

Agenda
Village of Nampa
Council Meeting
June 18, 2019
Village of Nampa Council Chambers
7:00 p.m.

1. Call the meeting to order

2. Adoption of the agenda

3. Adoption of Previous Minutes

- 3.1 Minutes of the Regular Council Meeting held May 21, 2019

4. Business Arising out of the Minutes

- 4.1 Council's Concept Choices for Mill Brown Park

5 New Business

- 5.1 7:00 p.m. MMSA Delegate - Contract Renewal **Can be viewed at Village Office**
- 5.2 Quote for Fire Hall/PW Shop Building Siding
- 5.3 Peace Library System 2018 Annual Report & 2018 Audited Financial Statements
- 5.4 ARPA Conference & Workshop at Fairmont Chateau Lake Louise October 24
26, 2019
- 5.5 PRHS Grad Ceremonies on June 29, 2019 **Invitation for Mayor
- 5.6 NSC 25th Anniversary & Canada Day Celebrations June 26, 2019 **RSVP
Required by June 21, 2019
- 5.7 RFD: Residential sewer charges from June 1, 2019 - September 30, 2019
- 5.8 Shell Rotary House Open House Invitation June 20, 2019 from 5pm - 7 pm at
Rotary House
- 5.9 RFD: Art Sawatzky, GM, PRWMC May 28, 2019 RE: 2019 Alberta CARE Fall
Conference September 4 - 6, 2019 in Peace River, AB.
- 5.10 **Bylaw # 451, a Bylaw of the Village of Nampa for the Purpose of Authorizing
the Village of Nampa to Enter into an Agreement to Establish an Intermunicipal
Subdivision and Development Appeal Board**
- 5.11 **Peace Regional Subdivision Appeal Board Agreement**

6 Reports

Financial Reports

- 6.1a Cheque Listing For Council #20190259-20190315 May 21- June 11, 2019
- 6.1b April 2019 Bank Rec
- 6.2 CAO Report June 18, 2019
- 6.3 Public Works Report
- 6.4 Mayor/Deputy Mayor/Councilor Reports & Upcoming Mtgs June 18, 2019

7. Correspondence

7.1 NPHF Board Synopsis June 5, 2019

8. Closed Session

8.1 Legal Issue - Village property

8.2 Property for Tax Sale

9 Adjournment

QUOTE

Bob Deines

bdeines@serbernet.com

EXPIRATION DATE July 3, 2019

TO Dianne Roshuk
Village of Nampa.
ADDRESS
ADDRESS
780-322-3852

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
	Nampa Firehall siding	25% Deposit	

[illegible]

Quotation prepared by:

This is a quotation on the work and goods named, subject to the conditions noted below:
Workmanship is guaranteed. Manufacturers warranties only apply to materials supplied. Work or materials outside of the scope of this quote will be considered separately.

To accept this quotation, sign here and return: _____

SUBTOTAL	\$ 20,843.48
GST	1,042.17
TOTAL	\$ 21,885.65

THANK YOU FOR YOUR BUSINESS!

May 31, 2019

Perry Skrlik, Mayor
Village of Nampa
P.O. Box 69
NAMPA AB T0H 2R0



Dear Mayor Skrlik:

Enclosed are copies of the Peace Library System's 2018 Annual Report for distribution to your Council members. Also included in this package is a copy of Peace Library System's 2018 Audited Financial Statements for your files. Both were adopted by the System's Board of Directors at its May 25, 2019 meeting.

In 2018, PLS gathered input from member library staff and trustees in order to develop new goals and strategies for its *2019-2021 Plan of Service*. The Plan builds on services such as digital literacy training, program support and regional advocacy efforts offered in prior years. As well, libraries received strong support for technology and library operations. The PLS network infrastructure was substantially upgraded to increase security and efficiency. Area residents continued to borrow thousands of items from libraries across the province, and made good use of specialized digital resources and eBooks.

PLS continued two important provincially-funded initiatives. The first was outreach to Indigenous communities. In 2018, PLS signed a Memorandum of Understanding with four library boards to take library services to nearby Indigenous communities. Library and library system staff visited five communities – Chatch (Dene Tha' First Nation), Driftpile Cree Nation, Horse Lake First Nation, Sturgeon Lake Cree Nation, and Sucker Creek First Nation – and contacts were made with four other First Nations and Métis communities. Thanks to the provincial Facility Enhancement Grant, the PLS headquarters building was modernized with new flooring, lighting fixtures, ceiling tiles and paint, and a substantial upgrade to the mechanical system.

We thank all municipalities and libraries that work together through Peace Library System to provide excellent library service in their communities and across the region. This partnership strengthens individual libraries and provides area residents with access to a wide range of resources. Should you have any questions about the enclosed documents, please contact me or Linda Duplessis, Director.

Sincerely,

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

Carolyn Kolebaba, Chair
Peace Library Board

Enclosures

Peace Library System
Financial Statements
December 31, 2018

Peace Library System
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FULCRUM GROUP
CHARTERED PROFESSIONAL ACCOUNTANTS

Chris Bell, CPA, CA*
Karla Kimble, CPA, CA*
Jesse Lofstrom, CPA, CA*
Neil Rozema, CPA, CMA, CA*
Lindsey Wickberg, MPAcc, CPA, CA*

Independent Auditor's Report

To the Board of Directors of
Peace Library System

Opinion

We have audited the financial statements of Peace Library System, which comprise the Statement of Financial Position as at December 31, 2018, and the Statements of Changes in Net Assets, Operations and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Independent Auditor's Report, continued

Those charged with governance are responsible for overseeing the organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.

Independent Auditor's Report, continued

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Fulcrum Group

Grande Prairie, Alberta
February 23, 2019

Fulcrum Group
Chartered Professional Accountants

Peace Library System
Statement of Financial Position

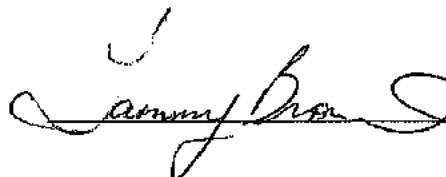
As at December 31	2018	2017
Assets		
Current assets		
Cash (note 3)	\$ 529,248	\$ 356,510
Short term investments (note 4)	297,501	1,149,391
Accounts receivable (note 5)	39,206	24,816
Inventory	20,704	21,459
Prepaid expenses	102,826	102,357
	<u>989,485</u>	<u>1,654,533</u>
Long-term investments	349,819	554,773
Property and equipment (note 6)	688,370	679,299
	<u>\$ 2,027,674</u>	<u>\$ 2,888,605</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 252,354	\$ 292,658
Deferred grant revenue (note 7)	303,312	938,886
Unexpended book allotments (note 8)	221,552	293,178
Deposits (note 9)	38,978	-
	<u>816,196</u>	<u>1,524,722</u>
Restricted asset grant (note 10)	8,895	12,707
	<u>825,091</u>	<u>1,537,429</u>
Commitments (note 11)		
Net assets		
Operating surplus	68,857	68,857
Equity in property and equipment	679,474	666,592
Reserves (note 12)	454,252	615,727
	<u>1,202,583</u>	<u>1,351,176</u>
	<u>\$ 2,027,674</u>	<u>\$ 2,888,605</u>

See accompanying notes

Approved by the board



Member



Member

Peace Library System
Statement of Changes in Net Assets

Year ended December 31, 2018

2018

	Total	Operating surplus	Equity in property and equipment	Reserves
Balance, beginning of year	\$ 1,351,176	\$ 68,857	\$ 666,592	\$ 615,727
Deficiency of revenues over expenditures	(148,593)	(148,593)	-	-
Purchases of property and equipment	-	(40,763)	116,620	(75,857)
Transfer from reserves	-	221,901	-	(221,901)
Amortization	-	107,550	(107,550)	-
Restricted asset grant	-	(3,812)	3,812	-
Transfer to reserves	-	(136,283)	-	136,283
Balance, end of year	\$ 1,202,583	\$ 68,857	\$ 679,474	\$ 454,252

Peace Library System
Statement of Changes in Net Assets

Year ended December 31, 2018

2017

	Total	Operating surplus	Equity in property and equipment	Reserves
Balance, beginning of year	\$ 1,235,820	\$ 68,857	\$ 662,629	\$ 504,334
Excess of revenues over expenditures	115,356	115,356	-	-
Purchases of property and equipment	-	-	29,959	(29,959)
Transfer from reserves	-	24,742	-	(24,742)
Amortization	-	63,160	(63,160)	-
Restricted asset grant	-	(5,444)	5,444	-
Indigenous populations grant asset purchases	-	(31,720)	31,720	-
Transfer to reserves	-	(166,094)	-	166,094
Balance, end of year	\$ 1,351,176	\$ 68,857	\$ 666,592	\$ 615,727

See accompanying notes

Peace Library System
Statement of Operations

Year ended December 31	2018 Actual	2018 Budget (unaudited)	2017 Actual
Revenues, Schedule 1	\$ 3,557,666	\$ 3,726,601	\$ 3,110,734
Expenditures, Schedule 2	<u>3,702,964</u>	<u>3,690,601</u>	<u>2,994,623</u>
(Deficiency) excess of revenues over expenditures from operations	<u>(145,298)</u>	<u>36,000</u>	<u>116,111</u>
Other income (expense)			
Gain on sale of property and equipment	297	-	-
Loss on foreign exchange	<u>(3,592)</u>	<u>(2,000)</u>	<u>(755)</u>
	<u>(3,295)</u>	<u>(2,000)</u>	<u>(755)</u>
(Deficiency) excess of revenues over expenditures	<u>\$ (148,593)</u>	<u>\$ 34,000</u>	<u>\$ 115,356</u>

