



Agenda
Village of Nampa
Council Meeting
April 21, 2020
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 February 25, 2020

4. Business Arising out of the Minutes

5 New Business

- 5.1 Nancy Ethier, Chair, Light Up A Memory Campaign, Peace Palliative Care Society, February 25, 2020 RE: Donation Request to Assist with Advertising for the Light Up A Memory Campaign
- 5.2 RFD: Personnel 2.1 Policy Update
- 5.3 RFD: 2020 Education Tax Deferral for Non - Residential Properties
- 5.4 Update on Rezoning Properties

6 Reports

Financial Reports

- 6.1a Cheque Listing For Council Feb 27, 2020 - April 14, 2020 # 2020088-2020182
- 6.1b February 2020 Bank Rec
- 6.2 CAO Report April 21, 2020
- 6.3 Public Works Report
- 6.4 Mayor/Deputy Mayor/Councilor Reports & Upcoming Meetings April 21, 2020

7. Correspondence

- 7.1 Kaycee Madu, Minister, Municipal Affairs, February 27, 2020 RE: Budget 2020 Information
- 7.2 Peace Library System Board Meeting Highlights February 22, 2020
- 7.3a North Peace Housing Foundation Board Meeting Synopsis March 4, 2020
- 7.3b North Peace Housing Foundation Board Meeting Synopsis April 1, 2020

8. Closed Session

- 8.1 Legal Issue FOIP Section 23 - Public Auction
- 8.2 Legal Issue FOIP Section 23

9 Adjournment



PEACE PALLIATIVE CARE SOCIETY

"Light Up a Memory"

P.O. Box 6954

Peace River, Alberta

T8S 1S7

February 25, 2020

Diane Roshuk, CAO
Village of Nampa
Nampa, Alberta
T0H 2R0



Dear Ms. Roshuk

The Peace Palliative Care Society is a registered charitable volunteer organization, serving the communities of Peace River, Grimshaw, Berwyn, Dixonville, Cadotte Lake, Nampa and surrounding areas. All funds raised by our campaign stay in our community with the objective of enhancing the comfort and quality of life for palliative patients and their families. Our mandate is to provide compassionate, emotional and financial support to palliative patients and their families going through financial hardships, or needing financial assistance for comforting medical aids and medical supplies. Through close consultation with health professionals and staff of the Grimshaw/Berwyn and District Health Centre and Peace River Community Health Centres; it ensures that the needs of the palliative patients in our area are being met.

Our Society provides the Palliative Care Rooms at the Peace River Community Health Centre and the Grimshaw/Berwyn and District Community Health Centers with beverages and other incidentals for use by the patients and families; and has also provided assistance with training costs for Palliative Care education for frontline staff. We have also purchased hospital beds and other furniture for the Palliative Care Rooms. In 2019 the Society purchased a Sleeper Chair for the Palliative Care Room at Sutherland Place to allow family to stay at the bedside during end-of life. We also purchased three T-Zone mattresses with Roho inserts which are specifically designed to reduce bedsores when individuals become less mobile.

The Light Up a Memory Campaign is the Peace Palliative Care Society's main fundraiser, which provides a means for families in the areas we serve to remember their loved ones who have passed away. By donating \$10.00 per name, their loved ones name will be printed in a local publication. Historically, the names have been printed in the local newspapers, but this year the society transitioned to listing all names in the winter edition of the Move Up Magazine. The Peace River Community Health Centre, Town of Peace River and the Grimshaw/Berwyn Community Health Foundation have been kind enough over the last 26 years, to collaboratively cover the advertising costs of our campaign. We are grateful for

their support. Considering the people throughout the area that the Peace Palliative Care Society serves, and the fact that costs are always rising, we are requesting that the Village of Nampa consider supporting our campaign by way of paying a portion of the advertising costs of the Loved Ones Remembered Lists. We are requesting this same support from other municipalities that we serve in an attempt to lower the costs for everyone involved.

This year our campaign, which runs from November 15th to December 31st, remembered a total of 490 people by 178 donors for a total amount of \$6404.57. Last year our campaign remember 622 loved ones by 233 donors for a total amount of \$7850.35.

The advertising costs vary each year depending on the number of names that are remembered. The ad published this year in the Move Up Magazine cost \$1575.00. The Society pays the bill, divides the total cost by number of participating organizations, sends copies of the bill to those who have agreed to pay a portion of the costs then showing the amount requested. It is only at that time that we know the exact cost for the year and for each participating organization. (At the beginning of each campaign year, a letter is sent to those community organizations who previously participated in financially supporting the campaign ads; asking if they will continue to providing funding for the upcoming campaign.)

If you wish to see our financial information, we would be more than happy to provide a copy of our financial statement, or you could also find an electronic copy of our records on the Revenue Canada website for Charitable Organizations.

Thank-you kindly for considering our request. If further information is required, please e-mail me at lethier@telus.net or call me at 780-625-4274.

Sincerely,



Nancy Ethier, Chair
Light Up a Memory Campaign
Peace Palliative Care Society

Village of Nampa (Dianne Roshuk)

From: Leo Ethier <lethier@telus.net>
Sent: March 3, 2020 9:59 AM
To: 'Village of Nampa (Dianne Roshuk)'
Subject: RE: Financial Support for Campaign Ad

Hi Dianne

Thanks for getting back to me. I cannot tell you exactly what the cost will be as it will depend on the number of municipalities that agree to participate. This year if we have four participating, it would be \$393.75. However if other municipalities come on board, it would be less. Each year it will be a different amount, depending on the number of loved ones remembered and also depending on what the paper charges us. This year if five organizations agree to participate the cost would be \$315.00 each. I have sent this same request to the Village of Berwyn, the Town of Grimshaw and Northern Sunrise County.

Thanks again!

Nancy

From: Village of Nampa (Dianne Roshuk) [mailto:cao@nampa.ca]
Sent: March 3, 2020 9:23 AM
To: lethier@telus.net
Subject: Financial Support for Campaign Ad
Importance: High

Hi Nancy,

We received your letter regarding financial support for the campaign ad, I know that one of the questions council will ask is how much is the Society asking for, and this was not in the letter.
Does the society know what that portion would be?

Thanks , Dianne

Dianne Roshuk | Chief Administrative Officer | Village of Nampa
Box 69 | Nampa | AB | T0H 2R0
Office: 780-322-3852 | Fax: 780-322-2100 | Cell: 780-618-3972



Virus-free. www.avast.com



Agenda Item # 5.2

Request for Decision (RFD)
Council Meeting April 21, 2020

Topic:

Policy Section 2.1 Village of Nampa Personnel Policy

Background:

The Village of Nampa Personnel Policy is out dated and has not been updated for several years. Administration has reviewed the Policy and made changes that reflect the new employment standards legislations. Administration will be reviewing and updating the following policies for council approval in the next few weeks:

- ❖ Employee Development
- ❖ Workplace Violence & Harassment
- ❖ Compensation (Salary)
- ❖ Employee Code of Conduct
- ❖ Safe driving
- ❖ Technology Security
- ❖ Grievance
- ❖ Substance Abuse

Administration Recommendation:

That council approve the amended Policy Section 2.1 Personnel Policy as presented.

Personnel Policy
Rescinds: Personnel Policy Issued May 2010

Date Approved: April 21, 2020

PURPOSE:

This handbook is designed to acquaint you with the Village of Nampa and provide you with working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Village to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The Village reserves the right to revise, supplement, or rescind any policies or portion of this handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees shall be notified of such changes in the handbook as they occur.

SCOPE:

This Policy applies to all employees of the Village of Nampa.

DEFINITIONS:

"Administrators" means the Employee to which Department Heads report directly to.

"Anniversary Date" means the date of commencement of employment in any given calendar year, to the closest first day of the month.

"Appointment" means medical, dental and legal appointment.

"Calendar Year" means January 1st to December 31st in any given year.

"Casual" means an employee who has employment with municipality for a specific period of time and a specific job.

"Casual Illness" means an illness which causes an Employee to be absent from duty.

"Chief Administrative Officer (CAO)" means the Employee appointed by Council pursuant to the provisions of the Municipal Government Act to oversee the day-to-day activities of the Village.

"Employee" means a person employed by the Village of Nampa.

"Employer" means Village of Nampa.

"Immediate Family" as per Employment Standards Code, children, stepchildren, parents, grandparents, spouses, common law spouses, brothers, sisters, step-brothers, step-sisters, aunts, uncles, nieces and nephews are all considered family members. The definition also includes those who are not related, but whom the employee considers to be like a close relative.

"Immediate Supervisor or Department Head" means the Employee specifically charged with the responsibility to supervise the activities of the subordinate Employees.

"Leave with pay" means authorized leave from duty with regular pay.

"Leave without Pay" means authorized from duty without regular pay.

"Permanent Full-Time Employee" means an employee who has successfully completed the Probationary Period and is working 30 hours or more per week.

"Permanent Part-Time Employee" means an employee who has successfully completed the Probationary Period and is working less than 30 hours per week.

"Temporary Employees" means any employee who has employment with the Municipality and is not a Permanent Full-Time or a Permanent Part-Time Employee.

"Village" and/or "Municipality" shall mean the Council of the Village of Nampa.

