). These additional initiatives also increase workloads, pressure on existing staff, and will impact retention in the long run. We address these challenges by offering flexible work options, a generous plan for benefits and sick time, and offering professional development and growth. We will continue to use any online, group, and shared training opportunities that arise for all staff. Utilizing the provincial network and accessing training through CFNA directed events are valuable for staff training

**CF NAME: Lloydminster and Region**

**Fiscal Year: 2025-26**

## OPERATING PLAN

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### 3.2 Strategic Priorities

Identify and describe your top three strategic goals	
<b>1</b>	Support Entrepreneurs so they may Learn
<b>2</b>	Be active in Growing our Community
<b>3</b>	Lead the Way for Businesses to Thrive

### 3.3 Alignment with PrairiesCan Priorities

Please outline your organization's plans or activities (e.g. projects/initiatives) to address PrairiesCan's priorities. PrairiesCan acknowledges that circumstances are different across organizations and therefore your organization may only be able to address select priorities instead of each priority.

Priority	Planned Projects/Initiatives (2 – 3 sentences)
<b>Inclusiveness:</b> <ul style="list-style-type: none"> <li>• Women</li> <li>• Indigenous people</li> <li>• Youth (aged 15-34)</li> <li>• Persons with Disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Women's Entrepreneur functions and continuing with our Leading Lenders philosophy in support of financing women entrepreneurs                             <ul style="list-style-type: none"> <li>• Smarter Small Business Program for Youth</li> </ul> </li> <li>• Entrepreneurs with Disabilities program to support capacity building, coaching and mentoring for those that need an extra layer of support</li> </ul>
<b>New Value and Competitiveness:</b> <i>Accelerating economic growth through new sources of value and innovation in traditional sectors</i>	
<b>Green Economy:</b> <i>Enabling success in a net-zero future</i>	

## 4.0 GOVERNANCE AND ACCOUNTABILITY

### 4.1 Incorporation / Policy Updates

Please provide copies of the following only if they have been updated since last submitted to PrairiesCan (or WD):

Incorporation / Policy Documents:	Date Document Was Last Updated	Date Submitted
<b>Articles of incorporation and association</b>	1995 with an Amendment in 2007	Attached to 2016-2017 Operating Plan
<b>Bylaws</b>	2013	Attached to 2016-2017 Operating Plan
<b>Loan fund management</b> Please include: <ul style="list-style-type: none"> <li>• Interest Rates (if less than prime plus 2%)</li> <li>• Interest transfers</li> <li>• Loans in excess of \$150,000 (if applicable)</li> <li>• Syndicated Loans</li> <li>• Equity Positions</li> <li>• Appeals and redress mechanism</li> </ul>	September 2023	October 2023
<b>Conflict of interest</b>	September 2023	October 2023 (part of the Handbook document)
<b>Board of Directors</b> (policy for appointment/selection, terms of office, etc.)	September 2023	October 2023 (part of the Handbook document)



**CF NAME: Lloydminster and Region**

**Fiscal Year: 2025-26**

**OPERATING PLAN**

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**4.2 Cyber-Security**

<b>Please indicate when your electronic security measures and processes were last reviewed, and any subsequent upgrades.</b>
Our IT provider reviews the processes and our systems annually in April and provides monthly monitoring. We have added a Cyber-Security component to our Handbook (last updated Sept 2023).

**4.3 Transparency and Accountability**

<b>As per the contribution agreement section on Reflecting Community, Transparency and Accountability, please confirm below that the most current, up-to-date information is posted on your website for the following items:</b>	
Names of the current Board of Directors (and names of any non-board members of the Investment Review Committee – if applicable)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Profile of Board composition (i.e. geographic representation, sector/area of expertise, gender, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Board Recruitment and nomination processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annual audited financial statement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Performance results	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Referral Reference to the FEDO to make it known to members of the public that business services for Francophone entrepreneurs are available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Investment/Loan Fund redress /appeals process	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please comment below if current information is not yet available on your website.</b>	

**5.0 PERFORMANCE INDICATORS**

The process of setting overall performance targets should take into account considerations such as your historic performance, status and trends in your region’s economy, activities of other business service providers, needs of your community(ies), capacity of your organization, etc.

*Note: Both you and PrairiesCan must agree to your final overall performance targets.*

**5.1 Please complete the table below.**

**CF NAME: Lloydminster and Region**

**Fiscal Year: 2025-26**

**OPERATING PLAN**

Performance Indicator	Target	GROUP 1 MPS	GROUP 2 MPS	GROUP 3 MPS
<b>**Targets should be greater than or equal to your MPS.</b>				
Indicate which Group your CF is in (groupings can be found in the attached Instruction Manual):	<b>Choose a Group</b>			
Number of new community-based projects	4	2	2	2
Number of business training session participants	250	400	400	300
Number of business advisory services	150			
Number of loans	12	12	8	6
Value of loans	\$400,000	\$600,000	\$400,000	\$200,000

**6.0 FINANCIAL**

**6.1 Budget Forecast and Cash Flow (PrairiesCan Core Funding) Requirements**

**CF NAME: Lloydminster and Region**

**Fiscal Year: 2025-26**

**OPERATING PLAN**

<b>Operations Budget (Total Operations)</b>					
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>TOTAL</b>
	<i>Apr-Jun</i>	<i>Jul-Sep</i>	<i>Oct-Dec</i>	<i>Jan-Mar</i>	
<b>CASH RECEIPTS - REVENUES</b>					
<b>Total PrairiesCan Contribution**</b>	<b>\$90,000</b>	<b>\$74,250</b>	<b>\$80,900</b>	<b>\$49,813</b>	<b>\$294,963</b>
Other Federal Funds					\$0
Other Provincial Funds					\$0
Other Revenue	\$53,050	\$17,950	\$18,950	\$44,168	\$134,118
Other Revenue					\$0
Planned Interest Transfer (up to 75% of net growth or \$100,000)					\$0
(greater than 75% of net growth or \$100,000)					\$0
<b>Total Revenues*</b>	<b>\$143,050</b>	<b>\$92,200</b>	<b>\$99,850</b>	<b>\$93,981</b>	<b>\$429,081</b>
<b>CASH DISBURSEMENTS - EXPENDITURES</b>					
Wages and Benefits	\$72,242	\$61,224	\$72,096	\$63,289	\$268,851
Administration	\$43,168	\$25,644	\$24,297	\$33,715	\$126,824
Accommodations	\$5,950	\$3,525	\$1,675	\$1,700	\$12,850
Office Equipment/ Computers					\$0
Expenses linked to Interest Transfer (specify)					\$0
Other (specify) Special Projects	\$14,327	\$1,614	\$2,015	\$2,600	\$20,556
Other (specify)					\$0
<b>Total Expenditures*</b>	<b>\$135,687</b>	<b>\$92,007</b>	<b>\$100,083</b>	<b>\$101,304</b>	<b>\$429,081</b>
<b>RECONCILIATION</b>					
<b>Surplus</b>	<b>\$7,363</b>	<b>\$193</b>	<b>-\$233</b>	<b>-\$7,323</b>	<b>\$0</b>

\*Revenue and expenditure totals should agree.

\*\*PrairiesCan's total contribution should be accounted for in the cash-flow requirements above

Please provide your total budget forecast (revenues and expenses) for the coming year, shown by quarter. For sources of revenue, please include PrairiesCan core funding, PrairiesCan planned / requested interest transfers (if applicable – CFs and WEIs only), and other revenues of which there is a high level of certainty, as separate line items. The PrairiesCan core funding will constitute the cash flow by quarter for advance purposes.

**PrairiesCan will not accept a deficit operational budget. If there is a surplus, please provide details as to why this is the case. When including other funders, please ensure PrairiesCan funding is fully committed.**

Note: The following budget is an Excel embedded template.

**CF NAME: Lloydminster and Region**

**Fiscal Year: 2025-26**

**OPERATING PLAN**

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## 7.0 ATTESTATION

I attest that the information contained in this document is true and correct, and that the operating plan and budget has been presented to and approved by the appropriate authority.

