



Agenda  
Village of Nampa  
Council Meeting  
December 15, 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 November 17, 2020

**4. Business Arising out of the Minutes**

None

**5 New Business**

- 5.1 7:00 p.m. with Jason Schuler, Velocity Engineering RE: Lane Drainage Improvements Report
- 5.2 Minutes of the Public Hearing held November 17, 2020
- 5.3 Nampa Museum 2021 Budget -\* Reviewed by MOU committee on December 9, 2020
- 5.4 Village of Nampa Personnel Policy Handbook Updates
- 5.5 **Delegation of Authority Document for emergency Management Incidents December 2020**
- 5.6 **RFD: Village of Nampa 2020 Ditch Improvements Along Highway 683, Highway 2 and Railway Avenue**
- 5.7 **RFD: Brian Turpin, Regional Coordinator, Peace Regional Victim Services, December 4, 2020 RE: Annual Request for Financial Support for 2021**

**6 Reports**

**Financial Reports**

- 6.1a Cheque Listing for Council #20200551-20200588 Nov 20, 2020 - Dec10, 2020
- 6.1b October 2020 Bank Rec - \* Reconciled to a Zero Balance
- 6.2 CAO Report December 15, 2020
- 6.3 Public Works Report November /December 2020
- 6.4 Mayor/Deputy Mayor/Councilor Reports & Upcoming Meetings December 15, 2020

**7. Correspondence**

- 7.1 Mighty Peace Tourism General Board Meeting Minutes, November 30, 2020
- 7.2 Peace Library systems Board Meeting Highlights, November 28, 2020
- 7.3 Craig Copeland, Mayor, Cold Lake, AB. December 3, 2020 RE: COVID Alert Testing App
- 7.4 Peace Library System, 2021 Budget, December , 2020

**8. Closed Session**

- 8.1 Section 16, FOIP; Disclosure harmful to Business interests of a third party**

**9 Adjournment**



		REVENUE & EXPENSES NAMPA MUSEUM			
General	Description	2020	2020 YTD	2020	2021
Ledger		Budget	Actual	Budget	Budget
				Remainin	
NAMPA MUSEUM EXPENSES					
7-00-00-100-00	Nampa Museum - Wages	85,000.00	92,863.01	(7,863.01)	90,000.00
7-11-00-214-00	Postage Nampa Museum	100.00	121.05	(21.05)	300.00
7-11-00-217-00	Insurance Nampa Museum	2,870.00	2,698.57	171.43	2,870.00
7-11-00-218-00	Telephone	1,275.00	1,162.84	112.16	1,385.00
7-11-00-221-00	Coffee & Meeting Supplies	300.00	203.63	96.37	300.00
7-11-00-222-00	Office Equipment & Supplies	2,765.00	3,721.77	(956.77)	3,350.00
7-11-00-224-00	Maintenance - Canadian Linen	2,800.00	2,005.62	794.38	1,800.00
7-11-00-226-00	Repairs & Maintenance	1,500.00	34.94	1,465.06	0.00
7-11-00-227-00	Custodian Expenses & Cleaning Supplies	2,000.00	1,258.10	741.90	2,000.00
7-11-00-228-00	Internet	1,000.00	942.86	57.14	1,000.00
7-11-00-232-00	Training Costs	5,525.00	1,444.20	4,080.80	3,000.00
7-11-00-212-00	Membership Fees Nampa Museum	600.00	565.00	35.00	850.00
7-11-00-213-00	Programming & Outreach	4,265.00	3,052.67	1,212.33	3,145.00
NAMPA MUSEUM EXPENSES		110,000.00	110,074.26	-74.26	110,000.00

\* YTD Wages calculated up to December 31, 2020 and include summer students for 2020. YTD Actual wage amount is high as ALL MERCS were not taken into consideration at time of 2020 budget discussions

MERCS need to include benefit & pension amts.



Agenda Item # 5.4

**Request for Decision (RFD)**  
Council Meeting December 15, 2020

**Topic:** Village of Nampa Personnel Policy Handbook Updates

**Background:**

As council is aware Administration has been working on updating and reformatting the Village of Nampa Personnel Policy handbook as it was very outdated. Section 1 of the Village of Nampa Personnel Policy Handbook was approved by council in April 2020.

Administration has completed updating/reformatting Sections 2-10. The only new addition to the Policy handbook is Section 10- Grievance, all other policies remain the same.

The "old" Personnel Policy handbook will be available at the council meeting if council so wishes to review / compare to new Personnel Policy handbook format

**Administration Recommendation:**

That council review the updated Personnel Policy handbook and approve the new updated handbook as presented



## **Village of Nampa – Personnel Policy Table of Contents**

### **Section 2.0**

- Introduction to the Village of Nampa

### **Section 2.1**

- General Personnel Policy

### **Section 2.2**

- Workplace Violence and Harassment

### **Section 2.3**

- Employee Code of Conduct

### **Section 2.4**

- Compensation

### **Section 2.5**

- Safe Driving

### **Section 2.6**

- Internet & Electronic Mail

### **Section 2.7**

- Substance Abuse

### **Section 2.8**

- Safety and Personal Protective Equipment

### **Section 2.9**

- Smoke Free Workplace

### **Section 2.10**

- Grievance

### **Section 2.11**

- Outside Employment



Personnel Policy

Rescinds: Personnel Policy HRP 8:01

Date Approved:

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**PURPOSE:**

To build and preserve a safe, productive, and healthy work environment for The Village of Nampa employees based on mutual respect. In pursuit of this goal, The Village of Nampa neither condones nor tolerates acts of violence or harassment against or by any employee.

**SCOPE:**

This policy applies to all employees of The Village of Nampa.

**DEFINITIONS:**

**Harassment** is conduct exhibited once or repeatedly, that offends, demeans, belittles, or humiliates another person and that the person exhibiting the conduct knew or ought reasonably to have known would be unwelcome, or adversely affect the worker's health and safety. Harassment includes a sexual solicitation or advance, as well as conduct, comment, bullying, or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, or sexual orientation. Harassment does not include any reasonable conduct of an employer or supervisor in respect to the management of workers or a work site.

**Violence** means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

**Work site** means a location where a worker is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

**GUIDELINES:**

**Reporting Violence and/or Harassment**

If you are either directly affected by or witness to any violence and/or harassment in the workplace, it is imperative for the safety of all Village of Nampa employees that the incident be reported without delay. Reporting any harassment, violence, or potentially violent situations should be done immediately to the CAO. An incident that involves workplace violence is an accident that had the potential to cause serious injury to a worker. As such, The Village of Nampa will investigate all incidents of violence, prepare a report which outlines the circumstances of the violence, and retain this record of workplace violence for two years. In addition, The Village of Nampa will ensure that the report is available upon request to an occupational health and safety officer.

The Village of Nampa shall provide appropriate assistance to any employee who is the victim of violence and/or harassment.

The Village of Nampa will ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker reports an injury or adverse symptom resulting from workplace violence, or is exposed to workplace violence.

**Informal Procedure**

If you have been the subject of violence and/or harassment, you may;

- Approach the alleged offender personally, or in writing, clearly stating what the unwelcome behaviour or action was and requesting that it stop immediately; or

- Discuss the situation with the CAO.

Any employee who is the victim of violence and/or harassment can and should, in all confidence and without fear of reprisal, personally report the occurrence to the CAO

#### **Formal Procedure**

An employee who is the subject of violence and/or harassment may make a written complaint to the CAO.

It must include the following information:

- The date and time of each incident you wish to report;
- The nature of the violence or harassment;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and
- A full description of what occurred.

Once a written complaint has been received, The Village of Nampa will complete a thorough investigation. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunity because they lodged a complaint when they honestly believed they were the subject of violence and/or harassment or the threat of violence in the workplace.

#### **Investigation Procedures**

The investigation will include:

- Informing the accused of the complaint.
- Interviewing the complainant, any persons involved in the incident and any identified witnesses.
- Interviewing any other persons who may have knowledge of the incident.

Statements from all parties involved will be taken and a decision will be made. If necessary, The Village of Nampa may employ outside assistance or request the use of our legal counsel. Where it is determined that violence and/or harassment has occurred, a written report of the remedial action will be given to the employees concerned (as necessary).

A copy of the complaint detailing the complainant's allegations shall be provided to the respondent and contain the following information:

- The respondent is invited to reply in writing to the complainant's allegations.
- The reply will be made known to the complainant before the case proceeds.
- The Village of Nampa will take all measures to prevent any unnecessary disclosure of the incident and the identities of the parties.

If the complainant decides not to lay a formal complaint, the CAO may decide that a formal complaint is required, which will be based on the investigation of the incident, and will file such documents with the persons against whom the complaint is laid.

#### **Fraudulent or Malicious Complaints**

Unfounded, frivolous, or fraudulent allegations of violence and/or harassment may cause both the accused person and The Village of Nampa significant damage.

If the Village of Nampa determines that any employee has knowingly made false statements regarding an allegation of workplace violence or harassment, immediate disciplinary action will be taken and may include immediate dismissal without further notice.

**Confidentiality**

All records of violence and/or harassment and subsequent investigations are considered confidential and are strictly prohibited from being disclosed to anyone except to the extent required by law.

Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action.

**Disciplinary Measures**

If it is determined by The Village of Nampa that any employee has been involved in a violent behaviour or unacceptable conduct related to another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning, and other disciplinary measures, and could result in immediate dismissal without further notice.

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Mayor

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Chief Administrative Officer



Personnel Policy

Rescinds: Personnel Policy HRP 8:11

Date Approved:

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## **POLICY STATEMENT:**

The Village of Nampa recognises the importance of a work environment which actively promotes best practice. The purpose of this Code of Conduct is to describe the standards of behaviour and conduct expected from Village of Nampa employees in their dealings with suppliers, co-workers, management and the general public.

## **PROCEDURES:**

All employees of the Village of Nampa are expected to observe the highest standards of ethics, integrity and behaviour during the course of employment with the Village of Nampa. As representatives of the Village of Nampa, all employees are expected to conduct themselves in a professional and courteous manner and observe the following standards of behaviour both inside the workplace and outside the workplace where employees can be perceived as representing

- Comply with all lawful and reasonable directions from the Village of Nampa.
- Be honest and fair in dealings with co-workers and the public.
- Maintain punctuality. If an employee is late or cannot report to work, please telephone/email/text and let the CAO/supervisor know as soon as possible.
- Do not use work time for private gain. If the employee is required to leave the work premises for personal reasons, they should advise the CAO/supervisor well in advance.
- Maintain and develop the knowledge and skills necessary to carry out duties and responsibilities.
- Observe health and safety policies and obligations, and co-operate with all procedures and initiatives taken by the Village of Nampa.
- Be truthful in all dealings with persons encountered at the workplace.
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### **Responsibilities of Supervisors:**

- Promote team spirit
- Maintain confidentiality when conducting investigations into grievances and disputes.
- Avoid bias in decision making
- Ensure compliance with procedures when carrying out counselling and discipline.
- Exercise objectivity when administering rewards or discipline.
- Do not condone, permit, or fail to report any breaches of the above code by employees under their supervision.