GUIDELINES:

1. ATTENDANCE

- a. An Employee who is absent from duty without prior authorization shall communicate daily the reason for the absence to the immediate supervisor or a department head at The Village of Nampa. Employees are expected to provide such notification as soon as they are aware of their inability to attend, and in all cases but emergency circumstances where such contact is impossible, notice shall be given prior to the commencement of the Employee's shift;
- b. Continued non-compliance to subsection 1 (a) is just cause for disciplinary action per section 11;
- c. An Employee on authorized leave of absence and/or illness leave for an indeterminate period shall notify the immediate supervisor of the Employee's intention to return to work as much in advance of the proposed return to work date as possible, and the Employer shall have the right to delay the proposed return to work date if sufficient notice in the circumstances have not been provided in the opinion of the Employer, acting reasonably. In no circumstances, will Employees be permitted to return to work providing less than a day's notice or, in the case of an afternoon or evening shift, notice after noon of the day immediately preceding the proposed return to work day;
- d. An Employee who is on an approved leave of absence without pay of twenty (20) work days or more, and who wishes to return to work prior to the fixed expiration date of the leave of absence, shall notify the immediate supervisor or CAO in writing at the place of work at least ten (10) full work days prior to the desired date of return;
- e. Clause 1 (d) shall not apply to an Employee who wishes to return to work following an absence in which the Employee was in receipt of Long-Term Disability or Workers' Compensation benefits; however, the Employer reserves the right to structure the timing of the Employee's return so as not to unduly disrupt the workplace;
- f. Time limits pursuant to Clauses 1(a)-(d) shall be waived when it can be established that the Employee was unable to contact the supervisor or the CAO within the time limits specified;
- g. An Employee is required to provide the Employer with written notice ten (10) days prior of resignation if the Employee wishes to resign in good standing;
- h. An Employee who is absent from employment and who has not obtained approval from the Employee's place of work shall, after three (3) consecutive work days of such unauthorized absence, be considered to have abandoned the position will be deemed to have resigned unless it is subsequently shown by the Employee that special circumstances prevented the Employee from reporting to the place of work and notifying the Employer;
- i. To receive acting pay, an Employee shall be designated by the Employee's department head at the place of work to perform the principal duties of the higher-level position for a minimum of twenty (20) consecutive work days, during which time the Employee may also

be required to perform some of the duties of the Employee's regular position. On completion of the thirty-day qualifying period in an acting incumbency position, the Employee shall be eligible for acting incumbency pay for the total period of acting incumbency including the thirty-day qualifying period. Acting provisions shall not apply where an Employee is designated only limited additional duties.

2. HOURS OF WORK

- a. The normal hours of work for the purpose of determining pay, benefits, and overtime under this policy shall be:
 - i. Administrative staff, shall work 35.0 hours per week, being comprised of 7.0 hours from 8:30 a.m. to 4:30 p.m., five days per week, Monday through Friday.
 - ii. Public Works staff shall work 40.0 hours per week, five days per week, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- b. An Employee's pay shall be based on the hours worked;
- c. Management shall generally work the same regular hours as the majority of their staff;
- d. Employees covered by this policy shall normally receive two, fifteen-minute paid rest periods in each work period in excess of five hours, one period to be granted before the meal break and one to be granted after. An Employee working a period of more than two hours but less than five hours shall be granted one rest period;
- e. Rest periods shall be taken at the work site unless otherwise approved by a department head;
- f. Rest periods shall not be granted within one hour of commencement or termination of a work period;
- g. An Employee who chooses to work through a rest period shall not receive overtime pay;
- h. A meal period of not less than one-half hour and not more than one hour shall be granted to all Employees at approximately the mid-point of each work period that exceeds four hours. Such meal period shall be without pay except as provided for in Clause 2(i);
- i. An Employee who is directed by a designated direct supervisor to remain due to a specific assignment during the Employee's meal period shall be able to take the meal period after the specific assignment is completed or as directed by the Supervisor;
- j. An Employee reporting for work shall be paid their ordinary rate of pay for the actual time worked but shall not receive less than three (3) hours of pay.

3. OVERTIME

- a. Hours worked beyond normal hours of work as per Section 2(a) will be remunerated as follows:
 - i. Administrative staff, who work in excess of 35.00 hours per week, being comprised of 7.0 hours from 8:30 a.m. to 4:30 p.m. five days per week, Monday through Friday will be compensated for such overtime with equal time off in lieu of pay only. (Banked Time)
 - ii. Public Works staff who work in excess of 8.0 hours per day or 40.0 hours per week will be compensated for such overtime with equal time off in lieu of pay only. (Banked Time)
- b. Training
 - i. An Employee who is required to attend a training course, seminar or conference on the Employee's normal day of work shall be paid at straight time rates for their regularly scheduled daily hours of work. Overtime is applicable after clause 3a (i-ii) above.
 - ii. An Employee who is required to attend a training course, seminar or conference which is directly related to the Employee's position on a regularly scheduled day of rest shall be eligible to claim

overtime at one and a half times (1 ½) the rate it was earned and will be taken as time in lieu within the following 30 days from which it was earned.

- c. Overtime compensatory time off shall be calculated to the nearest quarter hours and shall not be allowed twice for the same hours;
- d. Management shall receive five (5) extra work days' vacation per year in lieu of overtime pay.
- e. All overtime must be approved by the employee's Supervisor
- f. Banked time must be used within three (3) month from when it was accumulated, unless approved by the CAO. (i.e. banked time from January must be used by April).

4. CALL-BACK PAY

- a. When an Employee is called back to work, the Employee shall be compensated a minimum of two (2) hours at one and a half times (1 ½) the regular rate, which is taken as time in lieu.

5. REPORTING PAY

- a. An Employee shall be paid a minimum of three (3) hours pay at the Employee's hourly rate when an expected work period is cancelled and the Employee was not notified of such cancellation.
- b. An Employee who reports for a regularly scheduled shift and who is assigned, without prior notification, to an alternate work shift commencing at a later time shall receive an additional three (3) hours pay at the Employee's hourly rate, which is taken as time in lieu.

6. WORKERS COMPENSATION

- a. In accordance with the Worker's Compensation Act and the Village of Nampa Occupational Health and Safety Policy, when an Employee sustains an injury in the course of the Employee's duties with the Village of Nampa, the Employee and the Employee's Supervisor shall report the injury to the department head at the place of work. The department head shall record the date, time, and nature of the injury on a form to be signed by the injured Employee. If the injury causes the Employee to be absent from work the Employee and the Employer shall complete the required forms for Worker's Compensation;
- b. The Employee and the department head shall ensure that forms are signed and submitted according to timelines required by Workers' Compensation;
- c. An Employee who is injured on the job during working hours and who is required to leave the job site for treatment, or is sent home as a result of such accident or injury, shall not suffer loss of pay for that day's work, regardless of the time of injury;
- d. An Employee who receives Worker's Compensation benefits and who, at the commencement of absence from work, is participating in the Village of Nampa Group Benefits Plan shall continue to be covered under these plans throughout the period the Employee is receiving Workers' Compensation benefits. Premium contributions shall continue to be paid by the Employer and the Employee;
- e. It is the responsibility of both the Employee and the Employer to ensure that monthly Village of Nampa Benefit plan premiums are paid. The Employee may also choose to continue to contribute to Village of Nampa pension plans.
- f. Every effort will be made to accommodate a return-to-work program for an employee who has been receiving Worker's Compensation benefits and is able to return to work on modified duties. The modified duties return-to-work program will be in consultation with the Worker's Compensation Board Caseworker.

7. EMPLOYEE RECOGNITION

- a. The achievement of each employee's significant employment anniversary will be celebrated annually in the year in which the employee achieves the significant anniversary;
- b. Each such employee will be presented with a token of Council's appreciation according to the following schedule:
 - i. 5th Anniversary: Gift value of \$150
 - ii. 10th Anniversary: Gift Value of \$300
 - iii. 15th Anniversary: Gift Value of \$450
 - iv. 20th Anniversary: Gift Value of \$600
 - v. 25th Anniversary: Gift Value of \$750
 - vi. 30th Anniversary: Gift Value of \$900
 - vii. 35th Anniversary: Gift Value of \$1050
 - viii. 40th Anniversary: Gift Value of \$1200
 - ix. 45th Anniversary: Gift Value of \$1350

*Any amount over \$500 is taxable and must be shown on the T4

- c. Employees celebrating 25 years of employment with the Village of Nampa will receive an extra 5 days' vacation time in the year of this significant anniversary only. These vacation days must be used in the year of achievement or forfeited;
- d. Retiring Employees will be presented with a retirement gift according to the above-noted schedule. The value of the gift will be based on their last anniversary date.

8. PROBATIONARY EMPLOYEE AND PERIOD

- a. A Probationary Employee is any Employee filling a permanent position and serving the required probationary period;
- b. Pursuant to Alberta Employment Standards, the probationary period shall not exceed ninety (90) days.

9. TERMINATION

- a. The Employer may at any time terminate an Employee's employment for just cause.
- b. The Employer may at any time during the Probationary Period terminate an Employee's employment for any reason in its absolute discretion without notice or salary in lieu thereof.
- c. At any time following the Probationary Period, the Employer may terminate an Employee's employment in its absolute discretion by providing notice or salary in lieu of notice or a combination thereof equal to the minimum requirements of the Employment Standards Code, RSA 2000, c.E-9.

10. TERMINATION BY THE EMPLOYEE

- a. The Employee may terminate employment at any time by providing notice to the Employer according to Part 2, Division 8 of the Employment Standards Code. The Employer may decide, in its sole discretion, to waive the required notice of termination.