See accompanying notes

Schedule 1
Peace Library System
Schedule of Revenues

Year ended December 31	2018 Actual	2018 Budget (unaudited)	2017 Actual
Other grants	\$ 890,479	\$ 1,026,058	\$ 457,203
Municipalities with library boards	934,638	951,588	906,773
Provincial grant - system operating	783,189	783,194	785,971
Library board allotment	403,494	410,812	410,812
Municipalities without library boards	161,506	157,329	152,154
School jurisdictions	126,734	126,727	127,857
Additional funds from libraries	73,978	100,000	69,511
Provincial grant - libraries	95,743	95,743	99,029
Webhosting and licensing income	25,746	30,000	37,987
Conference	18,926	18,000	17,937
Contract services	12,385	11,900	11,435
Interest income	26,513	10,000	22,142
Charges for additional funds	3,826	5,000	2,071
Miscellaneous income	509	250	9,852
	\$ 3,557,666	\$ 3,726,601	\$ 3,110,734

See accompanying notes

Schedule 2
Peace Library System
Schedule of Expenditures

Year ended December 31	2018 Actual	2018 Budget (unaudited)	2017 Actual
Amortization	\$ 107,550	\$ -	\$ 63,160
Building repairs and maintenance	945,386	820,260	212,005
Digital resource subscriptions	96,876	115,000	111,305
Freight	3,732	5,500	3,873
Grant fund transfer	99,054	102,346	102,347
Indigenous Populations Grant	117,900	93,500	205,072
Insurance	7,084	7,000	6,756
Interlibrary loan expense	63,705	64,200	60,123
Marketing	14,411	15,000	18,286
Meetings and workshops	13,930	15,451	13,448
Memberships and subscriptions	10,629	11,175	10,878
Office supplies and equipment	14,771	14,415	13,899
Postage	13,514	14,500	13,178
Printing and promotion	4,369	11,450	9,995
Professional fees	17,334	14,850	13,920
Programming events	36,456	54,930	38,214
Purchases - allotment	542,525	584,029	549,814
Purchases - headquarters	8,466	7,650	4,305
Regional computer network	189,033	251,025	103,739
Salaries and related benefits	1,172,073	1,204,870	1,204,464
Staff development	6,756	9,400	11,781
Telephone	9,830	13,000	8,731
The Regional Automation Consortium (TRAC)	83,358	95,000	92,843
Travel	40,727	83,550	47,771
Trustee expenses and meetings	48,736	44,000	36,150
Utilities	34,759	38,500	38,566
	\$ 3,702,964	\$ 3,690,601	\$ 2,994,623

See accompanying notes

Peace Library System
Statement of Cash Flows

Year ended December 31	2018	2017
Operating activities		
Cash receipts from customers	\$ 2,871,240	\$ 3,825,949
Cash paid to suppliers and employees	(3,665,536)	(2,849,705)
Interest income	26,513	22,142
	<u>(767,783)</u>	<u>998,386</u>
Investing activities		
Purchase of investments	(81,428)	(1,253,576)
Proceeds from maturity of investments	1,151,427	164,481
Purchase of equipment	(116,620)	(61,679)
Proceeds on disposal of equipment	297	-
Current year accrued interest on investments	(13,155)	-
	<u>940,521</u>	<u>(1,150,774)</u>
Increase (decrease) in cash	172,738	(152,388)
Cash, beginning of year	356,510	508,898
Cash, end of year	\$ 529,248	\$ 356,510

See accompanying notes

Peace Library System

Notes to Financial Statements

1. Nature of operations

Peace Library System (the "organization") is a regional library system which connects public libraries and schools. The organization was incorporated in 1986 under the Libraries Act of Alberta as a not-for-profit organization without share capital. The organization is funded by local municipalities, library boards, and the province. The organization provides centralized ordering, purchasing and processing, e-resources, IT support, reciprocal borrowing, information and reference service, and professional library consultants. The organization is exempt from tax under section 149 of the Income Tax Act.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

Accounting estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reported period. These estimates are reviewed periodically and are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Cash

Cash consists of balances with financial institutions.

Investments

The organization follows the cost method of accounting for its investments, written down for any permanent impairment in value.

Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined using the specific item method.

Property and equipment

Property and equipment are recorded at cost. The organization provides for amortization using the declining balance method at rates designed to amortize the cost of the property and equipment over their estimated useful lives. The annual amortization rates are as follows:

Buildings	4%
Furniture and fixtures	20%
Vehicles	30%
Computer equipment	30%
Website	100%

2. Significant accounting policies, continued

Property and equipment, continued

In the year of acquisition of property or equipment, additions are amortized at one-half the normal rate.

Impairment of long-lived assets

The organization tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected undiscounted future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent carrying value exceeds its fair value.

Financial instruments

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument. Amounts due to and from related parties are measured at the exchange amount, being the amount agreed upon by the related party.

The organization subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in (deficiency) excess of revenues over expenditures in the period incurred.

Financial assets measured at amortized cost include cash, accounts receivable, inventory, and prepaid expenses.

Financial liabilities measured at amortized cost include accounts payable, deferred grant revenue, unexpended book allotments, and deposits.

Impairment

For financial assets measured at cost or amortized cost, the organization determines whether there are indications of possible impairment. When there is an indication of impairment, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in (deficiency) excess of revenues over expenditures. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in (deficiency) excess of revenues over expenditures.

Peace Library System
Notes to Financial Statements

2. Significant accounting policies, continued

Foreign exchange

Monetary assets and liabilities of the organization which are denominated in foreign currencies are translated at year end exchange rates. Other assets and liabilities are translated at rates in effect at the date the assets were acquired and liabilities incurred. Revenue and expenses are translated at the rates of exchange in effect at their transaction dates. The resulting gains or losses are included in operations.

Revenue recognition

The organization recognizes operating grants and appropriations as revenue at the time they are received.

Allotment revenue is deferred and recognized in revenue as the corresponding expense is incurred.

Grants received for specific purposes for the use of the organization are deferred and recognized as the revenue amounts are used.

3. Cash

	2018	2017
General Operating	\$ 328,262	\$ 355,744
Investments cash account	200,001	-
Infrastructure account	486	-
General USD account	299	566
Petty Cash	200	200
	<u>\$ 529,248</u>	<u>\$ 356,510</u>

4. Investments

Investments consist of Guaranteed Investment Certificates with varying interest rates of 1.66% to 3.20% per annum. Maturing from August 2019 to December 2022. The certificates maturing within twelve months of the year-end have been classified as current assets.

Peace Library System
Notes to Financial Statements

5. Accounts receivable

	2018	2017
Accounts Receivable - Contracts	\$ 387	\$ -
Accounts Receivable - Sales	3,179	24,181
Goods and Services Tax Paid On Services/Supplies	35,640	635
	<u>\$ 39,206</u>	<u>\$ 24,816</u>

6. Property and equipment

	2018		2017	
	Cost	Accumulated amortization	Net	Net
Buildings	\$ 1,639,096	\$ 1,133,630	\$ 505,466	\$ 526,527
Furniture and fixtures	458,363	392,298	66,065	72,670
Vehicles	130,801	94,396	36,405	52,008
Computer equipment	78,095	41,764	36,331	28,094
Website	88,205	44,102	44,103	-
	\$ 2,394,560	\$ 1,706,190	\$ 688,370	\$ 679,299

7. Deferred grant revenue

Deferred grant revenue relates to Government grants and funds which were unearned at the end of the year.

	Other grants	Indigenous Populations Grant	Infrastructure Grant	Total
Balance, beginning of year	\$ 39,390	\$ 48,407	\$ 851,089	\$ 938,886
Grants received during the year	30,213	215,445	-	245,658
Revenue recognized	(27,516)	(120,508)	(738,642)	(886,666)
Income earned	-	-	5,434	5,434
	<u>\$ 42,087</u>	<u>\$ 143,344</u>	<u>\$ 117,881</u>	<u>\$ 303,312</u>

Peace Library System
Notes to Financial Statements

8. Unexpended book allotments

A percentage of local appropriations revenue is allocated for book purchases for each school jurisdiction or municipality. The unused balance at the end of the year is carried forward to the following year.

	<u>2018</u>	<u>2017</u>
Balance, beginning of year	\$ 293,178	\$ 348,811
Local appropriation and school levies allocated to members	448,022	454,154
Additional allotments purchased in the year by members	75,122	69,511
Amounts expended during the year	<u>(594,770)</u>	<u>(579,298)</u>
	<u>\$ 221,552</u>	<u>\$ 293,178</u>

9. Deposits

Deposits consist of member allotments received prior to year end that relate to the subsequent year.

10. Restricted asset grant

	<u>2018</u>	<u>2017</u>
Balance, beginning of year	\$ 12,707	\$ 18,153
Amortized into revenue	<u>(3,812)</u>	<u>(5,446)</u>
Balance, end of year	<u>\$ 8,895</u>	<u>\$ 12,707</u>

This grant is restricted for the purchase of vehicles. It is recognized as revenue at the same amortization rate as the corresponding vehicles.

Peace Library System
Notes to Financial Statements

11. Commitments

The Peace Library System (PLS) entered into an agreement with the City of Grande Prairie Library Board (GPLB) where the GPLB will facilitate regional resource sharing services as part of PLS' commitment to provide member libraries with access to a variety of resources. Terms of this agreement will extend from January 1, 2019 to December 31, 2020. The fees required to be paid by PLS to GPLB are as follows:

2019	\$ 48,500
2020	50,500
	<u>-</u>
	<u>\$ 99,000</u>

This agreement can be terminated by either party with three months notice prior to December 31 in any given year; however, is typically renewed at the end of each term.

12. Reserves

The Board of Directors has internally restricted certain net assets for the future purchase and replacement of capital assets. The objective of the reserves is to provide for the purchase of property and equipment.