### **Reporting Concerns about Employee Conduct:**

- If you become aware of breach of code of conduct by any staff, it is your obligation to report the behaviour to the CAO
- If you become aware of a serious crime committed by another person, you are required to report it to the police.



**Confidentiality of Information:**

All information relating to the Village of Nampa, its clients, its personnel, its suppliers, and other business or individuals that you receive or have access to in the course of your work is to be treated as confidential. Such information shall not be used for any purpose other than that for which it was obtained.

You may only disclose confidential information to external parties when use or disclosure is authorized or required by an enactment or in court proceedings. Any other external disclosure of confidential information requires the prior approval of the CAO.

You are required to report to the CAO, any action, deed, or transaction, past, present or proposed, that appears to violate the terms of this policy or that could harm the reputation of The Village of Nampa.

**CONTRAVENTIONS:**

Non-compliance of this policy will be brought to the attention of the CAO for further action

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Mayor

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Chief Administrative Officer

Personnel Policy

Rescinds: Personnel Policy HRP 5:00

Date Approved:

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**PURPOSE:**

To ensure that the Village of Nampa provides fair and equitable overall compensation to all staff based on internal equity and market comparison. Compensation will be structured so as to attract and retain competent and qualified staff and to appropriately reward their performance.

**SCOPE:**

This policy applies to all Village of Nampa employees.

**PROCEDURES:**

1. A salary range will be established for all salaried positions that are in appropriate relation to both the external market and the relative internal ranking.
2. The Chief Administrative Officer's salary range will be determined by Council.
3. Salaries, upon hiring, will be based on the successful applicant's past experience and qualifications as well as general market conditions.
4. Movement within each salary range will be based upon the overall performance of the incumbent as determined by a performance review that will be conducted prior to the incumbent's anniversary date of hire. The review will cover the accomplishment of established goals, the competencies and behaviors of the incumbent and overall job performance with input from the incumbent and others, such as internal and external clients.
5. Performance increases will be recommended by the immediate supervisor and approved by the Chief Administrative Officer. In the case of the Chief Administrative Officer, the recommendation and approval will be by Council.
6. Overall salary ranges and other areas of compensation such as benefits will be surveyed annually. The survey will examine the overall compensation provided to similar jobs of relatively equal responsibility in other similar municipalities, within the local community and in other public and private organizations when applicable to the job(s) being surveyed. A recommendation for any changes, or any cost of living (COLA) increase, will be made by the Chief Administrative Officer to Council with input from all concerned staff.

**TIMEKEEPING:**

It will be required that the employees on an hourly rate of pay complete and turn in a accurate time sheet accounting for the hours they spend each day performing their duties.

1. Time sheets will be turned into the CAO monthly.
2. The CAO will review and account for any discrepancies.
3. All time sheets will be in the prescribed form and turned into the CAO no later then 4:00 p.m. prior to the last day of the month or as requested by the CAO.

**PAYDAYS:**

Pay Days will be bi-monthly. The first pay day being an advance based on a percentage of the employees' base salary and in no case shall it exceed 40% of earnings. The advance shall be paid on the 14<sup>th</sup> of the month. The second pay being an adjustment based on actual hours and earnings at or near the last day of the month.

1. Pay will be based on time sheets or the wage.
2. The mid month pay cheque is considered an advance and any adjustments and deductions will be made on the pay cheque at month end.



Personnel Policy

Rescinds: Personnel Policy HRP 6:06

Date Approved:

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**PURPOSE:**

To provide the employees of The Village of Nampa with a set of guidelines to ensure the safe operation of motor vehicles, and to provide a set of procedures for acceptable use when operating Village owned and operated vehicles or while traveling on Village business.

**SCOPE:**

This Policy applies to all employees of the Village of Nampa who drive Village owned or rented vehicles, and the use of personal vehicles for Village business purposes.

**DEFINITIONS:**

- "Employees" shall mean all employees of the Village of Nampa.

**POLICY:**

1. All Village employees are responsible for:
  - Complying with the Village's safe driving policy and procedures;
  - Complying with the law and with the safe work practices and procedures established by the Village;
  - Following all safety practices and procedures;
  - Reporting any incident, injury, hazard, or safety concern to the CAO.
2. Any employee of the Village of Nampa that operates a Village owned vehicle or a personal vehicle while conducting Village business is required to:
  - Hold a valid Driver's License;
  - Provide permission for the Village to conduct a Driver's Abstract upon hiring and annually thereafter;
  - Inform the CAO immediately should you no longer hold a valid Driver's License for any reason;
  - Maintain the appropriate level of insurance;
  - Carry their driver's license at all times;
  - Adhere to all applicable traffic laws;
  - Drive in a safe and courteous manner at all times.
3. Village Vehicles will not be used for personal purposes. Village employees are directed to drive within the posted speed limit at all times. Vehicles should be operated at speeds that are safe for the conditions, recognizing that, in some circumstances (such as rain, snow, or fog) this may be below the posted speed limits.
4. Employees are never to drive under the influence of alcohol, narcotics, medications, or other drugs that are likely to affect your alertness or driving performance in any way.
5. The Village of Nampa strictly prohibits the use of mobile phones, while operating Village owned and operated vehicles, or while operating a vehicle on Village business, unless they are hands free. The use of hands-free mobile phones should be kept to a minimum when driving.

6. Drivers of Village owned and operated vehicles are required to ensure that the vehicle is up-to-date with maintenance and in safe operating condition. Employees are required to identify safety and maintenance issues. Employees are expected to ensure that the vehicles are kept clean and tidy inside by removing personal effects and garbage.
7. Village owned and operated vehicles should contain a first aid and a road safety kit for use in case of emergencies. Where an employee operates their own personal vehicle for Village business purposes, they are highly encouraged to carry these kits as well.
8. In the event of a motor vehicle accident, employees should assess the situation, and call 911 to dispatch the appropriate authorities where necessary (Ambulance, Fire Department, Police).
9. Where possible, the driver should obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers.
10. Drivers are required to share their appropriate insurance and contact information with the other parties involved in the accident as well.
11. When it is safe to do so, the driver will contact the CAO to inform them of the incident, and provide as much pertinent information as possible.
12. Employees are solely responsible for the payment of any fines or related costs for traffic related violations received during out-of-office travel.
13. Should an employee receive a fine for a traffic related violation when driving a Village owned vehicle, they must advise the CAO of this information as soon as possible
14. Violations to the Safe Driving Policy will be considered a serious offence and will be subject to Disciplinary action up to and including termination of employment.

The Village will reimburse an employee for their use of their personal vehicle in carrying out their assigned duty. Reimbursement shall be according to mileage allowance established by resolution of Council.

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Mayor

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Chief Administrative Officer



Personnel Policy

Rescinds: Personnel Policy HRP 8:05 & 8:06

Date Approved:

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## **POLICY STATEMENT:**

The Village owns and operates various computer systems which are provided for use by employees in support of their employment tasks and activities. All users are responsible for seeing that this equipment and these systems are used in an effective, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and could result in disciplinary action including termination and as well could attract legal sanctions under federal, provincial or local law.

## **GENERAL PRINCIPLES**

Through the computer network, the Village provides Internet and email privileges to its employees. Like computer systems and networks, these resources are intended for purposes and activities related to the employee's work. Use of computers, programs and resources may be subject to monitoring for security and/or network management without notice. Correspondence via email is not guaranteed to be private.

## **PROCEDURES:**

1. Employees using the Internet and email services for work related purposes are expected to use the system in the most efficient and effective manner possible. The viewing of internet sites that while municipally related have little practical application to the employee's work and assignments must be limited during work hours.
2. Users shall not use the Internet or email systems:
  - ♦ For Private business activities
  - ♦ For any illegal or unlawful purpose
  - ♦ To upload, download or otherwise transmit commercial software or any copyrighted materials belonging to other parties other than the Village.
  - ♦ Reveal or publicize confidential or proprietary information which includes but is not limited to:
    - Financial Information
    - New business and development plans
    - Strategies and plans
    - Databases and file structures of the Village networks
    - Technical product information
  - ♦ Computer/Network access codes and passwords
  - ♦ To visit Internet sites that contain illegal, obscene, pornographic, racial or hateful content which is objectionable and/or defamatory, or to convey such material including content that is intended to annoy, harass or intimidate others.
  - ♦ For rude and obscene amusement or entertainment purposes
3. Personal use is not permitted; includes web sites such as Facebook, Hotmail, etc.
4. Use of the internet or email system for non-profit, social and charitable endeavors and activities may be permitted provided it is conducted primarily after work hours and as long as it does not:



- ♦ Consume more than a trivial amount of resources of the system and networks
  - ♦ Interfere with staff productivity
  - ♦ Preempt any activity related to the employee's work or the business of the Village
5. Users of the email system shall not:
- ♦ Send company-wide virus alerts. Any alerts shall be sent by the Information Systems Manager
  - ♦ Open any attachment from an external source that has not first been scanned for viruses
6. All policies that are covered under the Freedom of Information and Protection of Privacy Act are extended to the email and Internet Use Policy.
7. Breach of this policy will result in disciplinary action and depending on the seriousness and circumstances of the breach and the nature, if any, of other previous breaches of this policy, punishment could extend up to and including termination of employment.
8. Any suspected illegal activities will be referred to the RCMP Services for criminal investigation. Notwithstanding Section 7, employees found using electronic mail or Internet access for illegal or unlawful purposes will have their employment terminated immediately without notice.

Care and protection of office systems, equipment and accounts rests with administration

- 1)Municipal Accounts shall not be used by employees for personal business.
- 2)Equipment may be used at the employees' expense and risk upon approval of the CAO

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Mayor

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Chief Administrative Officer

Personnel Policy

Rescinds: Personnel Policy HRP 8:02

Date Approved:

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**PURPOSE:**

To communicate the expectations and guidelines of Village of Nampa surrounding substance use, misuse and abuse.

**SCOPE:**

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

**GUIDELINES:**

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, The Village of Nampa reserves the right to prohibit certain items and substances from being brought on to, or present on Village of Nampa premises.

**Expectations**

The following expectations apply to employees while conducting work on behalf of The Village of Nampa whether on or off Village of Nampa property:

- Employees are expected to arrive to work fit for duty and able to perform their duties safely and to standard; employees must remain fit for duty for the duration of their shift;
- The use, possession, distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Use and possession of medically prescribed drugs is permitted during working hours, subject to the expectations in this policy and all applicable legislation;
- Employees are prohibited from reporting to work while under the influence of nonprescribed drugs, alcohol, or recreational cannabis;
- Employees on prescription medication or medically approved substances must communicate to the CAO any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment;
- Where an employee uses medical cannabis, it is expected they provide a copy of their license to use cannabis to the CAO; and
- Employees are expected to abide by all governing legislation pertaining to the possession and use of cannabis.