11. DISCIPLINARY ACTION

- a. When an Employee has been given a written reprimand, suspension, disciplinary demotion or is dismissed from employment, the Employee shall be informed in writing as to the reason(s) for such action;
- b. The Employee will be provided with a copy of all correspondence or written notices pertaining to the Employee's conduct or performance which are placed on the Employee's file;
- c. Upon a request for the same being made by the Employee the Employer will make reasonable arrangements to have an Employee's personnel file made available at an administrative office and reasonable time for the Employee to examine the Employee's file in the event of a grievance;
- d. Disciplinary action is at the discretion of an Employee's Supervisor and the Chief Administrative Officer (CAO). However, the usual pattern of response to misconduct and performance concerns will be as follows:
 - i. Minor misconduct or performance concerns which have occurred for the first time will be dealt with through verbal discussions with the Employee. This discussion will include a description of the concerns and expectations for the future.
 - ii. Repeated or major incidents of misconduct/performance concerns will normally be dealt with through a written disciplinary reprimand. The written reprimand will outline the misconduct, expectations, and the consequences of future misconduct. The Employee must acknowledge receipt of the written reprimand which will be retained on the Employee's personnel file.
 - iii. Repeated or major misconduct/performance concerns following a past written reprimand may result in an immediate termination for just cause without notice or payment in lieu of notice.
 - iv. Other disciplinary tools and measures that may be considered and used in appropriate circumstances include suspension with pay pending investigation, disciplinary suspension without pay, and disciplinary demotion. Normally disciplinary suspensions without pay will not exceed a maximum of five (5) working days.
 - v. The Employer reserves the right to immediately terminate for just cause in appropriate circumstances without following the prior steps listed above;
- e. Only the CAO shall have the authority to suspend, reinstate and dismiss staff.

12. CASUAL ILLNESS OF EMPLOYEE OR DEPENDENT

- a. An illness which causes an Employee to be absent from duty for a period of two (2) consecutive work days or less will not normally require a medical certificate. The Employer reserves the right at its discretion to require a medical certificate in such circumstances, particularly when there is a past history or pattern of excessive absenteeism;
- b. An Employee who has Casual Illness for three (3) consecutive work days or more may require a medical certificate at the discretion of the CAO;
- c. When an Employee's total accumulated sick leave has been utilized (including banked time and/or vacation days) and the Employee is unable to return to work, then the Employee may be entitled to receive Short Term Disability, upon approval of the benefit provider;
- d. An Employee in the first and in each subsequent year of employment shall be eligible for a maximum of eighteen (18) work days of Casual Illness leave with pay. Each day or portion of a day of Casual Illness used within a year of service shall be deducted from the remaining Casual Illness leave entitlement for that year of service;
- e. All Salary Employees may take off up to 0.5 days working time on a regular work day without penalty for an Appointment for the Employee or the Employee's spouse or dependents;
- f. Appointments where the Employee is required to be away from the workplace for longer than 0.5 days

or for consecutive medical or dental appointments where the Employee does not return to the workplace between Appointments, the additional time will be deducted from the Casual Illness or vacation entitlement if no Casual Illness time is available;

g. In all cases, the CAO is entitled to limit paid time off for Appointments in order to ensure that the department's workload is adequately handled;

h. When an Appointment requires travel due to the Employee being referred to a medical, dental or legal specialist, the Employee will be allowed up to 1 full work day off without penalty if the scheduled appointment is between 100 and 220 kilometers (one way) of the the Village of Nampa office or up to 2 full work days off without penalty if the scheduled appointment is over 220 kilometers (one way) of the the Village of Nampa office. The Employee may be asked to provide proof of referral to the specialist at the CAO's discretion.

13.BENEFIT PLAN

The Village of Nampa offers its salaried employees a comprehensive benefits package; eligibility for which is determined in accordance with the specific terms and conditions of the various benefit plans which include both self-insured benefits such as Sick Leave, as well as benefits administered through third-party service providers, such as Short Term Disability Benefits, Long Term Disability Benefits, Life Insurance, Health and Dental Benefits and coverage under the Local Authorities Pension Plan (LAPP).

****Village of Nampa reserves the right to alter, amend or discontinue any or all components of Employee Benefits at any time.****

14. PERMANENT EMPLOYEE PAID HOLIDAYS

a. Employees are entitled to one day's paid leave for each of the following holidays:

- i. New Year's Day
- ii. Family Day
- iii. Good Friday
- iv. Easter Monday
- v. Victoria Day
- vi. Canada Day
- vii. Civic Holiday (August)
- viii. Labour Day
- ix. Thanksgiving Day
- x. Remembrance Day
- xi. Christmas Day
- xii. Boxing Day
- xiii. Christmas Floater (designed for five (5) consecutive days off at Christmas)

b. All Paid Holidays shall be observed on the day designated by the Employer.

c. If the Employer does not proclaim a Civic Holiday as specified in Clause 14 (vii), the first Monday in August shall be observed as such holiday;

d. When a day designated as a holiday under Clause 14 falls during an Employee's workweek and an Employee is not required to work, the Employee shall be granted holiday leave on that day. When a day designated as a holiday under Clause 14 falls on an Employee's regularly scheduled day of rest and the Employee is not required to work, the Employee shall be granted holiday leave on the day observed as the holiday and the day of rest shall be rescheduled;

e. Notwithstanding Clauses 14(c) and 14(d), an Employee employed in a continuous operation whose

regular day off falls on an observed holiday shall receive another day off in lieu at the Employee's regular rate;

- f. When an Employee works on one of the holidays listed in Clause 14, the Employee shall receive time and one-half for all hours worked or **equivalent time off**;
- g. Authorized travel on Village of Nampa business on a paid holiday shall be compensated with pay at time and one-half regular hourly rate or **equivalent time off**.

15. ANNUAL VACATION LEAVE

- a. The Village of Nampa values the importance of vacation and encourages all Employees to take vacation time;
- b. An Employee shall not take vacation leave without prior authorization from the Employee's immediate supervisor;
- c. Vacation entitlement with pay for **Employees** shall be as follows:
 - i. Vacation time shall be accumulated from the Employee's anniversary date.
 - ii. At the end of twelve (12) months service, an Employee shall have accumulated two (2) weeks of vacation, less time taken.
 - iii. An Employee who has completed five (5) years of service as of the Employee's anniversary date shall have accumulated three (3) weeks of vacation.
 - iv. An Employee who has completed ten (10) years of service as of the Employee's anniversary date shall have accumulated four (4) weeks of vacation.
 - v. An Employee who has completed twenty (20) years of service as of the Employee's anniversary date shall have accumulated five (5) weeks days of vacation.
- d. Vacation entitlement for **Chief Administrator Office and Department Head** shall be as follows:
 - i. Vacation time shall be accumulated from the Employee's anniversary date.
 - ii. At the end of twelve (12) months service, an Employee shall have accumulated three (3) weeks of vacation, less time taken.
 - iii. An Employee who has completed eight (8) years of service as of the Employee's anniversary date shall have accumulated four (4) weeks of vacation.
 - iv. An Employee who has completed fifteen (15) years of service as of the Employee's anniversary date shall have accumulated five (5) weeks of vacation.
- e. Vacations days may be taken in half or whole work day fractions. When vacation pay is paid out upon termination, cash will be exchanged for those work day fractions;
- f. If one or more paid holidays falls during an Employee's annual vacation period, another day or days may be added at the end of the vacation period or at a time authorized by the Supervisor;
- g. An Employee shall earn vacation leave pursuant to Clause 15(c), when authorized, during the following absences:
 - i. Financially assisted Education Leave;
 - ii. The first forty-four (44) consecutive work days of sick leave or absence during Workers' Compensation Supplement; and
 - iii. Any other leave of absence with or without pay for the first twenty-two (22) work days;
- h. Vacation time may be taken in one continuous period to a maximum of three (3) weeks at a time, or in separate periods, subject to workloads and CAO approval;
- i. Except as otherwise provided herein, vacation leave in respect of each year of service shall be taken:
 - i. Within twelve (12) months after the anniversary date.
 - ii. At such time or times as approved by the Supervisor.

- l. An Employee's vacation entitlement must not at any time be negative, unless previous approval has been given by the CAO;
- m. When an Employee chooses not to report to work due to bad weather conditions, the time will be deducted from the Employee's vacation entitlement if the Employee does not have sufficient banked overtime;
- n. If the Employee's duties prevent the Employee from taking the Employee's vacation entitlement or part thereof within the twelve-month period specified by Clause 15(h)(i), the Employee shall take that leave within the six (6) months following that period;
- o. Vacation entitlement shall normally not be postponed as provided by 15(1) of this Policy in two (2) successive years;
- p. Where an Employee is allowed to take any leave of absence, other than sick leave, in conjunction with a period of vacation leave, the vacation leave shall be deemed to precede the additional leave of absence, except in the case of parental leave which may be authorized before or after vacation leave;
- q. Once vacations are authorized, they shall not be changed other than in cases of emergency, except by mutual agreement;
- r. An Employee who fails to return to work following the last day of authorized vacation leave, without cause or notification, shall be considered to have absented his or herself from employment and the provisions of Clause 10(a) shall apply;
- s. An Employee shall not be paid cash in lieu of vacation earned except upon termination, or by a decision of the CAO, in which case the Employee shall receive vacation pay for such vacation earned and not taken;
- t. A Wage Employee will be paid at a rate of 4%, 6%, 8%, 10% dependent on years of service under Employment Standards Code of regular pay, to be paid on each pay period, in lieu of annual vacation leave.

