



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, November 20, 2023 @ 7:00 PM
ATB Financial Boardroom

	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 November 20th 2023 Regular Village Council Meeting	
Be it resolved that the November 20th, 2023 Regular Village Council Meeting Agenda be approved as presented.	
4 ADOPTION OF MINUTES	
4.1 October 23rd, 2023 Organizational Meeting Minutes	4 - 6
Be it resolved that the October 23rd, 2023 Organizational Meeting Minutes be approved as presented.	
4.2 October 23rd, 2023 Regular Village Council Meeting Minutes	7 - 9
Be it resolved that the October 23rd, 2023 Regular Village Council Meeting Minutes be approved as presented.	
5 DELEGATIONS/PUBLIC HEARINGS	
5.1 7:00 PM Cpl. Brian Weisbrod on behalf of the Kitscoty RCMP Detachment	10 - 19
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1 Public Works Foreman Report	20
Be it resolved that the Public Works Foreman Report be received as information.	
6.2 Regional Water Operator Report	21
Be it resolved that the Regional Water Operator Report be received as information.	
7 KEY STRATEGY: SAFE & CARING COMMUNITY	
7.1 Northern and Regional Economic Development Program	22 - 46
Be it resolved that the Village of Marwayne submit an application to the	

Northern and Regional Economic Development Program for the purposes of revitalizing our downtown core through the redevelopment and renovation of underutilized buildings on Centre Street.

8 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

8.1 2024 Interim Operational and Capital Budgets

Be it resolved that the 2024 Interim Operational and Capital Budgets be approved as presented.

9 KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

9.1 2023-2024 Tax Recovery

Be it resolved that the terms and conditions be approved as presented.

Be it resolved that the reserve bid for Lot 9 Block 8 Plan 56HW be set at \$ _____.

Be it resolved that the public auction for Lot 9 Block 8 Plan 56HW be scheduled for February 12th, 2023 at 7:00PM at the Village of Marwayne administration office in the ATB Boardroom.

10 ADMINISTRATIVE REPORTS

10.1 Councillor Reports 47 - 49

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

10.2 Chief Administrative Officer Report 50 - 51

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

11 FINANCIAL

11.1 Cheque Distribution Report 52 - 53

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 54

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

11.3 Monthly Utility Bill Report 55

Be it resolved that the October 2023 Monthly Utility Bill Report be

received as information.

12 CORRESPONDENCE

13 CONFIDENTIAL

13.1 FOIP Section 17 (1) Legal - Advice from Officials

14 SETTING OF THE NEXT MEETING

14.1 December 11th, 2023 at the ATB Financial Boardroom

15 ADJOURNMENT



210 2nd Avenue South, Box 113
Marwayne AB T0B 2X0
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**Minutes of the Organizational Meeting of the Council of the Village of
Marwayne**

In the Province of Alberta, held on Monday October 23rd, 2023
Commencing at 7:00 PM at the ATB Financial Boardroom

PRESENT

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

1. CALL TO ORDER

Chief Administrative Officer (CAO) S. Harrower called the October 23rd, 2023
Village of Marwayne Organizational Meeting to order at 7:00 p.m.

2. NOMINATIONS FOR POSITION OF MAYOR

Chief Administrative Officer S. Harrower called for nominations for the Office
of Mayor.

Councillor A. Rainey nominated Councillor C. Neureuter for the 2023-2024
term.

Chief Administrative Officer S. Harrower called a second time for nominations
for the Office of Mayor.

Chief Administrative Officer S. Harrower called a third time for nominations for
the Office of Mayor.

As no further nominations were forthcoming, Chief Administrative Officer S.
Harrower declared nominations for the Office of Mayor closed.

Councillor C. Neureuter was declared Mayor by acclamation for the 2023-
2024 term.

3. NOMINATIONS FOR POSITION OF DEPUTY MAYOR

Chief Administrative Officer S. Harrower called for nominations for the Office
of Deputy Mayor.

Councillor A. Rainey nominated Councillor R. Parkyn for the 2023-2024 term.

Chief Administrative Officer S. Harrower called a second time for nominations
for the Office of Deputy Mayor.

Chief Administrative Officer S. Harrower called a third time for nominations for
the Office of Deputy Mayor.

As no further nominations were forthcoming, Chief Administrative Officer S.
Harrower declared nominations for the Office of Deputy Mayor closed.

Councillor R. Parkyn was declared Deputy Mayor by acclamation for the
2023-2024 term.



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4. OATH OF OFFICE

Councillor R. Parkyn subscribed to the Oath of Office before Chief Administrative Officer S. Harrower, a Commissioner of Oaths in the Province of Alberta.

5. ESTABLISHMENT OF MEETING DATES

2024 Regular Village Council Meeting Calendar

2023-10-01-ORG

Moved By Councillor A. Rainey

Be it resolved that the 2024 Regular Village Council Meeting Calendar be approved as presented.

CARRIED

6. SUBSISTENCE

Mileage Rate and Meal Allowance

2023-10-02-ORG

Moved By Councillor A. Rainey

Be it resolved that the mileage rate for conducting Village of Marwayne business be set to \$0.68 per kilometer and that the meal allowance be set to \$75.00 per day with receipts, in accordance with the rates established by the Government of Canada.

CARRIED

7. COUNCILLOR INDEMNITY

Per Diems

2023-10-03-ORG

Moved By Deputy Mayor R. McDonald

Be it resolved that Councillors for the Village of Marwayne receive \$150.00 per meeting attended, \$250.00 per diem for commitments over four (4) hours in length or in instances where the Councillor took time off work, and \$75.00 for speaking and/or special events. Be it further resolved that the Mayor receive an additional \$300.00 annually for the performance of additional duties as required.

CARRIED

8. COMMITTEE APPOINTMENTS

Local Representatives for Community Boards and Groups

2023-10-04-ORG

Moved By Councillor A. Rainey

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

CARRIED



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9. ADJOURNMENT

Being that the October 23rd, 2023 Organizational Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 7:26 p.m.

Approved this 20th day of November 2023.

Chris Neureuter, Mayor

Shannon Harrower, CAO



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

In the Province of Alberta, held on Monday October 23rd, 2023
Commencing at 7:00 PM in the ATB Financial Boardroom

PRESENT

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

1. CALL TO ORDER

Mayor C. Neureuter called the October 23rd, 2023 Village of Marwayne Council Meeting to order at 7:27 p.m. with all members in attendance.

2. ADOPTION OF AGENDA

October 23rd, 2023 Council Meeting Agenda

2023-10-01

Moved By Deputy Mayor A. Rainey

Be it resolved that the October 23rd, 2023 Village Council Meeting Agenda be approved with the following addition as presented:

- Trees in the back alley by the Public Works Shop

CARRIED

3. ADOPTION OF MINUTES

September 18th, 2023 Regular Council Meeting Minutes

2023-10-02

Moved By Councillor R. Parkyn

Be it resolved that the September 18th, 2023 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Public Works Foreman Report

2023-10-03

Moved By Deputy Mayor A. Rainey

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

CARRIED

Regional Water Operator Report

2023-10-04

Moved By Councillor R. Parkyn

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

CARRIED



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5. KEY STRATEGY: SAFE AND CARING COMMUNITY

Family and Community Support Services 2024 Allocations

2023-10-05

Moved By Deputy Mayor A. Rainey

Be it resolved that the 2024 Family and Community Support Services Allocations be approved as follows:

- Buffalo Trail Public School Liaison \$2500.00
- Catholic Social Services \$200.00
- Vermilion and Area Brighter Beginnings \$1000.00
- Marwayne Lil Critters Playschool \$5000.00
- Volunteer Fire Department \$1000.00
- VIBE \$2200.00
- Vermilion Senior Support \$500.00
- Pioneer Lodge \$2000.00
- Lloydminster Sexual Assault Services \$300.00
- Kitscoty Public Library \$300.00

CARRIED

6. ADMINISTRATIVE REPORTS

Councillor Reports

2023-10-06

Moved By Deputy Mayor R. Parkyn

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

CARRIED

Chief Administrative Officer Report

2023-10-07

Moved By Deputy Mayor A. Rainey

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

CARRIED

7. FINANCIAL

Monthly Financial Report

2023-10-08

Moved By Deputy Mayor A. Rainey

Be it resolved that the October 2023 Monthly Financial Report be received as information.

CARRIED

Cheque Distribution Report

2023-10-09

Moved By Councillor A. Rainey

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

CARRIED



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Bank Reconciliation Report

2023-10-10

Moved By Deputy Mayor A. Rainey

Be it resolved that the August and September 2023 Bank Reconciliation Report be received as information.

CARRIED

Monthly Utility Bill Report

2023-10-11

Moved By Councillor R. Parkyn

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

CARRIED

8. CLOSED SESSION - CONFIDENTIAL

CLOSED SESSION – FOIP SECTION 17 (1) – ADVICE FROM OFFICIALS

2023-10-12

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne move into a closed session at 8:04 p.m. with all members in attendance.

CARRIED

2023-10-13

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne revert to an open session at 8:30 p.m. with all members in attendance.

CARRIED

9. ADJOURNMENT

Being that the October 23rd, 2023 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:31 p.m.

Approved this 23rd day of October 2023.

Chris Neureuter, Mayor

Shannon Harrower, CAO



November 14, 2023

Cpl. Brian Weisbrod
Acting Detachment Commander
Kitscoty, Alberta

Dear Mayor Neureuter,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Kitscoty Detachment.

This quarter I want to update you on the status of the Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of the BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

A handwritten signature in blue ink that reads 'Brian Weisbrod'. The signature is fluid and cursive, with the first name 'Brian' being larger and more prominent than the last name 'Weisbrod'.

Cpl. Brian Weisbrod
Acting Detachment Commander
Kitscoty RCMP Detachment



RCMP Provincial Policing Report

Detachment	Kitscoty
Detachment Commander	Cpl. Brian Weisbrod
Quarter	Q2
Date of Report	2023-11-13

Community Consultations

Date	2023-07-18
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Attended Marwayne council meeting. Discussed rural crime the detachment has been facing as a whole vs issues specific to Marwayne.

Date	2023-08-22
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Attended the Marwayne Council meeting to present Quarter 1 report.

Date	2023-08-29
Meeting Type	Community Connection
Topics Discussed	Regular reporting information sharing
Notes/Comments	Set up a come and go town hall / recruiting drive at the outdoor farmers market in Kitscoty.



Date	2023-09-19
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Attended the Kitscoty Council meeting to present the quarterly report and speak to the detachments progress in the APP.

Date	2023-09-25
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting information sharing
Notes/Comments	Attended the Paradise Valley Council meeting to present the quarterly report and speak to the detachments progress in the APP. Also spoke to the pre charges assessment process and how the detachment is now dealing with the laying of charges.