At December 31, the balance in the reserve accounts was as follows:

	2018	2017
Technology	\$ 136,106	\$ 176,307
Vehicle	68,146	64,334
Furnishing and equipment	50,000	50,000
General building	200,000	325,086
	<u>\$ 454,252</u>	<u>\$ 615,727</u>

Transactions through the reserve account during the year were as follows:

	Technology	Vehicle	Furnishing and equipment	General Building	Total
Opening	\$ 176,307	\$ 64,334	\$ 50,000	\$ 325,086	\$ 615,727
Asset Purchases	(67,048)	-	(8,809)	-	(75,857)
Transfers	(49,427)	-	(182)	(172,292)	(221,901)
Transfer from operating	76,274	3,812	8,991	47,206	136,283
	<u>\$ 136,106</u>	<u>\$ 68,146</u>	<u>\$ 50,000</u>	<u>\$ 200,000</u>	<u>\$ 454,252</u>

12. Reserves, continued

13. Related party transactions

The organization is a member of The Regional Automation Consortium (TRAC). The organization paid \$94,298 (2017 - \$92,843) to TRAC for regional computer network services.

Board members were reimbursed for their expenses related to attendance of board meetings, committee meetings, and conferences they attended. Total amount of these transactions were \$25,309 (2017 - \$19,898).

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

14. Economic dependence

The organization is economically dependent on grants from the Alberta Government and funding from members (2018 - 76%, 2017 - 46% of total revenue).

15. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments. Exposure to these risks are not deemed to have a material effect.

Fair value risk

The fair value of current financial assets and current financial liabilities approximates their carrying value due to their short-term maturity dates. The fair value of long-term financial liabilities approximates their carrying value based on the presumption that the organization is a going concern and thus expects to fully repay the outstanding amounts.

Currency risk

Currency risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The organization has foreign currency transactions and therefore is exposed to to currency risk.

Interest rate risk

Interest rate risk is the risk that fair values of future cash flows of a financial instrument will fluctuate because of changes in market rates. The organization is exposed to interest rate risk primarily on its investments. Interest on investments are fixed, which exposes the organization to an fair value risk.

Peace Library System
Notes to Financial Statements

15. Financial instruments, continued

16. Comparative amounts

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

May 23, 2019

Mayor Skrlík and Councillors
Village of Nampa
PO Box 69
Nampa, AB T0H 2R0

5.4

Alberta
Recreation & Parks
Association

Dear Mayor Skrlík and all Members of Council;

**Subject: 2019 ARPA Conference and Energize Workshop & ATRA Symposium
"Growing Recreation Together!"**

On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to invite you to our Annual Conference and Energize Workshop at the Fairmont Chateau Lake Louise from Thursday, October 24 to Saturday, October 26, 2019.

Our conference program includes the Energize Workshop, now in its 24th year. The workshop is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. 525 delegates attended our conference in Jasper last fall, and nearly 100 of those attendees were mayors, reeves and councillors from across Alberta.

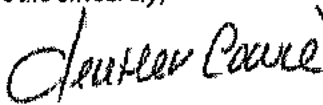
Recreation and parks are broadly recognized as essential public services that enhance quality of life and strongly aid in a community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue around these issues and your ongoing support of our organization is much appreciated.

Our 2019 conference program has been informed by comments and suggestions from 2018 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program will reflect the goals of the **Framework for Recreation in Canada - Pathways to Wellbeing**, a document endorsed by every province, territory and the Federation of Canadian Municipalities (FCM), and also supported by the Government of Canada. The program will also be informed by the **Parks for All** framework that was released in January 2018 and also endorsed by the provinces, territories and federal government.

Our experience is that municipalities typically book accommodations well in advance of the conference, so if you plan on attending, we would encourage you to book your rooms soon. We look forward to seeing you there.

Yours sincerely,


Heather Cowie
President

May 23, 2019

Mayor Skrlík and Councillors
Village of Nampa
PO Box 69
Nampa, AB T0H 2R0



Dear Mayor Skrlík and all Members of Council;

Subject: Awards from the Alberta Recreation and Parks Association and the Government of Alberta honour outstanding work in your community

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, is pleased to present a number of awards that celebrate leadership and inspire excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of their peers at the President's Awards Banquet on Saturday, October 26, 2019, where 500 delegates will be in attendance at the Fairmont Chateau Lake Louise as part of our annual Conference and Energize Workshop. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Awards

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation and sport, resulting in healthier people and communities. This year's awards are Community Leader of Tomorrow, Corporate Community Leader and Outstanding Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present all three awards.

Alberta Recreation and Parks Association's Awards

ARPA celebrates excellence through a number of diverse awards, including the A.V. Pettigrew Award, presented to a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards

These awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on each of the awards and to complete our online nomination form.

We look forward to reading about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

Heather Cowie
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca



PEACE RIVER HIGH SCHOOL
10001 - 91 Avenue
PEACE RIVER, ALBERTA
T8S 1Z5
Phone (780) 624-4221
Fax (780) 624-4048

May 26, 2019

Mr. Perry Skrlík
Mayor, Village of Nampa
Box 69
Nampar, AB
T0H 2R0



Mr. Perry Skrlík:

The Graduating class of 2019 from Peace River High School would be pleased if you could join us in celebrating our graduation from high school. Please accept this invitation to attend the Graduation ceremonies, which will take place on Saturday, June 29th starting at 1 o'clock in the afternoon at Peace River High School.

We would also be pleased if you would bring brief greetings from your respective organization. Because of the number of speakers and the length of the entire ceremony, we ask that if you are able to bring greetings that your speech be about 1-2 minutes in length. Please RSVP by phoning the school by June 7th, 2019.

Thank you for your interest in our education!

Sincerely,

Colbe Todoschuk
On behalf of the graduating class of 2019

CC: Mr. Mark Owens, Principal

Request for Decision (RFD)

Council Meeting June 18, 2019

Topic: Residential Sewer Charges from June 1, 2019 - September 30, 2019

Background:

At last month's council meeting Councillor Butz had briefly mentioned that council consider waiving additional sewer charges for residents for the months of June - September, so residents can water their lawns

Administration Recommendation:

That council make a motion to waive the additional sewer charges for Village residents from June 2019 - September 2019 so that residents can water their lawns

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2019

May 28, 2019

Northern Sunrise County
Bag 1300
Peace River AB T8S 1Y9

ATTENTION: Cindy Millar
Chief Administrative Officer

Town of Peace River
Box 6600
Peace River AB T8S 1S4

ATTENTION: Chris Parker
Chief Administrative Officer

Village of Nampa
Box 69
Nampa AB T0H 2R0

ATTENTION: Dianne Roshuk
Chief Administrative Officer



Dear Madam/Sir:

Re: 2019 Alberta Care Fall Conference

The Peace Regional Waste Management Company (PRWMC) is excited to announce that we will be hosting the Alberta Care Annual Fall Conference in Peace River from September 4th to 6th, 2019. Please accept our invitation for Council and Administration to attend this event. Please find enclosed a registration form and Agenda for your convenience.

The Association of Alberta Coordinated Action for Recycling Enterprises (**Alberta CARE**) was established in 2010 as a non-profit enterprise for the purpose of supporting recycling and waste management activities, at the community level, in Alberta. The goals of **Alberta CARE**, are summarized, as follows:

- Coordinate recycling and waste management activities at the community level.
- Establish partnerships that will bring together diverse interest groups towards a common focus and implementation strategy for recycling and waste management.



Box 7256
Peace River, AB T8S 1S9
Landfill: 780.624.4182
Fax: 780.624.9550
Eco Centre: 780.624.1112

- Promote recycling and waste management as part of the day-to-day lifestyle and culture of Albertans.
- Promote awareness of new recycling initiatives to the general public.

We expect to welcome up to 150 delegates from Municipalities and organizations across Alberta. Attendee's traditionally receive welcome bags when they register at the event, therefore, we would like to, respectively, request that each of our Members supply us with some promotional items with your logo for these welcome bags.

Thank you and if you have any questions or concerns, please do not hesitate to contact myself.

Yours truly,

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

Art Sawatzky
General Manager
Peace Regional Waste Management Company
asawatzky@prwmc.ca

19th Annual Alberta CARE Conference

19th Annual Alberta CARE Conference

19th Annual Alberta CARE Conference

Please forward registrations & payment to:
ALBERTA C.A.R.E.
Linda McDonald, Executive Director
5212-49 Street
Leduc, AB T9E 7H5
Toll Free: 1.866.818.CARE (2273)
Cell: 1-780-668-6767
Fax: 780.980.0232
Email: executivedirector@albertacare.org
Web: www.albertacare.org

Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

September 4th-6th

2019

Accommodations

Nova Inn Peace River
8010 100 Avenue
Peace River, AB
1-780-618-1999

Best Western Plus
8016 99 Avenue
Peace River, AB
1-780-617-7600

Book Accommodation under
Alberta CARE



Nova Inn Peace River

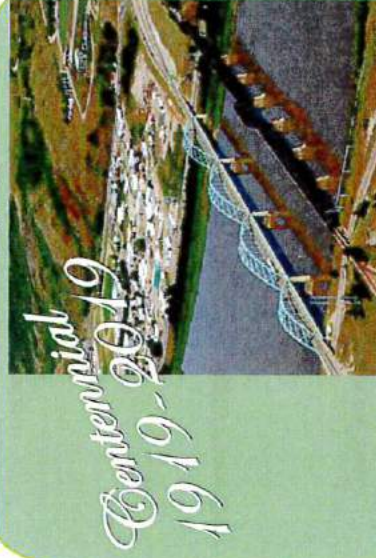


Best Western Plus

September 4th- 6th

2019

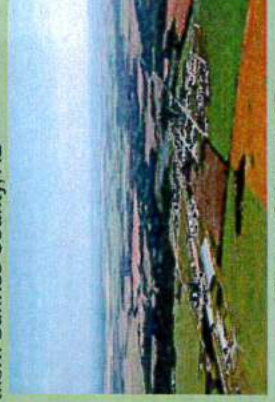
Chateau Nova Peace River
10010-74 Street, Peace River, AB
1-780-624-3344



Town of Peace River, AB



Northern Sunrise County, AB



Village of Nampa, AB

Silent Auction

Going once...

Going twice...