**Roles and Responsibilities**

The Village of Nampa will:

- Clearly communicate expectations surrounding alcohol, drug, and recreational cannabis use, misuse and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy on a regular basis.
- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;

- Perform work in a safe manner in accordance with Village of Nampa established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on Village of Nampa property and during working hours (even if off Village of Nampa PROPERTY);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication, which includes medically approved cannabis use;
- Report unfit co-workers to the CAO;
- Seek advice and/or appropriate treatment, where required;
- Communicate dependency or emerging dependency;
- Follow the after-care program, where established; and
- Abide by all governing legislation pertaining to the possession and use of prescribed or illegal drugs or alcohol.

### **Suspicion of Impairment**

The following procedure will be enacted if there is reasonable belief that an employee is impaired at work:

1. The employee's supervisor will seek the CAO's opinion to confirm the employee's status (assumed impairment).
2. Next, the CAO/Supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If the CAO/Supervisor still believes the employee is unfit to safely perform their job functions, the employee will not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace. The employee may also be placed on a paid or unpaid suspension, depending on the circumstances. The employee will be referred for medical attention if there are immediate medical concerns (doctor, local hospital or clinic) or referred for testing if there are reasonable grounds to believe alcohol or drug use may be a factor in the situation.
3. The employee will be advised that The Village of Nampa has arranged transportation, either to the doctor, local hospital or clinic, or to the place of testing. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse Village of Nampa's organized transportation and make the decision to drive their personal vehicle, the Village of Nampa is obligated to and **will** contact the police to make them aware of the situation.
4. A meeting will be scheduled for the following work day to review the incident and determine a course of action which may include a monitored referral program as part of a treatment plan or disciplinary action, as determined appropriate.

### **Alcohol and Drug Testing**

All employees will be subject to testing in the following circumstances:

1. Reasonable Cause: Testing will take place whenever management has reasonable grounds to believe that the actions, appearance or conduct of an employee while on duty are indicative of the use of drugs or alcohol. The decision to test shall be made by the CAO. The basis for the decision will be documented as soon as possible after action has taken place. The referral for a test will be based on specific, personal observations resulting from, but not limited to such indicators as:
  - observed use or evidence of use of a substance (for example, smell of alcohol);
  - observed signs of drug or alcohol impairment;
  - erratic or atypical behavior of the employee;
  - changes in the physical appearance of the employee;
  - changes in the behavior of the employee; or
  - changes in the speech patterns of the employee.

Post Incident: Alcohol and drug testing is required after a significant work - related accident or incident as

part of a full investigation into the circumstances. The decision to refer employee(s) for a test will be made by the CAO who is investigating the incident.

The following procedures apply:

- the need for a test must be documented as part of the preliminary investigation as soon as practical after the triggering event;
- a test will not be necessary if there is clear evidence that acts or omissions of employee(s) could not have been a contributing factor (for example, structural or mechanical failure); and
- employee(s) referred for a test will only be those who are identified, with reasonable grounds, as having been directly involved in the chain of acts or omissions leading up to the event.

Since all employees may be subject to testing after a significant incident, they are to report the situation to the CAO/Supervisor as soon as possible after the incident and participate fully in any subsequent investigation.

A significant incident would be one causing:

- a fatality or serious personal injury to an employee or a member of the public;
- an environmental spill with significant implications; or
- significant loss or damage to property, equipment or vehicles.

On-road accidents: Anyone who operates a vehicle for The Village of Nampa is subject to testing after an accident causing damage to the vehicle or requiring hospitalization. Any employee involved in an on-road accident as noted above is required to report the situation to the CAO/Supervisor as soon as possible after the incident and participate fully in any subsequent investigation.

Other Situations: At their discretion, the CAO may require a post-incident test after any other significant work accident, incident or near miss as part of a complete investigation. Failure to report a serious accident, incident or near miss is a violation of this policy.

3. Return to Duty - Post Violation: In those situations where employment is continued after a policy violation, individuals will be required to pass a return to duty test and may be subject to unannounced testing for a minimum of two (2) years as a condition of continued employment.

4. Return to Duty - Post Treatment: Any employee assuming duties after primary treatment for an alcohol or drug problem which resulted from a performance - related incident will be required to pass a return to duty test. In addition, they may be subject to unannounced testing with a case-specific program designed to support their ongoing recovery.

5. Failure to Test: Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result to The Village of Nampa, a confirmed attempt to tamper with a test sample, or failure to report an accident which may require testing, are violations of this policy.

### **Employee Request for Assistance**

The Village of Nampa understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. The Village of Nampa promotes early diagnosis.

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately.

Management will listen objectively to the problem, discuss options and ensure there is follow up meeting and course of treatment. Employees may use sick leave days, to the extent that they exist, for the prescribed course of treatment.

Attempts will be made to take action to assist the employee in correcting any substance dependency. If, however, the employee fails to cooperate and refuses assessment or treatment or both, the employee will be subject to progressive disciplinary actions, up to and including termination of employment.

Accessing assistance or declaring a problem does not eliminate the requirement for compliance with this policy. Investigations into a possible policy violation, including testing, or entry into the disciplinary process cannot be avoided by a request for assistance with a problem or by disclosure that the employee is already involved in a treatment program. Accessing assistance for a problem at an early stage is the priority.

## **Treatment**

All employees who are candidates for primary treatment (for example, residential or out-patient treatment) for alcohol or drug problems will be expected to enter into a written agreement to support their recovery. It will outline the conditions governing their return to the job, and the consequences for failing to meet those conditions. One of those aftercare conditions may include unannounced testing based on the advice of a substance abuse professional (SAP) and/or treating facility.

Where a medical professional, a SAP, or other counselling professional advises there is a risk that an employee could not do their job safely, the employee will be removed from duty until they are able to safely return to work. Work schedules will be adjusted within reasonable limits to accommodate any period of time the employee is required to attend the treatment or counselling program.

## **Confidentiality**

Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns (for example where there is deemed to be a potential for risk to self, others or the organization).

## **Disciplinary Action**

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaged in illegal activities including consumption, possession, sale, or distribution of drugs on Village of Nampa property and during working hours (even if off Village of Nampa property).

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Mayor

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Chief Administrative Officer



Personnel Policy  
Rescinds: Personnel Policy 6:01 and 6:02

Date Approved:

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**POLICY STATEMENT:**

Safety in the Work Place is of serious concern to the Village. Employees are to practice safety at all times.

**PROCEDURES:**

- (i) WHIMIS and Operation Manuals at the Sanitary Lift Station are to be on site and consulted.
- (ii) The employee is responsible to become familiar with and aware of accepted safety practices when working in or around these facilities.
- (iii) All equipment is to be operated with the guards and shields supplied.
- (iv) Safety practices consistent with Occupation Health and Safety Standards are to be followed.
- (v) Vehicles and motorized equipment shall be operated by qualified and properly licensed personnel.
- (vi) Any violation of the foregoing shall be reported immediately.
- (vii) Safety equipment and clothing will be provided according to the Safety Equipment Policy adopted from time to time by Council.
- (viii) Safety equipment and clothing will be used and worn as circumstances require.
- (ix) Workers must wear hard hats, safety vests, safety glasses, when at specific job sites. Steel toed boots must be worn at all times while working.

**POLICY STATEMENT:**

It is the Policy of The Village of Nampa to have all workers use the proper PPE **when and where it is required.**

**PROCEDURES:**

- Hard Hats approved as standard CSA Z94, hard hats have a 5 yr life span
- Eye Protection approved under CSA Z94, 3M-1982. Always pair in truck(s)/equipment
- Footwear approved as green patch Grade 1 CSA and must be worn at all times and replaced as required.
- Ear Protection approved CSA Z-94-M1984 is used at 85 dba or higher
- CFA fire retardant coveralls must be worn when required
- CFA fire retardant gloves are used as required
- Reflective Gear

All PPE worn must be kept in good working condition and replaced as required.

All employees are trained in the proper use, care, limitations and assigned maintenance of the PPE.

All PPE will conform to Alberta Workplace Health and Safety Requirements

**CONTRAVENTIONS:**

Non-compliance of this policy will be brought to the attention of the CAO for further action.

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Mayor

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Chief Administrative Officer

Personnel Policy  
Rescinds Personnel Policy 6:10

Date Approved:

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**POLICY STATEMENT:**

The Village of Nampa wants to provide a healthy and safe environment for all employees, clients, volunteers and visitors. Village of Nampa recognizes the risks associated with second-hand smoke and wishes to protect its employees, clients, volunteers and visitors from these risks.

“Smoking” is defined as the inhaling, burning or carrying any lighted cigar, cigarette, pipe or other lighted smoking equipment.

Smoking is prohibited within 5 meters of all Village owned building entrances.

**Smoking is not permitted in Village owned vehicles and equipment.**

Areas where smoking is permitted:

The Village of Nampa permits smoking during normal breaks at:

- designated smoking areas (outside of Village owned properties, vehicles & equipment)

The Village of Nampa advises their employees to:

- Extinguish their cigarette and discard them only in appropriate containers
- Avoid smoking near flammable objects and areas

**PROCEDURES:**

- This policy will take effect upon date of approval
- No Smoking signs will be posted and visible at every building entrance and in every Village of Nampa owned vehicle and equipment
- Village of Nampa will notify all current employees of the policy
- Efforts will be made by the Village of Nampa personnel to notify any person visiting Village of Nampa property of this policy

**CONTRAVENTIONS:**

Non-compliance of this policy will be brought to the attention of the CAO for further action

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Mayor

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Chief Administrative Officer



Personnel Policy

**\*NEW\***

Date Approved:

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**PURPOSE:**

To provide employees of the Village of Nampa with an opportunity to express any dissatisfaction arising out of differences of the interpretation, application, administration or alleged violation of any policy affecting employees.

**SCOPE:**

This policy applies to all employees of the Village of Nampa

**DEFINITIONS:**

**Grievance** means a formal complaint that is raised by an employee towards an employer within the workplace.

**GUIDELINES:**

**Grievance Procedure:**

1. If you experience a conflict/dispute while on the job, Village of Nampa expects that you will make every effort to resolve the matter in an appropriate and timely fashion. This could include attempting to resolve the matter yourself by speaking to the individual with whom you are having difficulty, even if it means having more than one meeting.
2. If you are unable to satisfactorily resolve your conflict and wish to launch a grievance, an earnest effort shall be made to settle grievances fairly and promptly. The process has been outlined below.