Community Priorities

Priority 1	Crime Reduction - Property Crime
Current Status & Results	<p>To date (2023-09-26) there have been 45 curfew checks on offenders located in our area this quarter. 1 incident where an individual was charged with failure to comply. Another check is currently under investigation for a breach and waiting for a response from Probation to determine if permission was obtained. There have been 3 offenders that have either relocated or were given jail time for their offences and are no longer residing in our area. There are 2 offenders that completed their period of conditions and have ended their court imposed conditions.</p> <p>The number of checks on offenders residing in our area are seemingly keeping offenders from committing more offenses while on release at this time. The goal of 100 checks is well underway and likely to be met. If the number of offenders in the area (5) stays at this number, it is likely the goal will not only be met, but exceeded.</p>
Priority 2	Communicate effectively
Current Status & Results	<p>Community interactions has increased since last quarter. This will continue to increase with school back in session. 1 town hall has occurred and another will be scheduled for sometime this winter.</p> <p>RCW fanouts have not been taking place as planned. This is due in part to not having anyone at the detachment with access. Currently we are only able to send out alerts through an RCW member with access. For this reason the monthly updates have not been occurring. Media releases is an area for improvement. More efforts will be made to showcase the arrests made by the detachment rather than charges laid due to the new pre-charge assessment process.</p>
Priority 3	Enhance Road Safety
Current Status & Results	<p>Tickets and warnings have seen a sharp increase from last quarter. The target goal will be exceeded by next quarter which is good. Target goals for next year will have to be re-evaluated and increased.</p>



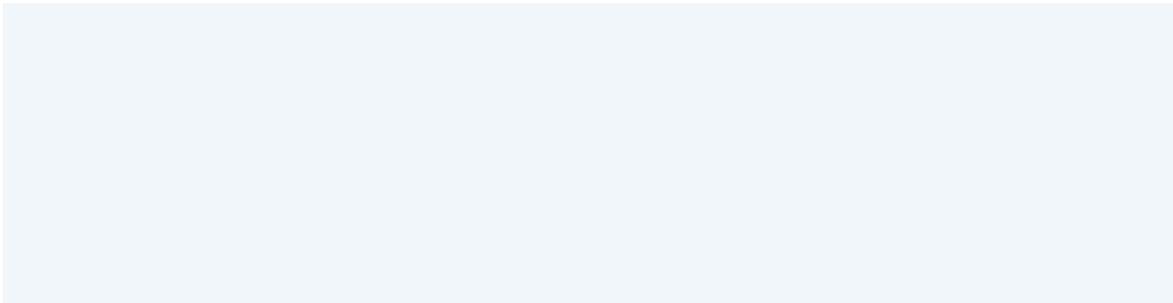
Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	167	131	-22%	474	553	17%
<i>Persons Crime</i>	26	24	-8%	95	102	7%
<i>Property Crime</i>	105	86	-18%	297	356	20%
<i>Other Criminal Code</i>	36	21	-42%	82	95	16%
Traffic Offences						
<i>Criminal Code Traffic</i>	9	11	22%	39	39	0%
<i>Provincial Code Traffic</i>	414	282	-32%	1,341	1,262	-6%
<i>Other Traffic</i>	3	2	-33%	17	11	-35%
CDSA Offences	1	2	100%	4	5	25%
Other Federal Acts	1	5	400%	4	7	75%
Other Provincial Acts	46	38	-17%	174	181	4%
Municipal By-Laws	2	7	250%	7	12	71%
Motor Vehicle Collisions	46	44	-4%	204	261	28%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	8	7	0	1
Detachment Support	2	2	0	0

² Data extracted on September 30, 2023 and is subject to change.
³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the eight established positions, seven officers are currently working with none on special leave. There is one hard vacancy at this time. The process to identify a new Sergeant Detachment Commander is currently at the selection stage.

Detachment Support: Of the two established positions, two resources are currently working. There are no hard vacancies at this time.

Quarterly Financial Drivers





**Kitscoty Provincial Detachment
Crime Statistics (Actual)
Q2: July to September 2019 - 2023**

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

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	2	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	1	0	N/A	-100%	0.1
Other Sexual Offences		1	1	1	0	2	100%	N/A	0.1
Assault		9	10	12	15	13	44%	-13%	1.3
Kidnapping/Hostage/Abduction		1	2	0	1	0	-100%	-100%	-0.3
Extortion		1	1	0	0	0	-100%	N/A	-0.3
Criminal Harassment		3	3	8	4	7	133%	75%	0.9
Uttering Threats		2	5	3	5	2	0%	-60%	0.0
TOTAL PERSONS		17	22	26	26	24	41%	-8%	1.8
Break & Enter		55	24	15	17	14	-75%	-18%	-8.9
Theft of Motor Vehicle		39	27	27	18	16	-59%	-11%	-5.5
Theft Over \$5,000		8	13	7	9	1	-88%	-89%	-1.8
Theft Under \$5,000		43	28	17	21	18	-58%	-14%	-5.7
Possn Stn Goods		2	10	4	10	4	100%	-60%	0.4
Fraud		4	4	8	9	12	200%	33%	2.1
Arson		3	1	1	1	2	-33%	100%	-0.2
Mischief - Damage To Property		12	20	9	17	14	17%	-18%	0.1
Mischief - Other		8	2	2	3	5	-38%	67%	-0.5
TOTAL PROPERTY		174	129	90	105	86	-51%	-18%	-20.0
Offensive Weapons		0	0	0	0	0	N/A	N/A	0.0
Disturbing the peace		2	1	4	3	3	50%	0%	0.4
Fail to Comply & Breaches		7	17	10	27	15	114%	-44%	2.6
OTHER CRIMINAL CODE		2	4	8	6	3	50%	-50%	0.4
TOTAL OTHER CRIMINAL CODE		11	22	22	36	21	91%	-42%	3.4
TOTAL CRIMINAL CODE		202	173	138	167	131	-35%	-22%	-14.8

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Kitscoty Provincial Detachment

Crime Statistics (Actual)

Q2: July to September 2019 - 2023

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

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	2	1	1	1	N/A	0%	0.1
Drug Enforcement - Trafficking		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		0	3	1	1	2	N/A	100%	0.2
Cannabis Enforcement		0	0	0	0	2	N/A	N/A	0.4
Federal - General		1	4	0	0	1	0%	N/A	-0.4
TOTAL FEDERAL		1	7	1	1	5	400%	400%	0.2
Liquor Act		0	0	2	2	5	N/A	150%	1.2
Cannabis Act		0	0	0	0	2	N/A	N/A	0.4
Mental Health Act		4	12	11	6	8	100%	33%	0.2
Other Provincial Stats		35	40	38	38	23	-34%	-39%	-2.6
Total Provincial Stats		39	52	51	46	38	-3%	-17%	-0.8
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		1	5	3	2	7	600%	250%	0.9
Total Municipal		2	5	3	2	7	250%	250%	0.7
Fatals		0	1	1	0	1	N/A	N/A	0.1
Injury MVC		6	9	9	5	7	17%	40%	-0.2
Property Damage MVC (Reportable)		34	26	35	30	32	-6%	7%	0.0
Property Damage MVC (Non Reportable)		0	0	5	11	4	N/A	-64%	1.9
TOTAL MVC		40	36	50	46	44	10%	-4%	1.8
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		160	355	391	414	282	76%	-32%	30.3
Other Traffic		2	4	1	3	2	0%	-33%	-0.1
Criminal Code Traffic		9	11	8	9	11	22%	22%	0.2
Common Police Activities									
False Alarms		25	16	17	10	3	-88%	-70%	-5.0
False/Abandoned 911 Call and 911 Act		7	7	11	5	9	29%	80%	0.2
Suspicious Person/Vehicle/Property		53	53	27	15	28	-47%	87%	-8.8
Persons Reported Missing		2	4	1	3	1	-50%	-67%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		10	15	10	11	21	110%	91%	1.8
Form 10 (MHA) (Reported)		0	1	0	0	0	N/A	N/A	-0.1

**Village of Marwayne - Kitscoty Detachment
Crime Statistics (Actual)
January to September: 2020 - 2023**

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

Friday, October 13, 2023

CATEGORY	Trend	2020	2021	2022	2023	% Change 2020 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	0	-100%	N/A	-0.3
Robbery		0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	1	0	N/A	-100%	0.0
Other Sexual Offences		0	0	0	0	N/A	N/A	0.0
Assault		1	3	4	4	300%	0%	1.0
Kidnapping/Hostage/Abduction		0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	2	8	1	0%	-88%	0.6
Uttering Threats		3	2	7	0	-100%	-100%	-0.4
TOTAL PERSONS		6	8	21	5	-17%	-76%	1.0
Break & Enter		5	2	3	1	-80%	-67%	-1.1
Theft of Motor Vehicle		4	8	6	0	-100%	-100%	-1.4
Theft Over \$5,000		0	1	0	0	N/A	N/A	-0.1
Theft Under \$5,000		8	2	4	4	-50%	0%	-1.0
Possn Stn Goods		0	0	1	0	N/A	-100%	0.1
Fraud		2	1	4	1	-50%	-75%	0.0
Arson		0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		6	3	5	3	-50%	-40%	-0.7
Mischief - Other		4	3	1	1	-75%	0%	-1.1
TOTAL PROPERTY		29	20	24	10	-66%	-58%	-5.3
Offensive Weapons		0	3	1	0	N/A	-100%	-0.2
Disturbing the peace		0	0	0	3	N/A	N/A	0.9
Fail to Comply & Breaches		1	1	0	0	-100%	N/A	-0.4
OTHER CRIMINAL CODE		0	1	0	1	N/A	N/A	0.2
TOTAL OTHER CRIMINAL CODE		1	5	1	4	300%	300%	0.5
TOTAL CRIMINAL CODE		36	33	46	19	-47%	-59%	-3.8

Village of Marwayne - Kitscoty Detachment Crime Statistics (Actual) January to September: 2020 - 2023

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

Friday, October 13, 2023

CATEGORY	Trend	2020	2021	2022	2023	% Change 2020 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	0	N/A	N/A	0.0
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	0	N/A	N/A	0.0
TOTAL FEDERAL		0	0	0	0	N/A	N/A	0.0
Liquor Act		N/A	1	2	1	N/A	-50%	0.0
Cannabis Act		N/A	0	0	0	N/A	N/A	0.0
Mental Health Act		N/A	1	4	0	N/A	-100%	-0.5
Other Provincial Stats		N/A	6	11	5	N/A	-55%	-0.5
Total Provincial Stats		N/A	8	17	6	N/A	-65%	-1.0
Municipal By-laws Traffic		N/A	0	0	0	N/A	N/A	0.0
Municipal By-laws		N/A	2	0	1	N/A	N/A	-0.5
Total Municipal		N/A	2	0	1	N/A	N/A	-0.5
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	0	0	N/A	N/A	0.0
Property Damage MVC (Reportable)		N/A	3	3	2	N/A	-33%	-0.5
Property Damage MVC (Non Reportable)		N/A	1	0	0	N/A	N/A	-0.5
TOTAL MVC		N/A	4	3	2	N/A	-33%	-1.0
Roadside Suspension - Alcohol (Prov)		N/A	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		N/A	0	0	0	N/A	N/A	0.0
Provincial Traffic		N/A	12	16	8	N/A	-50%	-2.0
Other Traffic		N/A	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		0	0	1	0	N/A	-100%	0.1
Common Police Activities								
False Alarms		N/A	0	3	1	N/A	-67%	0.5
False/Abandoned 911 Call and 911 Act		N/A	0	1	1	N/A	0%	0.5
Suspicious Person/Vehicle/Property		N/A	5	3	1	N/A	-67%	-2.0
Persons Reported Missing		N/A	0	0	0	N/A	N/A	0.0
Search Warrants		N/A	N/A	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		N/A	N/A	8	3	N/A	-63%	-5.0
Form 10 (MHA) (Reported)		N/A	N/A	0	0	N/A	N/A	0.0



NOVEMBER 2020 PUBLIC WORKS FOREMAN REPORT

Task	Completed (Yes/No) & Date	Notes
Check & Grade Back Alleys	good	
Shovel Municipal Sidewalks (After Each Snow)	OK	
Get Christmas Lights/Snowman Ready & Call Contractor to put up in late November	done.	
Make sure timer at Welcome Triangle is adjusted from time change	OK	
"Dipping" Water Wells (Pumping & Non Pumping)	done.	
Lagoon Inspection & Rotation	good	
Visual Street Sign Inspections & HWY 897 Signs (Noted in Writing in your Book)	all time.	
Make List of Things Needed for Next Year		
Hazard Assessment & Risk Management	OK	
Check Fire Extinguishers (1 Office, 3 Shop, Vehicles, 2 Water Treatment Plant, 1 Fire Hall, 1 Lift Station, 2 Well House & 1 Clinic)	Nov 14 done	
Complete Annual Water Tests/Check with Carry		
Check First Aid Kit for Sticker (Office, Shop, Vehicles and Water Treatment Plant)	good	

Submitted by: WJ

Date: 15 Nov



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

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

marwayne.ca

Regional Operator report

October 2023

Common information:

Monthly reports up to date.