Beginning September 4th
Ending September 5th at 8pm

Wednesday,
September 4th

Thursday,
September 5th

Friday,
September 6th

9:00 - 5:00 p.m.	Registration and Exhibit Set Up
11:00 a.m.	Light Lunch at Nova Chateau Hotel
12:30 p.m.	GOLFING: (Half hour drive to golf course) • Heart River Golf Club, Nampa, AB 9 Holes or Double Rounds OR TOUR #1 (Buses Provided) • Peace Regional Landfill • Marie Reine Transfer Station • Peace River Eco Centre • "TERMINATOR" DEMO • K&K Recycling DEMO OR Tour #2 (Seating Limited) River Boat Tour of the Mighty Peace River and Smoky River
5:00 p.m.	COCKTAILS (Cash Bar)
6:00 p.m.	Welcoming Remarks from the Mayor of Peace River Welcoming Remarks from the Reeve of Northern Sunrise County Welcoming Remarks from the Mayor of Nampa Welcoming Remarks from the Legislature
6:30 p.m.	BUFFET BANQUET
8:00 p.m.	Entertainment

\$425.00 Registration Per Person
Register 3 or more Delegates
and receive a...

10% Discount!

This Conference is Alberta Environment approved
for Continuing Education Units

7:00 a.m.	HOT BUFFET BREAKFAST & Exhibit Viewing
8:00 a.m.	Welcome - Tom Moore, Chairman, Alberta CARE
8:15 a.m.	Joint Overview of the Peace Region - Economical and Community Development Mayor Tom Tarpey and Reeve Carolyn Kolebaba
9:00 a.m.	MERCER, Peace River Pulp Ltd. Overview Tom Tarpey, Environment Manager (Coffee Side Board During Morning Sessions)
9:45 a.m.	Gov't of Canada's Proposed Regulations Amending the Fertilizer Regulations, the Impact on Compost Canadian Composting Council
10:30 a.m.	"Problems in our Piles" - Compost Concerns and Implications for Municipalities Peter Duck, Regional Coordinator, Bow Valley, AB
11:15 a.m.	Mechanical Processing of Solid Waste and Biomass to reduce Landfill Volumes by Komptech Canada
NOON	BUFFET LUNCHEON
1:00 p.m.	TOUR #3 (Buses Provided) • MCW Apiaries Ltd. • Entreprise Lavoie (Anyone who has been out of the Country in the past week cannot enter the Dairy Barn) • Nampa Museum Tour • Baytex Energy Center OR TOUR #4 (Seating Limited) River Boat Tour of the Mighty Peace River and Smoky River OR More Golfing (on your own) at Heart River Golf Club (9 holes) or the Peace River Golf and Country Club (18 holes) COCKTAILS (Cash Bar) Municipal Collection Site Awards Alberta Recycling Mgmt Authority BUFFET BANQUET HOSPITALITY EVENING - Hosted by K&K Recycling Mr. Mike's Restaurant 8006 - 99 Avenue, Peace River, AB

(Coffee Side Board During Morning Sessions)



Pow Wow



PeaceFest



PRMX Motocross Races



World Jet Boat Championships

ALBERTA Coordinated Action for
Recycling Enterprises (CARE)
1-866-818-2273 Toll Free
1-780-980-8089 Phone 1-780-668-6767 Cell
1-780-980-0232 Fax



Printed on 100% Post-Consumer Recycled Paper

Cancellation Deadline
August 23rd 2019

Registration Form

ALBERTA CARE Conference 2019

September 4th-6th, 2019 Chateau Nova Hotel
Accommodation: 780-618-1999 Nova Inn - Block of Rooms under Alberta CARE
Peace River, AB

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

NO CHARGE FOR TOURS:

Please indicate the number attending Wednesday Tour #1 _____

Please indicate the number attending Wednesday Tour #2 Boat Tour _____

Please indicate the number attending Thursday Tour # 3 _____

Please indicate the number attending Thursday Tour #4 Boat Tour _____

Golf Fees 9 Holes \$31.50 with 1/2 Cart (GST included) \$ _____

Sub Total \$ _____

Conference Fee: \$425.00 p.p \$ _____

LESS 10% (if 3 or more attend) \$ _____

GST \$ _____

Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ _____

Luncheon @ 30.00 p.p. \$ _____

Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

FAX TO: 780-980-0232

MAIL PAYMENT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

EMAIL: executivedirector@albertacare.org

Please indicate any food allergies: _____

Request for Decision (RFD)

Council Meeting June 18, 2019

Topic: Bylaw # 451, A Bylaw of the Village of Nampa for the purpose of Authorizing the Municipality to enter into an Agreement to Establish an Intermunicipal Subdivision and Development Appeal Board

Background:

Administration is requesting council to approve Bylaw #451 so that our municipality can enter into an agreement with one or more municipalities to establish an Intermunicipal subdivision and appeal board. This bylaw will repeal our existing SDAB bylaw.

Administration Recommendation:

That council give Bylaw # 451 first, second and third reading

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2019

BYLAW NO. 451

ESTABLISHMENT OF INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

BYLAW NO.451 BEING A BYLAW OF THE VILLAGE OF NAMPA, ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE MUNICIPALITY TO ENTER INTO AN AGREEMENT TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS, Section 627 of the Act provides that a Council must by bylaw establish a subdivision and development appeal board, or authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board, or both;

AND WHEREAS, Section 628 of the Act provides that a bylaw or agreement under section 627 of the Act must prescribe the functions and duties of the subdivision and development appeal board;

NOW THEREFORE BE IT RESOLVED that Council hereby authorizes the Municipality to enter into an agreement to establish the Board as follows:

A. TITLE

1. This Bylaw may be referred to as the "Intermunicipal Subdivision and Development Appeal Board Bylaw".

B. DEFINITIONS

2. In this Bylaw:
 - (a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, and amendments thereto;
 - (b) "Board" means the Peace Regional Intermunicipal Subdivision and Development Appeal Board;
 - (c) "Council" means the council of the Village of Nampa;
 - (d) "Municipality" means the corporation of the Village of Nampa.

C. ESTABLISHMENT OF BOARD

3. The Municipality is hereby authorized to enter into an agreement with other municipalities within the area set out on the map attached as Schedule "A" to this Bylaw to establish the Board and provide for the following:
 - (a) the hearing of appeals in accordance with the Act within the boundaries of the municipalities that are parties to the agreement;
 - (b) the powers, duties and functions of the Board and the Clerk, and;

(c) the procedure and conduct of the Board and its members and the Clerk.

D. ESTABLISHMENT OF CLERK AS DESIGNATED OFFICER

4. The position of Clerk is hereby established as a designated officer of the Municipality.

5. The Clerk shall have all powers, duties and functions:

- (a) set out in the Act and regulations thereunder;
- (b) delegated to the Clerk by bylaw or resolution of Council;
- (c) set out in this Agreement; and
- (d) as designated by the Board from time to time.

E. FEES

6. Appeal fees shall be in accordance with the schedule of fees set out in Schedule "B" to this Bylaw.

F. ENACTMENT

7. This Bylaw shall come into effect on August 1, 2019.

8. Bylaw No. 443 Subdivision and Development Appeal Board Bylaw and any amendments thereto are hereby repealed.

Read a first time this ____ day of ____, 2019.

Perry Skrlík, Mayor

Dianne Roshuk, Chief Administrative Officer

Read a second time this ____ day of ____, 2019.

Perry Skrlík, Mayor

Dianne Roshuk, Chief Administrative Officer

Read a third time this ____ day of ____, 2019.

Perry Skrlík, Mayor

Dianne Roshuk, Chief Administrative Officer

Request for Decision (RFD)
Council Meeting June 18, 2019

Topic:

PRSDAB Agreement and Council Motions to Appoint Board Members and Clerks to the Peace Regional Subdivision and Development Appeal Board

Background:

Agreement Attached

Administration Recommendation:

That council sign the Peace Regional Subdivision and Development Appeal Board Agreement and that council make a motion to approve the appointment of the individuals listed on the attached Schedule A as members of the PRSDAB and that council make a motion to approve the appointment of the individuals listed on the attached Schedule B as clerks to the PRSDAB.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 18 2019

AN AGREEMENT DATED THIS 1st DAY OF AUGUST, 2019

BETWEEN:

Town of Grimshaw

Box 377, Grimshaw, Alberta, T0H 1W0

- and -

Town of Falher

Box 155, Falher, Alberta, T0H 1M0

- and -

Town of Fairview

*Box 730, 101 – 10209 109 Street
Fairview, Alberta, T0H 1L0*

- and -

Town of McLennan

*Box 356, 19 – 1st Avenue N.W.,
McLennan, Alberta, T0H 2L0*

- and -

Town of Manning

*Box 125, 413 Main Street
Manning, Alberta, T0H 2M0*

- and -

Town of Peace River

*9911 - 100 Street, P.O. Box 6600,
Peace River, Alberta, T8S 1S4*

- and -

Village of Berwyn

Box 250, Berwyn, Alberta, T0H E0E

- and -

Village of Donnelly

PO Box 200, Donnelly, Alberta, T0H 1G0

- and -

Village of Girouxville

4804 – 50th Street, Girouxville, Alberta, T0H 1S0

- 2 -

- and -

Village of Hines Creek
P O Box 421, 212 – 110th Street
Hines Creek, Alberta, T0H 2A0

- and -

Village of Nampa
9902 – 102 Avenue, Box 69
Nampa, Alberta, T0H 2R0

- and -

Municipal District of Fairview No. 136
10957 – 91 Avenue, Box 189
Fairview, Alberta, T0H 1L0

- and -

Municipal District of Peace No. 135
Box 34, Berwyn, Alberta, T0H 0E0

- and -

Clear Hills County
Box 240, Worsley, Alberta, T0H 3W0

- and -

Northern Sunrise County
135 Sunrise Road, Bag 1300,
Peace River, Alberta, T8S 1Y9

- and -

County of Northern Lights
#600, 7th Avenue NW, Box 10
Manning, Alberta, T0H 2M0

(hereinafter collectively referred to as "the Municipalities")

PEACE REGIONAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS the Municipalities have agreed to the establishment of an intermunicipal subdivision and development appeal board in accordance with Section 627(1) of the *Municipal Government Act*, RSA 2000, c. M-26;

NOW THEREFORE, in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

1. DEFINITIONS

- (a) "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, as amended from time to time.
- (b) "Agency" means the Mackenzie Municipal Services Agency.
- (c) "Administrative Assistant" means the body assigned the function of providing administrative assistance to the Board, as set out in this agreement.
- (d) "Board" means the Peace Regional Subdivision and Development Appeal Board established pursuant to this agreement.
- (e) "Clerk" means a designated officer appointed as a clerk under Section 627.1 of the Act.
- (f) "Council" means the council of any of the Municipalities.
- (g) "Development Authority" means a development authority established pursuant to Section 624 of the Act.
- (h) "Hearing" means the public hearing held to hear an appeal of a decision of a Development Authority or a Subdivision Authority filed in accordance with the Act.
- (i) "Meeting" means a meeting held and attended by the Members, and does not include a Hearing.
- (j) "Member" means a member of the Board.
- (k) "Municipality(ies)" means the municipalities that are parties to this agreement, individually or collectively as the context requires.
- (l) "Panel" means those Members selected to hear an appeal.
- (m) "Regulation" means the Subdivision and Development Appeal Board Regulation, Alberta Regulation 195/2017.