**Employee Responsibilities:**

1. The grievance may be raised initially through a verbal discussion. However, if an investigation is required, the employee shall submit a detailed letter of grievance and attach any pertinent documentation within five (5) business days of the events giving rise to the aforementioned grievance.
2. A written letter of grievance shall generate a written response from the employee's supervisor no later than 5 business days indicating the objectives and / or procedures that will be followed to resolve the grievance issue.
3. If the employee's supervisor is unable to resolve the grievance issue, it will be forwarded on to the CAO for review. Additionally, where a grievance is filed against the employee's supervisor, the employee shall file the grievance with the CAO. The CAO will review the written grievance within five (5) business days of receiving the grievance and will develop a process with identifiable objectives to resolve the grievance issue.
4. Persons other than the affected employee may not represent or file a grievance on behalf of the affected employee(s). Employees must assume responsibility for their own concerns.
5. For a grievance to be considered, it must discuss specific incidents or circumstances which have affected the employee, and suggest or request improvements which are both reasonable, and within the control of the Village of Nampa.
6. Anonymous grievances shall not be reviewed.

**Supervisor Responsibilities:**

1. Each Supervisor in the grievance review process is required to consider the specific concerns raised, and determine the eligibility of the grievance under review.
  - a) Does the grievance meet the definitions established to qualify for review?
  - b) Is the grievance specific to the employee involved?
  - c) Does the resolution of the grievance fall within the scope of authority of the supervisor?
2. If the grievance meets the eligibility criteria, the supervisor shall respond to the employee in writing within 5 business days following receipt of the grievance. The response shall include the objectives/procedures to resolve the grievance issue.
3. If the grievance does not meet the first two criteria for eligibility, the supervisor shall notify the employee that the grievance does not qualify for review, and the reason for the determination.
4. The grievance meets the first two eligibility requirements, but does not meet the third, the supervisor shall notify the employee that their grievance has been forwarded to the CAO to help resolve the grievance review process.
5. Copies of the initial grievance, supporting documentation and all response correspondence/reports must be included in the employee's personnel file for the Village of Nampa.

**Grievance Review Restrictions:**

1. Grievances regarding harassment (racial, sexual, etc.) or illegal discrimination should be reviewed immediately pursuant to the Workplace Violence and Harassment Policy.
2. Employees shall not be disciplined or receive any form of retaliation for utilizing the grievance review process.
3. Village of Nampa cannot guarantee that an employee's specific grievance will be resolved in the manner the employee requested, or the employee's satisfaction with resolution.

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Mayor

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Chief Administrative Officer

Personnel Policy  
Rescinds: Personnel Policy HRP 2:05

Date Approved:

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### Policy Statement

The Village of Nampa allows employees to engage in outside employment activities. Such activities will not interfere with the normal work activities of the employee as these activities relate to the Village.

### Procedures:

1. Employees are required to notify the CAO of any involvement that they may have in work outside their Village employment.
2. Shifts and work schedules shall be arranged so that the Village takes priority.
3. All outside employment shall be conducted in a manner consistent with the policies governing Conflicts of Interest.
4. The employee's performance does not suffer.
5. No other policy of the Village is compromised.

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Mayor

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Chief Administrative Officer





**Request for Decision (RFD)**  
Council Meeting September 17, 2019

**Topic:** Delegation of Authority Document for Emergency Management Incidents

**Background:**

The AEM has developed a document specifically for Villages and hamlets to use when there is an emergency incident in their municipality. The delegations of authority document is a (stand by) document that would be used (at time of incident, and for the incident only) if the Village of Nampa was to have an incident. The Village doesn't have the staff or the resources so we would use Northern Sunrise County's incident command staff to manage the incident, should one occur. We would all be working together.

This document would be signed at time of the incident.

Delegation of Authority document attached

**Administration Recommendation:**

That council approve the use of the document for when an incident may occur

**Delegation of Authority  
For the  
Village of Nampa  
and  
Northern Sunrise County**

## DELEGATION OF AUTHORITY

<b>Date:</b>
<b>To: Northern Sunrise County</b>
<b>From: Village of Nampa</b>
Effective _____ Date & Time _____, Northern Sunrise County is hereby delegated as the command responsibility of the _____ Name of Incident _____ incident, _____ Type of incident _____ occurring within the bounties of the Village of Nampa. _____  <b>Northern Sunrise County has full authority and responsibility for managing incident operations within the framework of applicable laws, policies, and procedures.</b>  <input type="checkbox"/> The incident will be managed consistent with the fundamental features of ICS. <input type="checkbox"/> SAFETY FIRST. Safety is the number one consideration when deciding on strategies and tactics. <input type="checkbox"/> When appropriate Unified Command will be used.
<b>Jurisdiction priorities</b> This document will take affect once signed and will pertain to an incident within the boundaries of the Village of Nampa. Northern Sunrise County will utilize the county's Emergency Management Agency to navigate through the incident and take the necessary steps to mitigate the incident to protect lives and property.
<b>Legal authorities</b>  <input type="checkbox"/> Emergency Management Act, Revised Statutes of AB 2000, Chap E-6.8, Nov 19, 2018- May 2020 Version <input type="checkbox"/> See attached Emergency Management Agency Bylaw B361/19

**Financial authorities and restrictions**

- ☐ Fiscal Integrity and cost containment are high priorities in the management of the incident.
- ☐ All expenses on the incident will be commensurate with the values at risk.
- ☐ All purchases will be consistent with applicable Village of Nampa purchasing procedures.
- ☐ All expenses will be tracked and copies of all purchase requests, invoices, bills, etc. will be collected.

**DELEGATION OF AUTHORITY****Reporting requirements**

- ☐ Briefings on the status of the incident will be given to the jurisdiction's authorized representative.
- ☐ Promptly notify the jurisdiction's authorized representative of any significant incidents or accidents involving death, injury, or significant property loss.
- ☐ The CAO from the Village of Nampa or assigned delegate, shall be permitted to participate in the Emergency Coordination Center or Incident Command Post

**Demographic**

This Delegation of Authority will pertain to the boundaries of the Village of Nampa.

**Political issues or concerns**

If a SOLE must be declared, the Village of Nampa Mayor or 2 Village of Nampa Councilors shall, sign the declaration. The Information Officer will send the signed declaration to the Provincial Operations Center and provide that information to the public through proper notification processes.

**Information Management and communication process**

- ☐ Public Information Plans should address providing information to the media, community, stakeholders, and first responders.
- ☐ The CAO of Nampa will be the point of contact for public information management.
- ☐ Information leaving the ECC shall be at the approval of the DEM and sent to the Information Officer and the Village of Nampa Representative.

## DELEGATION OF AUTHORITY

### Plan for ongoing incident evaluation

- ☐ St. Isidore Fire Hall
- ☐ Location of Incident Base: TBA at time of incident
- ☐ Location Incident Command Post: TBA at time of incident

### Incident Action Plan

- ☐ You will prepare incident action plans in accordance with ICS using the appropriate ICS forms.

### Documentation

- ☐ Prepare an incident documentation package to include all incident action plans, Unit Logs (ICS- 214), radio logs, invoices, reports, etc.
- ☐ Prior to Northern Sunrise County release / Demobilization, the final incident documentation package shall be completed, filed, and presented to the Village of Nampa jurisdiction's authorized representative.
- ☐ Both the Village of Nampa and NSC will keep a copy of the final incident documentation package.

### Non-Discrimination/Harassment Free Workplace

- ☐ This incident will be free of conduct that is discriminatory, abusive, disorderly, disruptive, or retaliatory. Any employee's conduct, whether intentional or unintentional, that results in discrimination or harassment of other employees or any other person(s) with regard to race, color, creed, disability, age, religion, sex, national origin, or exercise of a legal right is strictly prohibited.

Signature – Village of Nampa	Title	Date
Signature – Northern Sunrise County DEM	Title	Date





**Request for Decision (RFD)**  
Council Meeting December 15, 2020

**Topic:** RFD: Nampa Ditch Improvements 2020 – Highway 683 & Highway 2

**Background:**

At last month's council meeting Administration presented to council costs for the ditch cleaning north of Highway 683 & west of Highway 2. Administration requested council approval to proceed with the work. Council asked Administration to provide another quote and to bring to December 15, 2020 council meeting.

Attached is quote provided to Jason Schuler with Velocity from HAE Enterprises. Both quotes received are very close in value.

Map of ditch work will be available for council to review if needed

**Administration Recommendation:**

For discussion

**6) Total Estimated  
Cost**

**\$53,480.00**

Please advise if we can proceed the drainage improvement work west of Highway 2 and North of Highway 683.

Regards,

Jason Schuler, P. Eng.  
Velocity Group  
780-618-4674

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**From:** Dale Gour <[dalegour@trilinecontracting.com](mailto:dalegour@trilinecontracting.com)>

**Sent:** Friday, November 20, 2020 10:18:54 AM

**To:** Jason Schuler <[jason@velocitygroup.ca](mailto:jason@velocitygroup.ca)>

**Subject:** Nampa ditch Improvements

here is a quote for cleaning ditches

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Thanks  
Dale Gour  
Tri-Line Contracting

## Village of Nampa (Dianne Roshuk)

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**From:** Jason Schuler <jason@velocitygroup.ca>  
**Sent:** December 14, 2020 11:03 AM  
**To:** Dianne Roshuk  
**Cc:** Meagan Cote  
**Subject:** RE: Nampa Drainage Improvements - 2020  
**Attachments:** RE: Nampa ditch Improvements (116 KB); Re: FW: Village of Nampa Drainage Improvements 2020 (104 KB)

**Categories:** Red Category

Hi Dianne,

I have received a second quotation from HAE Enterprises for the ditch grading and culvert cleaning work.

The scope of work is as follows:

- Mobilization of Equipment to / from site and across CN tracks and Highways
- Excavator for ditch grading
  - ~340m, 0 to 0.15m cut north south of CN Railway
  - ~250m, 0.15 to 0.30m cut east of Highway No. 2
  - Remove & replace squashed culvert end (~2m)
- Culvert materials (2m) including coupler
- Crew truck and labourer with laser for ditch grading
- Jet and flush out culverts (assumed 16hrs)
- Mulching east of Highway No. 2 (assumed 8hrs)

The quotations received are as follows. I have included a few comments regarding each and have enclosed the backup documentation. Both quotations are very close in value. The estimates assume that the Village will provide the truck for haul away of waste material.

HAE Enterprises Ltd.: \$15,335.00

- HAE provided lump sum pricing with the exception of mulching indicated at \$245.00 per hour (8 hrs) for tractor unit with rear mount mulcher.
- They have considered the use of a smaller Hydro-vac for culvert cleaning (Ditch Witch FX-30). Velocity requested that Contractors consider 16hrs site time.
- HAE indicated that they could mobilize on December 15, 2020 but they would have to complete a first call prior to commencing work so this would not likely occur till the following week.

Tri-Line Contracting Services Ltd.: \$15,180.00

- Mulching rate of \$175.00 per hour (8hrs) for tracked bobcat with front mount mulcher unit.
- Estimate based on daily rate of \$1800.00 for 5 days (For track hoe, service truck and labor including laser and transport)
- Large hydro-vac flusher unit considered. First load of water (hot) from concrete plant considered. Assumes disposal site if necessary provided by Village. \$280.00 per hour excluding vac. (\$300.00 with vac)
- Tri-Line had previously placed first call. They indicated this morning that Atco Pipelines (Devin) requested that they hydrovac a couple gas pipe locations along Railway Avenue on Tuesday.
- Materials estimated based on supply cost provided for East Rudge Road work

The revised project estimate for the 2020 Project work is provided below.