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

Kitscoty operator training ongoing.

Regional operator scheduled to attend Awwoa Water Week training in November.

Regional operator scheduled annual vacation Nov 8 - 9, 2023

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

Associated Engineering is looking for access to the ERIS data base.

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

Lagoon discharges will have to be done in November.

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

Marwayne:

Data for September 2023 was electronically submitted on AEP site.

All hydrants pumped and ready for winter.

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

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

A couple of problem valves need some attention. Rusway to dig soon.

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

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

Xylem will be scheduled to come in and get the new pump running but not service lift station pumps this year.

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

The distribution meter at the plant gave us a bit of trouble but seems to be fine now. Bi systems was in to check it.

Marwayne lift station second pump still with Xylem. New pump was picked up and is in Marwayne.

Lagoon fall discharge started on Oct. 31, 2023



2nd of November 2023

Shannon Harrower
 CAO
 Village of Marwayne
 210 – 2nd Avenue South
 Marwayne, AB T0B 2X0

RE: IDEAS FOR DOWNTOWN FAÇADE IMPROVEMENT PROGRAM

Dear Ms. Harrower,

PROJECT UNDERSTANDING

We understand the Village is seeking support for provincial funding on enabling façade improvements to the buildings in the downtown that will further enhance the identity and uniqueness of the community experience to attract people to the Village. These improvements would further support and enhance the Village’s past streetscape work in creating an attractive place where people want to live, work, play, visit and invest. As part of this funding application, you are seeking our services to provide support to downtown businesses on illustrating the simple facade improvements that could be carried out to the existing buildings to enhance the vibrancy and attractiveness of the downtown. These measures may include: paint, adding varying materiality, trim, canopies etc. This proposal relates to creating a façade master plan to help guide owners on the improvements that could be made when seeking funding from the Village for carrying out the improvements. The final deliverable will be to provide a collage of the building elevations as they exist today followed by what it could look like if the suggested improvements were realized, with changes to tactile elements, painting and/or adding canopies. A document with the overall street façade improvements along with a more detailed element for each building would be created.

PROJECT TEAM

The V3 project team and their respective roles will include the following:

Person	Roles
Nick Pryce, RPP, MCIP	V3 project manager who will be responsible for managing the project and develop the ideas with the team on proposed façade improvements that are in keeping with the village character.
Elisa Stamatakis, RPP, MCIP	Will provide support to Nick and coordinate the development of the final illustrations.
Nicole Cronkhite, Planner	Will be responsible for developing the graphics of the façade improvements.

WORK PLAN

The following outlines the proposed work plan for the project with supported clear deliverables upon which the budget has been established:

Phase 1: Initiate		
Task	Description	Deliverable(s)
1.1 Kick-off Meeting and Site Walk about and photos	To kick-off this project, we are proposing to meet in Marwayne. This meeting will involve a walk down main street and taking photographs along the full street that will be connected together to provide a montage of each side of the street. We will also look at the existing facades of the existing buildings to better understand their condition and materiality.	<ul style="list-style-type: none"> - One (1) site visit and kick off meeting (in person). - Recording of site visit and stitching together photographs taken of building facades.
1.2 Development of façade improvements	Taking the pictures gathered at the kick off meeting, we will proceed to craft concepts for the façade improvements along with the nature of the materiality that may be applied e.g., paint/canopies maybe windows etc. These materials will be reflected on the façade of each building. The recommended changes will be in keeping with the character of the community while creating interest and uniqueness to draw people’s attention. The focus will also being budget conscious.	<ul style="list-style-type: none"> - Picture elevation of each façade improvement and detail of what materials or paint are recommended. - Picture elevation of entire street on one side of façade improvements.
1.3 Business Owners Engagement/Information Session	Following the development of the proposed façade improvements, we recommend presenting the proposed concepts and explaining how each business owner can apply for funding to carry out the improvements.	<ul style="list-style-type: none"> - Prepare for engagement with business owners. - Attend one (1) presentation session for business owners (in person). - One (1) post debrief with client on potential changes (virtual).
1.4 Refinements to plan and cost estimates	<p>Feedback obtained may lead to some minor changes to the façade design. It is at this stage we will also work with the Village in obtaining cost estimates from contractors in the area regarding estimated costs to carry out the improvements. This will be done in two ways:</p> <ol style="list-style-type: none"> 1. Cost based on individuals sites. 2. Cost if all done as part of one contract. <p>The latter option may save on overall costs but will be dependent on acceptance by property owners.</p>	<ul style="list-style-type: none"> - Minor changes to façade program. - Obtaining of cost estimates from local contractors. - Finalizing report.

1.5 Present to Council	Following the completion of the downtown revitalization report, we will prepare to present to Council for acceptance to proceed with implementation.	<ul style="list-style-type: none"> - Prepare for presentation to Council (in person). - One (1) presentation to Council. - Project debrief.
------------------------	--	--

PROPOSED COST

The following is a breakdown of the proposed estimated costs related.

Tasks	Estimated Cost (excludes taxes)	Form of Contract
1.1 Kick off meeting	\$3,330.00	Fixed Fee
1.2 Development of Façade Improvements	\$3,800.00	Fixed Fee
1.3 Business Owners Engagement/Information Session	\$4,500.00	Hourly with max
1.4 Refinements to plan and cost estimates	\$4,105.00	Hourly with max
1.5 Present to Council	\$3,190.00	Fixed fee
Total estimated cost (excluding taxes):	\$18,925.00	

CONCLUSION

We appreciate the opportunity to present this proposal and look forward to working with the Village on this exciting initiative. Attached to this proposal are V3’s General Terms and Conditions including our Extent of Agreement. If acceptable, please sign and return and we will begin working with you on a schedule etc.

Sincerely,
V3 Companies of Canada, Ltd.

Accepted For:
Client



Nick Pryce, RPP, MCIP.
VP – Planning Group Leader

By: _____

Title: _____

Date: _____

Encl:

- V3 Terms and Conditions

V3 COMPANIES OF CANADA LTD. EXTENT OF AGREEMENT

V3 Companies of Canada Ltd. (V3) will provide services to CLIENT named within, and in accordance with, the executed contractual Agreement (AGREEMENT) between CLIENT and V3 for the subject project. This Extent of Agreement document (DOCUMENT) identifies potential project-related tasks and activities that **are not included** as services to be provided by V3 to CLIENT, unless specifically provided for in the AGREEMENT. In the event of a conflict between this DOCUMENT and the AGREEMENT, the latter will prevail.

At CLIENT's request V3 may provide some of the services identified below or coordinate the activities of subconsultants that provide these services. Should such services that exceed those provided for in the AGREEMENT be undertaken, CLIENT and V3 may amend the AGREEMENT by Change Order as provided for in Paragraph 3 of the attached GENERAL TERMS AND CONDITIONS document.

1. **OFF-SITE or OUT-OF-LIMIT IMPROVEMENTS** – The services and fees associated with the AGREEMENT are for improvements made within the specific project site or project limits as identified in the AGREEMENT. The services provided for in the AGREEMENT presume that the existing public utilities located immediately adjacent to the site have sufficient capacity, flow and pressure to service CLIENT's proposed development (if applicable). Should additional improvements be required beyond the boundaries of the site or project limits, the services associated with those improvements will be the subject of a Change Order to the AGREEMENT or a separate project Agreement.
2. **ADDITIONAL MEETINGS** – Time and expenses associated with the preparation for and attendance at meetings with CLIENT, general public, applicable stakeholders, municipalities, public agencies and other governing authorities that exceed the number of meetings specifically identified in the AGREEMENT will be charged to CLIENT per the applicable Professional Services Fee Schedule.
3. **ADDITIONAL APPROVALS** – Time and expenses related to V3's involvement in efforts on CLIENT's behalf to pursue and/or obtain approvals that are not specifically identified within the AGREEMENT will be charged to CLIENT on a time and materials basis per the applicable Professional Services Fee Schedule. Such approvals include, but are not limited to, approvals and authorizations from federal, provincial, municipal, utility and governing authorities.
4. **ENVIRONMENTAL & HISTORICAL SERVICES** – Wetland, archaeological or environmental consulting services are not included unless provided for in the AGREEMENT. V3 can coordinate the activities of subconsultants that specialize in such services.
5. **STRUCTURAL & MECHANICAL ENGINEERING SERVICES** – Structural and mechanical engineering services of any kind (including those related to retaining walls, any stairs on-site or the design of underground stormwater detention facilities) are not included unless provided for in the AGREEMENT. V3 can coordinate the activities of subconsultants that specialize in such services.
6. **FLOODPLAIN or FLOODWAY SERVICES** – Design services, modeling or permitting associated with work within any existing floodplain or floodway are not included unless provided for in the AGREEMENT. V3 can coordinate the activities of subconsultants that specialize in such services.
7. **IRRIGATION APURTENANCES** – Design and approvals required for the relocation of existing irrigation ditches, tiles, structures or channels are not included unless provided for in the AGREEMENT. V3 can coordinate the activities of subconsultants that specialize in such services.
8. **GEOTECHNICAL SERVICES** – Geotechnical design or consulting services are not included unless provided for in the AGREEMENT. V3 can coordinate the activities of subconsultants that specialize in such services.
9. **DRY UTILITIES** – Gas, electric and telephone design services are excluded. V3 will include the location of these utilities as provided by others on the Civil Engineering drawings for purposes of coordination only. V3 is not responsible for the accuracy of information supplied to it by third-party agencies, municipalities, approving authorities, consultants or other parties that are not under its control.
10. **TRAFFIC IMPACT ANALYSIS** – Traffic impact analysis and reports are not included unless provided for in the AGREEMENT. V3 can coordinate the activities of subconsultants that specialize in such services.
11. **SITE LIGHTING, STREET LIGHTING or TRAFFIC SIGNAL DESIGN SERVICES** – Electrical engineering design services for site lighting, street lighting or traffic signal design are excluded. V3 will include the location of proposed light pole locations as provided by others on the Civil Engineering drawings for purposes of coordination with underground utilities only. V3 is not responsible for the accuracy of information supplied to it by third-party agencies, municipalities, approving authorities, consultants or other parties that are not under its control.
12. **SALES-RELATED SERVICES** – Prospective purchasers may seek information from V3 regarding the CLIENT's property or lots located within it. V3 will not discuss the property with such parties without first obtaining CLIENT's approval to do so. The time and expenses related to servicing such enquiries will be charged to CLIENT on a time and materials basis per the applicable Professional Services Fee Schedule.