Completed by:

<b>Name:</b>	Corinne McGirr
<b>Title:</b>	General Manager
<b>Date:</b>	January 7, 2025

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### Submission Instructions

- Please utilize the [PrairiesCan portal \(https://pacifican.prairiescan.gc.ca\)](https://pacifican.prairiescan.gc.ca) to upload this document by **January 31, 2025**.
  - Please upload a copy of your Operating Plan in WORD format only. Please do not submit a PDF version.
  - Make sure to click the "Notify Officer & Exit" button to complete the upload.
  - Please follow up with an email to your PrairiesCan Officer advising that it has been submitted.
-

Community Futures Lloydminster Operating Budget 2025-2026													
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
EXPENSES	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Wages and Benefits	20823	30011	21408	20408	20408	20408	31011	20408	20677	20763	20763	21763	268851
Travel, Meals, Accomodations	4325	1150	475	250	250	3025	675	675	325	450	150	1100	12850
Administration	9723	10341	23103	7536	10077	8031	7506	9122	7669	10983	10780	11952	126824
SPECIAL PROJECTS - Partner CED, Youth	8200	2000	2000	0	0	0	200	200	0	200	2200	200	15200
CGI Admin	0	0	0	0	0	0	0	0	0	0	0	0	0
RRRF Admin	538	538	1051	538	538	538	538	538	538	0	0	0	5355.63
CAPITAL COSTS		0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>\$ 43,610</b>	<b>\$ 44,040</b>	<b>\$ 48,037</b>	<b>\$ 28,732</b>	<b>\$ 31,273</b>	<b>\$ 32,002</b>	<b>\$ 39,930</b>	<b>\$ 30,943</b>	<b>\$ 29,209</b>	<b>\$ 32,396</b>	<b>\$ 33,893</b>	<b>\$ 35,015</b>	<b>\$ 429,081</b>
<b>REVENUE</b>													
WD Contribution	25,000.00	30,000.00	35,000.00	23,000.00	25,500.00	25,750.00	33,000.00	24,500.00	23,400.00	24,500.00	22,000.00	3,313.00	294963
Bank Interest	800	800	800	800	800	800	800	800	800	800	800	1075.98	9875.98
Business Development Revenue	400	400	400	400	400	800	800	400	400	400	400	400	5600
Other - Revenue Misc (includes registrations)	4500	4500	4500	4000	4000	4000	4500	4500	4000	4000	4500	4000	51000
Office Contract	650	650	650	650	650	650	650	650	650	650	650	650	7800
RRRF & CGI Admin	0	0	0	0	0	0	0	0	0	0	0	25,842	25842
Special Projects Revenue (sponsorships etc)	30000	2000	2000	0	0	0	0	0	0	0	0	0	34000
Other - Interest Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>\$ 61,350</b>	<b>\$ 38,350</b>	<b>\$ 43,350</b>	<b>\$ 28,850</b>	<b>\$ 31,350</b>	<b>\$ 32,000</b>	<b>\$ 39,750</b>	<b>\$ 30,850</b>	<b>\$ 29,250</b>	<b>\$ 30,350</b>	<b>\$ 28,350</b>	<b>\$ 35,281</b>	<b>\$ 429,081</b>
<b>SURPLUS/DEFICIT</b>	<b>\$ 17,740</b>	<b>-\$ 5,690</b>	<b>-\$ 4,687</b>	<b>\$ 118</b>	<b>\$ 77</b>	<b>-\$ 2</b>	<b>-\$ 180</b>	<b>-\$ 93</b>	<b>\$ 41</b>	<b>-\$ 2,046</b>	<b>-\$ 5,543</b>	<b>\$ 266</b>	<b>\$ 0</b>

## COMMUNITY FUTURES LLOYDMINSTER & REGION



### Membership Structure Review

**History:** Community Futures Lloydminster and Region has always been a municipally appointed grassroots organization with the membership including the regional municipalities. Each municipality has the option to appoint 1 representative to serve on the Board of Directors – this can be an elected official, administration rep or a member from the community. These appointed representatives serve 3 year terms to a maximum of 3 terms (total 9 years) as Board Members. At that time, a representative is required to step off the board for at least one year (as per our operating contract with Prairies Canada) before being re-appointed. Additionally, the Board can have Members at Large serving on the Board. These Member at Large Board Members serve a maximum of 2 terms of 3 years (total 6 years). The number of Member at Large positions is not a defined number in the Bylaws, but open to whatever number the Board deems appropriate. In practice, this has been 1-3 representatives.

There are 12 Current Municipalities in our Region listed within our Bylaws as Members. This includes: Lloydminster, Vermilion, County of Vermilion River, RM Wilton, RM Britannia, Kitscoty, Marwayne, Paradise Valley, Dewberry, Lashburn, Marshall, Onion Lake Cree Nation. Note: bylaws need to be updated to remove Dewberry from the list as they have amalgamated with the County.

We currently have 8 municipally appointed members and 1 member at large. This is a manageable and effective range of members. A Board smaller than 8 or larger than 13 can be difficult to manage.

#### Current:

Many CF offices in Alberta have shifted to a volunteer board rather than municipally appointed. The primary reason behind this shift has been to reduce the risk of entire boards being changed during the municipal election process and to reduce the burden on our partnering municipalities. **CFLR is undergoing this Membership Review in order to ensure we are meeting the needs of our membership and governing effectively on behalf of our region. It is an opportunity for the Membership to re-affirm their commitment or to develop changes as needed.** Should the Membership desire a change to the structure, we would need to undergo a Bylaw review and propose changes at our Annual General Meeting in June 2025. **This is the initial discussion to determine if that is required or not.**

#### **RESPONSE REQUESTED:**

**CFLR requests a response from the municipality declaring a commitment to continue with the current municipal membership structure OR your preference to release your membership (and your subsequent board appointment).**

If 75% of members indicate wishing to release their membership, the next steps would lead to a restructuring based fully on volunteer members at large. If less than 75% wish to give up their membership, the restructuring would be to release those members who wish to part ways and replace those memberships with volunteer members at large.

The form on the final page can be used for your response, or a letter can be submitted to CFLR.

Below are discussion and review points to consider in regards to a municipally appointed board structure (current) versus a volunteer board structure.

**RISKS AND BENEFITS: Municipally Appointed Boards**

<b>RISKS</b>
<b>BOARD TURNOVER:</b> For many CF offices with a municipal structure, their entire board could be changed in an election. Our risk of this happening is lower because we have members from both AB and SK municipalities, which are on different year election cycles. Our board would never see a full change in one election (which is different than the risk for other offices who don't have that split).
<b>SKILLS &amp; EXPERTISE:</b> Appointed Board members do not necessarily bring appropriate or diverse skills, knowledge, and entrepreneurial expertise to the Board.
<b>LEARNING CURVE:</b> Appointments can still change annually or short of full terms depending on the workload of Councillors and how the municipality allocates representatives. This is challenging and impacts the quality of our Board as it does take at least 18 months to get oriented and knowledgeable about our organization. It makes it difficult to establish and maintain strategic leadership if our representatives change regularly.
<b>CAPACITY:</b> Not all municipalities participate due to resource constraints and time restrictions on councillors. Are we putting a burden on the municipalities as they struggle managing their own workloads and commitments? If municipalities need to step back or reduce burden on their representatives, we are at risk for not being a preferred organization to support and for losing appointed members. This is not a committee, but a governing board, that is charged with setting the strategic direction of the organization and requires a fair amount of involvement and participation. Not all appointed board members will have the capacity or passion for such deep involvement.
<b>BENEFITS</b>
<b>RELIABLE APPOINTMENTS:</b> Consistent and reliable Board appointments from engaged municipalities keeps disruptions to board turnover to a minimum, which allows for more efficient decision making, governance, and operations.
<b>COST EFFECTIVE:</b> Do not have to recruit volunteers, which can be challenging and time-consuming, as well as costly for administration time, marketing, and resources.
<b>FLEXIBLE:</b> Municipalities do have the option of appointing a Councillor, staff or other appropriate community or business representative to CFLR Board. This can reduce burden on the elected officials.
<b>COMMUNITY REPRESENTATION:</b> Our current structure allows us to remain connected and engaged with each municipality for information sharing, networking, project development, and staying top of mind as a valued organization. This keeps us grassroots and community-based, which are key core values of CFLR.
<b>MEMBER AT LARGE:</b> our current structure does hold places for volunteer members at large, which already offsets the dependence on municipalities.