16.SPECIAL LEAVE

- a. An Employee who requires time off from work may be granted special leave without loss of pay upon approval by the CAO. The special circumstances and which special leave may be approved are subject to the corresponding yearly maximum number or work days as follows:
 - i. Bereavement - five (5) days around the date of the funeral of the Immediate Family.
 - ii. Illness within the Immediate Family- five (5) days.
 - iii. Travel time for long distance or travel from isolated areas for illness within the Immediate Family or bereavement- three (3) days.
 - iv. Administration of estate - two (2) days.
 - v. Disaster Conditions - two (2) days.
 - vi. Writing examination(s) for course(s) approved by the Employer - as required.
 - vii. Attending funerals as pall-bearer or mourner, for persons not in the Employee's Immediate Family: not to exceed one (1) day.
 - vii i. To be present at the birth or adoption proceedings of the Employee's child - one (1) day.
 - ix. Attending formal hearing to become a Canadian Citizen - one (1) day;
- b. For purposes of determining eligibility for special leave under Clause 16(a), the following provisions apply:
 - i. An Employee who requires time off work shall be granted leave without loss of pay for a period of up to five (5) consecutive working days, plus allowable travel time, if there is an illness in the Employee's immediate family.
 - 1. A medical certificate may be required for any absence of three (3) consecutive days or longer at the discretion of the CAO;
 - ii. Administration of estate shall apply only when an Employee has been designated as an executor or

administrator of the estate.

- iii. Disaster conditions shall apply for a critical condition which requires an Employee's personal attention in a disaster (flood, fire, tornado) which cannot be served by others or attended to by the Employee at a time when the Employee is normally off duty.
- iv. An Employee will be granted special leave for mourning where operational requirements permit, subject to the approval of the CAO;

17. Village of Nampa will be compliant with Alberta Employment Standards for the following:

Maternity/Parental Leave, Compassionate Care Leave, Personal and Family Responsibility, Long-term Illness and Injury, Bereavement, Domestic Violence, Citizenship Ceremony, Critical Illness of an Adult Family Member, Critical Illness of a Child, and Death or Disappearance of a Child Leaves.

18. COURT LEAVE

- a. When an Employee is summoned or subpoenaed as a witness or a defendant to appear in court in the Employee's official capacity to give evidence or to produce Village of Nampa records, or is required to serve as a juror under the Jury Act, the Employee shall be allowed leave with pay, but any monies receivable by the Employee from the court for time served, shall be paid to the Employer.

19. LEAVE WITHOUT PAY

- a. An Employee may request a leave of absence without pay. To be considered, the request must normally be submitted at least two (2) weeks in advance of the anticipated date of commencement of the leave. Approval of such leave shall be subject to the sole discretion of the CAO;
- b. An Employee who, at the commencement of a leave without pay, is participating in the Village of Nampa Benefits Plan, as amended from time to time, may continue to be covered under these plans throughout the total period the Employee is on a leave without pay, if eligible and, if approved by management and Council at their sole discretion. Further, if such arrangements are made, the Employee will be required to provide the Employer with post-dated cheques for the Employee premiums for the period over which the Employee wishes to continue the benefit coverage during the leave.

20. EDUCATION LEAVE

- a. Education Leave must be applied for and approved by the CAO. Once approved by both, a contract must be entered into by both the Employee and the Employer;
- b. As Village of Nampa's budget cycle is on an annual basis, it follows that the granting of Educational Leave shall also be made on a yearly basis. Although the entire leave may be conserved as a package of a greater duration than one year, the actual approvals shall be made on an annual basis;
- c. Management will decide if benefits will be continued while the Employee is on Education Leave.

21. PENSION PLAN

- a. Employees shall join the Local Authorities Pension Plan as required to do so under the plan, and payment for participation shall be paid by the Employee and the Employer as outlined in the plan;
- b. Should an Employee be on leave from the Village of Nampa, either parental, medical or other, the Employee has the option to continue contributing to the Village of Nampa pension plan(s) in order to maintain the Employee's years of service, subject to LAPP eligibility to make such contributions and the Employee making both the Employer and Employee contributions with post-dated cheques provided

to the Employer.

22. DRESS CODE

- a. Employees shall not wear any article of clothing that contains words, pictures, or depictions that can be considered offensive or derogatory;
- b. Employees are expected to be clean, neat, and properly attired in business wear appropriate for their individual jobs and work setting.
- c. Clothing that reveals too much of an employee's body such as cleavage, back, chest, or stomach is not appropriate for a place of business.

23. PERFORMANCE APPRAISAL

- a. A performance appraisal shall be done annually, on the anniversary date of each Employee by the Employee's immediate supervisor or the CAO. The review shall be discussed with the Employee to ensure the Employee knows if the Employee's performance is measuring up to expected standards;

24. MANAGEMENT CONTRACTS

- a. Council establishes the salary of the CAO.

25. NEPOTISM

- a. Village of Nampa is desirous of regulating employment that will avoid potential favoritism or conflicts of interest and to ensure safety, security and breaches of trust or confidentiality, which may occur as a result of one employee being related to another.

Accordingly, a spouse or any other relative of an employee may be considered for a position pursuant to the guidelines stated hereunder:

- i. Employment of immediate family within the same department may occur when there is a suitable system of checks and balances which can be put in place and favoritism and conflicts of interest can be avoided, while safety, security, trust and confidentiality are ensured.
- ii. There shall be no opportunity allowed for an employee to influence or exercise favoritism in the decision to employ, continue to employ, place or promote any person for employment who is immediate family, or to influence the terms and conditions of employment of immediate family, including but not limited to evaluation, discipline or performance appraisal.
- iii. The recruitment of immediate family of a Manager or Supervisor in any department requires the approval of the CAO.
- iv. In the unusual event that immediate family of an existing employee is elected to Council, a reasonable effort will be made to accommodate such situation provided that potential favoritism and conflicts of interest are avoided.

26. MENTAL HEALTH & WELLNESS

- a. The Village of Nampa shall encourage and foster a supportive workplace environment for all employees where:
 - i. individual and collective understanding(s) of mental health and wellness, including mental health problems are recognized and supported by ensuring ongoing training and information is shared regarding mental health problems;

- ii. employees have, and model, an open and accepting attitude towards mental health problems;
- iii. assistance and accommodation using a case-by-case approach will be offered for employees with mental health problems;
- iv. discrimination, based on the presence of mental health problems is discouraged and prevented.
- b. The Village of Nampa will support all of its employees through the following management and practices regarding mental health and wellness:
 - i. encourages and engage in daily practices that promote mental health and wellbeing;
 - ii. identify workplace pressures that may cause high and possible lasting levels of stress that negatively impact mental health, and develop strategies to address them;
 - iii. support all employees to take positive steps to safeguard their own mental health;
 - iv. ensure that all employees are aware of the confidential and free Employee Assistance Program (EAP), and other mental health services, which are covered through benefit plans; and
 - v. provides and encourage education and communication for all employees to help them recognize some signs of mental health problems, and to respond respectfully and responsibly.
- c. The Village of Nampa is responsible for:
 - i. advising employees about their right to accommodation and to respond to requests for accommodations in a comprehensive and timely manner;
 - ii. ensuring that managers and supervisors have tools, resources, knowledge, advice, and support to provide employee accommodation;
 - iii. ensuring managers and supervisors model tolerate, accepting attitudes towards mental health problems and mental illness; and
 - iv. upholding confidentiality of all information provided.

27. COMPLIANCE WITH THE POLICY

You are responsible for ensuring awareness and understanding of this policy and must comply with all provisions during your employment with The Village of Nampa. You must continue to comply with the provisions of this policy, even after you leave the employ of the Village of Nampa; for any information gained during your employment.

Violations of this policy by you may result in appropriate action being taken by the Village Nampa, including potential termination of employment. Additionally, depending on circumstances of the violation, the Village of Nampa may initiate civil or criminal proceedings. Compliance with the policy for you includes reporting of any violations or suspected violations to the appropriate people. Failure to report any breach of the policy could have serious consequences for you as well as for the wrongdoer.

28. OTHER REQUIREMENTS

This policy is not intended to address all aspects of the conduct and behaviours required of the Village of Nampa employees. Where you encounter any situations where you are uncertain about the correct actions to follow, you should consult with your immediate supervisor or the CAO.

The Personnel Policy may be revised or amended at any time. Please note that this Policy may not contain all applicable policies and guidelines and should be used as a reference resource only.

Mayor

Chief Administrative Officer



Agenda Item # 5.3

Request for Decision (RFD)
Council Meeting April 21, 2020

Topic:

2020 Education Tax Deferral for Non - Residential Properties

Background:

Due to the COVID 19 Pandemic, the Minister of Municipal Affairs announced the intention to provide some immediate economic relief to businesses by deferring collection of 50 % of the education portion of non - residential property taxes for six months.

The Government of Alberta also communicated to municipalities on April 2, 2020 that in an effort to assist with the cash flow challenges associated with offering tax deferrals to non - residential property owners, the non- residential portion of the education tax requisition will be deferred to December 2020.

Administration Recommendation:

The Village of Nampa gives tax rate payers until December 31 of the tax year to pay their taxes, so Administration feels that deferrals are not warranted.

Update on Rezoning of Properties

Property at 9819-100 Avenue - Owner said she is looking at selling in 5 yrs. If no one is wanting to take over Canada Post then she will be renovating and selling as a home.

Empty Lot at 9814-100 Avenue - Advised that they are going to do some research before they decide if they want to rezone the second lot.