**Village of Nampa  
Drainage Improvements - 2020**

1) East Ridge Catch Basin, Culverts and Ditch Grading	\$24,000.00 (\$19,270.50 to date) <i>(completed)</i>
2) Ditch Grading & Cleaning (Northwest) Including Culvert Repair & Flushing	\$15,500.00
3) Engineering	\$10,000.00
4) Contingency Allowance	\$ 5,000.00
<b>Total Estimated Cost</b>	<b>\$54,500.00</b>

*ongoing.*

If you have any questions please advise.

Regards,

**Jason Schuler, P.Eng.**

Branch Manager – Peace River

**Velocity Group** - Surveying & Engineering

#3 8909 96th Street, Peace River, AB T8S 1G8

Cell: 780-618-4674 | Office: 587-748-0569 | Fax: 780-882-6460

[jason@velocitygroup.ca](mailto:jason@velocitygroup.ca) | [www.velocitygroup.ca](http://www.velocitygroup.ca)

**From:** Jason Schuler <jason@velocitygroup.ca>

**Sent:** Wednesday, November 25, 2020 12:42 PM

**To:** Dianne Roshuk <cao@nampa.ca>

**Subject:** Nampa Drainage Improvements - 2020

Hi Dianne,

Please find below an estimate for the construction work associated with the ditches on the west side of the Highway from railway avenue to the crossing on Highway 683 / highway 2 and east through private property. I think Dale may be a little conservative on this estimate of 5 days but I did not lower the estimate. I have also budgeted 2 days with the flusher to clean out some culverts. As per our discussion the Village must have their truck available for haul of waste material to the disposal area northeast of the shop.

Th engineering cost includes preliminary investigations (summer / fall), design review, field survey staking, Atco gas pipeline proximity application, Alberta Transportation application, liaise with and contact CN, contact and liaise with landowners and overall work coordination and review.

**Village of Nampa  
Drainage Improvements - 2020**

1) East Ridge Catch Basin, Culverts and Ditch Grading	\$25,000.00 (\$19,270.50 to date)
2) Ditch Grading & Cleaning	5 days @ \$1,800.00 = \$ 9,000.00
3) Culvert Cleaning	16 hrs @ \$ 280.00 = \$ 4,480.00
4) Engineering	\$10,000.00
5) Contingency Allowance	<u>\$ 5,000.00</u>



Bag 500, 9200 – 99 Street  
Peace River, Alberta T8S 2A4

Tel: 780.624.6626  
Fax: 780.624.6650

Dec. 4, 2020

Village of Nampa  
Box 69  
Nampa, AB T0H 2R0



\* Annual Donation of  
\$746.00

**Re: Annual Request for Financial Support**

Dear Council:

On behalf of Peace Regional Victim Services I am once again requesting financial support in the amount of \$2.00 per capita for 2021. We request this yearly commitment from all municipal councils within the RCMP catchment areas and are extremely appreciative for years of past support.

The Victim Services program assists victims of crime and trauma in partnership with the RCMP and is a valuable resource for citizens in your region.

Continued financial support from all municipal councils is vital for the continued stability of the program and to ensure that the needs of victims of crime residing within Village of Nampa are met.

Thank you for considering our request again this year. Your continued support is greatly appreciated.

If you have any questions or would like more information, please feel free to contact me at the Peace River RCMP detachment at (780) 624-6664.

Sincerely,

A handwritten signature in black ink that reads "Brian Turpin".

Brian Turpin  
Regional Coordinator

*Assisting Victims of Crime & Trauma in Partnership with the RCMP*







# VILLAGE OF NAMPA

Page 1 of 2

## Cheque Listing For Council

6.1a

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200551	2020-11-20	NAMPA AUTO & FARM SUPPLY		PAYMENT		595.22
			203644	SCREWS/NUTS/PAINT	39.77	
			203983	GLOVES/CONNECTOR	31.44	
			204513	BRAKE POT - GRAVEL TRUCK	74.92	
			204713	DIESEL CONDITIONER/GLASSES	97.66	
			204857	BLADE BOB CAT	391.13	
			Nov 2020	RETURN OF PARTS	(39.70)	
20200552	2020-11-20	TELUS MOBILITY INC.		PAYMENT		105.47
			9618 Nov 2020	CAO CELL PHONE	105.47	
20200553	2020-11-23	ROSHUK, DIANNE G				
20200554	2020-11-26	CANADIAN LINEN AND UNIFORM		PAYMENT		324.04
			5003608234	MONTHLY MAT RENTAL	324.04	
20200555	2020-11-26	GALL, AUDREY		PAYMENT		204.54
			Nov 2020	REMBERANCE DAY	204.54	
20200556	2020-11-26	GOLDEN WEST ELECTRIC CO		PAYMENT		620.33
			5791	REPLACE FRONT & BACK LIGHT	620.33	
20200557	2020-11-26	GOVERNMENT OF ALBERTA		PAYMENT		58.75
			S093038	LOCAL GOV'N'T BINDER UPDATE	58.75	
20200558	2020-11-26	HI TECH BUSINESS SYSTEMS		PAYMENT		81.53
			1597030	MTHLY CONTACT FEE	81.53	
20200559	2020-11-26	MUNICIPAL INFORMATION SYSTEMS		PAYMENT		587.82
			20201592	MTHLY SUPPORT	587.82	
20200560	2020-11-26	NAMPA MINOR HOCKEY		PAYMENT		1,500.00
			Nov 2020	DONATION	1,500.00	
20200561	2020-11-26	PEACE REGIONAL WASTE MANAGEMENT COMI		PAYMENT		453.07
			21878	TRANSFER STATION	128.96	
			21879	TIPPING FEES	324.11	
20200562	2020-11-26	RMA INSURANCE LTD.		PAYMENT		30,690.91
			Nov 2020	ANNUAL INSURANCE	30,690.91	
20200563	2020-11-26	RURAL MUNICIPALITIES OF ALBERTA		PAYMENT		204.75
			RMA000686	MEMBERSHIP FEE	204.75	
20200564	2020-11-26	SOLID REPAIR SERVICE LTD.		PAYMENT		1,284.77
			1843	REPAIR WINDSHIELD MOTOR GF	1,284.77	
20200565	2020-11-26	TRI LINE CONTRACTING SERVICE		PAYMENT		20,234.02
			4253	DITCH IMPROVEMENT CB MANH	7,694.08	
			4254	DITCH IMPROVEMNETS CULVER	5,151.30	
			4255	DITCH IMPROVEMENTS CULVER	4,036.20	
			4257	DITCH IMPROVEMENTS GRAVEL	3,352.44	
20200566	2020-11-26	VELOCITY ENGINEERING INC.		PAYMENT		1,309.88
			2545	2020 LANE DRAINAGE IMPROVE	1,309.88	
20200567	2020-11-26	ATB FINANCIAL MASTERCARD		PAYMENT		2,355.99
			Nov 13 2020	STORAGE BOXES & ACCESSORI	1,998.44	
			Nov 16 2020	PUBLIC WORKS COFFEE SUPPL	31.37	
			Oct 27 2020	BUSINESS CARDS/LABLES MUSI	326.18	
20200568	2020-11-27	ROSHUK, DIANNE G				
20200569	2020-11-27	MATIASIEWICH, SHIRLEY A				
20200570	2020-11-27	SURMAN, STEVE C				
20200571	2020-11-27	MCNEIL, JEREMY D				
20200572	2020-11-27	MATIASIEWICH, EVAN M				
20200573	2020-11-27	BULFORD, QUINTON				



# VILLAGE OF NAMPA

Page 2 of 2

## Cheque Listing For Council

6.1a

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200574	2020-11-27	NOVAK, CHERYL				
20200575	2020-11-27	BUTZ, CLYNTON				
20200576	2020-11-27	SKRLIK, PERRY				
20200577	2020-11-27	MURPHY, CARSON				
20200578	2020-11-27	MCNEIL, JEREMY D				
20200579	2020-11-30	LOCAL AUTHORITIES PENSION PLAN	NOV 2020	PAYMENT LAPP DEDUCTIONS NOVEMBER	4,478.68	4,478.68
20200580	2020-11-30	RECEIVER GENERAL - PAYROLL	202011	PAYMENT RECEIVER GENERAL DEDUCTIO	5,498.51	5,498.51
20200581	2020-11-30	TOKER, TEENA	NOVEMBER 20	PAYMENT CUSTODIAL SERVICES FOR NOV	212.50	212.50
20200582	2020-12-03	SII 360 INC	2020142	PAYMENT CAMERAING OF SANITARY & ST	19,249.23	19,249.23
20200583	2020-12-07	TELUS COMMUNICATIONS INC.	4468 4642 7953 9885	PAYMENT PHONE - PW SHOP PHONE - VILLAGE OFFICE PHONE - FIRE DEPT PHONE - FAX LINE	92.76 179.59 69.85 70.07	412.27
20200584	2020-12-07	TELUS COMMUNICATIONS INC.	0091	PAYMENT PHONE MUSEUM	110.86	110.86
20200585	2020-12-10	BELL MOBILITY	08616 Dec 20	PAYMENT PW CELL PHONE	121.21	121.21
20200586	2020-12-10	CAMPUS ENERGY PARTNERS LP	1419 Dec 20 1420 Dec 20 2462ZC Dec 20	PAYMENT ELECTRICITY BILLING STREET LIGHT ELECTRICITY GAS BILLING	2,743.22 2,606.86 1,281.08	6,631.16
20200587	2020-12-10	IWANTWIRELESS CA LTD	105977	PAYMENT MUSEUM INTERNET	52.45	52.45
20200588	2020-12-10	NAMPA AUTO & FARM SUPPLY	205272 205749 205902 205936	PAYMENT TAGS POWER STEERING GAGE EYE WASH LUBE OIL AIR FILTER	47.96 88.32 154.60 57.27	348.15

**Total 116,588.62**

\*\*\* End of Report \*\*\*



## **Chief Administrative Officer Report**

**6.2**

November 17 - December 15, 2020

November 17 - Regular Council Meeting

November 18 - Nampa Museum Budget Meeting with Carson

November 18 - Town Hall Meeting - COVID Update

November 18 - 2021 Interim Budget Meeting

November 25 - Zoom Meeting - RMA - Benefits

November 25 - Town Hall meeting with Dr. Deena Hinshaw, RE: New measures announced