Accepted by: _____ Date: _____
Initial

V3 COMPANIES OF CANADA LTD. GENERAL TERMS AND CONDITIONS

V3 Companies of Canada Ltd. (V3) will provide services to CLIENT named within, and in accordance with, the executed contractual Agreement (AGREEMENT) between CLIENT and V3 to which this General Terms and Conditions (DOCUMENT) is attached. Whereas this DOCUMENT is deemed to identify V3's standard terms and conditions of business, the AGREEMENT includes terms and conditions specifically relevant and applicable to the CLIENT and V3. In the event of a conflict between this DOCUMENT and the AGREEMENT, the latter will prevail.

1. **CLIENT'S RESPONSIBILITIES** – CLIENT acknowledges that the services recommended or provided to the CLIENT by V3 are done so on the basis of information and/or specifications or requirements provided by CLIENT. CLIENT will do the following in a timely manner so as not to delay the services of V3:
 - a. Provide all criteria and full information as to CLIENT's requirements for the project tasks that define the Scope of Services to be provided by the V3 as identified in the AGREEMENT. V3 may use and rely upon such criteria and information in performing services under the AGREEMENT to which these Terms and Conditions shall apply.
 - b. Arrange for access to and make all provisions for V3 to enter upon public and private property as required for V3 to perform services under the AGREEMENT.
 - c. Give prompt written notice to V3 whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of V3's services, or any defect or non-conformance in the work of any Contractor, including Contractors under direct control of CLIENT.
2. **V3'S RESPONSIBILITIES** – V3 will render the Project Tasks identified in the AGREEMENT in accordance with generally accepted and currently recognized practices and principles. V3 makes no warranty, either expressed or implied, with respect to its services.
3. **CHANGE ORDER PROCESS** – CLIENT may wish to request changes, modifications or enhancements, or certain professional services not specifically included as services under the AGREEMENT (each, a CHANGE). The CLIENT may request a CHANGE by delivering a notice to V3 in writing specifying the proposed CHANGE. If after receiving a request, V3 desires to make such CHANGE, V3 will provide to CLIENT written direction (a CHANGE ORDER) to authorize making the change. CHANGE ORDERS will constitute an amendment to and will form part of the AGREEMENT, will be bound by the General Terms and Conditions, and charged based on the fee schedule or total fee set forth in the CHANGE ORDER, as applicable. Costs incurred by V3 to execute such CHANGE ORDERS that are not specifically identified will be charged to the CLIENT on a pass-through basis with no additional markup.
4. **TERMS OF PAYMENT** – V3 shall submit monthly invoices to CLIENT for Services rendered per the AGREEMENT or CHANGE ORDER and for Reimbursable Expenses incurred, based upon V3's actual hours expended or fee schedule and reimbursable costs incurred during the billing period. CLIENT shall make prompt monthly payments in response to V3's monthly statements. If CLIENT fails to make any payment due V3 for services and expenses within thirty (30) days after receipt of V3's statement, the past amounts due V3 will be increased at the rate of 1.0% per month from said thirtieth day. V3 may after giving written notice to CLIENT, suspend services under the AGREEMENT until V3 has been paid in full all amounts due for services, expenses and charges, including late payment fees. V3 shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension.
5. **RATES AND COSTS** – V3 reserves the right to adjust rates and costs identified within its Professional Services Fee Schedule (attached to the AGREEMENT) subsequent to the execution of an Agreement with CLIENT. In this instance, the adjusted rates and costs will be applied to the amounts due V3 for services rendered on behalf of CLIENT following the effective date of the adjusted Professional Services Fee Schedule. Notification of such adjustment to rates and costs will be provided to CLIENT no less than thirty (30) days prior to the effective date of the rate adjustment.
6. **SUSPENSION OF SERVICES** – CLIENT may, at any time, by written order to V3 require V3 to stop all, or any part, of the services required by the AGREEMENT. Upon receipt of such an order V3 shall immediately comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the services covered by the order. CLIENT, however, shall pay all costs associated with the suspension and any and all amounts owed to the V3 at the time work is stopped or suspended, including but not limited to previously invoiced amounts and amounts owed for work that has been incurred by V3 but not yet invoiced to CLIENT.
7. **TERMINATION** – The AGREEMENT may be terminated by either party upon fourteen (14) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. The AGREEMENT may be terminated by CLIENT, under the same terms, whenever CLIENT shall determine that termination is in its best interests. Cost of termination, including salaries, overhead and fee, incurred by V3 either before or after the termination date shall be reimbursed by CLIENT.
8. **REUSE OF DOCUMENTS** – All documents including but not limited to reports, drawings and specifications prepared or furnished by V3 (and V3's independent professional associates and consultants) pursuant to the AGREEMENT are instruments of service in respect of the project and V3 shall retain an ownership and property interest therein whether or not the project is completed. CLIENT may make and retain copies for information and reference in connection with the use and occupancy of the project by CLIENT and others; however,

Accepted by: _____ Date: _____
Initial

such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by V3 for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to V3, V3's independent professional associates or consultants, and CLIENT shall indemnify and hold harmless V3, V3's independent professional associates and consultants from all claims, damages, losses and expenses including reasonable attorney's fees and costs of defence arising out of or resulting therefrom. Any such verification or adaptation will entitle V3 to further compensation at rates to be agreed upon by CLIENT and V3.

- 9. INSURANCE** – In order that the CLIENT and the V3 may be fully protected against claims, the CLIENT agrees to secure from all CONTRACTORS and SUBCONTRACTORS working directly or indirectly on the project, prior to the commencement of work of any kind, a separate policy of insurance covering public liability, death and property damage naming the CLIENT and the V3 and their officers, employees and agents as additional insureds, and that said CONTRACTOR and SUBCONTRACTORS shall maintain such insurance in effect and bear all costs for the same until completion or acceptance of the work. Certificates of said insurance shall be delivered to the CLIENT and to V3 as evidence of compliance with this provision. However, the lack of acknowledgment and follow-up by V3 regarding the receipt of said certificates does not waive CLIENT's and CONTRACTOR's obligation to provide said certificates.
- 10. FACSIMILE & ELECTRONIC MAIL TRANSMISSIONS** – The parties agree that each may rely, without investigation, upon the genuineness and authenticity of any document, including any signature or purported signature, transmitted by facsimile machine or via electronic mail, without reviewing or requiring receipt of the original document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting party agrees to provide the receiving party with the original document transmitted by facsimile machine or electronic mail; however, the parties agree that the failure of either party to comply with such a request shall in no way affect the genuineness, authenticity or enforceability of the document. Each party waives and relinquishes as a defense to the formation or enforceability of any contract between the parties, or provision thereof the fact that a facsimile or electronic mail transmission was used.
- 11. CERTIFICATIONS, GUARANTEES AND WARRANTIES** – V3 shall not be required to sign any documents, no matter by who requested, that would result in the V3 having to certify, guarantee or warrant the existence of conditions whose existence V3 cannot ascertain. CLIENT also agrees not to make resolution of any dispute with V3 or payment of any amount due to V3 in any way contingent upon V3 signing any such certification.
- 12. INDEMNIFICATION** – In the event there is a third-party claim against CLIENT or liability to a third party, V3 agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT (including its officers, directors and employees) against all damages or liabilities, to the extent caused by V3's negligent performance of professional services under this AGREEMENT and that of V3's subconsultants or anyone for whom V3 is legally liable. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that V3 has no duty to defend CLIENT from and against any claims, causes of action or proceedings of any kind. Similarly, CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless V3 (including its officers, directors, employees and subconsultants) against all damages or liabilities, to the extent caused by CLIENT's negligent acts, errors or omissions in connection with the project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom CLIENT is legally liable. Neither V3 nor CLIENT shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence. If the negligence or willful misconduct of both V3 and CLIENT (or a person identified above for whom each is liable) is a cause of such damage or injury, the loss, cost or expense shall be shared between V3 and CLIENT in proportion to their relative degrees of negligence related to acts, errors or omissions and the right of indemnity shall apply for such proportion.
- 13. LIMITATION OF LIABILITY** – In recognition of the relative risks and benefits of the project to both CLIENT and V3, the risks have been allocated such that CLIENT agrees, to the fullest extent permitted by law, to limit the liability of V3 and V3's officers, directors, partners, employees, shareholders, owners and subconsultants (collectively, STAKEHOLDERS) for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause(s), including attorney's and expert-witness fees and costs, so that the total aggregate liability of V3 and its STAKEHOLDERS shall not exceed V3's total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, including without limitation active and passive negligence, however alleged or arising, unless otherwise prohibited by law. In no event shall V3's liability exceed the amount of available insurance proceeds.
- 14. STANDARD OF CARE** – In providing services under the AGREEMENT, V3 shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Nothing in the AGREEMENT is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.
- 15. WAIVER OF CONTRACT BREACH** – The waiver of one party of any breach of the AGREEMENT or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of the AGREEMENT and shall not be construed to be a waiver of any provision, except for the particular instance.
- 16. CONTROLLING LAW** – The AGREEMENT is to be governed by the laws of the Province of Alberta.

Accepted by: _____ Date: _____
Initial

Northern and Regional Economic Development (NRED) Program

Program Guidelines 2023/2024



Classification: Public

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Northern and Regional Economic Development (NRED) Program Guidelines | Jobs, Economy and Trade
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Background

Alberta is a resilient and diverse economic destination of choice, with talent and potential throughout all its regions. The Government of Alberta is working with regions across the province to pursue our common goals of economic diversification, job creation and financial well-being.

Recognizing that not all regions of Alberta have the same challenges, priorities or access to the resources needed to accelerate economic development, Jobs, Economy and Trade (JET) provides funding towards community driven projects that enhance economic conditions and leverage regional resources to build capacity for sustainable economic development and diversification through the Northern and Regional Economic Development (NRED) Program.

NRED is based on engagement with community stakeholders and provides an opportunity for communities to work with their partners to identify and allocate resources to a promising area of regional economic development. NRED is open to eligible applicants from across Alberta and has a dedicated application stream for Northern Development and Indigenous communities in recognition of their unique challenges, as well as a Regional Development application stream for all other applicants.

A Glossary of Terms and Definitions is provided in Appendix 1.

Program Overview

Program Summary

Eligible applicants may submit proposals that either immediately promote regional economic prosperity or those that lay the foundation for continued economic prosperity into the future. As such, the NRED Program will support projects in all stages, from planning and readiness to implementation of previous strategies and plans. Subsequent intakes will be designed to encourage previously successful applicants to progressively build on their projects.

For a project to be eligible, it must support economic development and have a clear path to achieving tangible and impactful results in one or more of the following priority areas:

- Investment in Economic Development Infrastructure
- Business Supports
- Labour Force Attraction and Retention
- Tourism Planning, Capacity Building, and Infrastructure
- Economic Development Capacity Building

Eligible projects must not take more than two years to complete and successful applicants will receive grant funds up front so that their projects can commence immediately.