- (n) "Subdivision Authority" means a subdivision authority established pursuant to Section 623 of the Act.

All other terms used in this Agreement shall have the meaning assigned to them in the Act, as amended from time to time.

2. FUNCTIONS AND DUTIES

The Municipalities hereby establish the Board as an intermunicipal subdivision and development appeal board under the Act to hear appeals from decisions of the Development Authorities or Subdivision Authorities of the Municipalities.

3. MEMBERSHIP

- (a) The Board shall consist of a minimum of one (1) and a maximum of (2) Members from each Municipality. Where the Municipality provides two (2) Members, only one may be a member of Council. Where the Municipality provides one (1) Member, that Member may not be a member of Council.
- (b) Members shall not be employees of the Municipalities, the Subdivision Authority or Development Authority.

4. APPOINTMENT

- (a) Members shall be appointed by the Councils of the Municipalities.
- (b) The appointment of a Member shall continue from year to year until the Member's term expires, the Member resigns, or the Member otherwise ceases to be a Member, whichever occurs first.
- (c) Appointments to the Board are for a term of three (3) years; however, the first appointments shall be for staggered terms of one (1), two (2) and three (3) years. An equal number of Members (or as close as possible) will be appointed for each term. The terms for the first appointments will be determined by a random draw process to be administered by the Administrative Assistant at the first Meeting.
- (d) A Municipality may rescind the appointment of its Member at any time.

5. TRAINING

- (a) Members must comply with all the training requirements set out in the Regulation.
- (b) Each Municipality shall be responsible for the cost of training, as required under the Regulation for its Member(s).

6. VACANCIES

- (a) When a Member's term ceases prior to its expiry, the Municipality that the Member represents shall put forward another person for appointment as a Member for the balance of the term within forty-five (45) days of the vacancy arising.
- (b) The appointment of the replacement Member shall be made by the Councils of the Municipalities as soon as reasonably possible.

7. CHAIR OF THE BOARD

- (a) The Board shall appoint one (1) Member to hold the position of Chair and one (1) Member to hold the position of Vice-Chair.
- (b) The Vice-Chair will assume the duties of the Chair in the event that the Chair is not available.
- (c) The appointment of the Chairs shall continue until the Chairs' terms expire, the Chairs resign, or the Chairs otherwise cease to be Members, whichever occurs first.
- (d) The Board may rescind the appointment of the Chairs at any time.

8. CLERK

- (a) The Municipalities shall appoint one or more Clerks in compliance with the requirements of Section 627.1 of the Act to perform the duties set out in Schedule "A" hereto.
- (b) The Municipalities will endeavour to have a minimum of five (5) Clerks appointed at all times.
- (c) Clerks must comply with all the training requirements set out in the Regulation.
- (d) The Municipalities shall be responsible for an equal share of the cost of training for the Clerks as required under the Regulation.
- (e) The Municipalities may rescind the appointment of a Clerk at any time.

9. ADMINISTRATIVE ASSISTANT TO THE BOARD

- (a) The Municipalities appoint the Agency to act as Administrative Assistant to the Board.

- (b) The function of the Administrative Assistant to the Board includes the following:
 - (i) arrange and provide notice of Meetings, including date, time and location;
 - (ii) arrange for a record of the proceedings of Meetings;
 - (iii) ensure that all Members and Clerks are in compliance with this agreement, the Act and the Regulations;
 - (iv) keep a detailed set of records/files regarding appeals filed with the Board and associated costs;
 - (v) provide administrative assistance to the Clerk(s) as may be required;
 - (vi) develop a rotation system, taking into account location and availability, to assign Clerks to Hearings, for approval by the Board;
 - (vii) develop a rotation system taking into account location and availability to assign Members to sit on Hearings, for approval by the Board;
 - (viii) arrange for Clerks for Hearings upon receipt of a Notice of Appeal;
 - (ix) arrange for Members (including alternate Members) to sit on Hearings upon receipt of a Notice of Appeal; and
 - (x) on behalf of the Municipalities, submit to Alberta Municipal Affairs on an annual basis, the reports required under Section 3 of the Regulation.

10. REMUNERATION

- (a) Members shall be entitled to such remuneration as may be fixed from time to time by the Municipalities, as set out in Schedule "B" hereto. The Municipality from which the appeal originated shall pay the Members' remuneration for attending a Hearing.
- (b) A Municipality shall pay the remuneration of its Member(s) for attending Meetings at the rate set out by each municipality.
- (c) The cost of the Clerk to fulfil his/her duties shall be paid by the Municipality from which the appeal originated and will be based on an amount determined by the Municipalities, as set out in Schedule "B" hereto.
- (d) Remuneration to the Agency for carrying out the function of the Administrative Assistant shall be in the amount of an annual fee of One Hundred (\$100.00) Dollars payable to the Agency by each Municipality as follows:

- (i) One Hundred (\$100.00) Dollars at the time of the initial signing of the agreement.
- (ii) One Hundred (\$100.00) Dollars annually thereafter.

11. COST OF HEARINGS

- (a) All costs for the holding of a Hearing, including, without limitation, Members' remuneration, Clerk costs, advertising and notification costs, facility costs and legal costs, shall be paid by the Municipality from which the appeal originated.
- (b) Should a Hearing deal with appeals from more than one Municipality, the costs shall be paid equally by each Municipality from which the appeals originated.
- (c) Each Municipality shall provide adequate facilities for the Board to hold Hearings of appeals originating from that Municipality.

12. HEARINGS

- (a) The Board shall hold Hearings at a date and time to be determined by the Board in accordance with the requirements of the Act.
- (b) Hearings shall be held in the Municipality from which the appeal originated.
- (c) Notwithstanding Section 12(b) of this Agreement, if a Hearing deals with appeals from more than one Municipality, the location of the Hearing shall be determined by the Board.
- (d) A Hearing may be held before a Panel. A Panel has any or all of the powers, duties and responsibilities of the Board. A decision of a Panel is a decision of the Board.
- (e) A quorum for a Panel is three (3) Members and must not have more than one (1) member of Council.
- (f) If the Chair or Vice-Chair is not part of a Panel for a Hearing, then the Members of the Panel shall select one of the Members of the Panel to assume the duties of the Chair for the Hearing.

13. OFFICIAL ADDRESS

The official address of the Board shall be:

P.O. Box 450, Berwyn, Alberta, T0H 0E0
5109 - 51 Street, Berwyn, Alberta

Phone: 780-338-3862
Fax: 780-338-3811
Email: info@mmsa.ca

14. WITHDRAWAL FROM AGREEMENT

A Municipality may withdraw from this Agreement by giving three (3) months' written notice to each Municipality and the Agency.

15. ADDITION OF NEW MUNICIPALITIES

- (a) A Municipality located within the area shown on Schedule "C" may become a party to this Agreement by providing written notice to the Administrative Assistant on or before March 1 of the year in which the Municipality wishes to become a party:
 - (i) that it wishes to become a party to this Agreement;
 - (ii) of at least one (1) person to be appointed as a Member;
 - (iii) if applicable, of a person to be appointed as a Clerk; and
 - (iv) executing confirmation that it is bound by this Agreement in the same manner as the Municipalities that executed this Agreement in the first instance.
- (b) Upon satisfying the conditions set out in Section 15(a) of this Agreement, the Municipality shall become a party to this Agreement effective May 1 of that year.

16. GENERAL

- (a) Appeal fees shall be in accordance with a schedule of fees set out in Schedule "B" hereto. Each Municipality shall adopt this Schedule of Fees by bylaw.
- (b) The Policies and Procedures to govern Meetings and Hearings are set out in Schedule "A" hereto. The Board may review and recommend changes to the Policies and Procedures from time to time.
- (c) The Municipalities may review and amend the Terms of Agreement establishing the Board from time to time.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below:

Town of Grimshaw

Per: _____
Mayor Bob Regal
Per: _____
Brian Allen, CAO

Town of Falher

Per: _____
Mayor Donna Buchinski
Per: _____
Adèle Parker, CAO

Town of Fairview

Per: _____
Mayor Gordon MacLeod
Per: _____
Daryl Greenhill, CAO

Town of McLennan

Per: _____
Mayor Michele Fournier
Per: _____
Lorraine Willier, CAO

Town of Manning

Per: _____
Mayor Greg Rycroft
Per: _____
John Brodrick, CAO

Town of Peace River

Per: _____
Mayor Thomas Tarpey
Per: _____
Christopher J. Parker, CAO

Village of Berwyn

Per: _____
Mayor Ken Montie
Per: _____
Cathie Bailey, CAO

Village of Donnelly

Per: _____
Mayor Myrna Lanctot
Per: _____
Rita Maure, CAO

Village of Girouxville

Per: _____
Mayor Alain Dion
Per: _____
Estelle Girard, CAO

Village of Hines Creek

Per: _____
Mayor Hazel Reintjes
Per: _____
Leanne Walmsley, CAO

Village of Nampa

Per: _____
Mayor Perry Skrlik
Per: Dianne Roshuk
Dianne Roshuk, CAO

Municipal District of Fairview No. 136

Per: _____
Reeve Peggy Johnson
Per: _____
Sandra Fox, CAO

Municipal District of Peace No. 135

Per: _____
Reeve Robert Willing
Per: _____
Barbara Johnson, CAO

Clear Hills County

Per: _____
Reeve Miron Croy
Per: _____
Allan Rowe, CAO

Northern Sunrise County

Per: _____
Reeve Carolyn Kolebaba
Per: _____
Cindy Millar, CAO

County of Northern Lights

Per: _____
Reeve Terry Ungarian
Per: _____
Theresa Van Oort, CAO

SCHEDULE A

POLICIES AND PROCEDURES

1. DEFINITIONS

Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the Act.