November 26 - Staff Evaluation

December 9 - Intermunicipal Committee Meeting with NSC

December 9 - Webex Meeting - COVID Update

December 9 - Nampa Museum Budget Meeting

December 15 - Regular council meeting

### **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
  - Maintain sewer break graveled areas
  - Run lift station backup generator and put it under load once per month
  - Grading as needed
  - Parking lot snow removal as needed
  - Driveway snow removal as needed
  - Clear snow for walking paths as needed
  - Clear ice at water treatment plant as needed
  - Sanding as needed
  - Haul out piles of snow to snow dump as needed
  - Assisted Tri-Line as needed for the catch basin/culvert project on East Ridge Road
  - Put up Christmas lights
  - Started clearing cat tails out of the lagoons



Meeting:	Mighty Peace Tourism General Board Meeting		
Date:	November 30th, 2020	Time:	6:30 pm
Prepared By:	Tammy Brauer	Location:	Via Zoom Virtual Meeting
Attendees:			
Agenda, Notes and Discussion			
N. Duval – Northern Sunrise County, R. McLeod – Town of Manning, C Anderson – County of Northern Lights, T. Johnson – MD Peace, A. Bean – Clear Hills County, W Wald – Town of Grimshaw, J. Adams – MD Fairview, L. Love – Peace River Museum and Archives, D Buchholtz – Peace Valley Snow Riders, C. Murphy – Nampa Museum, L. Kosheiff – Horse Trekking Adventures, E Matiasiewich – Village of Nampa, T Schindel – Town of Fairview, T Bell – Town of Peace River, J. Armstrong – Executive Director, also in attendance was T. Brauer - Administration.			
1. Call to Order	<ul style="list-style-type: none"> <li><b>N Duval</b> called the meeting to order at <b>6:32pm</b>.</li> </ul>		
2. Adoption of Agenda	<ul style="list-style-type: none"> <li><b>C Anderson</b> moved to adopt the agenda as <b>presented</b>. <b>Motion carried</b>.</li> </ul>		
3. Adoption of Minutes	<ul style="list-style-type: none"> <li><b>J Adams</b> moved to accept the Board of Directors minutes from the Board Meeting on August 31st, 2020 as <b>presented</b>. <b>Motion carried</b>.</li> </ul>		
4. Financials YTD 4.1. YTD 4.2. 2021 Budget	<ul style="list-style-type: none"> <li>The Board of Directors were presented with the financials.</li> <li><b>W Wald</b> moved to accept the financials as presented. <b>Motion carried</b>.</li> <li><b>2021 Preliminary Budget</b> Discussed. <b>T Johnson</b> moved to accept the 2021 Budget as presented. <b>Carried</b></li> </ul>		
5. Executive Director Report  5.1. Cooperative Marketing 5.2. Fundraising Opportunities 5.3. Marketing Campaign 5.4. Visitor Guide 5.5. Workshops & Webinars 5.6. Marketing Insights	<ul style="list-style-type: none"> <li><b>J Armstrong</b> presented the Executive Director's report.               <ol style="list-style-type: none"> <li><b>Cooperative Marketing</b> <ol style="list-style-type: none"> <li>MPTA Campaign- First 4 pages of content created for MoveUP magazine (Ski and Stay, Shop Local Holiday Guide, Unique Winter Stays). Gained 6 new members through new content. Paul Lavoie will be shooting specific activities or scenes we have chosen. 3 photoshoot promos have taken place for members throughout the summer and we will be offering more over the winter. Next 4 pages of content will be created for February with a focus on restaurants and bookable experiences.</li> <li>SkiNorthAB-Regional partners involved: Grande Prairie Tourism Association, Tourism Jasper, Town of Vermilion, Winter Cities Edmonton, MD of Bonnyville, Lac La Biche Region, Mighty Peace Tourism, Town of Hinton, Town of Whitecourt, and Travel Alberta. Local partners involved: Misery Mountain, Town of PR, Community Futures, Chateau Nova, Rise AirBnB.</li> </ol> </li> <li><b>Fundraising Opportunities</b> <ol style="list-style-type: none"> <li>Themed packages at three price points to be sold at PR Museum, Nampa Museum, online store. Will need to purchase boxes and stickers (~\$150-200). Lining up first packages to be put together winter 2020/2021.</li> </ol> </li> <li><b>2021 Marketing Campaign</b> <ol style="list-style-type: none"> <li>Motorcycle Tourism with MFTA</li> <li>Zenseekers Media-summer campaign similar to winter campaign for those areas that don't have as many winter activities</li> <li>Staycations/Experience Packages (partnerships between operators)</li> <li>Written content for our website and Facebook</li> <li>Other ideas from the board encouraged.</li> </ol> </li> </ol> </li> </ul>		



	<p><b>4. Visitor Guide</b></p> <ul style="list-style-type: none"> <li>a. Changes-looking changing the map to black and white with coloured icons instead so it's easier to identify all the same ones</li> <li>b. Quantities-2500</li> <li>c. Additional changes? – board members encouraged to share opinions &amp; ideas.</li> </ul> <p><b>5. Workshops and Webinars</b></p> <ul style="list-style-type: none"> <li>a. Working with TA to bring a partnership and packaging workshop to the region with an extension to GPRTA and MFTA to join in</li> <li>b. TA hosting webinars on industry website on Thursdays (all recorded)</li> </ul> <p><b>6. Marketing Insights</b></p> <ul style="list-style-type: none"> <li>a. Paid Facebook Summer Marketing Campaign - \$1600 was used for Facebook advertising. The summer campaign ran from July 31, 2020 - September 19, 2020. The summer campaign consisted of 5 ad themes with 16 different ads. Our ad themes were taste of the Mighty Peace, unique stays, Mighty Peace activities, golf and camping. The campaigns reach was 558,110 people.</li> <li>b. Winter Digital Marketing Campaign - For our winter Digital Marketing Campaign we have allocated \$1400 that will be spent on Facebook advertising. We have planned for 5 ad themes and 14 different ads for winter. The campaign will start on December 22, 2020. Ads will be created using our free Google Ads Account that will be aligned with the Facebook Ads to create more awareness.</li> <li>c. Organic Advertising - Complying with government restrictions we have been focussing on a staycation approach for the past year. Our focus has been on Facebook, Instagram, Google Ads, our YouTube Channel and our website. All traffic has been directed to our new experiential website.</li> <li>d. MPTA Connect Newsletter - The next internal newsletter will be distributed in January.</li> <li>e. Memories Are Made in The Mighty Peace - The latest external newsletter will be published in early December. We featured Peace River Brewing, Peace Valley Snow Riders, Raediance Florist &amp; Gift Shop, Heilan Beer House, Hair Chic N' Boutique, Amicis Gardens, Dad's N Lads' Clothing, Beyond 2000, Fairview Fine Arts Centre, Riverside Ranch Decor, Misery Mountain, Chateau Nova Peace River, Fairview Ski Hill, Dunvegan Inn &amp; Suites and Mr. Mikes.</li> <li>a. Marketing Insights: Travel Alberta information on Alberta's businesses' status – shows Northern Alberta has fared relatively well in the province with few businesses permanently closed and more beginning to operate more normally since COVID restrictions began. Rural vs. Urban polls show urban areas may be more welcoming to visitors.</li> </ul> <p><b>*Congratulations to Jenna Armstrong who is expecting her second child in March of 2021!</b></p> <p><b>A Bean moved to accept the Executive Director Report as read. Motion carried.</b></p>
<p><b>6. Old Business</b></p> <ul style="list-style-type: none"> <li>6.1. Action Plan</li> <li>6.2. Smoky River Tourism Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action Plan</b> – Action Plan was sent out with meeting documents for consideration by the board members.</li> <li>• <b>Smoky River Tourism Meeting</b> – N Duval &amp; J Armstrong attended a meeting held in McLennan to present MPT to the municipalities of McLennan, Girouxville, Donnelly, Falher &amp; MD Smoky as well as local operators. The presentation was well received, MPT has had positive feedback &amp; expects a decision on commitment from this group before the new year. This issue will be brought up for discussion at the March 29<sup>th</sup>, 2021 board meeting.</li> </ul>

<b>7. New Business</b> 7.1 Visitor Guide 7.2 Marketing Ideas	<ul style="list-style-type: none"> <li>• <b>Visitor Guide</b> – Possible changes to the guide were discussed such as: changes in map and icon colors, advertising space replacing photos &amp; the possible inclusion of the Smoky River region on the map. Board feedback encouraged continuing to display photos of the region instead of advertising in the guide.</li> <li>• <b>Marketing Ideas</b> – board members encouraged to share ideas during roundtable discussion.</li> </ul>
<b>8. Next Meeting</b> 8.1. 2021 Meeting Dates	<ul style="list-style-type: none"> <li>• <b>2021 Board Meeting Dates</b> – <ul style="list-style-type: none"> <li>❖ March 29<sup>th</sup></li> <li>❖ May 31<sup>st</sup></li> <li>❖ Aug 30<sup>th</sup></li> <li>❖ Nov 29<sup>th</sup></li> </ul> </li> </ul>
<b>9. Round Table</b>	<ul style="list-style-type: none"> <li>• <b>T Bell – Town of Peace River</b> – Feels that Smoky River would be a positive addition to MPT. The Town of Peace River is in discussions with the 55+ Games organizers about postponement of hosting games until 2022. Christmas parade cancelled due to COVID restrictions.</li> <li>• <b>C Murphy – Nampa Museum</b> – Museum is open, hours are Mon – Fri 10am – 5pm. Planning spring projects.</li> <li>• <b>D Buchholtz – Peace Valley Snowriders</b> – Congratulations to J Armstrong. Compliments to staff for a very professionally presented meeting. Feels that Smoky River would be a positive addition to MPT. MPT doing well dealing with challenges of COVID restrictions. Snowriders continue to enjoy the outdoors keeping group numbers low. Rallies may be held in February/March depending on COVID restrictions. New Hines Creek trail has been completed. Snowmobiles sales doing well as people plan regional outdoor activities.</li> <li>• <b>E Matiasiewicz – Village of Nampa</b> – Activities are slow due to COVID restrictions.</li> <li>• <b>C Anderson – County of Northern Lights</b> - Feels that Smoky River would be a positive addition to MPT &amp; would make a stronger organization.</li> <li>• <b>J Adams – MD Fairview</b> – Fairview Ski Hill using their new snow making system this winter. – Feels that Smoky River would be a positive addition to MPT.</li> <li>• <b>L Love – Peace River Museum &amp; Archives</b> – The museum &amp; gift shop have been very busy. Visitors taking family Christmas photos in the museum using exhibits as their backdrop. The museum has received grants. Working on a book project with C Murphy.</li> <li>• <b>L Kosheiff – Horse Trekking Adventures</b> – Very busy fall – every weekend in September &amp; October booked with overnight stays. Travel Alberta ran ads &amp; resulted in an increase in bookings. Photo shoots with Zen Seekers and MPT have resulted in some great content for marketing. Planning on expanding experiences being offered next summer. Ran Halloween walk attended by approx. 30 in 2019 &amp; approx. 150 in 2020. Inquiries for sleigh rides but COVID restrictions make these difficult.</li> <li>• <b>R McLeod – Town of Manning</b> - Feels that Smoky River would be a positive addition to MPT. Discussed ideas for Manning’s tourist booth. Grimshaw &amp; Fairview have moved tourist booth contents into other existing businesses utilizing existing staff &amp; space. Christmas parade was successful.</li> <li>• <b>W Wald – Town of Grimshaw</b> - Feels that Smoky River would be a positive addition to MPT. Looking forward to winter marketing campaign &amp; hoping to see similar summer campaigns run. Suggested that a photo of the new Peace River Bridge be added to the visitor guide. Suggested visitor booths could offer ice cream sales, nature walks/tours etc. to encourage visitation.</li> <li>• <b>J Armstrong – Executive Director</b> – Fairview ran their Moonlight Madness event. Businesses feedback was very positive. Parade had to be cancelled due</li> </ul>