Timelines

Dates	Activity
October 23, 2023	Application Intake Opens
December 20, 2023	Application Intake Closes
January to February 2024	Committee Review of Applications
March 2024	Decisions and Funding

Eligibility

Eligible Applicants

Entities eligible to apply to the NRED Program include the following, which are further defined in Appendix 1:

- **Incorporated Non-Profits** with a mandate of economic development, that have been operating for a minimum of one year and are in good standing with any provincial or federal filing requirements.
- **Municipalities**
- **Indigenous Communities (First Nations or Métis settlements)**

Applications from project-based partnerships are permitted provided the application is submitted by an eligible entity (listed above). This entity will be considered the “lead” and if successful, will enter an agreement with JET on behalf of their organization and their partner(s).

Streams

In recognition that economic activity occurs in several forms, each with a unique perspective to contribute to economic growth and job creation, NRED provides two streams of support:

Northern Development and Indigenous Stream	Regional Development Stream
This stream is open to eligible projects based in Northern Alberta and projects that are Indigenous led.	This stream is open to eligible projects based outside of Northern Alberta and to projects that are not Indigenous led.
Northern Alberta is defined by the Northern Alberta Development Council (NADC) as described in Appendix 1 and as shown on the map (page 17).	

Applicants are required to identify the stream they wish to be considered under and that they are eligible to apply through. Applications from each stream will be reviewed alongside other eligible applications within that stream.

To be eligible for the Northern Development and Indigenous Stream projects must be either:

- a) based in Northern Alberta (see Appendix 1 for definition and map) with more than 50% of the benefits provided to a community (or communities) located in Northern Alberta; or
- b) Indigenous led, where the applicant is either a First Nation or a Métis Settlement.

To be eligible for the Regional Development Stream projects must be:

- a) based outside of Northern Alberta; and
- b) led by an eligible entity that is not a First Nation or a Métis Settlement.

Funding

The Government of Alberta has committed \$3 million in funding for this phase of NRED. There is no defined amount for each stream.

Funding Parameters

- **For applicants that are Indigenous* (First Nation or a Métis Settlement):**
 - NRED will provide successful applicants up to 75% of total Eligible Project Costs.
 - Total Eligible Project Costs must be a minimum of \$26,675 (after eligibility assessment by the program), and NRED will provide a maximum of \$200,000 in funding to any project.
 - Applicants must be able to match the funding requested at a minimum of 25% of the total Eligible Project Cost.

*For an applicant to be considered Indigenous, the lead organization must either be First Nation or a Métis Settlement.
- **For all other applicants (Northern projects and all Regional Development Stream applicants):**
 - NRED will provide successful applicants up to 50% of total Eligible Project Costs.
 - Total Eligible Project Costs must be a minimum of \$40,000 (after eligibility assessment by the program), and the Program will provide a maximum of \$200,000 in funding to any project.
 - Applicants must be able to match the funding requested at a minimum of 50% of the total Eligible Project Cost.

Approved applicants are eligible to receive between \$20,000 and \$200,000 in NRED funding to support Eligible Project Costs. There is no maximum amount for the total project cost, however NRED's support will not exceed \$200,000 per project.

To be eligible for funding, all projects that require regulatory approval (provincial or federal) must have those approvals in place prior to application.

Funding Limitations

NRED funded projects and their activities must not receive any other funding through the Government of Alberta* or Government of Alberta's agencies. Appendix 2 provides examples of other programs that applicants should be aware of. Applications will be reviewed by a committee composed of representatives from across the Government of Alberta and its agencies to ensure that there is no overlap.

*Note: while NRED Program activities must not be eligible for other Government of Alberta funding, activities that follow previously funded work are permitted. For example, if the Government of Alberta or one of its agencies previously provided funding to develop a strategy, the activities to implement the strategy are eligible for the NRED Program. If the previously funded project has not yet been completed and all reporting requirements met, a subsequent follow-up project will not be eligible for NRED funding.

"Stacking" of funding from the Government of Alberta or its agencies (i.e., using multiple sources of Government of Alberta or agency funding for a single project) is not permitted.

Projects or their activities that are contrary to any applicable legislation or regulation are not permitted and NRED funding cannot be used to support such activities.

Matching Funding

Matching Funding includes the portion of the project costs supported by applicants and their partners, excluding costs supported by the NRED Program. All Matching Funds must be fully secured (i.e. received) or committed (i.e. approved) at the time of application. If funds have been committed, funding must be received before the end of the project or through a claim submitted at the end of the project. For additional details on these terms please refer to the definitions in Appendix 1.

Accepted sources of Matching Funding for all applicants include:

- An applicant's internal funds;
- Funding from project partners that may include for-profit enterprises, non-profit entities, and post-secondary institutions;
- Donations from non-government entities;
- In-kind contributions, which are limited to 20% of the total eligible project costs, with a cap of \$15,000 (whichever is less).
 - In-kind contributions are subject to Program review and acceptance at the Program's discretion and may be adjusted if the applicant's valuation is deemed to be higher than market value; and
- Government of Canada or Municipal government funding (secured or committed).

Applicants must provide evidence that all Matching Funds are either committed or secured at the time of application. Evidence should be provided for each source of funding (including the applicant's) and may include letters from the organizations that are providing the funds confirming that the funds are committed, secured/approved (e.g., notice of approval or other award/funding notification) or equivalent. Letters should be provided on appropriate letterhead and signed by a person with the authority to commit funds or resources for the organization (Director or equivalent).

Eligible Project Costs

Eligible Project Costs are those that an applicant will be required to incur to ensure the successful completion of the project and are not listed below as an Ineligible Project Cost. Additionally, Eligible Project Costs are subject to the following restrictions:

- Allowable travel expenses within Alberta:
 - Airfare, restricted to return economy airfare with allowance for the first single piece of checked personal luggage and one carry-on;
 - Intercity bus fares restricted to economy;
 - Accommodation restricted to a standard room (or equivalent), up to \$300 per person, per night;
 - Mileage restricted to \$0.505 per kilometre travelled; and
 - Rental vehicle charges for an appropriate non-luxury vehicle and fuel for the rental vehicle.
- For workshops, seminars or other similar events, the costs for the provision of meals for participants when the meal falls within the duration of the event, to per participant/per day maximum of \$42.00.
- The establishment and staffing of a **new** Economic Development Officer (EDO) role or equivalent. NRED specifically covers the costs involved in:
 - remunerating this position for the initial three-month period;
 - costs associated to the recruitment process, such as advertising or a recruitment firm, but does not include the applicant's own human resources staff.NRED does **not** cover costs for:
 - funding an existing EDO position in the organization;
 - recruitment costs to fill an existing but vacant EDO position.The total portion of the NRED grant towards the establishment and staffing of a new EDO position cannot exceed \$12,500. A new EDO position supports NRED's priority in building capacity, for which the project will earn points in the assessment of the project.

Ineligible Expense Categories

Ineligible Project Costs include the following:

- core education, health and wellness and advancement of specific faith or political based activities;
- hospitality and entertainment costs (food, alcohol), outside of the food and non-alcoholic beverages allowed as an Eligible Project Cost;
- gifts, gift cards, contests, prizes, awards, trophies, plaques, competition purses;
- contingency and miscellaneous costs;
- salary expenses for existing staff (existing salaries can only be used as an in-kind contribution);
- legal and accounting fees, federal Goods and Service Tax (GST), insurance;
- membership fees;
- sponsorship;
- re-granting;
- land acquisition;
- projects that may duplicate existing provincial or federal economic development initiatives in the community or region applying for funding;
- non-arm's length transactions (payments to an affiliated organization, payments to Directors/Board Members or their families);
- debt reduction or interest expenses;
- lobbying or advocacy activities;
- expenses related to preparation of funding applications, committee planning meetings;
- fundraising and similar activities not related directly to the project;
- retroactive funding for costs that have already been incurred prior to application submission;
- expenses incurred in the formation of a new community or regional economic development organization;
- permits;
- if the operating costs surpass either 10% of the total eligible project costs or \$5,000 - whichever of these two amounts is higher - the applicant must provide proof that these expenses are directly linked to the project's administration; and
- capital costs (see definition, page 13).

Areas of Funding and Examples of Eligible Projects

For a project to be eligible for NRED Program funding, the application must clearly demonstrate how the project will achieve a measurable impact in supporting local economic growth in one or more of the following areas:

1) Investment in Economic Development Infrastructure

Please note: In this category, only non-capital costs, as defined by Alberta's Department of Municipal Affairs, GAAP, or tax classifications from the Canada Revenue Agency, are eligible. Capital costs typically include large investments like infrastructure or major equipment.

- A) *Enabling economic development projects*: Projects that lay the groundwork for future economic development infrastructure projects.

Project Type	Description	Example Projects
Feasibility	Determine the feasibility or viability of pursuing an infrastructure project that will lead to direct and measurable economic benefit	<ul style="list-style-type: none"> Writing a feasibility study Collecting data to support a feasibility study/strategy Training in infrastructure management (stakeholder, project, finance, contract management)
Capacity Building	Builds capacity to undertake a defined infrastructure project that will support local economic development	<ul style="list-style-type: none"> Establishing processes for infrastructure related projects Development of training resources (e.g., training course, training manuals)

- B) *Economic development infrastructure projects*: Projects that invest in non-capital infrastructure and result in tangible economic benefits.

Project Type	Description	Example Projects
Improvement/renovation of existing infrastructure (non-capital)	Projects that improve the functionality or design quality of communities (non-capital costs)	<ul style="list-style-type: none"> Wayfinding signage Refurbishment of parking facilities Renovation of facilities in locations that will increase the economic benefit Redevelopment of vacant and/or underutilized buildings to achieve an economic development outcome Beautification (for example, lighting, banners, murals, street furniture, public art, trees)
	Projects that improve security and safety in communities (non-capital costs)	<ul style="list-style-type: none"> Improving community safety by upgrading lighting, making changes to street designs, purchasing security CCTV equipment, installing emergency phones, etc.
	Projects that complement and, wherever feasible, coordinate with Government of Alberta investments that deliver the Alberta Broadband Strategy (non-capital costs)	<ul style="list-style-type: none"> Supporting improvements in the connectivity available to business and commercial zones (e.g., in industrial parks/zones) to attract more businesses and retain existing businesses

2) Business Supports: Projects that increase the ability of local businesses to access economic opportunities.

Project Type	Description	Example Projects
Training	Providing skills and opportunities for local businesses to grow markets or access new markets	<ul style="list-style-type: none"> Seminars or workshops for businesses Leadership development
Strategic Planning	Understand gaps and opportunities in the small business community	<ul style="list-style-type: none"> Plans/studies that identify local gaps in business supports for current or emerging local opportunities and define a pathway to address those gaps Plans/studies that seek to understand barriers to growth for local small businesses
Initiatives	Marketing campaigns	<ul style="list-style-type: none"> Shop local marketing campaigns to raise awareness of local businesses Shop local incentive programs
	Business Succession	<ul style="list-style-type: none"> Programs that connect buyers to retiring business owners

3) Labour Force Attraction and Retention

A) *Labour Force Strategies and Planning:* Projects that lay groundwork and identify local gaps in the labour force for current or emerging local opportunities and define a pathway to addressing those gaps.

Project Type	Description	Example Projects
Strategic Planning	Understand the gaps in the labour forces and opportunities	<ul style="list-style-type: none"> Plans/studies that identify the local gaps in the labour force for current or emerging local opportunities and define a pathway to addressing those gaps

B) *Labour Force Initiatives:* Projects that address local gaps in the labour force or emerging local opportunities, building from previous strategies or plans.