**RISKS AND BENEFITS: Volunteer Boards**

<b>RISKS</b>
<b>RECRUITMENT:</b> Difficult finding volunteers willing to commit their time and effort. The process of recruiting is time-consuming and requires financial investment in the process in order to be effective.
<b>COMMUNITY CONNECTION:</b> A volunteer board puts us at risk for losing connection with each municipality and the grassroots efforts that emerge from that network. It is likely we would lose representation in some of our communities.
<b>BENEFITS</b>
<b>SKILLS &amp; EXPERTISE:</b> Targeted recruitment to seek out specific skillsets, expertise and knowledge that can be brought to the Board. This diversifies our Board and would contribute to innovation and continued growth.
<b>REDUCES BURDEN:</b> Reduces the commitment and potential burden on our municipal partners.



#5 4010 50 Avenue  
 Lloydminster, AB T9V 1B2  
[cmcgirr@albertacf.com](mailto:cmcgirr@albertacf.com)  
 780-875-5458

**2025 MEMBERSHIP STRUCTURE REVIEW**

Please complete the following form and submit to Community Futures Lloydminster and Region by March 31, 2025 via email to [cmcgirr@albertacf.com](mailto:cmcgirr@albertacf.com)

**MEMBER INFORMATION**

<b>MUNICIPALITY</b>	
<b>CONTACT PERSON</b>	
<b>CONTACT EMAIL</b>	

It is intended that any changes to Membership (if they arise), will not become official until and if accepted at the next Annual General Meeting (estimated June 2025). This form indicates your intention that will guide us in the next steps to proceed as is or with changes as required.

Please choose one option on behalf of your Municipality:

**OPTION 1:** we intend to commit to continued membership with Community Futures Lloydminster and Region Development Corp. This allows our municipality to appoint 1 representative to serve on the Board of Directors in accordance with Community Futures Lloydminster and Region Bylaws and to have voting rights at any special meetings and Annual General Meeting.

**OPTION 2:** we intend to release our membership in Community Futures Lloydminster and Region Development Corp. This would eliminate our ability to appoint a Board Member or to vote at any meetings of the Corporation.

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Signature

Name & Title \_\_\_\_\_  
 \_\_\_\_\_



**Operating Budget vs. Actuals – By Costing Centre**

For the 10 month period ending October 31st, 2024  
 Division: 100 - General Government  
 Department: 000 - General Municipal  
 Costing Centre: 10008-Vermilion River Regional Alliance

	<b>2024 Budget (12 Months)</b>	<b>2024 Actuals (10 Months)</b>	<b>\$ Variance (Budget Remaining)</b>	<b>% Variance (Budget Spent)</b>
<b>Revenues / Funding Source</b>				
47300 - Other Income				
47300-Other Revenue	-	8,413	(8,413)	100.0 %
47300 - Other Income Total	-	8,413	(8,413)	100.0 %
<b>Total Revenues / Funding Source</b>	<b>-</b>	<b>8,413</b>	<b>(8,413)</b>	<b>100.0 %</b>
<b>Expenditures / Expenditure</b>				
52100 - Contracted and General Services				
52100-Contracted Services	-	5,499	(5,499)	100.0 %
52103-Advertising	-	2,200	(2,200)	100.0 %
52131-Meals	-	208	(208)	100.0 %
52100 - Contracted and General Services Total	-	7,907	(7,907)	100.0 %
<b>Total Expenditures / Expenditure</b>	<b>-</b>	<b>7,907</b>	<b>(7,907)</b>	<b>100.0 %</b>
<b>Surplus/(Deficit)</b>	<b>-</b>	<b>506</b>	<b>(506)</b>	<b>100%</b>



## STATEMENT OF FUNDING AND EXPENDITURES - SUMMARY

Ten Months Ended October 31, 2024

(unaudited)

	<b>2024</b> <i>(10 months)</i> <i>Actuals</i>	<b>2023</b> <i>(12 months)</i> <i>Actuals</i>	<b>2022</b> <i>(12 months)</i> <i>Actuals</i>
<b>Revenue</b>			
Contributions	\$ 8,413	\$ -	\$ 8,413
<b>Total Revenues</b>	<b>\$ 8,413</b>	<b>\$ -</b>	<b>\$ 8,413</b>
<b>Expenditures</b>			
Contracted Services	\$ 7,907	\$ 681	\$ 705
Goods and Materials	-	-	-
Transfers to Reserves	-	-	-
Transfers to Local Boards or Agencies	-	-	-
<b>Total Expenditures</b>	<b>\$ 7,907</b>	<b>\$ 681</b>	<b>\$ 705</b>
<b>Surplus/(Deficit)</b>	<b>\$ 506</b>	<b>\$ (681)</b>	<b>\$ 7,708</b>

## Deferred Revenue

As At October 31, 2024

(unaudited)

	<b>2024</b> Oct 31	<b>2023</b> Dec 31	<b>2022</b> Dec 31
Deferred Revenue (1-000-000-22134)	<b>\$ 19,703</b>	<b>\$ 19,703</b>	<b>\$ 20,384</b>



## STATEMENT OF FUNDING AND EXPENDITURES - DETAILS

Ten Months Ended Oct 31, 2024

(unaudited)

	<b>2024</b> <i>(10 months)</i> <i>Actuals</i>	<b>2023</b> <i>(12 months)</i> <i>Actuals</i>	<b>2022</b> <i>(12 months)</i> <i>Actuals</i>
<b>Revenue</b>			
Contributions			
City of Lloydminster	\$ 2,000	\$ -	\$ 2,000
Village of Marwayne	543	-	543
Village of Paradise Valley	153	-	153
Town of Vermilion	2,000	-	2,000
Village of Kitscoty	852	-	852
Lakeland College	100	-	100
County of Vermilion River	2,000	-	2,000
Village of Mannville	765	-	765
<b>Total Revenues</b>	<b>\$ 8,413</b>	<b>\$ -</b>	<b>\$ 8,413</b>
<b>Expenditures</b>			
Contracted Services			
Contracted Services	\$ 5,499	\$ 63	\$ -
Advertising	2,200	-	-
Professional Services	-	-	-
Employee Engagement	-	-	-
Travel	-	-	-
Meals	208	618	705
Goods and Materials	-	-	-
<b>Total Expenditures</b>	<b>\$ 7,907</b>	<b>\$ 681</b>	<b>\$ 705</b>
<b>Surplus/(Deficit)</b>	<b>\$ 506</b>	<b>\$ (681)</b>	<b>\$ 7,708</b>



**Vermilion River Regional Alliance  
Annual General Meeting  
Thursday, January 18, 2024 at 5:30 p.m.  
Council Chambers-Village of Kitscoty**

- 1. INTRODUCTIONS**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1 2023 AGM – January 26, 2023
  - 3.2 Regular Meeting – November 16, 2023
- 4. DELEGATIONS**
- 5. BUSINESS ARISING FROM THE MINUTES**
  - 5.1 Go East Ad & Summer in the City Ad
- 6. CHAIR REPORT**
- 7. FINANCE UPDATE**