	<p>to COVID restrictions.</p> <ul style="list-style-type: none"><li>• <b>N Duval – Northern Sunrise County</b> – Best wishes to J Armstrong on her pregnancy. Feels that Smoky River would be a positive addition to MPT. Encouraged board members to send in any marketing ideas to MPT staff. Carnival has been postponed. Merry Christmas!</li></ul>
<b>10. Adjournment</b>	<ul style="list-style-type: none"><li>• <b>N Duval</b> adjourned the meeting at <b>7:28 pm</b>.</li></ul>

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Norm Duval, President

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Tammy Brauer, Recording Secretary

DRAFT

## Board Meeting Highlights November 28, 2020 (via Zoom)

*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 held elections for the Executive Committee, the Chair and Vice-Chair, the Personnel committee and the Plan of Service committee. All positions were filled.

The CEO provided an update on the Indigenous Grant expenditures and plans, as well as a summary of the Infrastructure Grant, including the new garage that will finish off the grant spending. Updates were also provided on TAL, ALTA and TRAC (The Regional Automation Consortium). The 2020 year end financial forecast was presented for information, and the 2021 Operating Budget and Capital Budgets were presented and approved.

Revisions were approved to the following policies: *Confidentiality Policy, Health and Safety Policy, Environmental Practices Policy, Records Management Policy, Materials Selection & Acquisition Policy, Resources Lent to Libraries Policy*, and the *Legislative Bylaws*.

The Consulting Services Manager reported statistics on the uptake of the Summer Reading Program. Consulting has continued virtually and Coffee Chats, continue to be well-attended. PLS offered virtual anti-Indigenous racism sessions with Inclusify and will be offering a different session by Eleven Eleven Consulting in January. The Stronger Together virtual conference was held on 1-2 October in collaboration with Yellowhead Regional Library, Parkland Regional Library and The Alberta Library (TAL). There were over 1000 registrants from all over Alberta and a few from around the continent.

The IT Services Manager reported that the server replacement project encountered a few problems, but solutions have been found. The file and print servers have been migrated and the old servers will be decommissioned when everything has been completed. The Pecans listserv has been moved from the old Yahoo Groups platform to a new one called Groups.io. Migration of users has been completed. The TracPac app is has launched and is in both the Apple App Store and Google Play. Early reactions have been favourable.

The Technical Services Manager reported that the RELAIS interlibrary loan program is functioning as expected and interlibrary loan with the Academic libraries should be resuming soon. As well, a new Cataloguing and Acquisitions Supervisor was hired, Ken Sawdon, and he has begun work as of 23 November. The deadline for orders in the 2020 fiscal year is 30 November, any orders received after that date will be processed in the 2021 fiscal year.

### **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)  
CEO: Louisa Robison

### **Present:**

Carolyn Kolebaba (Chair)  
Gena Jones  
Cindy Hockley  
Lorrie Shelp  
Denise Joudrey  
Peter Frixel  
Ray Skrepnek  
Stan Golob  
Meesha Bainton  
Linda Waddy  
Chris Thiessen  
Roxie Rutt  
Dennis Sukeroff  
Brent Anderson  
Brian Gilroy  
Camille Zavisha  
Brad Pearson  
Sunni-Jeanne Walker  
Philippa O'Mahony  
Cheryl Novak  
Belinda Halabisky  
Brendan Powell  
Sandra Eastman  
Elaine Manzer  
Michelle Farris  
Roxann Dreger  
John Moen  
Clinton Froehlick  
Raoul Johnson  
Harry Ezio  
Elaine Garrow  
Tanya Boman  
Anna Underwood

Northern Sunrise County  
Town of Beaverlodge  
Village of Berwyn  
Big Lakes County  
Birch Hills County  
Clear Hills County  
MD of Fairview  
Town of Fairview  
Town of Fox Creek  
County of Grande Prairie  
City of Grande Prairie  
MD of Greenview  
Town of Grimshaw  
Town of High Level  
Town of High Prairie  
Village of Hines Creek  
MD of Lesser Slave River  
Town of Manning  
Town of McLennan  
Village of Nampa  
County of Northern Lights  
MD of Opportunity  
MD of Peace  
Town of Peace River  
Town of Rainbow Lake  
Village of Rycroft  
Saddle Hills County  
Town of Sexsmith  
MD of Smoky River  
Town of Spirit River  
MD of Spirit River  
Town of Valleyview  
Town of Wembley

### **Regrets:**

Sandra Miller  
Reta Nooskey  
Joy McGregor  
Vacant  
Vacant

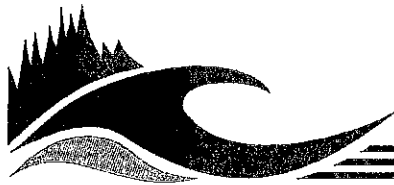
Village of Hythe  
Paddle Prairie Métis Settlement  
Town of Slave Lake  
Village of Donnelly  
Village of Girouxville

### **Absent:**

Lindsay Brown

Town of Falher

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

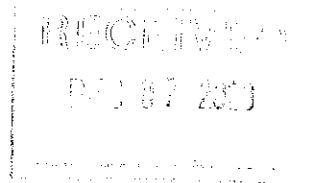


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City of Cold Lake

## OFFICE OF THE MAYOR

December 3, 2020



Via Email [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Government of Alberta  
Office of the Minister of Health  
423 Legislature Bldg. 10800-97<sup>th</sup> Avenue  
Edmonton, AB T5K 2B6

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

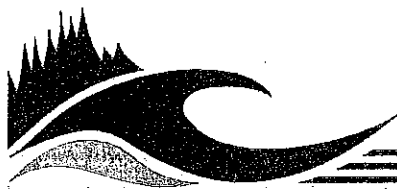
In response to our residents' concerns, Council passed the following resolution:

*Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.*

**WHEREAS** Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2





**OFFICE OF THE MAYOR**

-2-

**WHEREAS** the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and

**WHEREAS** as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.

**NOW THEREFORE BE IT RESOLVED** that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,  
Mayor

cc: Council  
Chief Administrative Officer K. Nagoya  
The Honourable Jason Kenny, Premier of Alberta  
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency  
The Honourable David Shepherd, MLA Opposition Health Critic  
Alberta Urban Municipalities Association (AUMA)  
and all Municipalities within the Province of Alberta

1 December 2020

*Clynton Butz*  
Perry Skrlík, Mayor  
Village of Nampa  
P.O. Box 69  
NAMPA AB T0H 2R0



Dear Mayor Skrlík:

**Re: Peace Library System 2021 Budget**

As required by Peace Library System's Master Agreement with your municipality, a copy of the 2021 Operating Budget is enclosed along with the budget projections for 2022-2023. The 2021 Budget was approved by the System's Board of Directors on 28 November 2020. Please note that the municipal local appropriation for 2020 is \$6.37 per capita.

Also enclosed is a summary of the goals in Peace Library System's 2019-2021 Plan of Service. A complete Plan of Service document was sent to members in early 2019 and is available on the PLS website. The Peace Library Board used the Plan of Service goals as the basis for its 2021 budget by focusing on priority service areas identified by member libraries. Peace Library System will support public libraries in the region through training and professional development, advocacy and marketing, IT support, program support, and access to resources.

2021 Operating Budget

The 2021 budget allows PLS to continue to provide basic services such as ordering and cataloguing, automated circulation, IT support, interlibrary loan services and support from professional librarians. However, some special services are continuing and new services have been added to support member libraries and provincial initiatives. Following are some budget highlights:

- Special provincial funding will assist PLS and its member libraries in continuing to expand library services to Indigenous communities cross the region. This is part of a province-wide initiatives to take public library services to Indigenous people where they live.
- Access to a wide range of digital resources – newspapers, magazines, audio books, genealogy information and children's books online – will continue.
- Extra funds have been allocated to eBook and eAudiobook purchases for the duration of the COVID restrictions.

- When libraries are able to do in-person programming again, the “programs in a box” have been expanded to include more current video games and consoles, as well as various maker projects such as programmable Lego robots.
- Storytime kits are being updated and refurbished to include Indigenous content, and French story time kits are being developed.
- Technology training will help library staff assist patrons with digital resources, devices and downloading.
- Extra routes and one driver were added to the courier delivery schedules, and an agreement was signed with an external trucking service to restore service to those libraries that were left hanging with the withdrawal of the government courier service.
- Interlibrary loan management has been brought in house and integrated into normal workflows, resulting in a projected cost savings.

The Peace Library Board believes that member libraries and area residents will appreciate and directly benefit from these planned activities.

#### Present and Future Financial Planning

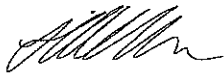
At the end of 2020, PLS will be able to add about \$65,000 to its capital reserves to meet future building, technology and vehicle needs. Based on current membership and current provincial support, a full range of regional library services within balanced budgets will continue through 2022.

#### Successful Municipal Partnership

Thank you for your continuing support of the Peace Library System. This partnership of 38 municipalities and one Métis Settlement, along with provincial library partnerships, means that your residents receive a broad range of library services. IT also means that libraries in the region are well-connected regionally and provincially, and able to share resources and expertise with hundreds of other public libraries. We are truly stronger when we work together.

Please contact me if you have any questions about the 2021 Operating Budget or Peace Library System services.