For discussion



VILLAGE OF NAMPA

Page 1 of 5

Cheque Listing For Council

6.1a

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200088	2020-02-27	BULFORD, QUINTON	Feb 2020	PAYMENT COUNCIL TRAVEL	700.50	700.50
20200089	2020-02-27	BUTZ, CLYNTON	FEB 2020	PAYMENT COUNCIL TRAVEL	878.50	878.50
20200090	2020-02-27	CANADIAN LINEN AND UNIFORM	00031 MUS 0664 MUS 5003400031 5003410664	PAYMENT MTHLY MAT RENTAL - MUSEUM MTHLY MAT RENTAL - MUSEUM MTHLY MAT RENTAL MTHLY MAT RENTAL	101.30 102.01 92.85 93.52	389.68
20200091	2020-02-27	CROWLEY, MARY	FEB 2020	PAYMENT JANITORIAL MUSEUM	50.00	50.00
20200092	2020-02-27	FAMILY & COMMUNITY SUPPORT SERVICES	FEB2020	PAYMENT DONATION TO FAMILY DAY 2020	500.00	500.00
20200093	2020-02-27	HI TECH BUSINESS SYSTEMS	1568664	PAYMENT MTHLY CONTRACT FEE	209.35	209.35
20200094	2020-02-27	MATIASIEWICH, EVAN	FEB 2020	PAYMENT COUNCIL TRAVEL	78.00	78.00
20200095	2020-02-27	MNP	9135167	PAYMENT YEARLY AUDIT	12,127.50	12,127.50
20200096	2020-02-27	MURPHY, CARSON	FEB 2020 FEB 2020 -1 FEB 2020-2	PAYMENT PROGRAMING - MUSEUM CLEANING SUPPLIES - MUSEUM OFFICE SUPPLIES - MUSEUM	75.60 52.15 66.03	193.78
20200097	2020-02-27	NOVAK, CHERYL	FEB 2020	PAYMENT COUNCIL TRAVEL	51.00	51.00
20200098	2020-02-27	OVERHEAD DOOR CO. OF PEACE RIVER	1402000	PAYMENT SUPPLY & MOUNT SIDEMOUNT C	4,461.98	4,461.98
20200099	2020-02-27	RENTCO EQUIPMENT LTD.	384572-4	PAYMENT BOBCAT SNOW BLADE	5,166.03	5,166.03
20200100	2020-02-27	TOKER, TEENA	FEB 2020	PAYMENT JANITORIAL - OFFICE	275.00	275.00
20200101	2020-02-27	ROSHUK, DIANNE G				
20200102	2020-02-27	MATIASIEWICH, SHIRLEY A				
20200103	2020-02-27	SURMAN, STEVE C				
20200104	2020-02-27	MCNEIL, JEREMY D				
20200105	2020-02-27	MATIASIEWICH, EVAN M				
20200106	2020-02-27	BULFORD, QUINTON				
20200107	2020-02-27	NOVAK, CHERYL				
20200108	2020-02-27	BUTZ, CLYNTON				
20200109	2020-02-27	SKRLIK, PERRY				
20200110	2020-02-27	MURPHY, CARSON				
20200111	2020-02-28	DIRECT ENERGY	0371FEB 20 2223FEB 20 5476FEB 20 6189FEB 20 6577FEB 20 6793FEB 20 6932FEB 20 7130 FEB 20	PAYMENT ELECTRICITY OFFICE GAS CIVIC CENTER 97TH STREET LIGHTS ELECTRICITY FIREHALL ELECTRICITY TENNIS CRTS GAS OFFICE ELECTRICITY SEWER LIFT GAS SEWER LIFT	141.20 1,098.50 214.92 534.40 89.21 163.58 274.83 119.74	7,661.24

Cheque Listing For Council

6.1a

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200111	2020-02-28	DIRECT ENERGY	7641FEB 20 7860FEB 20 7971FEB 20 8666FEB 20	ELECTRICITY FOOD BOOTH ELECTRICITY CIVIC CENTER STREET LIGHTS GAS FIREHALL	23.45 1,703.21 2,744.63 553.57	7,661.24
20200112	2020-02-28	NAMPA AUTO & FARM SUPPLY	188806 189255	PAYMENT OIL/LUBE SKIDSTEER DIESEL CONDITIONER	144.04 19.68	163.72
20200113	2020-02-28	TELUS MOBILITY INC.	9618FEB 20	PAYMENT CAO CELL PHONE	105.47	105.47
20200114	2020-02-28	PETTY CASH	FEB 20 POST FEB20 CLEAN FEB20 OFFICE	PAYMENT POSTAGE GOLVES FOR CLEANING WATER FOR OFFICE	52.94 18.14 21.00	92.08
20200115	2020-03-02	LOCAL AUTHORITIES PENSION PLAN	12021	PAYMENT LAPP DEDUCTIONS FEBRUARY ;	4,599.89	4,599.89
20200116	2020-03-02	RECEIVER GENERAL - PAYROLL	202002	PAYMENT DEDUCTIONS FEBRUARY 2020	7,938.48	7,938.48
20200117	2020-03-05	ROSHUK, DIANNE G				
20200118	2020-03-05	SURMAN, STEVE C				
20200119	2020-03-05	MCNEIL, JEREMY D				
20200120	2020-03-05	IWANTWIRELESS CA LTD	88313	PAYMENT INTERNET - MUSEUM	52.45	52.45
20200121	2020-03-05	TELUS COMMUNICATIONS INC.	4468 MAR 20 4642 MAR 20 7953 MAR 20 9885 MAR 20	PAYMENT PUBLIC WORKS SHOP TELEPHC OFFICE PHONE FIRE DEPT PHONE FAX LINE	93.71 179.59 69.85 69.99	413.14
20200122	2020-03-05	AGM VALUATIONS GROUP LTD.	AGM-20-0043	PAYMENT RESIDENTIAL APPRAISAL	472.50	472.50
20200123	2020-03-05	AT PEACE ELECTRIC	20006	PAYMENT WIRE FIREHALL DOORS	1,136.50	1,136.50
20200124	2020-03-05	CANADIAN LINEN AND UNIFORM	3382 MUS 5003423382	PAYMENT MTHLY MAT RENTAL - MUSEUM MTHLY MAT RENTAL	102.01 93.52	195.53
20200125	2020-03-05	MESSER	2101994753 2102026094	PAYMENT YEARLY RENTAL FEE OF CYLIND CYLINDER FEE	134.53 8.40	142.93
20200126	2020-03-05	MUNICIPAL INFORMATION SYSTEMS	20192520	PAYMENT MTHLY SUPPORT	587.82	587.82
20200127	2020-03-05	RMA FUEL	pf-8131-82938	PAYMENT FUEL	2,989.15	2,989.15
20200128	2020-03-05	VITAL EFFECT INC	6492	PAYMENT MTHLY WED SUPPORT	52.38	52.38
20200129	2020-03-11	ATB FINANCIAL MASTERCARD	feb 10 20 feb 11 20 feb 13 20 Feb 2 20 feb 5 20 feb 7 20 mus feb 7 2020 feb 7 2020 mus Jan 17 20 Jan 18 Mus Jan 22 20	PAYMENT TOLIET PARTS ALBERTA WATER COURSE JERE COFFEE SUPPLIES PW MTHLY DOMAIN FEE COFFEE SUPPLIES PW OFFICE SUPPLIES - MUSEUM TRAINING - MUSEUM TRAINING - MUSUEM COFFEE SUPPLIES - PW OFFICE SUPPLIES - MUSEUM CONFERENCE GROW THE NORI	7.34 682.50 30.99 20.95 25.05 215.19 160.15 80.00 30.99 57.39 418.95	3,312.83