2. APPLICATION

- (a) These Policies and Procedures shall apply to all Meetings and Hearings.
- (b) Any matter of meeting procedure which is not herein provided for, shall be determined according to the most current edition of Robert's Rules of Order.
- (c) Decisions regarding procedure shall be made by the Chair or the Vice-Chair in the absence of the Chair.
- (d) In the event of a conflict between the provisions of these Policies and Procedures and Robert's Rules of Order, the provisions of these Policies and Procedures shall prevail.

3. ORGANIZATIONAL MEETING

- (a) An organizational Meeting of the Board shall be held within two (2) months of Members being appointed and annually thereafter.
- (b) The Administrative Assistant shall fix the time and place for the organizational Meeting with the business of the Meeting being limited to the following.
 - (i) Selection of Chair;
 - (ii) Selection of Vice-chair;
 - (iii) Review and, if required, amendment of Policies and Procedures;
 - (iv) Review and approval of the system to assign Clerks to Hearings and Members to sit on Hearings.
- (c) The Administrative Assistant shall prepare the agenda and notify all Members in advance of the time and location of the Meeting.
- (d) Any costs associated with the organizational Meeting will be shared equally among the Municipalities.

- (e) The quorum for the organizational Meeting and any other Meetings shall be two-thirds (2/3) of the total Members. Decisions shall be made by a majority of the Members in attendance at the Meeting.

4. SIGNING AUTHORITY

- (a) An order, decision, approval or other things, made, given or issued by the Board may be signed on its behalf by the Chair or a Member authorized by the Board to sign on its behalf.
- (b) Subject to Section 4(a), a Member of a Panel selected to act as Chair for a Hearing is authorized to sign on the Board's behalf for matters regarding that Hearing.

5. CLERK (ROLES AND RESPONSIBILITIES)

- (a) The Clerk shall perform such functions as may be necessary to ensure that the Board is in full compliance with its duties respecting an appeal under the *Municipal Government Act*.
- (b) The Clerk shall attend the Hearings.
- (c) The Clerk shall keep the following records:
 - (i) notices of appeal;
 - (ii) notices of hearings and records of persons to whom they were sent;
 - (iii) copies of all written submissions to the Board;
 - (iv) a list of the names and addresses of those making submissions at a Hearing;
 - (v) Hearing minutes;
 - (vi) decision(s) of the Board;
 - (vii) reasons for the decision of the Board;
 - (viii) notices of decision and records of persons to whom they were sent;
 - (ix) all notices, decisions and orders made on appeal from the decisions of the Board; and
 - (x) such other matters as the Board may direct or the Clerk may determine.

6. NOTICE OF APPEAL

- (a) Notices of Appeal must be filed with the Board in writing within the time limits set out in the Act. A Notice of Appeal will be deemed to be filed with the Board if it is filed at the office of the Municipality in which the appeal originates and addressed to the Chief Administrative Officer of the Municipality.
- (b) Within twenty-four (24) hours of receipt of a Notice of Appeal, a Municipality shall submit the Notice of Appeal to the Board and the Administrative Assistant. The Administrative Assistant shall be responsible for arranging for a Clerk to attend the Hearing and Members (including alternate Members) to sit on the Hearing, in accordance with the Board approved rotation system.

7. HEARINGS

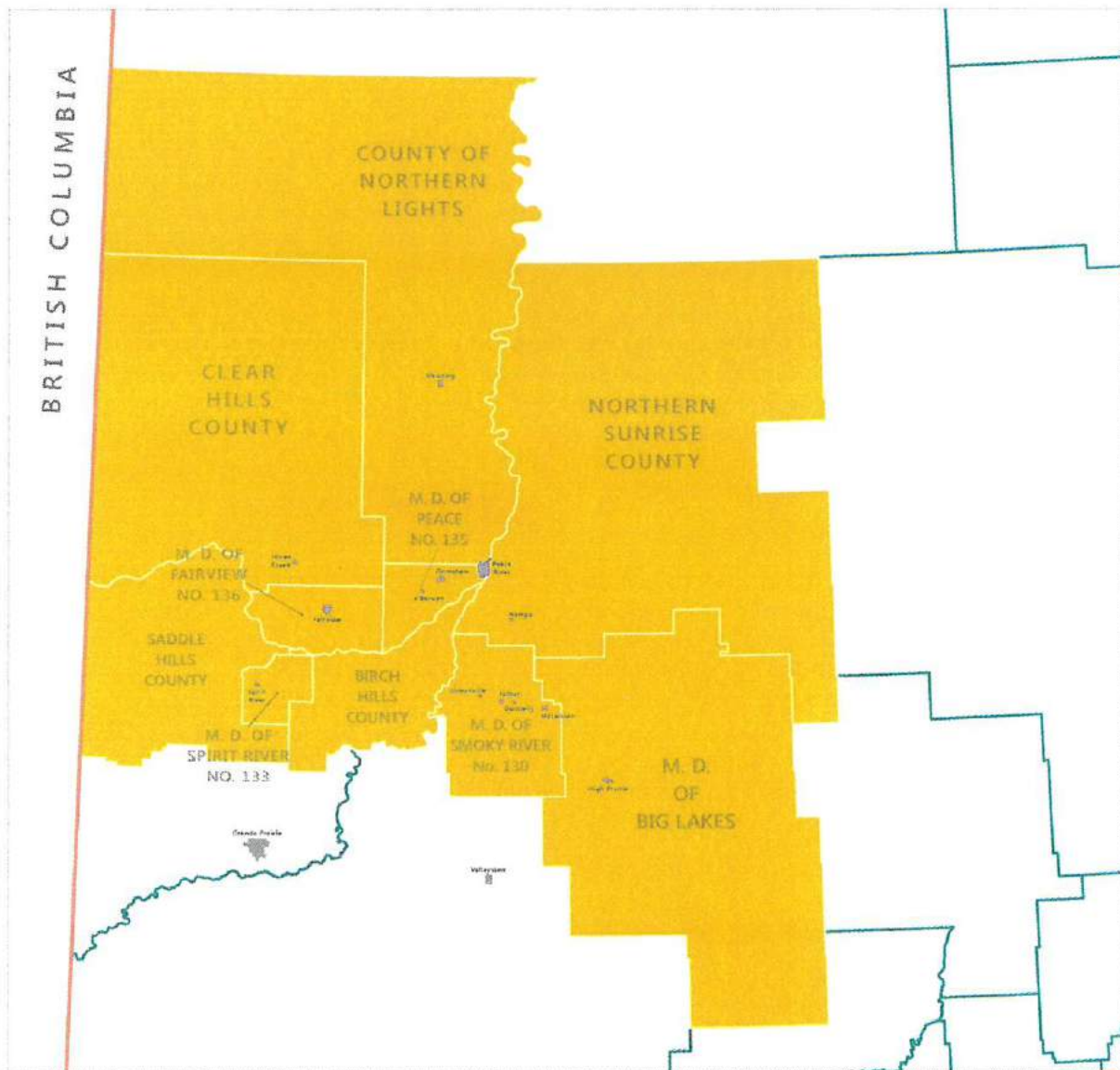
- (a) Upon receipt of a Notice of Appeal, the Board may convene a special Meeting to consider what persons are affected by the appeal and should be notified of the Hearing.
- (b) The Board shall endeavour to have all Hearings heard and decided by an odd number of Members.
- (c) The Administrative Assistant shall endeavour to have at least one alternate Member attend the Hearing. In the event that a Member assigned to the Hearing is disqualified from hearing the appeal, the alternate Member shall replace that Member on the Panel. The alternate Member shall not otherwise take part in the Hearing or deliberations.
- (d) When assigning a Clerk to a Hearing, the Administrative Assistant shall give first priority to a Clerk who is an employee of the Municipality from which the appeal originated.
- (e) Hearings shall be held in public, but the Board may deliberate and make its decision in a meeting closed to the public in accordance with Section 197 of the Act.
- (f) A request for adjournment of a Hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.
- (g) The Board may adjourn to a specific time and date upon its own volition to request technical information, legal opinions or other information desired by the Board.
- (h) Procedural matters not otherwise addressed in these Policies and Procedures shall be at the discretion of the Chair for that Hearing.

8. DECISIONS

The decision of the majority of the Members at a Hearing is deemed to be the decision of the Board.

SCHEDULE A

(MAP)



SCHEDULE B

SCHEDULE OF FEES

1. Each Municipality shall adopt this Schedule of Fees by bylaw.
2. Table 1: Remuneration for Members attending a Hearing:

	Daily Rate (more than 4 hours)	Daily Rate (4 hours or less)
Member	\$200.00	\$125.00

3. Table 2: Remuneration for a Clerk assigned to a Hearing (this includes pre-hearing and post-hearing functions) (Note: the remuneration is payable to the Municipality that employs the Clerk, unless the Clerk is an employee of the Municipality from which the appeal originated, in which case no remuneration is payable):

	Per Appeal
Clerk	\$750.00

6. Table 3: Fee for filing appeal (payable to Municipality):

Type of Appeal	
Subdivision	\$150.00
Development	\$150.00
Stop Order	\$150.00

7. Table 4: Travel Expense Allowance:

Shall align with Provincial Government Rates as established from time to time.