Project Type	Description	Example Projects
Skills Development	Projects that follow the Workforce Strategies Grants or other similar programs	<ul style="list-style-type: none"> Sector based training Employee training Youth training Apprentice training Mentorship

4) Tourism Planning, Capacity Building, and Infrastructure

Project Type	Description	Example Projects
Strategic Planning	Development of a strategy to grow the local visitor economy	<ul style="list-style-type: none"> • Destination development plan • Tourism sector plan (e.g., culinary or outdoor adventure)
Feasibility	Determine the feasibility or viability of pursuing a tourism project	<ul style="list-style-type: none"> • Writing of a feasibility study • Collecting data to support a feasibility study/strategy
Capacity Building	Builds capacity to undertake a specific project that enhances front line service to improve the visitor experience	<ul style="list-style-type: none"> • Training for front line staff to increase familiarity with attractions and provide superior destination guidance to visitors • Development of training resources (e.g., training course, training manuals)
Improvement/renovation of existing infrastructure	Projects as defined through previously completed destination development plans or feasibility studies that improve the visitor experience, including quality of public areas (non-capital costs)	<ul style="list-style-type: none"> • Wayfinding signage • Refurbishment of parking facilities • Renovation of facilities in locations that are frequently enjoyed by visitors and will increase economic benefit • Redevelopment of vacant and/or underutilized buildings that deliver a new visitor experience and can achieve an economic development outcome • Beautification and public space animation (lighting, banners, murals, street furniture, public art, trees)
	Projects that complement and, wherever feasible, coordinate with Government of Alberta investments to deliver the Alberta Broadband Strategy (non-capital costs)	<ul style="list-style-type: none"> • Establishment or enhancement and expansion of public internet or Wi-Fi hotspots to make a tourist area more attractive, and/or improve connectivity to commercial tourism operations

5) Economic Development Capacity Building: Projects that increase the ability of the applicant and/or the community to realize economic development and its benefits.

Project Type	Description	Example Projects
Economic Development Training	Targeted training for an applicant's economic development staff	<ul style="list-style-type: none"> • Coaching/mentorship workshops • Seminars • Training
Economic Development Strategies and Planning	Access external service providers for the development of plans and strategies related to growing or diversifying the local economy	<ul style="list-style-type: none"> • Economic development plans • Business attraction and retention strategies • Sector development strategies • Investment attraction strategies
Economic Development Staffing	The creation of economic development officer positions	<ul style="list-style-type: none"> • Funding/incentives to hire new economic development staff

Project Assessment

The following tool will be used to assess all applications (i.e., Both streams):

Category	Criteria	Weight
Project Description / Opportunity	<p>Anticipated Outcomes:</p> <ul style="list-style-type: none"> • The project addresses and supports the priorities and needs of the community, region and/or industry sector. • There is evidence of community/regional support for the project. • The project will grow and/or diversify the economy. • There is evidence of job creation during the project, and/or evidence of job creation after project completion. • The project builds on an earlier economic development project completed by the applicant (e.g., A subsequent phase, implementation of recommendations from a study). <p>Plans that include partnerships with industry, communities and rural areas will receive additional consideration.</p>	45
Alignment with NRED Priorities	<p>Strategic Fit:</p> <ul style="list-style-type: none"> • The project aligns with the Program's priorities, and evidence is provided for positive economic impacts to a community, region and/or industry sector. • The project identifies tangible and measurable economic benefits. • The project demonstrates alignment with at least one of the following priority areas: <ul style="list-style-type: none"> - Investment in Economic Development Infrastructure - Business Supports - Labour Force Attraction and Retention - Tourism Planning, Capacity Building, and Infrastructure - Economic Development Capacity Building 	20
Scope of Economic Impact	<p>Reach of the Project:</p> <ul style="list-style-type: none"> • The project's direct economic impact is: <ul style="list-style-type: none"> - Local (2.5 points) – Business Improvement Areas, a specific district or neighbourhood, a small town, village, hamlet, or similar place; - Regional (5 points) – A large municipality, for example, a city or municipal district; - Cross-regional (7.5 points) – Two to four municipalities involved; - Provincial (10 points) – Five or more municipalities involved. <p>(See the Glossary of Terms and Definitions for additional information)</p>	10
Budget (Complete the template available on the Online Application Portal)	<p>Costs:</p> <ul style="list-style-type: none"> • Provide a complete description, and justification, of the costs over eligible categories over the life of the project <p>Contributors:</p> <ul style="list-style-type: none"> • Provide evidence of all confirmed or secured partner contributions (including the applicant's) 	10
Management and Measurement (Complete the template available on the Online Application Portal)	<p>Management and Implementation Strategy:</p> <ul style="list-style-type: none"> • Demonstrate a sound methodology to manage the project, including the identification of milestones and critical success factors • Demonstrate the mechanisms to be deployed and describe the timeframe required • Identify risks and methods of mitigation <p>Performance Measurement Strategy:</p> <ul style="list-style-type: none"> • Report on performance indicators and provide a rationale to support the targets 	15
TOTAL		100

How to Apply

Applications must be submitted via the Program's Online Application Portal. Applicants are encouraged to access the portal early and if required, create the necessary account credentials to submit their proposals on or before the deadline.

The Online Application Portal has been designed and tested to work properly in the current versions of the following browsers:

- Google Chrome
- Microsoft Edge

Using other browsers is not recommended, as users may experience errors that prevent the proper completion of the application to NRED.

Alberta.ca Account

A basic Alberta.ca Account, used across the Government of Alberta to authenticate online users, will be required to access the portal. If you do not have an Alberta.ca Account, you will be required to create one using the link provided on the application portal. Applicants are encouraged to do this early in the process, to allow sufficient time to resolve any unforeseen issues.

Once registered for Alberta.ca Account, applicants are required to log into the portal to complete the applicant profile. Information such as the applicant's legal name and contact details will need to be completed.

If you have any questions about creating a basic Alberta.ca Account, please visit this [website](#).

Online Application Portal

After logging in to the Online Application Portal using your Alberta.ca Account credentials, you will be required to complete the application form, which will collect information about your organization, key contacts, and specifics regarding the project. Blank templates for the Budget and the Management and Measurement documents, required as part of the application, are available within the portal for downloading. Once you have downloaded and completed these documents offline, you will need to upload the completed version, along with any other documents you are providing with your application when prompted.

NEW

As you navigate through the Online Application Portal, you will notice as you complete information regarding your project that there is a new line that requests you to **Select the Region that best fits your project's location**.

This will help us when we track the program's statistics across Alberta, so that we can continue to provide support that is responsive to the unique and evolving economic conditions in each area of our province.

You can refer to Appendix 3 to assist you in determining the Region that best fits your project's location.

Required Documentation

In addition to the completion of the application form via the Program's Online Application Portal, the following documents must also accompany the applicant's proposal, and must be uploaded through the portal:

- Completed Management & Measurement Template (available for download on the Online Application Portal)
- Completed Budget Template (available for download on the Online Application Portal)
- Letters or documents confirming Matching Funding has been secured or committed. Applications are ineligible without proof, in writing, that Matching Funding is in place and must be provided for each allocation of Matching Funds.
 - Confirmation of In-kind Contribution(s) (if it is included in the Matching Funds and is in the project's budget). Confirmation should be provided in writing and include the name of the organization providing the contribution, the type of contribution and value of the contribution.
- Quotes to support the proposed budget. All listed budget items must be supported/substantiated with quotes, estimates, historical information, or other relevant evidence demonstrating how the requested amount was calculated.
- Letters of support, or other documents that confirm the project is supported by impacted communities.
- For an applicant that is a First Nation, a Band Council Resolution that authorizes the project.
- If funding/incentives to hire new economic development staff is included in the project and budget, the job description(s) including responsibilities of the position(s), term, and salary/wage are required.
- If the project requires regulatory approval (provincial or federal), evidence that the appropriate approval has been provided (i.e., the approval is in place at the time of application).

Submission Deadline

Applications must be submitted via the NRED Program Online Application Portal no later than:

11:59 p.m. (MST) on December 20, 2023

(Determined from the timestamp of the application as recorded in the Online Application Portal).

Review Process

Applications will be evaluated through a competitive process in alignment with the Program's criteria (see Project Assessment for details).

Upon submission, applications will undergo a multi-stage review process, beginning with an administrative screening of the application, which will check for completeness and eligibility under the Program Guidelines. Within the portal, the application status will remain as submitted until a final decision has been reached for all applications

Applications will also be reviewed by a committee composed of representatives from across the Government of Alberta and/or Government of Alberta agencies to ensure that there is no overlap in funding of the proposed activities, or to determine if there is an occasion to fund a grant with other Government of Alberta ministries. To determine if there is an occasion to fund a grant with other Government of Alberta ministries, the Program may share applications with those ministries.

All validated applications will be reviewed by members of the Government of Alberta and/or Government of Alberta agencies who are not connected to the Program, or to any entity that would be eligible to apply to the Program. Panel members are chosen based on their area of expertise, senior leadership, knowledge of economic development, sector knowledge, knowledge of investment and capital attraction, and for their collective ability to bring multidisciplinary expertise to the review process. This review process will be used to determine the recommendations provided to the Minister for final funding decisions.

The NRED Program is competitive with a maximum amount of funding available. Meeting all the requirements for the NRED Program does not guarantee that the application will be successful and receive funding. Ineligible applications will be advised of final program decisions.

Grant Agreement

Applicants will be provided a Grant Agreement for successful projects, which must be signed and returned by the recipient before the deadline which will be communicated by the Program when the Grant Agreement is supplied. The Grant Agreement will outline the terms and conditions of support and must be signed by both parties (the recipient organization's representative and JET's representative) prior to the release of any payment. As a part of this agreement, recipients will be required to regularly report on the financial status of projects and on the outcomes achieved. The reporting schedule and requirements will be outlined in the Grant Agreement. Any significant variations in project scope or other requirements of the contract must be agreed to by both parties.

Freedom of Information and Protection of Privacy Act

The personal information collected through the designated online application portal for the Northern and Regional Economic Development (NRED) Program, is for the purpose of assessing the application being made to the program, to report on aggregated program statistics, and if successful, used to report on the success of each application individually and in aggregate, and for compliance purposes related to the terms and conditions of the grant funding. If an opportunity is identified by the NRED Program staff, this information may additionally be shared with other Government of Alberta ministries, to determine if there is a potential to receive funding through another Government of Alberta ministry. This collection is authorized by section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact the NRED Program Administrator at 1-833-JET-NRED (1-833-538-6733), by email at NRED.program@gov.ab.ca, or by mail at Jobs, Economy and Trade, c/o NRED Program Administrator, 13th Floor, Commerce Place, 10155 – 102 Street NW, Edmonton, AB T5J 4G8.