2023 Year to Date – Balance as of December 2023 - \$19,703.48
- 8. BUDGET & ANNUAL MEMBERSHIP FEES**
- 9. APPOINTMENT OF EXECUTIVE**
  - 9.1 Chair
  - 9.2 Vice Chair
  - 9.3 Directors (2)
  - 9.4 Financial Manager
  - 9.5 VRRRA Administration
- 10. MAINTENANCE OF FILES/FOIP**
- 11. REGIONAL OPPORTUNITIES/PROJECTS OF INTEREST FOR 2024**
- 12. MEETING DATES 2023**
  - 12.1 Upcoming Meeting Schedule – Tentative
    - April 18, 2024
    - June 20, 2024
    - September 19, 2024

November 21, 2024

**13. ADDITIONAL ITEMS**

**14. ROUND TABLE**

**15. ADJOURNMENT**



**Vermilion River Regional Alliance  
Annual General Meeting  
Thursday, January 18, 2024 at 5:30 p.m.  
Council Chambers – Village of Kitscoty**

**PRESENT**

Michael Diachuk, City of Lloydminster  
Shannon Harrower, Village of Marwayne  
Kevin Miciak, Village of Kitscoty  
Chris Neureuter, Village of Marwayne  
Rex Smith, Village of Mannville  
Mary Arnold, Village of Paradise Valley  
Gerald Aalbers, City of Lloydminster  
Wendy Leaman, City of Lloydminster (note taker)

Todd Sumner, Lakeland College  
Joy Bell, Village of Kitscoty  
Alan Parkin, County of Vermilion River  
George Kuneff, County of Vermilion River  
Don Bergquist, Village of Paradise Valley  
Lorelee Marin, City of Lloydminster  
Robert Snow, Town of Vermilion

**1. INTRODUCTIONS**

**2. ADOPTION OF AGENDA**

Moved by Joy Bell, THAT the Agenda for January 18, 2024 Vermilion River Regional Alliance be accepted as amended. **CARRIED**

**3. ADOPTION OF PREVIOUS AGM MINUTES**

Moved by Joy Bell THAT the Minutes from the January 26, 2023 Vermilion River Regional Alliance Annual General Meeting be accepted as presented. **CARRIED**

Moved by Lorelee Marin THAT the Minutes from the November 20, 2022 Vermilion River Regional Alliance Meeting be accepted as presented. **CARRIED**

**4. DELEGATIONS**

**5. BUSINESS ARISING FROM THE MINUTES**

- 5.1 Go East Ad & Summer in the City Ad
- Requested to add Highway markings 897, 893 & 45 on map portion
  - Add Marwayne RV Park, Dewberry Campground, Disc Golf to Kitscoty, Weaver Park Campground
  - If not enough room, remove Sandy Beach
  - Relocate logo
- 5.2 Tourism Grants

- Michael will research tourism grants in order to build off of the Summer in the City Ad. Possibly do a video on YouTube showcasing the communities.

## 6. CHAIR REPORT

The Chair Michael Diachuk provided a written report – Attached

## 7. FINANCE UPDATE

A 2023 year-to-date report was provided with a current balance of \$19,703.48. The City will provide a financial statement once their year end is completed.

## 8. BUDGET & ANNUAL MEMBERSHIP FEES

Once the expense of the Go East & Summer in the City Ad's are completed our bank balance will be below \$9,000. Fees will be required according to the fee structure. Wendy will get your populations and this will be reviewed.

## 9. APPOINTMENT OF EXECUTIVE

Chair:

Joy Bell nominated Michael Diachuk as Chair. **CARRIED**

Vice-Chair:

Michael Diachuk nominated Rex Smith as Vice-Chair. **CARRIED**

Directors:

Lorelee Marin nominated Clint Murray and Joy Bell as Directors. **CARRIED**

Financial Manager:

The financial duties remain with the City of Lloydminster for 2024, being the second year of their two-year commitment, as per the Terms of Reference. **CARRIED**

Administration:

The administrative duties remain with the City of Lloydminster for 2024, being the second year of their two-year commitment, as per the Terms of Reference. **CARRIED**

## 10. MAINTENANCE OF FILES/FOIP

This will remain with the City of Lloydminster, being the second year of their two-year commitment, as per the Terms of Reference. **CARRIED**

## 11. REGIONAL OPPORTUNITIES/PROJECTS OF INTEREST FOR 2024

- Michael recently met with Minister of Jobs, Economy and Trade, Matt Jones. Municipalities need to know their own story/resources within their area, then take to AB Economic Development. ie Breeding stock within the area, why do we not have research labs in the area
- Senior Care in Lloydminster capacity is at 100%, Vermilion 90% and lessens going to the west towards Edmonton– Continue including politicians in these

conversations. The future of dementia level 4 patients is increasing and will be an issue.

## **12. MEETING DATES 2024**

April 18, 2024 – City of Lloydminster

June 20, 2024 – Village of Mannville

September 19, 2024 – Village of Paradise Valley

November 21, 2024 – Lakeland College, Vermilion Campus

## **13. ADDITIONAL ITEMS**

None

## **14. ROUND TABLE**

**Lakeland College** – critical needs for trades training, nursing program moved to campus, doing survey on demands on trades, the seats of students belong to province not the schools so have to get approval from province, to get health care seats need clinical placements, Bentley building at campus is cleaned up from asbestos, currently hiring vets.

**Village of Mannville** – Currently working on budget, few houses sold in first 15 days of 2024, hosting PeeWee Provincials in March.

**Village of Paradise Valley** – currently planning the fair, bringing back Christmas in the village and potluck supper.

**Village of Marwayne** – applied for AEMA grant on behalf of regional emergency management collective (driven & prepared by City of Lloydminster) as well as the NRED grant to redevelop and renovate under utilized buildings on Centre Street, housing is on the rise, Senior Centre looking for someone to run it, Thank you to Lakeland College for the playground.

**Village of Kitscoty** – park concept design in draft, Curling Club building house for fundraiser, ice truck fundraiser again, short handed in staff past 3+ years, CAO cleaning up back log, now have 2 public works and 1 more in office.

**City of Lloydminster** – By-election on February 13 with candidate forum January 29 hosted by Chamber of Commerce, General Election November 13, progressing well with Cenuvus Energy Hub construction, continue to deal with homelessness-Housing Conference on January 30, DARC has grant opportunity for improvements to building and opportunity to improve lighting, hosted the Astec curling challenge event and was successful, attending ICSC in Whistler, Westjet pulling out of Lloyd – send comments directly to WestJet customer service, city still trying to work with Westjet to continue their service in Lloydminster.

**County of Vermilion River** – Public Works savings on fuel but gas utility had a lot of issues in the extremely cold weather but no one went without service, main meter by PV almost failed but



they were proactive- proud of the utility department, purchased 3 John Deer graders in January and 3 Cat graders in 2023, celebrating 60 years of incorporation in 2024 and planning of events has started – Everyone is invited.

**Town of Vermilion** – representative is new on this committee and Town is eager to remain part of it, new authentic Mexican restaurant, Delicious Bites & Pet Smart opening soon, bakery, no issues during extreme cold weather, We need to be proactive and have a plan in place if we lose power and how does a community deal with this. We need to be sure all are taken care of if this situation arises.

**15. ADJOURNMENT**

The meeting adjourned at 7:00 p.m.



