



# Village of Marwayne

## Agenda

Regular Village Council Meeting  
Monday, October 25, 2021 @ 7:00 PM  
Horton Agencies Board Room/Zoom Video  
Conferencing

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	Page
1 CALL TO ORDER	
2 NOMINATIONS FOR THE OFFICE OF MAYOR	
3 NOMINATIONS FOR THE OFFICE OF DEPUTY MAYOR	
4 OATH OF OFFICE	
4.1 Mayor	3
4.2 Deputy Mayor	4
4.3 Councillor	5
5 ESTABLISHMENT OF MEETING DATES	
5.1 2022 Regular Village Council Meeting Calendar	6
<p style="text-align: center;"><b>Be it resolved that the 2022 Regular Village Council Meeting Calendar be approved as presented.</b></p>	
6 SUBSISTENCE	
6.1 Mileage Rate and Meal Allowance	7 - 9
<p style="text-align: center;"><b>Be it resolved that the mileage rate for Village of Marwayne business be set to \$0.59 cents per kilometer and that the meal allowance be set to \$60.00 per day (with receipts), in accordance with the rates established by the Government of Canada.</b></p>	
7 COUNCILLOR INDEMNITY	
7.1 Per Diems	
<p style="text-align: center;"><b>Be it resolved that Councillors for the Village of Marwayne receive \$100.00 per meeting attended, \$200.00 per diem for commitments over four (4) hours in length or in instances where the Councillor took time off work, and \$50.00 for speaking and/or special events. Be it further resolved that the Mayor receive an additional \$250.00 annually for the performance of additional duties as required.</b></p>	
8 COMMITTEE APPOINTMENTS	
8.1 Local Representatives for Community Boards and Groups	10 - 11

**Be it resolved that the List of Committee Appointments be approved as amended.**

9 ADJOURNMENT



<b>2021-2025</b>	<b>OATH OF OFFICE</b>
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I, \_\_\_\_\_, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of MAYOR for the Village of Marwayne in the Province of Alberta.

So help me God.

Signature: \_\_\_\_\_

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

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SWORN ON – October 25<sup>th</sup>, 2021 in the presence of Commissioner of Oaths and CAO Shannon Harrower



<b>2021-2025</b>	<b>OATH OF OFFICE</b>
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I, \_\_\_\_\_, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of DEPUTY MAYOR for the Village of Marwayne in the Province of Alberta.

So help me God.

Signature: \_\_\_\_\_

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

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SWORN ON – October 25<sup>th</sup>, 2021 in the presence of Commissioner of Oaths and CAO Shannon Harrower



<b>2021-2025</b>	<b>OATH OF OFFICE</b>
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I, \_\_\_\_\_, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of COUNCILLOR for the Village of Marwayne in the Province of Alberta.

So help me God.

Signature: \_\_\_\_\_

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

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SWORN ON – October 25<sup>th</sup>, 2021 in the presence of Commissioner of Oaths and CAO Shannon Harrower



COUNCIL MEETINGS   
 OFFICED CLOSED (HOLIDAYS)

# 2022

## JANUARY

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

## FEBRUARY

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

## MARCH

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## APRIL

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

## MAY

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JUNE

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

## JULY

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24	25	26	27	28	29	30
31						

## AUGUST

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER

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

## OCTOBER

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER

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

## DECEMBER

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31



**POLICY – HR 07      SUBSISTENCE**

<b>APPROVAL DATE:</b>	2006-11-23	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Administration		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	2018-8-13, 2020-11-09	<b>REVIEW DATE:</b>	2023

**POLICY STATEMENT**

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

**OBJECTIVE**

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

**DEFINITIONS**

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

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

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



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

## GUIDING PRINCIPLES

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

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





- **Kilometers**
  - Reimbursed at the rate established by Council during the annual organizational meeting.
  - Employees are only reimbursed for the distance in kilometers for the most direct route to/from their destination.

**ROLES & RESPONSIBILITIES**

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



**2021-2022**

**COMMITTEE APPOINTMENTS**

## INTERNAL

- **Development Authority**  
Chief Administrative Officer Shannon Harrower
- **Subdivision Authority**  
Jane Dauphinee of Municipal Planning Services
- **Agricultural Society Committee**  
Councillor A. Rainey
- **Economic Development Committee**  
Mayor C. Eikeland and Councillors A. Rainey & R. Mcdonald
- **Intermunicipal Liaison Committee with the County of Vermilion River**  
Mayor C. Eikeland and Councillors A. Rainey & Councillor R. Mcdonald
- **Subdivision and Development Appeal Board**  
Mayor C. Eikeland and Councillor A. Rainey
- **Emergency Management Representative**  
Councillor R. Mcdonald
- **Fire Protection Committee**  
Councillor A. Rainey

## EXTERNAL

- **Pioneer Lodge**  
Councillor A. Rainey
- **Northeast Alberta HUB**  
Mayor C. Eikeland
- **Northern Lights Library System**  
Councillor A. Rainey



**2021-2022**

## **COMMITTEE APPOINTMENTS**

- **Marwayne Public Library**

Mayor C. Eikeland

- **Vermilion River Regional Waste Management Services Commission**

Councillor R. McDonald

- **Vermilion River Regional Alliance**

Mayor C. Eikeland and Deputy Mayor C. Neureuter

- **East Central 9-1-1 Call Answer Society**

Deputy Mayor C. Neureuter

- **Community Futures Lloydminster**

Councillor R. McDonald

- **Alberta Central East (ACE) Representative**

Councillor R. McDonald

- **Go East of Edmonton**

Councillor R. McDonald

- **Vermilion River Watershed Alliance**

Councillor R. McDonald

- **Lloydminster Regional Housing Group**

Councillor R. McDonald