VILLAGE OF NAMPA

Cheque Listing For Council

6.1a

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200129	2020-03-11	ATB FINANCIAL MASTERCARD	Jan 22 2020 Jan 23 20 Jan 24 20 mus Jan 24 2020 Jan 24 2020 Mu Jan 27 20 Jan 27 2020 Jan 30 20	GROW THE NORTH CONFERENC OFFICE SUPPLIES MUSEUM OFFICE SUPPLIES MUSEUM MEMBERSHIP - MUSEUM MUSUEM MEMBERSHIP COFFEE SUPPLIES ALBERTA CRIME PREVENTION C MUSUEM OFFICE SUPPLIES	418.95 99.74 138.00 100.00 65.00 16.97 360.00 384.67	3,312.83
20200130	2020-03-17	BELL MOBILITY	8616 march 20	PAYMENT PW CELL PHONE	121.21	121.21
20200131	2020-03-17	TELUS COMMUNICATIONS INC.	0091 march 20	PAYMENT MUSEUM TELEPHONE	110.80	110.80
20200132	2020-03-19	DIRECT ENERGY	0371 march 202 2223 march 202 5476 march 20 6189 march 202 6577 march 202 6793 march 202 6932 march 202 7130 march 202 7641 march 202 7960 march 202 7971 march 202 8666 march 20 8666 march 202	PAYMENT ELECTRICITY OFFICE GAS CIVIC CENTER FINAL BILL 97TH STREET LIGHTS ELECTRICITY FIRE HALL ELECTRICITY TENNIS CRTS GAS OFFICE ELECTRICITY SEWER LIFT GAS SEWER LIFT ELECTRICITY BALL DIAMOND ELECTRICITY CIVIC CENTER STREET LIGHTS GAS FIRE HALL GAS FIREHALL	111.19 888.89 200.16 434.56 70.77 143.67 137.72 93.16 17.60 1,351.94 2,061.03 459.68 459.68	6,430.05
20200133	2020-03-19	NAMPA AUTO & FARM SUPPLY	189740 189940	PAYMENT LUBE/OIL/GLOVES OIL	117.33 125.83	243.16
20200134	2020-03-19	TELUS MOBILITY INC.	march 2020 cao	PAYMENT CELL PHONE CAO	105.00	105.00
20200135	2020-03-19	ALBERTA ONE CALL CORP.	IN157513	PAYMENT MTHLY ONE CALL	6.30	6.30
20200136	2020-03-19	BOARD OF TRUSTEES	1ST QTR 2020	PAYMENT 1ST QUARTER PAYMENT ASFF	5,231.91	5,231.91
20200137	2020-03-19	CANADIAN LINEN AND UNIFORM	35076 5003435076 MU	PAYMENT MTHY MAT RENTAL MTHLY MAT RENTAL MUSEUM	93.52 102.01	195.53
20200138	2020-03-19	HOME HARDWARE	980422 980845 981288	PAYMENT PAINT ROLLER BOLTS/STAIN ABS PLUG/CEMENT/COUPLING	6.27 111.24 24.84	142.35
20200139	2020-03-19	KIT BUSINESS EQUIPMENT	006329-00	PAYMENT 2 CASES OF PAPER	125.79	125.79
20200140	2020-03-19	MURPHY, CARSON	178 2020-225 MARCH 18 TRV/MEAL EXP	PAYMENT MEMBERSHIP ARCHIVES SOCIE WOODEN EASTER EGGS POSTAGE - MUSEUM TRAVEL/MEAL EXPENSES	60.00 111.93 26.13 678.74	876.80
20200141	2020-03-19	NEW WATER LTD.	194	PAYMENT JAN/FEB PARTNER BILLING	22,677.94	22,677.94
20200142	2020-03-19	NORTH PEACE HOUSING FOUNDATION	1 QRT LEVY	PAYMENT 1ST QUARTER LEVY	5,270.25	5,270.25
20200143	2020-03-19	NORTHERN SUNRISE COUNTY	9750	PAYMENT GARBAGE PICK UP JAN/FEB	4,000.00	4,000.00
20200144	2020-03-19	PEACE REGIONAL WASTE MANAGEMENT COMI	21240	PAYMENT TRANSFER STATION	85.12	307.34



VILLAGE OF NAMPA

Page 4 of 5

Cheque Listing For Council

6.1a

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200144	2020-03-19	PEACE REGIONAL WASTE MANAGEMENT COM	21241	TIPPING FEES	222.22	307.34
20200145	2020-03-19	TRI LINE CONTRACTING SERVICE	3845	PAYMENT UNBLOCK SEWER LINE	787.50	787.50
20200146	2020-03-26	ATB FINANCIAL MASTERCARD	03042020 Feb 24 2020 Feb 27 2020 Mar 2 2020 March 10 2020 March 2 2020 March 3 2020 march 4 2020 march 6 2020	PAYMENT ANNUAL MASTERCARD FEE ADOBE SUBSCRIPTION PW COFFEE SUPPLIES LAND TITLES SEARCH PW COFFEE SUPPLIES MTHLY DOMAIN FEE RETURN OF BANKER BOXES ML RETURN OF SUPPLIES MUSEUM PW COFFEE SUPPLIES	35.00 258.62 25.05 20.00 32.38 20.95 (34.99) (73.48) 18.35	301.88
20200147	2020-03-27	ACCU-FLO METER SERVICE LIMITED	89811	PAYMENT WATER METERS	3,066.00	3,066.00
20200148	2020-03-27	GOVERNMENT OF ALBERTA, LAND TITLES	B14553A	PAYMENT LAND TITLE FEE	132.00	132.00
20200149	2020-03-27	HI TECH BUSINESS SYSTEMS	1571943	PAYMENT MTHLY FEE	83.74	83.74
20200150	2020-03-27	SHELLEY'S STATIONERY	35	PAYMENT STAMPS	289.80	289.80
20200151	2020-03-27	TOKER, TEENA	MARCH 2020	PAYMENT JANITORIAL	150.00	150.00
20200152	2020-03-27	TRI LINE CONTRACTING SERVICE	3853	PAYMENT THAW CC VALVE	204.75	204.75
20200153	2020-03-31	ROSHUK, DIANNE G				
20200154	2020-03-31	MATIASIEWICH, SHIRLEY A				
20200155	2020-03-31	SURMAN, STEVE C				
20200156	2020-03-31	MCNEIL, JEREMY D				
20200157	2020-03-31	MATIASIEWICH, EVAN M				
20200158	2020-03-31	BULFORD, QUINTON				
20200159	2020-03-31	NOVAK, CHERYL				
20200160	2020-03-31	BUTZ, CLYNTON				
20200161	2020-03-31	SKRLIK, PERRY				
20200162	2020-03-31	MURPHY, CARSON				
20200163	2020-04-08	ALBERTA ONE CALL CORP.	IN158127	PAYMENT MTHLY ONE CALL FEE	12.60	12.60
20200164	2020-04-08	BRENNAN PLUMBING & HEATING LTD	7854	PAYMENT INSTALL WATER METER ZAMBOI	477.54	477.54
20200165	2020-04-08	CANADIAN LINEN AND UNIFORM	5003445401 5401 mus	PAYMENT MTHLY MAT RENTAL MTHY MAT RENTAL MUSEUM	93.52 102.01	195.53
20200166	2020-04-08	MUNICIPAL INFORMATION SYSTEMS	20200036	PAYMENT MTHLY SUPPORT	587.82	587.82
20200167	2020-04-08	MURPHY, CARSON	March 25 Office Sup mar Post March 26	PAYMENT COFFEE & MEETING SUPPLIES OFFICE SUPPLIES PROGRAMING	83.94 98.17 33.32	215.43
20200168	2020-04-08	NORTHERN SUNRISE COUNTY	9774	PAYMENT REPLACEMENT TOOLS FIRE HAI	566.39	566.39



VILLAGE OF NAMPA

Page 5 of 5

Cheque Listing For Council

6.1a

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200169	2020-04-08	RECEIVER GENERAL - PAYROLL		PAYMENT		7,818.33
			March 2020	CPP	2,360.34	
			March 2020 EI	EI WITHHOLDING	1,018.28	
			March 2020 TX	TAX WITHHELD	4,439.71	
20200170	2020-04-08	RICHARD FORTIER, O/A 1264509 AB LTD.	2803	PAYMENT UNLOAD & SETUP GENERATOR	441.00	441.00
20200171	2020-04-08	RURAL MUNICIPALITIES OF ALBERTA	007284-00	PAYMENT INK/OFFICE SUPPLIES	156.59	156.59
20200172	2020-04-08	VITAL EFFECT INC	6613	PAYMENT MTHLY SUPPORT WEBPAGE	57.62	57.62
20200174	2020-04-09	CAMPUS ENERGY PARTNERS LP		PAYMENT		3,159.69
			1419 APR 20 EL	GST ON ELECTRICITY FOR VILL	70.46	
			622C GAS 7721	GAS CIVIC CENTER	355.16	
			APR 20 0011	ELECTRICITY FIRE HALL	325.64	
			APR 20 0210	CHRISTMAS LIGHTS ELECTRICI	10.00	
			APR 20 0913	GAS SEWER LIFT	42.06	
			APR 20 1054 C	ELECTRICITY CIVIC CENTER	863.08	
			APR 20 1420	GST ON STREET LIGHTS	49.54	
			APR 20 1811	ELECTRICITY OLD OFFICE	56.88	
			APR 20 1882	ELECRTCITY BALL DIAMOND	16.82	
			APR 20 3014	OLD OFFICE GAS	60.88	
			APR 20 5718	ELECTRICITY TENNIS CRTS	32.96	
			APR 20 6418	ELECTRICITY SEWER LIFT	103.72	
			APR 20 8418	GAS FIRE HALL	181.72	
			APR 20 ST LGT	STREET LIGHTS	990.77	
20200176	2020-04-09	NAMPA AUTO & FARM SUPPLY		PAYMENT		24,506.68
			190068	CABLE/BOLTS/TUBING/HEADLAM	306.00	
			190389	GENERATOR LIFT STATION	23,506.88	
			190680	WASHER/PAINT/TUBE/TAPE/BOL	98.15	
			190803	GAS/PROPANE HOSE LIFT STATI	364.78	
			191106	CHANGE IGNITION 2009 GMC	230.87	
20200177	2020-04-09	BELL MOBILITY		PAYMENT		121.21
			Apr 20	PW CELL PHONE	52.45	
			april 2020	PW CELL PHONE (MISSED AMT)	68.76	
20200178	2020-04-09	IWANTWIRELESS CA LTD		PAYMENT		121.21
			April 2020 9029	MTHLY INTERNET FEE MUSEUM	121.21	
20200179	2020-04-14	LOCAL AUTHORITIES PENSION PLAN		PAYMENT		4,599.89
			032020	LAPP DEDUCTIONS MARCH 2020	4,599.89	
20200180	2020-04-14	ROSHUK, DIANNE G				
20200181	2020-04-14	SURMAN, STEVE C				
20200182	2020-04-14	MCNEIL, JEREMY D				