# VERMILION RIVER REGION

## GOLF CULTURE & PARKS



- |  |  |  |
|--|--|--|
| <p><b>1 MANNVILLE</b></p> <ul style="list-style-type: none"> <li>● Riverview Golf Course &amp; RV Resort<br/>780-763-2252</li> <li>● Mannville Crossroads Museum<br/>780-763-2304</li> </ul> <p><b>2 VERMILION</b></p> <ul style="list-style-type: none"> <li>● Vermilion Golf &amp; Country Club<br/>780-853-4444</li> <li>● Vermilion Heritage Museum<br/>780-853-6211</li> <li>● Vermilion Provincial Park<br/>780-853-4372</li> </ul> <p><b>3 PARADISE VALLEY</b></p> <ul style="list-style-type: none"> <li>● Climb Thru Time Museum<br/>780-745-2150</li> <li>● Mount Joy Ski Hill<br/>780-789-2278</li> </ul> | <p><b>4 KITSCOTY</b></p> <ul style="list-style-type: none"> <li>● Kitscoty Golf Club / Disc Golf Course<br/>780-846-2950</li> </ul> <p><b>5 FROG LAKE</b></p> <ul style="list-style-type: none"> <li>● Frog Lake National Historical Site</li> </ul> <p><b>6 DEWBERRY</b></p> <ul style="list-style-type: none"> <li>● Dewberry Valley Museum<br/>780-214-0477</li> <li>● Chuckwagon Roadside Attraction</li> <li>● Dewberry Campground<br/>780-847-3034</li> </ul> <p><b>7 MARWAYNE</b></p> <ul style="list-style-type: none"> <li>● Marwayne RV Park<br/>780-847-3784</li> </ul> | <p><b>8 LEA PARK</b></p> <ul style="list-style-type: none"> <li>● Lea Park Golf Club (+camping)<br/>780-847-2651</li> </ul> <p><b>9 LLOYDMINSTER</b></p> <ul style="list-style-type: none"> <li>● Lloydminster Golf &amp; Curling Centre<br/>306-825-5494</li> <li>● Rolling Greens Golf Course and Camping<br/>780-875-4653</li> <li>● Lloydminster Museum &amp; Archives<br/>780-874-3720</li> <li>● Weaver Heritage Park &amp; Campground<br/>306-825-3726</li> </ul> |
|--|--|--|



2023 VRRRA Chair Report Michael Diachuk

1. With the new fee structure, municipalities did not have to submit payment.
2. During the 2023 year a number of activities were undertaken.
  - 2.1 Hosted Paul Richer Chair of the Lloydminster Distract Health Advisory board.
  - 2.1 Hosted Katlin Ducherer Economic Development Officer for the City of Lloydminster
  - 2.3 Toured both the Vermilion and Lloydminster, Lakeland College campuses.
  - 2.4 Toured the Lloydminster Museum
3. Potential tours for 2024 include the Paradise Valley Museum and Lloydminster Waste Water Treatment Facility. As well, Community Futures will be invited to make a presentation on the opportunities available with them.
4. An advertisement for the Vermilion River Region was developed for the purpose of advertising the VRRRA as a region of choice for tourism – golf, camping and culture. The ad will appear in the Go East and Summer in the City publications in 2024. Go East cost around \$2500 and the Fun in the City was around \$5000.00.
5. Mayor Aalbers and Councillor Michael Diachuk made a presentation to the Town Council of Vermilion to highlight the value of participating in the VRRRA. Vermilion had been considering withdrawing from the VRRRA and the feedback from the meeting has been encouraging.
6. It is recommended that health care, senior care and tourism continue to be priorities for the 20124 year.

Thanks to each of the municipalities and their representatives for their support.



Michael Diachuk Ed. D.

Chair

January 17, 2024

**The Marketer**

P: 780-632-6191 or 1-888-632-8755  
 Box 455, Vegreville, AB T9C 1R6  
 E: jolenek.design@gmail.com



**INSERTION  
ORDER**

**2024 Go East of Edmonton Travel Guide**

Company: Vermilion River Region Association Contact: Michael Diachuk

Mailing Address: 4420-50 Avenue City/Town: Lloydminster Postal Code: T9V 0W2

Phone: \_\_\_\_\_ Cell: 780 808 1799

Email: mdiachuk@lloydminster.ca Website: lloydminster.ca

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ TikTok: \_\_\_\_\_

AD SIZE	SECTION / DESCRIPTION	RATE
Full page ad	Vermilion River Region Section	\$2200.00
	Webpage and Social Media promotion	included
<b>AD NOTES:</b> <u>Jolene to send ad specs in separate doc.</u> _____ _____ _____ _____		GST #80335 3259 \$ 110.00
		<b>TOTAL AMOUNT</b> <b>\$2310.00</b>

Email ad copy (info, photos, logo) to:  
[jolenek.design@gmail.com](mailto:jolenek.design@gmail.com)

- The undersigned agrees to the terms & conditions as follows:
- New Accounts - 50% deposit is due now, remainder due at time of ad proof.
  - Pre-approved Accounts - Terms 30 days.
  - Other charges incurred after the signing of this contract will be invoiced accordingly.
  - **This is your original invoice.** Receipt provided upon request.
  - Subsequent invoice on pre-approved accounts only.
  - 2% per month charged on overdue accounts over 30 days past due.
  - The undersigned accepts all liability for information & photos supplied for publishing in 2024.
  - Cancellation fee applies.
  - The undersigned agrees/consents to receive electronic newsletters and communications as per CASL.

**FORM OF PAYMENT:**

PAID IN FULL

DEPOSIT \$ \_\_\_\_\_

CHEQUE # \_\_\_\_\_

Make Cheque payable to THE MARKETER  
 P.O. Box 455, Vegreville, Alberta T9C 1R6

E-TRANSFER Email to [jolenek.design@gmail.com](mailto:jolenek.design@gmail.com)

CREDIT CARD  VISA  MC CVC 517

Name on Card Wendy Leaman

# 4715 3680 0079 3231 Exp. 10/25

If you made a deposit: **YES**, I authorize The Marketer to take final payment from credit card at time of proofing the ad. \_\_\_\_\_

(Initials)

NOTE: Personal information on this form is protected by the Freedom of Information & Privacy Act.

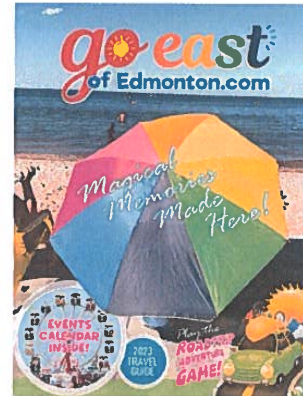
Michael Diachuk  
 Print Name \_\_\_\_\_

[Signature]  
 Authorized Signature \_\_\_\_\_

Jan 8, 2024  
 Date \_\_\_\_\_



TRAVEL GUIDE



ADVERTISING SPECIFICATIONS

- All ads **MUST** be submitted in CMYK format
- All photos/logos **MUST** be 300 dpi
- All fonts **MUST** be converted to outlines/curves
- If supplying crop marks - **crop marks MUST be set outside of print area**
- Ads must be sent in pdf format to [jolenek.design@gmail.com](mailto:jolenek.design@gmail.com)  
300 dpi jpg files also accepted.  
(Microsoft Word & Publisher files will not be accepted.)
- *Supplied ads must be submitted to our specifications otherwise extra charges will apply.*

**Deadline for submitting ad(s) is Friday, January 12, 2024.**

Ad Sizes

1/12 page ad - 3.5"w x 1.5"h

1/8 page ad - 3.5"w x 2.25"h

1/6 page ad - 3.5"w x 3.25"h

1/4 page ad - 3.5"w x 4.75"h

1/3 page ad - 7.25"w x 3.25"h

1/2 page ad - 7.25"w x 4.75"h

2/3 page ad - 7.25"w x 6.4"h

**Full page ad** - Image area 7.25"w x 9.75"h

Page size 8.25"w x 10.75"h

*(If applying bleed - add 1/4" beyond page size for the bleed)*

**2 page spread** - Image area 15.5"w x 9.75"h

Page size 16.5"w x 10.75"h

*(If applying bleed - add 1/4" beyond page size for the bleed)*

\*\*\*1/8" needs to be accounted for the crossover (centre of ad) - text running across the gutter or too close to the 1/8" is not recommended.