Current rates (March 2019):

Mileage	Breakfast	Lunch	Dinner
\$0.58/km	\$9.20	\$11.60	\$20.75

ELIGIBILITY FOR NEW MEMBERSHIP TO THE BOARD

[illegible]

Schedule "A"

Peace Regional Subdivision and Development Appeal Board Members

MUNICIPALITY	MEMBER
Berwyn	Sterling Andrews
Berwyn	Randy Morden
CHC	Brian Harcourt
CHC	Orest Luka
CNL	Robert King
Donnelly	Gerry Noel
Fairview	Owen Stanford
Falher	Guy Beaudoin
Girouxville	Denis Boisvert
Grimshaw	Marvin Duek
Hines Creek	Ernie Brauer
Hines Creek	Camille Zavisha
McLennan	Avis Gagne
MD 135	Lyle McKen
MD 135	George Leger
MD 136	James Adams
MD 136	Theresa Hrab
Nampa	Quinton Bulford
Nampa	Agnes Roshuk
NSC	Corinna Williams
NSC	Dave van Tamelen
Manning	Peter Gunning
Manning	April Doll
Peace River	Orren Ford
Peace River	Rod Burr

Term beginning on August 1, 2019.

Schedule "B"

Peace Regional Subdivision and Development Appeal Board Clerks

MUNI	CLERK
Berwyn	Barb Schofield
CHC	Bonnie Morgan
CNL	Teresa Tupper
Falher	Viola Marcoux
Grimshaw	Constance Hampton
Hines Creek	Karen Young
McLennan	Susan Ouellette
MD 135	Larissa Hempler
MD 136	Kirsten Portsmouth
Nampa	Shirley Matiasiewich
NSC	Olive Toews
Manning	Quinn Lambert
Peace River	Greg Towne



VILLAGE OF NAMPA

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Cheque Listing For Council

2019-Jun-12
10:01:49AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190259	2019-05-21	DIRECT ENERGY		PAYMENT		1,217.05
			2223 MAY 19	GAS CIVIC CENTER	477.13	
			5476 MAY 19	ELECTRICITY 97TH LIGHTS	258.68	
			6793 MAY 19	GAS OLD OFFICE	107.85	
			7130 MAY 19	GAS SEWER LIFT	87.52	
			8666 MAY 19	GAS FIRE HALL	285.87	
20190260	2019-05-21	TELUS COMMUNICATIONS INC.		PAYMENT		110.81
			0091 MAY 19	MUSEUM TELEPHONE	110.81	
20190261	2019-05-21	TELUS MOBILITY INC.		PAYMENT		105.46
			9618 MAY 19	CAO CELL PHONE	105.46	
20190262	2019-05-23	DIRECT ENERGY		PAYMENT		2,143.05
			0371 MAY 19	ELECTRICITY OFFICE	132.26	
			6169 MAY 19	ELECTRICITY FIRE HALL	311.36	
			6577 MAY 19	ELECTRICITY TENNIS CRTS	98.71	
			6932 MAY 19	ELECTRICITY SEWER LIFT	176.03	
			7641 MAY 19	ELECTRICITY BALL DIAMOND	30.68	
			7960 MAY 19	ELECTRICITY CIVIC CENTER	1,394.01	
20190263	2019-05-23	ATCO ELECTRIC		PAYMENT		2,183.20
			3001873	INSTALLATION OF STREET LIGHT	2,183.20	
20190264	2019-05-23	E3 STRATEGIES INC.		PAYMENT		3,150.00
			123	ECONOMIC DEV STRAEGIC PLAN BF	3,150.00	
20190265	2019-05-23	GOVERNMENT OF ALBERTA		PAYMENT		64.00
			S090952	LOCAL GOVNT BINDER UPDATE	64.00	
20190266	2019-05-23	HI TECH BUSINESS SYSTEMS		PAYMENT		68.51
			1538780	MTHLY CONTRACT FEE	68.51	
20190267	2019-05-23	MATIASIEWICH, EVAN		PAYMENT		51.00
			MAY 2019	TRAVEL EXPENSE	51.00	
20190268	2019-05-23	MUNICIPAL INFORMATION SYSTEMS		PAYMENT		702.29
			20190383	PAPER	126.00	
			20190455	MTHLY SUPPORT	576.29	
20190269	2019-05-23	NORTHERN SUNRISE COUNTY		PAYMENT		38,926.07
			9296	GARBAGE PICKUP MARCH/APRIL 19	4,000.00	
			9297	NASON SCADA SERVICE CONTRAC	262.50	
			9299	CIVIC CENTER CONST LOAN	29,786.55	
			9299-1	INTEREST CIVIC CENTER LOAN	4,877.02	
20190270	2019-05-23	NOVAK, CHERYL		PAYMENT		105.00
			MAY 19	TRAVEL EXPENSES	105.00	
20190271	2019-05-23	PEACE REGIONAL WASTE MANAGEMENT COMPANY		PAYMENT		491.80
			20387	NAMPA TRANSFER STATION	305.92	
			20388	TIPPING FEES	185.88	
20190272	2019-05-23	RMA FUEL		PAYMENT		3,259.46
			PF-7537-76782	FUEL	3,259.46	
20190273	2019-05-23	RURAL MUNICIPALITIES OF ALBERTA		PAYMENT		112.79
			086146	TAPE/HIGH LIGHTERS - MUSEUM	112.79	
20190274	2019-05-23	VELOCITY ENGINEERING INC.		PAYMENT		2,188.67
			2020	DRAFTING CHARGE 2019 RD REPAI	2,188.67	
20190275	2019-05-23	HEART RIVER GOLF CLUB		PAYMENT		500.00
			MAY 2019	HOLE IN ONE SPONSORSHIP	500.00	
20190276	2019-05-30	ATB FINANCIAL MASTERCARD		PAYMENT		757.50
			Apr 30 19	COFFEE SUPPLIES PW	25.00	
			April 30, 2019	OVERPAYMENT	(57.16)	
			May 14 19	CHAINSAW	456.37	
			May 14 19 1	COFFEE SUPPLIES PW	18.97	
			May 14 2019	CHAIN FOR CHAINSAW	34.64	
			May 2 19	MTHLY INTERNET HOST	20.95	



VILLAGE OF NAMPA

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Cheque Listing For Council

2019-Jun-12

10:01:49AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190276	2019-05-30	ATB FINANCIAL MASTERCARD	May 3 19	SIGN FOR RV STATION	258.73	757.50
20190277	2019-05-30	NAMPA AUTO & FARM SUPPLY	175094	PAYMENT TIRE REPAIR FOR LAWN MOWER	24.98	24.98
20190278	2019-05-30	ROSHUK, DIANNE G				
20190279	2019-05-30	MATIASIEWICH, SHIRLEY A				
20190280	2019-05-30	SURMAN, STEVE C				
20190281	2019-05-30	BOUCHARD, GISELE				
20190282	2019-05-30	CHENARD, ANGELE L				
20190283	2019-05-30	MCNEIL, JEREMY D				
20190284	2019-05-30	MATIASIEWICH, EVAN M				
20190285	2019-05-30	BULFORD, QUINTON				
20190286	2019-05-30	NOVAK, CHERYL				
20190287	2019-05-30	BUTZ, CLYNTON				
20190288	2019-05-30	SKRLIK, PERRY				
20190289	2019-05-30	TURCOTTE, ASHTON				
20190290	2019-06-04	IWANTWIRELESS CA LTD	70892	PAYMENT INTERNET SERVICE - MUSEUM	52.45	52.45
20190291	2019-06-04	NAMPA AUTO & FARM SUPPLY	176311	PAYMENT MOWER BLADES/SEAL/BELT	696.40	696.40
20190292	2019-06-04	CANADIAN LINEN AND UNIFORM	3189 3189 MUS 4534 4534 MUS	PAYMENT MTHLY MAT RENTAL MTHLY MAT RENTAL MTHLY MAT RENTAL MTHLY MAT RENTAL MUSEUM	83.61 91.83 83.61 91.83	350.88
20190293	2019-06-04	CROWLEY, MARY	MAY 2019	PAYMENT CUSTODIAN - MUSEUM	156.25	156.25
20190294	2019-06-04	GRIMSHAW TRUCKING LTD.	E1406526	PAYMENT FRIEGHT	107.69	107.69
20190295	2019-06-04	MNP	8862745	PAYMENT 2018 AUDIT	16,708.39	16,708.39
20190296	2019-06-04	RECEIVER GENERAL	MAY GAR	PAYMENT GARNISHEE	875.39	875.39
20190297	2019-06-04	RECEIVER GENERAL - PAYROLL	201905 CPP 201905 EI 201905 TAX	PAYMENT CPP EI TAX	3,240.92 1,201.29 4,794.46	9,236.67
20190298	2019-06-04	SHELLEY'S STATIONERY	018	PAYMENT STAMPS	283.50	283.50
20190299	2019-06-04	TOKER, TEENA	MAY 2019	PAYMENT CUSTODIAN - VILLAGE OFFICE	262.50	262.50
20190300	2019-06-04	XYLEM CANADA COMPANY	3558318108	PAYMENT CHAIN CONNECTOR	63.00	63.00
20190301	2019-06-07	JOE DROVER ANIMATION	FARMERS DAY 1	PAYMENT FARMER'S DAY ACTIVITIES	3,412.50	3,412.50
20190302	2019-06-07	LOCAL AUTHORITIES PENSION PLAN	20190531	PAYMENT LAPP DEDUCTIONS MAY 2019	4,268.10	4,268.10
20190303	2019-06-07	NORTH PEACE REPTILE PARTIES	INV032	PAYMENT FARMERS DAY ACTIVITIES	500.00	500.00