Total 193,034.59

*** End of Report ***



Chief Administrative Officer Report

6.2

April 21, 2020

- ❖ **April 7** - Town Hall meeting Teleconference - 6 pm - 8:30 pm COVID 19 Update
- ❖ **April 14** - Town Hall Conference - COVID 19 Update - They will be making a major announcement for mental health supports, they have the ability now to open up testing to any Albertan, Lots of talk around closure of golf courses, big concern for golfers, Dr. Hinshaw has classified golf courses as not “essential”, camping on weekends not considered essential, however they are looking at solutions for private campgrounds.
- ❖ **April 15** - AUMA Town Hall Conference 7 pm - 8:30 p.m. - Issues and concerns resulting from the COVID 19 crisis facing Alberta Villages - Delaying the implementation of the Police Funding Module until 2021 - Discussions on tax deferrals of education portion of non-residential , they are leaving it up to the municipalities to offer 6 month deferral - Broadband, they are advocating with both Governments to come up with solutions - Opening Daycares for essential workers , there will be new rules, have to send in application to Ministry
- ❖ Passed my Organizational Behaviour & Leadership course , I will be doing my final course in September
- ❖ Council needs to set a date for final approval of the 2020 Operating & Capital Budget
- ❖ Daily office duties

Upcoming Meetings/Events

- Took water meter readings
- Took sewer lift station readings every day
- Garbage's every Monday
- 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
- Snow removal as needed
- Sanding as needed
- Cleared snow away from fire hydrants as needed
- Maintain snow dump for hauling out piles of snow
- Haul out snow piles to snow dump
- Maintain walking trails
- Peel ice at fill station as needed
- Expose catch basins
- Clear path in field for spring runoff
- Clear gutters for spring runoff
- Kenry electric doing electrical for stand by generator
- Closed off playgrounds with tape and signs
- Snow mobile drove over fire hydrant and broke it. I shut off valve and will repair when it dries up. By Evashenko
- Steam storm drains and culverts
- Pump water out of ditches.
- Max Brennan hooked up gas to stand by generator. Needs a bit more electrical work then we will be able to calibrate and fire it up for testing.



Councillor Committee Report

Name: Cheryl Novak

Date: March 2020

Date: March 3, 2020

Library Meeting- Still trying to finalize design for T-Shirts, and ordered some sample one. Hoping to have it done and ready for May.

Date: March 3, 2020

Economic Development- Discussing which Businesses to put in the Next Move -Up Magazine. Building a few new shops in the business park, an looking for a food truck to have come into the Park and area.

Date: March 4, 2020

NPH- synopsis sent in

Date March 24

Village Council

cancelled.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

February 27, 2020

Dear Chief Elected Officials and Chief Administrative Officers:

I am writing to provide more information about Budget 2020 that my colleague Minister Travis Toews has delivered in the legislature. Specifically, I would like to give some details on the key items for Municipal Affairs that impact municipalities in Budget 2020.

Overall, Budget 2020 maintains the direction set in Budget 2019, with a few minor changes.

First of all, it is important to note that there is no change to the Municipal Sustainability Initiative (MSI) funding announced in Budget 2019 for fiscal years 2020-21 and 2021-22.

The Local Government Fiscal Framework begins in 2022-23 at \$860 million, as announced in Budget 2019. We look forward to working closely with the Alberta Urban Municipalities Association and the Rural Municipalities of Alberta in determining how the Local Government Fiscal Framework funding will be allocated to individual municipalities, and in designing program criteria that provide the right balance of flexibility, autonomy, and accountability.

As announced in Budget 2019, the Grants in Place of Taxes payments are being reduced by an additional 25% in 2020-21 to 50% of requested amounts in 2018-19. Government needs to reduce operating spending while still providing municipalities a share of the cost of municipal services to Crown properties.

A new change in Budget 2020 is the elimination of the fire training grants to municipalities of \$500,000.00. This program has been eliminated to reduce operating costs and administrative burden. We will work with impacted communities to help build their own training capacity.

Budget 2020 also proposes that the Alberta Fire Responder Radio Communications System (AFRRCS) be transferred to the Alberta Emergency Management Agency from Service Alberta. This transfer will streamline emergency planning by consolidating critical emergency management infrastructure.

.../2

-2-

We have made some challenging decisions to get our fiscal house in order to ensure we have reliable funding for public services in the future. In addition to reductions to municipal grants, we have made significant department-level reductions in personnel and expenses. Through a variety of red tape reduction initiatives, we will continue to work with stakeholders to reduce the regulatory burden we impose on you, and to help you do the same for your businesses and residents.

All of us together, as leaders of this province, are committed to doing everything we can to get Alberta's economy back on track.

I look forward to working together with municipalities to realize a better future for all Albertans.

Yours very truly,



Kaycee Madu
Minister

cc: All Government Members



Board Meeting Highlights February 22, 2020

This summary is designed to keep you informed about Peace Library System (PLS) activities and Board decisions. It is distributed to member councils, library boards and the PLS Board of Directors after each Board meeting.

The Board reviewed the 2019 financial picture prior to audit. Prior to amortization and audit adjustments, a surplus of about \$200,000 is forecast. This includes \$127,000 that had been budgeted for capital reserves. The additional \$73,000 surplus is a result of staffing changes, higher interest income and savings across all departments. The entire surplus will be transferred to capital reserves for future technology, building, furniture and vehicle needs.

The Board reviewed the *2020 Annual Survey and 2019 Annual Report of Public Library Systems in Alberta*, noting many accomplishments in 2019. These included the integration of the Grande Cache library into the System, continued outreach to several Indigenous communities, implementation of new library websites, a fall marketing campaign, expanded digital magazine services and a very successful conference.

The Director and IT & Technical Services Manager provided an update on SuperNet service. PLS libraries will transition to the new SuperNet 2.0 Bell service over a two-year period beginning in 2020. The new service will allow more flexibility in assigning SuperNet bandwidth so libraries with higher bandwidth needs can be accommodated.

The Director provided an update on the Director/CEO recruitment process. The Executive Committee appointed a small Ad Hoc CEO Recruitment Committee to search for a new CEO. An advertisement was distributed provincially and nationally at the beginning of February and the Committee will review applications beginning in early March.

The Director reported that the Public Library Services Branch wants to reduce provincial delivery costs by reducing library usage of the provincial Government Courier service. The IT & Technical Services Manager outlined the implications for PLS in terms of volume of materials handled, delivery routes, staffing and vehicles. PLS delivery costs would rise substantially. A provincial meeting will be held on March 5, 2020 to discuss the implications of the new delivery model.

The IT & Technical Services Manager reported that a cyber-security assessment has been scheduled to find any weaknesses in network security and to help IT staff create a plan to improve security.

The Consulting Services Manager highlighted 2019 usage statistics for eResources, pointing out a huge increase in the usage of *Press Reader* eNewspapers and *Transparent Languages* for language learning.

Quick Facts 2020

Population Served: 175,246
Members: 38 municipalities & 1 Métis Settlement
Member Public Libraries: 46
Contracting Schools: 50
Chair: Carolyn Kolebaba (Northern Sunrise County)
Director: Linda Duplessis

Present:

Belinda Halabisky (Chair)	County of Northern Lights
Gena Jones	Town of Beaverlodge
Cindy Hockley	Village of Berwyn
Lorrie Shelp	Big Lakes County
Denise Joudrey	Birch Hills County
Ray Skrepnek	MD of Fairview
Stan Golob	Town of Fairview
Lindsay Brown	Town of Falher
Meesha Bainton	Town of Fox Creek
Chris Thiessen	City of Grande Prairie
Linda Waddy	County of Grande Prairie
Roxie Rutt	MD of Greenview
Dennis Sukeroff	Town of Grimshaw
Brent Anderson	Town of High Level
Marie Brulotte	Town of High Prairie
Camille Zavisha	Village of Hines Creek
Sandra Miller	Village of Hythe
Brad Pearson	MD of Lesser Slave River
Sunni-Jeanne Walker	Town of Manning
Cheryl Novak	Village of Nampa
Brendan Powell	MD of Opportunity
Sandra Eastman	MD of Peace
Elaine Manzer	Town of Peace River
Michelle Farris	Town of Rainbow Lake (Teleconference)
Roxann Dreger	Village of Rycroft (Teleconference)
John Moen	Saddle Hills County
Clinton Froehlick	Town of Sexsmith
Raoul Johnson	MD of Smoky River
Harry Ezio	Town of Spirit River
Elaine Garrow	MD of Spirit River
Anna Underwood	Town of Wembley
Tanya Boman	Town of Valleyview

Regrets:

Philippa O'Mahony	Town of McLennan
Carolyn Kolebaba	Northern Sunrise County
Vacant	Village of Donnelly
Vacant	Village of Girouxville

Absent:

Peter Frixel	Clear Hills County
Reta Nooskey	Paddle Prairie Métis Settlement
Joy McGregor	Town of Slave Lake

Connecting libraries, people and resources
through teamwork, technology and training

Peace Library System acknowledges Treaty 8 territory as well as the Métis Nation of Alberta. Peace Library System libraries are located on territory that provided a travelling route and home to many Indigenous peoples.



North Peace Housing Foundation

6780 – 103 Ave., Peace River, AB, T8S 0B6

Tel: (780) 624-2055 Fax: (780) 624-2065

Email: tammy.menssa@nphf.ca

North Peace Housing Foundation Board Meeting Synopsis – March 4, 2020

Resident and Tenant Levels:

As of January 2020, we had a total of 197 lodge residents, up 2 from the month of December. Our lodge unit occupancy at the end of January was 88% occupied of the 224 lodge units.

We had 119 occupied senior apartment suites at the end of January, down 2 from the month of December. Our occupancy rate at the end of January was 92%. Garden Court Seniors Apartments had 58 out of 63 units occupied at the end of January; our occupancy rate was 92%.