*For any questions contact  
Jolene at:*



[jolenek.design@gmail.com](mailto:jolenek.design@gmail.com)

**780.632.6191**



ADVERTISING PLACEMENT AGREEMENT

Date of agreement: October 31, 2023

Between:

T8N Publishing inc  
43 English Way  
St. Albert, Alberta  
T8N 7G7

&

Vermilion River Region Alliance  
City Hall, 4402 50 Ave  
Lloydminster, AB  
T9V 0W2

Rob Lightfoot  
780 940 6212  
[rob@t8nmagazine.com](mailto:rob@t8nmagazine.com)

Michael Diachuk  
[mdiachuk@hotmail.com](mailto:mdiachuk@hotmail.com)

Hereinafter referred to as the "customer"

Mutually agree to the following:

The Customer agrees to place advertising of the following size, in the following issues, on the following terms:

Issue Date:	Advertising Size:	Rate:
May 25, 2024	Full page ad in Summer in the City	\$5499 plus tax

Signed by:

T8N Publishing Ltd  
Per Rob Lightfoot  
President & Publisher

Michael Diachuk  
Vermilion River Region Alliance

Date

Nov 8, 2023  
Date



**SUMMER GUIDE**

Terms of agreement, page 2

1. The customer represents and warrants to T8N Publishing that it has the necessary authority, capacity, rights and power to execute this agreement on the behalf of the customer whose name appears on page 1 of this agreement who agrees to be jointly and severally liable to T8N Publishing for the performance of the Customer's obligations under the terms of this agreement, without benefit of division or discussion and to perform the obligations hereunder, and in particular, to pay the display cost set forth on page 1.
2. IN this agreement, unless context indicates otherwise, the following terms shall have the meanings set forth herein: "Advertising Material" means the final advertising material provided by the Customer or, on Customer's behalf, by T8N Publishing for display purposes in accordance with the terms and conditions of this agreement. "Creative material" means, subject to the context, either camera ready artwork provided by the customer or items required for the creation of artwork by T8N Publishing on the behalf of the customer. Further to this, any artwork created by T8N Publishing on the behalf of the customer shall remain the copyright of T8N Publishing and only released by written consent by T8N Publishing's president.
3. The customer will supply T8N Publishing with all Creative Material no later than the creative deadline. T8N Publishing shall incur no liability if Creative Material is delivered later than the creative deadline. T8N Publishing reserves the right to display the customer's creative on its website or other marketing material.
4. All advertising content is subject to the approval of T8N Publishing and T8N Publishing reserves the right to reject any submitted material for any reason.
5. The customer assumes responsibility for all content (including text representation, illustrations and logos) of advertisements displayed and also assumes responsibility for any claims arising therefrom made against T8N Publishing Inc, including costs associated with defending against such a claim.
6. This agreement is not assignable or transferable by the customer. Changes to this contract are not valid unless signed by the President of T8N Publishing.
7. T8N Publishing reserves the right to assign any outstanding debts to third party agency or attorney for collections. The Customer shall subsequently pay any and all reasonable collection costs. Should circumstances require suit to be brought for collection of said debt, the customer agrees that it will be held responsible for any attorney fees and court costs.
8. IN the case of personal accounts, and unincorporated sole proprietorship, partnership, companies and organizations, by executing this agreement, the Customer personally guarantees full payment of the account.
9. T8N Publishing will be under no liability for its failure, for any cause, to insert an advertisement. T8N Publishing will not be responsible for errors appearing in advertisements which are placed too late for proofs to be submitted or for errors due to late delivery of Advertising Material or Creative Material from the Customer, or from a third party designated by the customer as a source of Advertising Material or Creative Material.
10. If T8N Publishing is unable to fulfill its obligations pursuant to this agreement, at any point, during the agreement, the Customer hereby acknowledges that T8N Publishing's liability shall be limited to the substitution of an equivalent advertisement in a forthcoming issue of T8N Magazine within a time agreed to by both parties.
11. Payment terms and Cancellation: Payment is due upon release of magazine, or with prior approval, net 30 days from the release of the magazine. There will be a \$100 charge for any cheque not honoured by the bank.

\_\_\_\_\_  
Initials

Name	Municipality
- Jod & Sumner	Lakeland College
- Rex Smith	Village of <del>Manitou</del>
- Don Bergquist	Village of APV
- Kevin Miodak	Village of Kitscoty
- Chris Neureuter	Village of Marwayne
- Mary Arnold	Village of Paradise Valley
- Jay Bull	Village of Kitscoty
- Shannon Hancock	Village of Marwayne
- Alan Pankin	County of Vermilion River
- Lorelee Martin	City of Maydonster
- Carol Albers	City of Lloyd
- Michael Dieckink	City of Lloyd
- Wendy Leaman	
- Robert Snow	Town of Vermilion
- George Kureff	County of Vermilion





**Vermilion River Regional Alliance – Meeting Notes  
Thursday, November 21, 2024  
Lakeland College, Vermilion Campus**

**1. INTRODUCTIONS**

Special Guest – Alice Wainwright-Stewart

**2. ADDITIONS TO AGENDA**

3.d) Update from Alice Wainwright-Stewart, Lakeland College

Moved by Rex Smith, Seconded by Robert Snow, **CARRIED**

- Lakeland is positioned well being along Highway 16 and an Economic driver for all communities. Alice is just back from Ottawa and going to Chamber of Commerce in Edmonton. Working closely with government on international students and programs. Needing to tell the story as to how international students are playing important roles in our communities, i.e. fast food, department stores, early childhood) Need to think of Lakeland College as the ‘grower maker’ of students
- 6.2% unemployment in our area as of August 2024 and with estimated 1,100 employees required in next few years with potential developments

**3. ITEMS FOR DISCUSSION**

a) Tourism Grant – Video Project Update

- Tourism grant update – It’s in the works. Dion spoke with other CAO’s in the group and want to work towards being an advocacy group to make our region stronger. What is direction this group wants? Tourism is part of the region’s focus, but the group should be advocating for other interests such as health care retention, mental health beds, emergency services, regional improvements. Do we need to broaden what this group looks at? NAAGO is too big of a group that focuses on the larger centres. Should VRRRA pause the application and reconsider it once the NAIT plan(see below) is completed if our submission is considered?

b) NAIT – Survey

- NAIT – plan is for free – 4<sup>th</sup> year business students-Promotional Marketing class – to choose a nonprofit group– analysis of area, what to promote and will build a marketing campaign. Once the plan is completed the VRRRA can consider the plan and either implement parts, all or none of the plan at all. We will hear in January 2025 if they have chosen the VRRRA project.

Moved by Clint Murray to halt the tourism funding application and reconsider creating a proposal if/once the NAIT plan is completed. Seconded by Chris Neureuter **CARRIED**

ViaRail – not interested in coming here, need to give them a reason. Michael suggested that working with the Indigenous communities might strengthen our proposal. Cynthia Young with HOT6 will provide Michael Diachuk with the location of powwows in the region. Michael will share with this group when he gets the information around February 2025.

There's a demand for Fire Services to provide more health services and need to make AHS accountable. FOCUS model of non ambulance transfer vehicles – 165 AHS booked trips last year to hospital.

c) Round Table

Town of Vermilion – Christmas Parade November 29, November 22 was first budget meeting, working on trunk line and possible expansion, Yellowhead east sold couple more lots

Town of Mannville – Holding mental health course November 27, November 30 will be Ag Society steak supper, December 6 is Live Berry Christmas tea and December 7 is Christmas extravaganza.

Village of Marwayne – Paving completed, arena/curling project going well-new boards, glass and bleachers. December 8 is Light up Marwayne event which was partnered with the CVR. Preliminary design of 897 & 524, 6-7 buildings were vandalised, but culprits were caught.