Contact Information

All correspondence regarding NRED, including questions, should be sent by email to:

NRED.program@gov.ab.ca

You may also reach us by phone:

1-833-JET-NRED (1-833-538-6733)

Appendix 1 – Glossary of Terms and Definitions

Term	Definition
Capital Costs	<p>Costs which are typically large investments such as infrastructure or major equipment. While it is the responsibility of the applicants to determine whether a cost is considered 'capital' or not, the NRED Program's determination will be final. Applicants should follow the regulations and standards that apply to their organization, which may include guidelines from Alberta's Department of Municipal Affairs for municipalities, the Generally Accepted Accounting Principles (GAAP) in Canada, or tax classifications from the Canada Revenue Agency.</p> <p>Capital Costs are not eligible for support under the NRED Program.</p>
Confirmed Funding	Funding provided from a source other than the NRED Program that the applicant will receive upon the fulfilment of a certain deliverable or at a certain point in time established by the funder. All Matching Funds must be committed or secured at the time of application.
Cross-regional	Cross-regional refers to an area that is comprised of two to four geographic areas, typically a municipality, but can include Indigenous Communities, or an Urban Service Area of a Specialized Municipality.
Grant Agreement	The legal agreement that commits a successful NRED Program applicant to the terms and conditions of the Program. Successful applicants will be provided with a standardized agreement, which they must sign and return within the timelines specified. Once JET has approved and signed an applicant's agreement, funding will be paid to the applicant.
Indigenous Communities	<p>Indigenous Communities are made up of the following:</p> <ul style="list-style-type: none"> • Métis Settlements established under the <i>Metis Settlements Act</i>, • First Nations located in Alberta and recognized under the Federal <i>Indian Act</i>, and listed on Crown-Indigenous Relations and Northern Affairs Canada's webpage and their associated Tribal Councils.
In-Kind Contributions	Valuation of a donation of time, materials or goods by companies or organizations, including use of space that supports the delivery of the project. All In-Kind contributions must be fair market value.
JET	Alberta Ministry of Jobs, Economy and Trade
Lead Applicant	The Lead Applicant is the primary contact for project-based partnerships and is the eligible entity that applies to the NRED Program for funding. If successful, the Lead Applicant enters into the Grant Agreement with JET, is responsible for the completion of the project, and will be required to regularly report on the financial status of projects and on the outcomes achieved.
Local	Local refers to an area that is a neighbourhood, business district, small town, or other similar area. There is normally a generally recognized name or description for this area.
Municipalities	<p>As listed on the Municipal Affairs Municipal Profiles webpage, and specifically include:</p> <ul style="list-style-type: none"> • Alberta incorporated municipalities recognized under the <i>Municipal Government Act</i>: <ul style="list-style-type: none"> - Cities, - Towns, - Villages, - Municipal Districts, - Summer Villages, - Specialized Municipalities, • Alberta Improvement Districts recognized under the <i>Municipal Government Act</i>, • Alberta Special Areas recognized under the <i>Municipal Government Act</i>, • Alberta Regional Services Commissions recognized under the <i>Municipal Government Act</i>. • Alberta Municipally Controlled Corporations recognized under the <i>Municipally Controlled Corporations Regulation</i> that has an economic development mandate.
Non-Profit Entities	<p>Organizations, associations, or societies, with the primary purpose of economic development that are:</p> <ul style="list-style-type: none"> • Alberta incorporated, or • Federally incorporated, who must partner with a provincially (Alberta) registered eligible entity and undertake an Alberta-based project. <p>Entities must have been actively operating for a minimum of one year and be in good standing with required filings.</p>
Northern Alberta	Northern Alberta, as defined by the Northern Alberta Development Council (NADC), is the area of Alberta within the provincial boundaries to the west, north and east, and in the south by the southern boundaries of: Municipal District of Greenview No. 16, Woodlands County, Municipal District of Lesser Slave River No. 124, Athabasca County, Lac La Biche County, County of St. Paul No. 19, Buffalo Lake Métis Settlement, Kikino Métis Settlement, Fishing Lake Métis Settlement, Whitefish Lake First Nation, Saddle Lake Cree Nation and Frog Lake First Nation. (See map in Appendix 2).
NRED Program	Northern and Regional Economic Development (NRED) Program.
Provincial	Provincial refers to an area that benefit anywhere from three or more regions to the entire province of Alberta.
Region/Regional	<p><i>For the Project Assessment scoring:</i> Regional refers to a larger area that encompasses more than one local area that comprises a larger area that is generally recognized as a region.</p> <p><i>For the Online Application Portal:</i> When promoted to "Select the Region that best fits your project's location" Region refers to one of the eight Regions used for reporting and statistical purposes by NRED, and is outlined in Appendix 3.</p>
Secured Funding	Funding provided towards the project from a source other than the NRED Program, for which the applicant has met all conditions, or which is already physically received.

Appendix 3 – Regions

There are eight economic regions in Alberta, which are defined by Statistics Canada in their Standard Geographical Classification. NRED will use these regions to aggregate and analyze program data for purposes that include administration of the program or to provide statistical information needed to inform future program development.

Please select the appropriate region for your project. You can determine if a specific location is in a particular region by clicking on the following links and viewing the list provided:

- [Lethbridge--Medicine Hat](#)
- [Camrose--Drumheller](#)
- [Calgary](#)
- [Banff--Jasper--Rocky Mountain House](#)
- [Red Deer](#)
- [Edmonton](#)
- [Athabasca--Grande Prairie--Peace River](#)
- [Wood Buffalo--Cold Lake](#)



Appendix 4 – Other Sources of Government of Alberta Funding

The following is a list of Government of Alberta sources of funding that may be applicable to economic development projects. It is provided for convenience but should not be considered an exhaustive list.

Applicants are reminded that all received or approved sources of funding, regardless of the source, must be disclosed.

Program Name	Administered By
Aboriginal Business Investment Fund	Government of Alberta Ministry of Indigenous Relations
Alberta Broadband Fund in Partnership with the Universal Broadband Fund	Government of Alberta Ministry of Technology and Innovation in partnership with Government of Canada
Capacity Grant Program	Alberta Indigenous Opportunities Corporation
First Nations Development Fund	Government of Alberta Ministry of Indigenous Relations
Indigenous Tourism Alberta MicroFund	Indigenous Tourism Alberta
First Nations Development Fund	Government of Alberta Ministry of Indigenous Relations
Strategic Transportation Infrastructure Program (STIP)	Government of Alberta Ministry of Transportation and Economic Corridors
Travel Alberta - Product Development Fund	Travel Alberta

Appendix 5 – NRED Program Matching Funding Examples

Example 1: First Nation applicant that is pursuing a \$100,000 project:

- Application submitted for a grant of \$75,000 (75% of the project's value)
- Applicant must have secured or confirmed Matching Funds of \$75,000 (25% of the project's value)

NRED Program Grant Request	\$75,000
Cash Contribution from Applicant	\$20,000
In-Kind Contribution from Applicant	\$1,000
Cash Contribution from Municipality Partner	\$4,000
Total Project Value	\$100,000

Example 2: Northern Municipality applicant that is pursuing a \$50,000 project:

- Application submitted for a grant of \$25,000 (50% of the project's value)
- Applicant must have secured or confirmed Matching Funds of \$25,000 (50% of the project's value)

NRED Program Grant Request	\$25,000
Cash Contribution from Applicant	\$20,000
In-Kind Contribution from Applicant	\$1,000
Cash Contribution from Municipality Partner	\$4,000
Total Project Value	\$50,000

ACE Regional Water Corporation Zone 2 Meeting Minutes

County of Vermilion River
November 1, 2023, 6:00 PM

County of Vermilion River Administration Building Council Chambers/VIA ZOOM

PRESENT:

Marty Baker	County of Vermilion River
Dale Swyripa	County of Vermilion River
Brent Romanchuk	ACE Water
Roger Parkyn	Village of Marwayne
Don Berquist	Village of Paradise Valley
Dennis Roth	Village of Kitscoty
Kevin Martin	Town of Vermilion
Daryl Frank	Village of Kitscoty
CAO Alan Parkin	County of Vermilion River

1. Call to Order

County of Vermilion River CAO Alan Parkin called the meeting to order at 6:00 PM

2. Election of Chairperson

CAO Alan Parkin gave first call for nominations for the position of Chairperson.

Dennis Roth nominated Dale Swyripa for the position of Chairperson. Dale Swyripa accepted the nomination.

Alan Parkin gave second call for nominations for the position of Chairperson, no nominations were forthcoming.

Alan Parkin gave Third and final call for nominations for the position of Chairperson, no nominations were forthcoming. Don Berquist moved nominations cease.

CARRIED

Dale Swyripa was elected as Chairperson.

Dale Swyripa took Chair of the meeting.

3. Election of Vice Chairperson

Chair Dale Swyripa called for nomination of Vice Chairperson

Don Berquist nominated Marty Baker for the position of Vice Chairperson. Marty baker accepted the nomination.

Chair Dale Swyripa gave second call for nominations for the position of Vice Chairperson, no nominations were forthcoming.

Chair Dale Swyripa gave third and final call for nominations for the position of Vice Chairperson, no nominations were forthcoming.

Kevin Martin moved Nomination cease.

CARRIED

Marty Baker was elected as vice-chairperson.

4. Additions to the Agenda

Item 8.3 frequency of Zone 2 meetings was requested to be added to agenda.

5. Adoption of Agenda

Moved by Dennis Roth

THAT the ACE Regional Water Corporation Zone 2 approve the November 1, 2023, Agenda as amended with the addition of item 8.3 frequency of Zone 2 meetings.

CARRIED

6. Adoption of the Minutes November 15, 2022

Moved by Marty Baker

THAT the ACE Regional Water Corporation Zone 2 approve the November 15, 2022, minutes as presented.

CARRIED

7. Business Arising out of Prior Meeting

7.1 Terms of Reference updated

Moved by Kevin Martin

THAT the ACE Regional Water Corporation Zone 2 approve the revised Terms of Reference as presented.

CARRIED

8. New Business

8.1 Election of Member at Large ACE Director representative and voting member

Moved by Daryl Frank

THAT Dennis Roth be appointed the representative and voting member for Member at Large on the ACE Regional Water Corporation Zone 2 Board.

CARRIED

Moved by Daryl Frank

THAT Kevin Martin be appointed the representative and voting member for the Town of Vermilion on the ACE Regional Water Corporation Zone 2 Board.

CARRIED

8.2 Update from ACE Regional Water Corporation – Brent Romanchuk

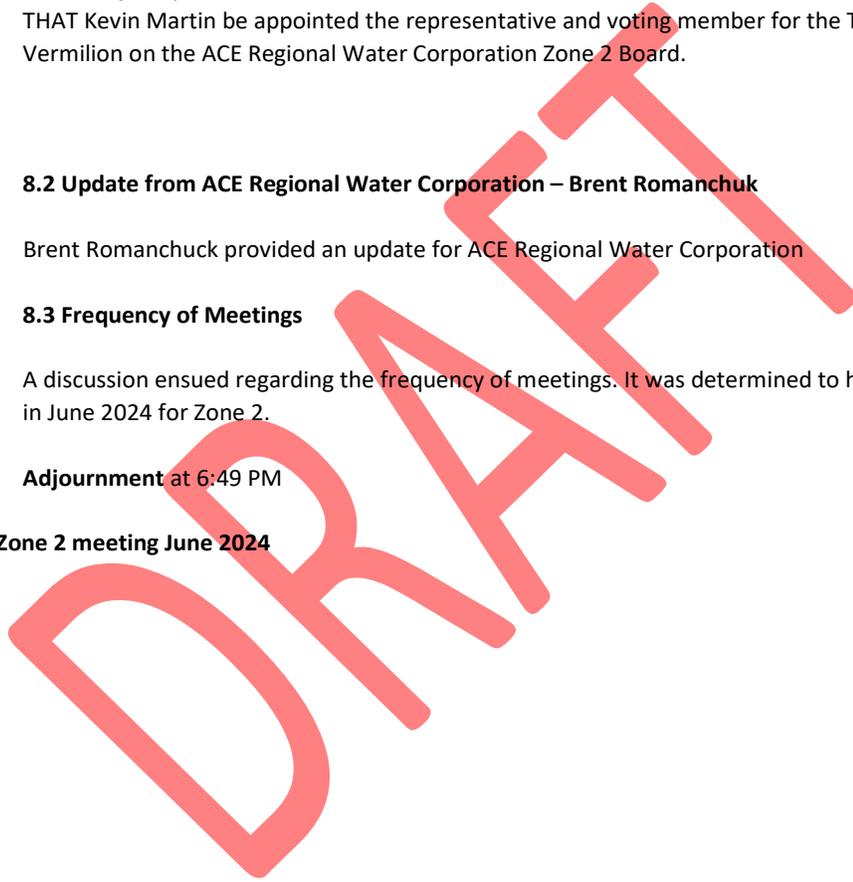
Brent Romanchuk provided an update for ACE Regional Water Corporation

8.3 Frequency of Meetings

A discussion ensued regarding the frequency of meetings. It was determined to hold a meeting in June 2024 for Zone 2.