VILLAGE OF NAMPA

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Cheque Listing For Council

2019-Jun-12

10:01:49AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20190304	2019-06-07	THE JOE SHOW	FARMES 2019	PAYMENT FARMER'S DAY ACTITITIES	1,800.00	1,800.00
20190306	2019-06-11	BELL MOBILITY	june 2019	PAYMENT PW CELL PHONE	126.46	126.46
20190307	2019-06-11	TELUS COMMUNICATIONS INC.	4468 JUNE 19 6426 JUNE 19 7953 JUNE 19 9885 JUNE 19 JUNE 19 MUSEU	PAYMENT PW TELEPHONE OFFICE PHONE FIRE DEPT PHONE FAX LINE MUSEUM TELEPHONE	123.22 211.85 100.31 100.60 110.81	646.79
20190308	2019-06-11	ALBERTA ONE CALL CORP.	IN151327	PAYMENT MTHLY ONE CALL SERVICE	18.90	18.90
20190309	2019-06-11	FERNS GREENHOUSE & MERCANTILE	658617	PAYMENT FLOWER BASKETS	1,260.00	1,260.00
20190310	2019-06-11	HOME HARDWARE	951559 952329	PAYMENT WASHERS/NAI WASHERS/NAI FOR SPEED BUMP	76.28 81.90	158.18
20190311	2019-06-11	NORTHERN SUNRISE COUNTY	9319	PAYMENT EMERGENCY SERVICE FEE - 2019	25,000.00	25,000.00
20190312	2019-06-11	RENTCO EQUIPMENT LTD.	349335-4	PAYMENT RENTAL OF MANLIFT FOR FLOWER	204.97	204.97
20190313	2019-06-11	TARIN RESOURCE SERVICES (1994) LTD	16078	PAYMENT AERIAL ACQUISITION MAPPING	2,919.58	2,919.58
20190314	2019-06-11	TRI LINE CONTRACTING SERVICE	3570 3571 3572 3584 3585	PAYMENT FLUSHING OF SEWER LINES MAY 13 REPAIR OF SEWER LINE BREAK BY REPAIR OF SEWER LINE & GRAVEL FLUSHING OF SEWER LINES EAST S FLUSHING OF SEWER LINES EAST S	9,339.75 7,713.30 12,709.30 2,520.00 2,520.00	34,802.35
20190315	2019-06-11	VITAL EFFECT INC	5440	PAYMENT MTHLY WEB SUPPORT	40.95	40.95

Total 181,594.62

*** End of Report ***



Chief Administrative Officer Report

6.2

May 22, 2019 - June 18, 2019

May 22 - NWL Meeting - Still waiting to hear back from Lubicon in regards to partnership with NWL. Consent was given for Administration to work with a company to purchase water

May 23 - Auditors Meeting

May 30 - 2019 Operating & Capital Budget Meeting and 2019 Milrate Tax Bylaw # 450 Approval

June 11- Met with Joey with MNP - Complete 2018 LAPP Audit

June 18 - Regular council meeting

June 18 - Staff Evaluation

Update on sewer lines - Sewer line repair at 100 St & 100 Ave - \$40,000 to repair (includes the fill which was around \$10,000)

Needed repairs - Manhole & Sewer lines (north & south lines) on 101 Ave & 99 St (Main Street) and Manhole & Sewer lines (north & south lines) on 98 Street- Jeremy is coordinating with Triline to get the work done.

Speed bumps have been place in the new areas as per council's request. Does Council want any changes? We've had one resident call and complain about the speed bumps, however it was explained why and the reasons....

Daily office duties

May 2019 month end

- Took water meter readings
- Took sewer lift station readings every day
- Garbage's every Monday and Friday
- Alberta one calls as required
- Dump runs as needed
- CC shut off/on as needed
- Maintenance and repairs on equipment as needed
- Water meter repair/replacement as needed
- RF water meter readings as needed
- Playground/campground inspection.
- Minor playground repairs.
- Grass cutting/weed eating as needed
- Maintain sewer break hole
- Water grass seed daily
- Prep Milbrown park for farmers day
- Picked up and hung flower baskets
- Installed speed bumps in front of Milbrown playground
- Installed speed bumps in front of school and complex
- Installed speed bumps on 97Ave.
- Finished revamped chain fence behind trailer park
- Harrow ball diamonds as needed
- Water flowers as needed

- Replaced chain and chain link on pump#2 in lift station
- Ran sewer snake down pipe #2 at lift station to unplug
- Took down 60th anniversary banners
- Installed RV dump road sign at RV station
- Installed yield sign at the intersection by CNJ on 97Ave.
- Replaced flags at office and cenotaph



Councillor Committee Report

Name: Evan Matiasiewicz

Date: June 11, 2019

Meetings/Events Attended:
(With comments)

- No Meetings Attended

Upcoming Meetings:

June 19, 2019 - RCMP



Councillor Committee Report

Name: **Cheryl Novak**

Date: June 13, 2019

Meetings/Events Attended:
(With comments)

May 30- Budget Meeting

June 4- Library -Hiring contractor for front sidewalks. Final prep for Farmers Day,

June 5- NPH- synopsis sent from NPH to council

June 12- Senior Supper – served the senior's, cake and ice cream that was supplied by Village for Seniors Week.

June 13- Dr Retention- had Bar B Que for all the Doctors, and new comers to our region and farewell to the Potvin's who are leaving end of June.

Upcoming Meetings

June 18- Village Council

June 19- Library

June 21- Treaty 8 Flag Raising in River Front Park PR.



North Peace Housing Foundation

6780-103 Ave Peace River, AB T8S 0B6
Phone: (780) 624-2055 Fax (780) 624-2065

North Peace Housing Foundation Board Meeting Synopsis June 5, 2019

Resident/Tenant Levels

As of April 30, 2019, we had a total of 189 lodge residents, down 1 resident from the month of March. Our lodge unit occupancy currently equates to 84% occupied of the 224 lodge suites.

We had 122 occupied senior apartment suites at the end of April, which is the same occupancy as the previous month; this equates to a 94% occupancy rate.

Garden Court Seniors Apartments had 56 out of 63 units occupied at the end of April, which is up 4 tenants from the month of March. We still have 6 out of the 8 trailers in Cadotte occupied, with no pending applications.

The Family Housing units had 80 of the 123 Community Housing units occupied, up 1 from the month of March, and 23 of the 40 R&N units occupied, down 2 units from the month of March. Overall, occupancy is at 63%.

IT & Communications

The Board has supported the goal of the Foundation to achieve and maintain full operational redundancy so that operations are not interrupted by error or disaster.

The Foundation is developing a comprehensive risk management plan using risk management tools provided by the Alberta Public Housing Administrators Association and its contract with Non-Profit Risk Management Centre. This will include a complete evaluation of assets under management to determine the appropriate level of insurance. It will evaluate information technology requirements to reduce or eliminate risks associated with data loss or corruption including access to confidential data.

As part of the response to ongoing comments about air-conditioning at the Garden Court Apartments we have instituted a trial project where we have made window inserts available for purchase for All-West Glass that will assist in the proper use of portable air conditioners. This was communicated to the residents with a one-page flyer outlining the project.

Regular Agenda Items

Long Service Awards :

On May 10, 2019, North Peace Housing Foundation held their Long Service Awards celebration, in which we recognized the service and dedication of our long serving staff. Long term service is recognized in intervals of five (5) years of uninterrupted and continuous employment with the Foundation.



North Peace Housing Foundation

6780-103 Ave Peace River, AB T8S 0B6
Phone: (780) 624-2055 Fax (780) 624-2065

The North Peace Housing Foundation is fortunate to have a very high number of long service employees. Over 30% of our staff have been with us for over 5 years, and one person has been with us for 40 years. We are extremely fortunate to have such a dedicated group working together to provide services for our clients and hope many more of our people achieve these milestones.

The celebration was, from all accounts, a success and enjoyed by all who attended. Central Office and Del Air Lodge Staff did an outstanding job organizing and setting up for the event, and the Lodges outdid themselves with the exceptional meal preparation. Many of those who attended reported that they enjoyed the fact that there was no live music, dance or entertainment that followed the awards, as it gave them time to visit and enjoy one another's company in a relaxing atmosphere.

Manning Del-Air Lodge Evacuation:

On Thursday, May 23, 2019 North Peace Housing received word that AHS was evacuating the Manning Hospital due to the poor air quality. Manning Accommodations Manager, Sharon Henitiuk, and Maintenance worker, Richard Hodgkin, met with Forestry and Fire Officials to determine our course of action. After all of the information was received, we made the call to order a voluntary evacuation of the Manning Seniors Apartments and the Del Air Lodge. Some of the Tenants and Residents decided to stay in Manning with family, some individuals went to long term care due to medical conditions, 2 residents went to the Harvest Lodge in Fairview and 13 went to the Homesteader Lodge in Hines Creek.

The North Peace Housing staff came together as a team to make this happen with no significant disruption in service.

The temporary evacuation lasted a little longer than we had hoped but, as smoke conditions and air quality have improved, residents that were hosted at the Homesteader Lodge in Hines Creek and Harvest Lodge in Fairview have returned to the Manning Lodge. Residents who chose to go with family are returning at their convenience. And, as with all events of this type, we will take the opportunity to debrief and discuss what went well and to learn which processes and procedures can be improved.

The Foundation would like to express our thanks to our staff and all others who assisted in this process. Everyone went above and beyond in caring for our residents and their participation is greatly appreciated.

Resident Survey:

The Foundation will be initiating its annual Meal and Recreation surveys for the current year. Our existing surveys fully comply with Accommodation Standards and are adequate for the purpose of meeting our regulatory commitments and it is the direction of the Board that a more comprehensive survey be held, at a later date, that will more accurately evaluate the results of changes that this board and administration have only recently implemented.

This synopsis is not an official record of the Board Meeting as the minutes of the meeting have not been approved.

Approved minutes will be posted to the appropriate section of www.nphf.ca after approval.



9. ADJOURNMENT