County of Vermilion River – Budget close to finalizing, RMA recently advocated assessments now AB government owes CVR approximately \$600,000, hired contract assessor and did 50% of county, Economic Development donated \$50,000 to Lea Park rodeo

Village of Kitscoty – All construction projects completed, CAO on medical leave have Assistant CAO, biggest needs in community is after school program, Farmstead doing major expansion and getting ready for Christmas

Lakeland College – Thanks for coming on the tour of facility, beneficial for touring during active fire training, numbers of students are at its highest, added pipefitter program which is full, Lloyd programs are growing, biggest hit was the business program

Village of Paradise Valley – Working on new public works building, current building will be for fire/first responders. December 8 is Christmas party for the community

City of Lloydminster – Recent election brings on 3 new councillors, Musgrave announced 6 new businesses over next few years, working on 2025 budget looking at 4.5% increase, East of KFC will be new car wash and child care center on corner, Cenovus Energy Hub fundraising on track, completed airport study, Christmas lights going on, residential lots being sold, fleet sales are increasing, Men's shelter application was withdrawn, homelessness continues to be an issue

**4. BUSINESS ARISING FROM THE MINUTES – N/A**

**5. CHAIR REPORT – N/A**

**6. FINANCE UPDATE**

All members have paid 2024 fees

**7. NEXT MEETING DATE:** Thursday, January 16, 2025, Hannah will book a location for this meeting.

**8. ADJOURNMENT** – 7:47 p.m.



**Vermilion River Regional Alliance Annual General Meeting**

Thursday, January 16, 2025.

County of Vermilion River Yard 505040 HWY 897

Natural Gas Utility Tour – 5:00

Supper – 6:00

Annual General Meeting to follow

**1. INTRODUCTIONS**

**2. ADOPTION OF AGENDA**

**3. ADOPTION OF MINUTES**

3.1 2024 AGM – January 18, 2024

3.2 Regular Meeting – November 21, 2024

**4. DELEGATIONS**

**4.1 MLA Garth Roswell**

Addressing the following as requested by Councillor Diachuk

- Ambulance Services
- Healthcare/Doctors
- Site Selection
- Mental Health Services

**5. BUSINESS ARISING FROM THE MINUTES**

**6. CHAIR REPORT**

**7. FINANCE UPDATE**

7.1 Administration Transition

**8. BUDGET & ANNUAL MEMBERSHIP FEES**

**9. APPOINTMENT OF EXECUTIVE**

- 9.1 Chair
- 9.2 Vice Chair
- 9.3 Directors (2)
- 9.4 Financial Manager
- 9.5 VRRRA Administration

**10. MAINTENANCE OF FILES AND FOIPP**

**11. REGIONAL OPPORTUNITIES/PROJECTS OF INTEREST FOR 2025**

**12. MEETING DATES 2025**

12.1 Upcoming Meeting Schedule – Tentative

April 3, 2025

June 19, 2025

September 18, 2025

November 20, 2025

**13. ADDITIONAL ITEMS**

**14. ROUND TABLE**

**15. ADJOURNMENT**

**Agenda for Spring 2025 Municipal Leaders' Caucus**  
**March 6 and 7, 2025**  
**Westin Hotel, 10135-100 Street NW, Edmonton**  
\*Subject to Change\*

Thursday, March 6	
8:30 a.m.	Registration and Breakfast/CAO Breakfast
9:30 a.m.	President's Opening Remarks and Transition from President's Summit
9:45 a.m.	Minister of Municipal Affairs' Remarks
10:00 a.m.	Update from Federation of Canadian Municipalities
10:05 a.m.	Break
10:20 a.m.	Plenary Session on Water
11:20 a.m.	Plenary Session on Resources for Municipal Election
11:50 a.m.	Opposition Leader's Remarks
12:00 p.m.	Lunch
1:00 p.m.	Municipal Breakout Sessions: <ul style="list-style-type: none"> <li>• Cities</li> <li>• Towns</li> <li>• Villages &amp; Summer Villages - (healthcare to be one topic among other interactive discussions)</li> </ul>
2:20 p.m.	Premier's Remarks
2:35 p.m.	Ministers Dialogue Session I
3:35 p.m.	Break
3:45 p.m.	Ministers Dialogue Session II
4:45 p.m.	Closing Remarks
5:00 - 6:30 p.m.	Ministers' Reception sponsored by RMRF

Friday, March 7	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	Plenary Session on Municipal Finance Research Project
9:25 a.m.	Plenary Session on Resolutions
9:50 a.m.	Requests for Decision
10:05 a.m.	President's Report and Update from AMSC
10:30 a.m.	Break
10:45 a.m.	Plenary Session on Policing
11:45 a.m.	Closing Remarks and Lunch to Go



## CHIEF ADMINISTRATIVE OFFICER REPORT

JANUARY 20, 2025

### MEETINGS & EVENTS

- **Seniors Lunch**
  - A seniors lunch and carol singing was hosted at the Seniors Centre on Wednesday December 18<sup>th</sup>, 2024 at 11:30am and was very well received by the community. The group of individuals who organized the luncheon intend to host another this month with a soup theme and then on a regular basis moving forward.
  - My understanding is that the group of ladies was hopeful that Council would waive the fee for the rental of the building for this purpose, however, administration would caution against this. As a means of being fair and equitable, it is important that we treat all residents equally. If we reduce the rate for this group, we would be setting a precedent and risk receiving more requests for the waiver of the rental fees moving forward. Administration has always recommended that we be consistent in our approach, in that, what we do for one group we should do for all groups. Ultimately, the waiver of the rental fee would need to be made via Council motion.
  
- **Regional CAO Meeting**
  - Administration will be attending a regional CAO meeting at the City of Lloydminster on January 29<sup>th</sup>, 2025 at 10am.
  
- **Auditors**
  - Metrix Group LLP will be on site on January 22<sup>nd</sup>, 2025 to perform audit testing in advance of our February 10<sup>th</sup> audit.
  
- **Agricultural Society**
  - Meeting has been scheduled for February 5<sup>th</sup>, 2025 at 9:30am to review our agreements for the hall, arena and curling rink.
  - Due to our \$150,000 contribution, the task force has graciously offered to display our logo on the glass advertisement space in the arena. Administration shall forward a copy of our logo and the AG society will cover the cost of the vinyl and installation.
  
- **Alberta Municipalities Spring Leaders Caucus**
  - The event is being held in Edmonton at the Westin hotel on March 6<sup>th</sup> and 7<sup>th</sup>, 2025. The agenda has been attached hereto for reference. I have booked administration for this caucus as well as an additional room for a

member of Council to attend, if desired. Travel would be on March 5<sup>th</sup> for two nights, returning Friday March 7<sup>th</sup> in the afternoon.

- **Holiday Lights Contest**

- The winners for the 2024 Holiday Lights contest were contacted and publicly announced on Facebook January 15<sup>th</sup>, 2025. Prizes have been awarded from local businesses in the form of gift cards.
  - 1<sup>st</sup> prize – Stieb Family
  - 2<sup>nd</sup> prize – Maurer Family
  - 3<sup>rd</sup> prize – Quist Family

## PROJECT UPDATES

- **Basketball and Pickleball Court**

- All equipment has arrived at our shop for installation this spring.

- **Area Structure Plan**

- Billboard is scheduled for installation January 22<sup>nd</sup>, 2025.
- Project completion date of December 31<sup>st</sup>, 2025 was met and financial reporting will take place before the February deadline.

- **LGFF Capital Funding**

- All requirements have been met but we have still not received our \$296,000 allocation for 2024. I have touched base with municipal affairs and have been assured we are in the queue for payment.

## POLICIES & BYLAWS

- **Taxes**

- 44 reminders went out to residents with 2024 or prior year tax arrears on January 16<sup>th</sup>, 2025.

- **Utility Installment Payment Plan**

- Submissions continue to be received at the administrative office for our utility payment plan as well as additional registrations with our tax payment plan. Enrollment assists in the timely collection of accounts.

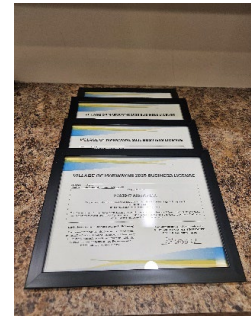
- **Animal Control**

- Bylaw continues to investigate complaints regarding animals within the boundary of the Village of Marwayne. Fines continue to be issued as required.



- **Business Licenses**

- Business license invoices have been circulated and administration created a new template for business licenses. The licenses were provided in a frame to our business owners so that they may display them proudly in their storefronts.