9. Adjournment at 6:49 PM

Next Zone 2 meeting June 2024





CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: NOVEMBER 20TH, 2023

1. Area Structure Plan

- a. The Area Structure Plan is in its final stages of review. I should be in receipt of the draft plan to circulate and post on our website by November 24th. We will allow time for the public to review as well as Council and then allow for a public open house prior to final adoption.
- b. I have requested an extension with our grant funding due to the delay in finalizing the plan. The extension would be into 2024 to allow us ample time to complete the deliverables without rushing the public consultation component.

2. FCSS Letters

- a. FCSS letters indicating the amount of funding allocated for 2024 have been circulated. Year end reports are due by January 30th, 2024 to receive their cheque.

3. New Pump installed at WTP

- a. Xylem came out the week of November 13th to install our new pump. We were originally going to do this ourselves however the wiring on the pump was not the same as our old one. As such, to ensure it would remain under warranty, Xylem came out for a service call. There is no charge as it was their error.

4. New valves and new hydrant installed on 3rd

- a. Rusway Construction installed new water main valves along 3rd as well as replaced the fire hydrant on the corner. All of this work has been long overdue. Unfortunately, Rusway has been very busy with larger contracts and was not able to come until this past week. Our public works staff now are able to utilize the previous malfunctioning valves and no longer have to isolate water service to the entire street when completed work, rather, they can isolate the services.

5. Highway 897 Signage

- a. All spots have officially been sold.
- b. River Valley Meats purchased the remaining placeholder. We will be adding a temporary sign for the winter as well as changing the "No Need to Knock" one for the newly rebranded "Lela & West".

6. Tax Installment Plan

- a. Letters have been circulated to all of those on the tax installment payment plan. Letters include the final payment amount for December 2023 as well as an estimate for the first 6 months of 2024.

7. Disconnection Notices

- a. Letters have also been sent to those persons whose utility accounts are in arrears and have been transferred to their tax rolls. Payment is required by the end of the month for continued service. All account holders who received these letters are over \$500.00 and are still accumulating.

8. Playground Relocation from Lakeland College to Marwayne Playschool

- a. Retained the services of BOA Construction services to relocate the playground from Lakeland College in Vermilion to Marwayne for the benefit of the Marwayne Lil Critters Playschool. The cost to remove and deliver is about \$3500 and the cost to install is roughly \$10,000. Removal is scheduled for the week of November 27th and installation will be postponed to the spring once they have a fence installed and the weather is better suited.

VILLAGE OF MARWAYNE

Cheque Register-Summary-Bank



MARWAYNE

AP5090

Date : Nov 14, 2023

Page : 1

Time : 3:42 pm

Supplier : 10 To ZARC
 Pay Date : 14-Nov-2023 To 14-Nov-2023
 Bank : 01 - ATB To 99 - Penny Clearing

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
4730	14-Nov-2023	10	Tannas Bros. Hardware Ltd	Issued	76	C	637.12
4731	14-Nov-2023	10001	Gas Utility CVR	Issued	76	C	292.46
4732	14-Nov-2023	10032	Receiver General For Canada	Issued	76	C	7,762.24
4733	14-Nov-2023	10113	TELUS	Issued	76	C	107.02
4734	14-Nov-2023	ACE	ACE	Issued	76	C	10,175.20
4735	14-Nov-2023	AISL	AMSC Insurance Services Ltd	Issued	76	C	3,722.85
4736	14-Nov-2023	ASC	AMSC Insurance Services Ltd	Issued	76	C	361.35
4737	14-Nov-2023	ASC3	Alberta Municipalities Strength in Members	Issued	76	C	6,268.21
4738	14-Nov-2023	AWSL	All Weather Sealant Ltd.	Issued	76	C	2,089.39
4739	14-Nov-2023	CHEIN	Chem International	Issued	76	C	2,992.50
4740	14-Nov-2023	CNTRO	CNT Roofing Ltd.	Issued	76	C	9,504.81
4741	14-Nov-2023	COOP	Federated Co-Operatives Limited	Issued	76	C	129.70
4742	14-Nov-2023	ELEME	Element Materials Technology Canada Inc.	Issued	76	C	167.96
4743	14-Nov-2023	FRAIL	Franklin, Ilona	Issued	76	C	525.00
4744	14-Nov-2023	HMS2	Alberta 1171363 Ltd. Hendricks Microtech	Issued	76	C	611.64
4745	14-Nov-2023	HORBO	Janelle Millhouse - Horizon Bookkeeping	Issued	76	C	262.50
4746	14-Nov-2023	KNEKD	Kneen, Dave &/or Kay	Issued	76	C	870.00
4747	14-Nov-2023	NIESM	Michael Niesen - Village of Marwayne Enforceme	Issued	76	C	672.13
4748	14-Nov-2023	PCI	Pinnacle Computers Inc.	Issued	76	C	527.36
4749	14-Nov-2023	RICCA	NextGen Automation	Issued	76	C	1,438.55
4750	14-Nov-2023	SHAHAR	Harrower, Shannon	Issued	76	C	183.64
4751	14-Nov-2023	VADSO	CentralSquare Canada Software Inc.	Issued	76	C	8,022.36
4752	14-Nov-2023	VCOC	V3 Companies of Canada Ltd.	Issued	76	C	354.38
4753	14-Nov-2023	VOK	Village of Kitscoty	Issued	76	C	131.33
4754	14-Nov-2023	WAGL	Wainwright Assessment Group Ltd	Issued	76	C	751.80

Total Computer Paid :	58,561.50	Total EFT PAP :	0.00	Total Paid :	58,561.50
Total Manually Paid :	0.00	Total EFT File :	0.00		

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

VILLAGE OF MARWAYNE					AP5090	Page : 1	
Cheque Register-Summary-Bank					Date : Nov 16, 2023	Time : 3:00 pm	
Supplier : 10 To ZARC					Seq : Cheque No. Status : All		
Cheque Dt. : 16-Nov-2023 To 16-Nov-2023					Medium : M=Manual C=Computer E=EFT-PA		
Bank : 01 - ATB To 99 - Penny Clearing							
Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
4755	16-Nov-2023	10113	TELUS	Issued	81	C	96.50
4756	16-Nov-2023	AISL	AMSC Insurance Services Ltd	Issued	81	C	146.00
4757	16-Nov-2023	ATSED	ATS Traffic Alberta	Issued	81	C	485.98
4758	16-Nov-2023	BECL	Bi-Systems Electric & Controls Ltd.	Issued	81	C	282.85
4759	16-Nov-2023	COOP	Federated Co-Operatives Limited	Issued	81	C	492.15
4760	16-Nov-2023	ITRCA	Ittron Canada Inc.	Issued	81	C	3,432.98
4761	16-Nov-2023	KADR	Ken's Auto & Diesel Repair	Issued	81	C	1,581.27
4762	16-Nov-2023	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	81	C	73.40
4763	16-Nov-2023	SIGN	2005450 AB Ltd. o/a Sign Solutions	Issued	81	C	621.55
4764	16-Nov-2023	TM	TELUS	Issued	81	C	116.98
4765	16-Nov-2023	WRD	Wells Fargo Equipment Fin Co	Issued	81	C	785.52
Total Computer Paid :		8,115.18	Total EFT PAP :		0.00	Total Paid :	
Total Manually Paid :		0.00	Total EFT File :		0.00	8,115.18	
11 Total No. Of Cheque(s) ...							

VILLAGE OF MARWAYNE
Bank Reconciliation Statement



MARWAYNE

BR5020

Date : Nov 07, 2023

Page : 1

Time : 1:47 pm

Period : 10
Year : 2023
For Bank : ATB

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

Reference #	Cheque Date	Src	Period	Year	Amount	Description
3645	26-Mar-2021	AP	3	2021	-112.88	CentralSquare Canada Software Inc.
25	31-Aug-2023	PT	8	2023	181.08	Property Tax Posting for transactions upto 07 Sep,23 All accounts
4683	21-Sep-2023	AP	9	2023	-12138.00	ACE
4704	10-Oct-2023	AP	10	2023	-1732.50	Municipal Planning Services (2009) Ltd.
4724	19-Oct-2023	AP	10	2023	-131.25	Grant Carry
23001	01-Nov-2023	CR	10	2023	309.10	CR; DEPT:[VILLAGE OFFICE] D#[230].
23002	01-Nov-2023	CR	10	2023	499.15	CR; DEPT:[VILLAGE OFFICE] D#[230].

Bank Balance Statement	729393.34	as of 31-Oct-2023
Add outstanding deposits	989.33	(Includes all debits)
Cancelled deposits	0.00	
Less outstanding withdrawals/charges	-14114.63	(Includes all credits)
Cancelled withdrawals/charges	0.00	
Calculated Bank Balance	716268.04	
GL Bank Account Balance	716268.04	as of Period : 10 Year : 2023
Difference	0.00	

VILLAGE OF MARWAYNE
Billing Register Report Detailed



UB4110 Page : 29
 Date : Nov 03, 2023 Time : 8:05 am

Report Options

Customer Selection : All

Calculation Type : All

Batch Number

From : [2023110301]
 To : [2023110301]

Include Billing Transaction From Transaction Maintenance : No

Srv. End Date On/Before : 03-Nov-2023 Final Bills Only : No

Cat	Srv	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	ONOFF	Water On/Off	3		3.00	105.00		
01	WCOM	Commercial Water	23		23.00	2,174.70	262.00	11.39
01	WINS	Institutional Water	3		3.00	860.55	153.00	51.00
01	WLF	Water Line Fee	253		253.00			
01	WMUN	Municipal Properties	3		3.00		12.00	4.00
01	WPUB	Public Building Water	8		8.00	1,424.90	254.00	31.75
01	WRES	Residential Water	238		238.00	23,974.20	3,349.00	14.07
02	SCOM	Commercial Sewer	23		23.00	460.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	8		8.00	160.00		
02	SRES	Residential Sewer	238		238.00	4,701.82		
03	GINS	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	238		238.00	6,229.92		
Book 000 Totals :			1044		1,044.00	40,349.09	4,030.00	
Totals			1044		1,044.00	40,349.09	4,030.00	