We had 6 out of the 8 trailers in Cadotte occupied at the end of January. The Family Housing program had 88 of the 123 units occupied, consistent with the month of December, and 25 of the 40 R&N units occupied, up 1 from the month of December, with an overall occupancy of 69%.

We continued to have 39 Rent Supplement recipients in the month of January. No new applications for rent supplements are being accepted at this time while the existing programs are being reviewed for consistency of benefits and to ensure households that need assistance most are prioritized

Administration:

The first week of February was very exciting as the Foundation planned for the announcement of the \$8.2 million approved toward the redevelopment of the Del Air Lodge in Manning, to accommodate 16 designated supportive living and 37 lodge spaces, expanding into higher level care. February 6th was the Provincial announcement in Edmonton with the Honorable Josephine Pon Minister of Seniors and Housing, and the Honorable Tyler Shandro, Minister of Health, and Peace River MLA, Dan Williams.

Our Executive Director attended the event with the Mayor of Manning, The Reeve of the MD of Northern Lights, Terry Ungarian, NPHF Board Member and Mayor of Manning, Greg Rycroft, and Board Chair, Hazel Reintjes.

At the local announcement, held February 7th at the Manning Del Air Lodge, were residents, several Board members, Administration, MLA Dan Williams, as well as the Mayor of Manning and the Reeve of the MD of Northern Lights. We would like to thank all who attended this very exciting event.

Agenda Items:

Council Visits:

The Board directed Administration to respond to the Invitation by Northern Sunrise County to attend their Council on June 23, 2020. There was also direction to schedule meetings with our other regional partner municipalities. These will likely take place after our 2020 Board Retreat, which is being held in late April, as new information and direction will result from this meeting.



North Peace Housing Foundation

6780 – 103 Ave., Peace River, AB, T8S 0B6

Tel: (780) 624-2055 Fax: (780) 624-2065

Email: tammy.menssa@nphf.ca

North Peace Housing Foundation Board Meeting Synopsis – April 1, 2020

Resident and Tenant Levels:

As of February 2020, we had a total of 198 lodge residents, up 1 from the month of January. Our lodge unit occupancy at the end of February was 88% of the 224 lodge units occupied.

We had 118 occupied senior apartment suites at the end of February, down 1 from the month of January. Our occupancy rate at the end of February was 91%.

Garden Court Seniors Apartments continued to have 58 out of 63 units occupied at the end of February; our occupancy rate was 92%. We had 6 out of the 8 trailers in Cadotte occupied at the end of January.

The Family Housing program had 91 of the 123 units occupied, up 3 from the month of January, and 24 of the 40 R&N units occupied, with an overall occupancy of 71%.

We continued to have 39 Rent Supplement recipients in the month of February. No new applications for rent supplements are being accepted at this time while the existing programs are being reviewed for consistency of benefits and to ensure households that need assistance most are prioritized.

Meeting Notes:

The MNP Audit was accepted as presented and Administration was directed to have the final documents signed and forwarded to the Province.

Many other items were discussed at the meeting, though there were no specific directives at this time: Setting up a meeting video conference process for future meetings, communications procedures for responding to outside inquiries, day care for essential services, our Housing disposition strategy, and provincial negotiations around Doctor's contracts - it was suggested that this may be better handled by municipalities than the NPHF.

Administration:

Our new normal, if you can even venture to call it that, is COVID-19. This has had an enormous impact on the daily operations of the Foundation. Staffing shortages at the Harvest and Homesteader Lodges have resulted in pulling resources from Central Office, combined with self-isolation due to travel and household illness, or childcare issues, has led to working remotely from home where appropriate and limited numbers physically at the office. With that said, I am impressed daily with how everyone has come together as a team to get the work done. The technological changes that we have made over the last year prepared us to deal with a situation where remote access is required to fulfill daily work obligations.

Most transactions that have anything to do with items coming in or out of Central Office are done using a drop box. Once items enter our office space they are disinfected and distributed accordingly. We have set up alternate

methods of rent collection and have asked that tenants not come to the office; if they do, we do what we can through the door, not allowing people to enter the workspace. We have been reaching out to our Family Housing and Rent Supplement tenants to discuss rent payment options and any difficulties that they may be experiencing with regards to income. We are guiding them to the provincial and federal supports that are now being made available to them with hopes that they will find some financial relief.

We have all been consumed by the daily COVID-19 updates and flood of information. Once the information filters down, the day is spent developing communications, having Teams calls with Management and Staff, and teleconference calls with the province, other housing providers, and Alberta Health Services (Home Care and Public Health). Speaking to other housing providers has proven invaluable, as we are all experiencing similar

difficulties and there has been great insight and creative solutions shared. The information and support that North Peace Housing has received from our local Public Health Inspectors and the North Zone Home Care Regional Manager has been phenomenal. We are in regular communication trying our very best to ensure that our most vulnerable population and staff are safe and protected from the ongoing pandemic. I take their recommendations seriously and implement as required.

I would like to take a moment to highlight the efforts of our frontline Staff in our Lodges, who have been giving 110% to ensure that the residents they care for are protected. It is easy to give the directive for a new protocol to be implemented, but that one protocol could potentially disrupt their entire work schedule. To give one example, the separate meal settings combined with social distancing at Heritage Tower. It doesn't sound that complicated, but consider not only the change to the seniors schedule, but the fact that the entire work schedule gets disrupted because the length of time it takes to get through one full meal; the disinfecting that needs to happen to each table, chair, tray and trolley between the settings alone extends each meal. Consider now that this must happen 3 times a day. To help ease the burden, we are bringing in additional staff to assist with the meal service and disinfect throughout the day where appropriate. This is just one example of the impact that the ever-changing protocols and infection control have had on the Management and Staff of our facilities.

Our Maintenance staff are trying as best they can to continue to take care of emergent work orders without coming into contact with our seniors or Family Housing tenants. For the most part, and whenever possible, they are working independently and focusing much of their efforts on unit renovations, while the general nonemergent work orders are being put on hold. This will result in a backlog of work orders once things get back to normal, but we need to take all necessary measures to keep not only our clients, but our staff safe and healthy.

As per provincial directive, North Peace Housing is now screening each employee before each shift; the screening includes a questionnaire and temperature check. Currently, the Managers are calling the employees before their shift to deliver the questionnaire. If they answer no to all questions, the employee is cleared to go to the facility. Once they arrive at the facility, their temperature will be taken by the staff member on shift to ensure that they are not symptomatic (we are waiting for thermometers to arrive, as there is currently a shortage across the province). They will be allowed to start their shift only if they have a reading within the normal range.

This same process will be followed by Central Office staff, Management and Maintenance. We remain hopeful that with the proper procedures in place, we can limit the impact that the virus will have across the Foundation.

Housing Disposition Strategy:

The Board directed administration to forward our Housing Disposition Strategy, to the Province for its approval. Details of our proposed strategy can be viewed at:

http://weebly-file/1/2/3/4/123483327/housing_disposition_strategy_2020_updated.pdf

Autumn Lodge RFP for Demolition:

At the March 4, 2020 Board Meeting of the North Peace Housing Foundation the Board directed administration to award the tender for the demolition of the Autumn Lodge. There will be more details to follow once the contracts are finalized and signed.

First of all, the Foundation would like to express our sincere thanks to the individuals and community members who brought ideas for consideration and we would also like to thank the Province of Alberta, The MD of Peace, the Village of Berwyn and the Lac Cardinal Economic Development Board for the hard work they put forth in their mutual endeavour to find alternative uses for the facility.

This decision to proceed with the demolition of the Lodge was a difficult but necessary one, following two years of attempting to find parties interested, and well-funded enough to take on the existing structure and have the capital to refurbish the building to acceptable standards, plus the ability to sustain the continuing operating costs that would be incurred depending on its future use.

A short history of these efforts includes the following:

In March of 2018, the Foundation advertised a Request for Proposals (RFP) regarding the repurposing of the Autumn Lodge. No proposals were received from this process.

Also, in May of 2018, the Board formed an Autumn Lodge Disposition Committee to look for further options for the Lodge. No alternative uses were forthcoming from these discussions.

Further, in September of 2018, the Foundation listed the Lodge, with a local Real Estate agent, for sale at the price of \$1.00 with the condition that offers had to include "a vision and viable plan." No offers resulted from this listing.

In February of 2019, the MD of Peace and the Lac Cardinal Regional Economic Development Board received a matching grant of \$10,000.00 from the Province to find ways to repurpose the Lodge. The Foundation received reports outlining a variety of potential future uses of the facility from the Lac Cardinal Regional Economic Development Board, however, again, no proposals resulted from this process.

In September of 2019 a public notice was advertised stating that the Board, at its October 2nd meeting would be discussing a motion to proceed with the demolition of the Lodge if no offers were forthcoming. All interested parties were invited to attend. At that meeting, after considerable discussion and as a result of there being no proposals presented, the Board directed administration to tender an RFP for the demolition of the Autumn Lodge and that it be advertised effective January 1st, 2020 and ending at noon on February 28, 2020.

The decision to delay the start of the RFP process from October to January 2020 was to allow time for any last-minute proposals and, unfortunately, none were received. As a result, the RFP was tendered as scheduled.

Board Meeting Synopsis – March 4, 2020

Page 3

At times over the past two years, potentially interested parties brought up ideas, in basic form, for re-purposing the Lodge, however none included the required viable business plan or demonstrated the needed capitalization to progress from the idea stage to an acceptable proposal.

As the decision to award the tender for the demolition of the Autumn Lodge has been made, there will be no further consideration of alternative options for the use of the facility.



9. ADJOURNMENT