## PERSONNEL

- Staff performance evaluations were completed and a staff meeting was held on January 15<sup>th</sup>, 2025. Staff thanked Council for the 3% COLA increase.
- We have applied for a summer student through the Canada Summer Jobs program which had a deadline of December 19<sup>th</sup>, 2024.

## OTHER

- Water and Wastewater Reports have been submitted to Alberta Environment and Parks as well as through the Effluent Regulatory Reporting Information System in advance of the February 2025 deadlines.

**VILLAGE OF MARWAYNE**

**Cheque Register-Summary-Bank**



**AP5090**

**Date :** Jan 16, 2025

**Page :** 1

**Time :** 5:09 pm

**Supplier :** 10 To ZARC

**Cheque Dt. :** 16-Dec-2024 To 20-Jan-2025

**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
00005-0001	27-Dec-2024	AISL	AMSC Insurance Services Ltd	Cleared	88	T	2,252.10
00005-0002	27-Dec-2024	ASC	AMSC Insurance Services Ltd	Cleared	88	T	518.73
00005-0003	27-Dec-2024	COOP	Federated Co-Operatives Limited	Cleared	88	T	569.89
00005-0004	27-Dec-2024	MCSNE	MCSNet-Lemalu Holdings Ltd.	Cleared	88	T	73.40
00006-0001	17-Jan-2025	ACE	ACE	Issued	1	T	10,586.50
00006-0002	17-Jan-2025	ASC3	Alberta Municipalities Strength in Members	Issued	1	T	7,936.95
00006-0003	17-Jan-2025	COOP	Federated Co-Operatives Limited	Issued	1	T	1,879.96
00006-0004	17-Jan-2025	NIESM	Michael Niesen - Village of Marwayne Enforceme	Issued	1	T	686.33
00006-0005	17-Jan-2025	RICCA	NextGen Automation	Issued	1	T	346.42
00006-0006	17-Jan-2025	WAGL	Wainwright Assessment Group Ltd	Issued	1	T	773.85
5155	23-Dec-2024	10032	Receiver General For Canada	Issued	85	C	9,093.25
5156	23-Dec-2024	10099	Village of Marwayne Library Board	Issued	85	C	1,534.10
5157	23-Dec-2024	10113	TELUS	Cleared	85	C	291.92
5158	23-Dec-2024	PATLAW	Patriot Law	Cleared	85	C	3,729.60
5159	23-Dec-2024	SABRIN	Sabrina Schliemann	Cleared	85	C	80.00
5160	16-Jan-2025	10	Tannas Bros. Hardware Ltd	Issued	3	C	254.50
5161	16-Jan-2025	10001	Gas Utility CVR	Issued	3	C	1,151.35
5162	16-Jan-2025	KMI	Ketchum Manufacturing Inc	Issued	3	C	185.45
5163	16-Jan-2025	LUNPL	LUNKERS PLUMBING Inc.	Issued	3	C	288.75
5164	16-Jan-2025	SHAHAR	Harrower, Shannon	Issued	3	C	205.49
5165	16-Jan-2025	SRSL2	Saunders Repair Service Ltd.	Issued	3	C	9,108.75
5166	16-Jan-2025	TFCHI	Time for a Change Home Improvement Ltd	Issued	3	C	1,417.50
5167	16-Jan-2025	10015	Northern Lights Library System	Issued	4	C	3,314.82
5168	16-Jan-2025	10113	TELUS	Issued	4	C	594.93
5169	16-Jan-2025	CAMA	Canadian Association of Municipal Administrators	Issued	4	C	336.00
5170	16-Jan-2025	EC9CA	East Central 911 Call Answer Society	Issued	4	C	4,608.00
5171	16-Jan-2025	GER	Go East of Edmonton Regional Tourism Organizæ	Issued	4	C	400.00
5172	16-Jan-2025	GRACA	Grant, Carry	Issued	4	C	105.00
5173	16-Jan-2025	LGAA	Local Government Administration Association of /	Issued	4	C	275.00
5174	16-Jan-2025	SABRIN	Sabrina Schliemann	Issued	4	C	80.00
5175	16-Jan-2025	SRSL2	Saunders Repair Service Ltd.	Issued	4	C	423.95
5176	16-Jan-2025	TAXER	TAXERVICE	Issued	4	C	1,743.00

<b>Total Computer Paid :</b>	<b>39,221.36</b>	<b>Total EFT PAP :</b>	<b>0.00</b>	<b>Total Paid :</b>	<b>64,845.49</b>
<b>Total Manually Paid :</b>	<b>0.00</b>	<b>Total EFT File :</b>	<b>25,624.13</b>		

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

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



MARWAYNE

BR5020

Date : Jan 17, 2025

Page : 1

Time : 7:54 am

Period : 12  
 Year : 2024  
 For Bank : ATB

Statement Date : 31-Dec-2024  
 Sort By : Year and Period

Reference #	Cheque Date	Src	Period	Year	Amount	Description
5133	14-Nov-2024	AP	11	2024	-3638.95	Itron Canada Inc.
5134	14-Nov-2024	AP	11	2024	-630.00	Jo-Al's Septic Tank Service
5136	14-Nov-2024	AP	11	2024	-686.33	Michael Niesen - Village of Marwayne Enforcement Service
5153	11-Dec-2024	AP	12	2024	-300.00	Franklin Ilona
5155	23-Dec-2024	AP	12	2024	-9093.25	Receiver General For Canada
5156	23-Dec-2024	AP	12	2024	-1534.10	Village of Marwayne Library Board
28401	07-Jan-2025	CR	12	2024	6726.56	CR; DEPT:[VILLAGE OFFICE] D#:[284].

<b>Bank Balance Statement</b>	<b>118501.54</b>	<b>as of 31-Dec-2024</b>
<b>Add outstanding deposits</b>	<b>6726.56</b>	<b>(Includes all debits)</b>
<b>Cancelled deposits</b>	<b>0.00</b>	
<b>Less outstanding withdrawals/charges</b>	<b>-15882.63</b>	<b>(Includes all credits)</b>
<b>Cancelled withdrawals/charges</b>	<b>0.00</b>	
<b>Calculated Bank Balance</b>	<b>109345.47</b>	
<b>GL Bank Account Balance</b>	<b>116819.15</b>	<b>as of Period : 12      Year : 2024</b>
<b>Difference</b>	<b>-7473.68</b>	

Adjustments:

PENS cashed cancelled chq 5137 (Sent credit to credit card Jar	376.01
ASC3 (Power) cashed cancelled chq 5127 (Sent EFT Jan 2025	7097.67
<b>Adjusted Balance</b>	<b>0.00</b>

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



UB4110 Page : 28  
 Date : Jan 07, 2025 Time : 2:11 pm

**Report Options**

Customer Selection : All

Calculation Type : All

Batch Number

From : [2025010701]  
 To : [2025010701]

Include Billing Transaction From Transaction Maintenance : No  
 Srv. End Date On/Before : 07-Jan-2025 Final Bills Only : No

Cat	Srv	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	WCOM	Commercial Water	24		24.00	2,470.35	299.00	12.46
01	WINS	Institutional Water	3		3.00	856.20	152.00	50.67
01	WLF	Water Line Fee	251		251.00			
01	WMUN	Municipal Properties	4		4.00		42.00	10.50
01	WPUB	Public Building Water	7		7.00	358.30	18.00	2.57
01	WRES	Residential Water	236		236.00	20,393.74	2,527.00	10.71
02	SCOM	Commercial Sewer	24		24.00	480.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	7		7.00	140.00		
02	SRES	Residential Sewer	236		236.00	4,700.64		
03	GINS	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	236		236.00	6,980.46		
<b>Book 000 Totals :</b>			1034		1,034.00	36,637.69	3,038.00	
<b>Totals</b>			<b>1034</b>		<b>1,034.00</b>	<b>36,637.69</b>	<b>3,038.00</b>	



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>

# 2025

## JANUARY

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## MAY

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## SEPTEMBER

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## NOVEMBER

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## APRIL

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## AUGUST

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## DECEMBER

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28	29	30	31			