Sincerely,



Louisa Robison  
CEO

Enclosures





## 2021 OPERATING BUDGET

November 28, 2020

	NEW 2020 BUDGET	2020 FORECAST	2021 BUDGET	2022 BUDGET	2023 BUDGET	NOTES FOR 2021
<b>1. MUNICIPALITIES WITH LIBRARY BOARDS</b>	\$6.37/capita	\$6.37/capita	\$6.37/capita	\$6.37/capita	\$6.37/capita	
Municipalities Local Appropriation (\$6.37 x 163,087)	1,038,864.10	1,038,864.10	1,038,864.10	1,038,864.10	1,038,864.10	2019 population figures
Library Boards Allotment (\$2.75 X 163,087)	448,489.25	448,489.25	448,489.25	448,489.25	448,489.25	
<b>Subtotal</b>	<b>\$1,487,353.35</b>	<b>\$1,487,353.35</b>	<b>\$1,487,353.35</b>	<b>\$1,487,353.35</b>	<b>\$1,487,353.35</b>	
<b>2. MUNICIPALITIES WITHOUT LIBRARY BOARDS</b>						
<b>2.1 Local Appropriation, Allotment &amp; Board Services</b>						
Clear Hills County Local Appropriation (pop. 3,023)	19,256.51	19,256.51	19,256.51	19,256.51	19,256.51	2019 population figures
Allotment	8,313.25	8,313.25	8,313.25	8,313.25	8,313.25	Appropriation @ \$6.37/capita
Library Board Services	2,311.00	2,311.00	2,311.00	2,311.00	2,311.00	Allotment @ \$2.75/capita
County of Northern Lights Local Approp. (pop. 3,656)	23,288.72	23,288.72	23,288.72	23,288.72	23,288.72	Library board services fee = per cent of appropriation; moved from 7.4 (Contract Services)
Allotment	10,054.00	10,054.00	10,054.00	10,054.00	10,054.00	
Library Board Services	2,795.00	2,795.00	2,795.00	2,795.00	2,795.00	
MD of Smoky River Appropriation (pop. 2,023)	12,886.50	12,886.50	12,886.50	12,886.50	12,886.50	
Allotment	5,563.25	5,563.25	5,563.25	5,563.25	5,563.25	
Library Board Services	773.00	773.00	773.00	773.00	773.00	
MD of Spirit River Appropriation (pop. 700)	4,459.00	4,459.00	4,459.00	4,459.00	4,459.00	
Allotment	1,925.00	1,925.00	1,925.00	1,925.00	1,925.00	
Library Board Services	268.00	268.00	268.00	268.00	268.00	
Northern Sunrise County Local Approp. (pop. 1,891)	12,045.67	12,045.67	12,045.67	12,045.67	12,045.67	
Allotment	5,200.25	5,200.25	5,200.25	5,200.25	5,200.25	
Library Board Services	1,445.00	1,445.00	1,445.00	1,445.00	1,445.00	
Paddle Prairie Local Appropriation (pop. 577)	3,675.49	3,675.49	3,675.49	3,675.49	3,675.49	
Allotment	1,586.75	1,586.75	1,586.75	1,586.75	1,586.75	
Library Board Services	441.00	441.00	441.00	441.00	441.00	
Village of Girouxville Appropriation (pop. 289)	1,840.93	1,840.93	1,840.93	1,840.93	1,840.93	
Allotment	794.75	794.75	794.75	794.75	794.75	
Library Board Services	110.00	110.00	110.00	110.00	110.00	
<b>Subtotal (\$9.12 x 12,159) + \$8,143 board services</b>	<b>\$119,033.07</b>	<b>\$119,033.07</b>	<b>\$119,033.07</b>	<b>\$119,033.07</b>	<b>\$119,033.07</b>	
<b>2.2 Provincial Library Services Grants</b>						
Clear Hills County	15,700.95	15,700.95	15,700.95	15,700.95	15,700.95	2016 population figures
County of Northern Lights	19,730.25	19,730.25	19,730.25	19,730.25	19,730.25	for libraries where PLS is the Board of Record (in/out)
MD of Smoky River	11,799.30	11,799.30	11,799.30	11,799.30	11,799.30	
MD of Spirit River	3,957.15	3,957.15	3,957.15	3,957.15	3,957.15	
Northern Sunrise County	10,728.15	10,728.15	10,728.15	10,728.15	10,728.15	
Paddle Prairie Metis Settlement	2,941.50	2,941.50	2,941.50	2,941.50	2,941.50	
Village of Girouxville	1,476.30	1,476.30	1,476.30	1,476.30	1,476.30	
<b>Subtotal (\$5.55 x 11,952)</b>	<b>\$66,333.60</b>	<b>\$66,333.60</b>	<b>\$66,333.60</b>	<b>\$66,333.60</b>	<b>\$66,333.60</b>	



	NEW 2020 BUDGET	2020 FORECAST	2021 BUDGET	2022 BUDGET	2023 BUDGET	NOTES FOR 2021		
<b>REVENUE</b>								
<b>3. PROVINCIAL SYSTEM OPERATING GRANT</b> (\$4.70 X 170,955)	803,488.50	803,488.50	808,978.10	808,978.10	808,978.10	2016 population figures		
<b>4. SCHOOL JURISDICTIONS</b>								
Full Service Package	4,208.00	4,208.00	4,200.00	4,200.00	4,200.00	2019-2020 student counts		
Seed Package	117,270.00	117,270.00	117,000.00	117,000.00	117,000.00			
Core Package	2,867.75	2,867.75	2,800.00	2,800.00	2,800.00			
Polaris Services	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00			
Other	250.00	250.00	250.00	250.00	250.00			
<b>Subtotal</b>	<b>\$128,515.75</b>	<b>\$128,515.75</b>	<b>\$128,170.00</b>	<b>\$128,170.00</b>	<b>\$128,170.00</b>			
<b>5. ADDITIONAL ALLOTMENT FUNDS</b>								
Public Libraries	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	in/out		
School Libraries	500.00	500.00	500.00	500.00	500.00			
<b>Subtotal</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>			
<b>6. GRANTS</b>								
System Completion	500.00	500.00	500.00	500.00	500.00			
French Resources Grant	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	more French cataloguing		
Indigenous Populations Grant	225,000.00	225,000.00	405,445.00	215,445.00	215,445.00	2020-carry over \$190,000 to 2021		
Infrastructure Grant	90,300.00	90,300.00	0.00	0.00	0.00			
Other	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	amortized CIP Grant for vehicles		
<b>Subtotal</b>	<b>\$337,800.00</b>	<b>\$337,800.00</b>	<b>\$427,945.00</b>	<b>\$237,945.00</b>	<b>\$237,945.00</b>			
<b>7. OTHER SOURCES</b>								
<b>7.1 Employment Grant/Subsidies</b>	0.00	0.00	5,000.00	5,000.00	5,000.00			
<b>7.2 Rural Libraries Conference</b>								
Exhibitor Registrations	0.00	0.00	2,500.00	2,500.00	2,500.00	2020 - virtual conference		
Delegate Registrations	0.00	0.00	15,000.00	15,000.00	15,000.00			
Sponsorships	0.00	0.00	1,000.00	1,000.00	1,000.00			
<b>REVENUE</b>								
<b>7.3 Charge for Additional Funds</b>	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00			
<b>7.4 Meeting Room Rental</b>	0.00	0.00	500.00	500.00	500.00			
<b>7.5 Licensing Reimbursement</b>	49,500.00	49,500.00	30,000.00	30,000.00	30,000.00			
<b>7.6 Other</b>	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00			
<b>Subtotal</b>	<b>\$54,000.00</b>	<b>\$54,000.00</b>	<b>\$58,500.00</b>	<b>\$58,500.00</b>	<b>\$58,500.00</b>			



	NEW 2020 BUDGET	2020 FORECAST	2021 BUDGET	2022 BUDGET	2023 BUDGET	NOTES FOR 2021		
8. INTEREST	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	excludes accrued interest		
9. TRANSFER FROM TECHNOLOGY RESERVE	15,000.00	15,000.00	0.00	0.00	0.00	PLS software and warranties to be included in operating		
10. TRANSFER FROM BUILDING RESERVE	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	covers larger non-capital building expenses		
11. TRANSFER TO CAPITAL RESERVES	-143,448.00	-77,623.08	0.00	0.00	0.00	surplus transferred to reserves		
<b>TOTAL REVENUE</b>	<b>\$2,938,576.27</b>	<b>\$3,004,401.19</b>	<b>\$3,166,813.12</b>	<b>\$2,976,813.12</b>	<b>\$2,976,813.12</b>			
<b>DISBURSEMENTS</b>								
<b>1. MATERIALS SERVICES</b>								
<b>1.1 Allotment Funds Transferred</b>						\$ .50 per capita to eResources		
Public Libraries with Library Boards (\$2.25 x 163,087)	366,945.75	366,945.75	366,945.75	366,945.75	366,945.75	2019 population figures		
School Libraries						2019-2020 student counts		
Full Service Package	2,104.00	2,104.00	2,100.00	2,100.00	2,100.00			
Seed Package	80,916.00	80,916.00	81,000.00	81,000.00	81,000.00			
Municipalities Without Library Boards (\$2.25 x 12,159)								
Clear Hills County	6,801.75	6,801.75	6,801.75	6,801.75	6,801.75			
County of Northern Lights	8,226.00	8,226.00	8,226.00	8,226.00	8,226.00			
MD of Smoky River	4,551.75	4,551.75	4,551.75	4,551.75	4,551.75			
MD of Spirit River	1,575.00	1,575.00	1,575.00	1,575.00	1,575.00			
Northern Sunrise County	4,254.75	4,254.75	4,254.75	4,254.75	4,254.75			
Paddle Prairie Metis Settlement	1,298.25	1,298.25	1,298.25	1,298.25	1,298.25			
Village of Girouxville	650.25	650.25	650.25	650.25	650.25			
<b>Subtotal</b>	<b>\$477,323.50</b>	<b>\$477,323.50</b>	<b>\$477,403.50</b>	<b>\$477,403.50</b>	<b>\$477,403.50</b>			
<b>1.2 Additional Allotment Funds Transferred</b>								
Additional Funds - Public	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	in/out		
Additional Funds - Schools	500.00	500.00	500.00	500.00	500.00			
<b>Subtotal</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>			
<b>1.3 Other Materials Purchases</b>								
System Resources - Print	4,000.00	3,300.00	4,000.00	4,000.00	4,000.00			
System Resources - Kits	4,000.00	4,000.00	4,000.00	3,000.00	3,000.00	3 program kits + games		
Audio Books (CD format)	1,000.00	710.00	800.00	1,000.00	1,000.00	1 new block		
<b>Subtotal</b>	<b>\$9,000.00</b>	<b>\$8,010.00</b>	<b>\$8,800.00</b>	<b>\$8,000.00</b>	<b>\$8,000.00</b>			
<b>1.4 Purchases Less Sales</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>			
<b>1.5 Delivery of Materials</b>								
Freight (FOB GP)	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00			
Packaging Materials	500.00	500.00	2,000.00	2,000.00	2,000.00	2019-2020 - stockpile of supplies		
Shipping Bins	5,000.00	4,684.00	2,500.00	2,500.00	2,500.00	replacement bins		
<b>Subtotal</b>	<b>\$10,500.00</b>	<b>\$10,184.00</b>	<b>\$9,500.00</b>	<b>\$9,500.00</b>	<b>\$9,500.00</b>			



	NEW 2020 BUDGET	2020 FORECAST	2021 BUDGET	2022 BUDGET	2023 BUDGET	NOTES FOR 2021		
<b>TOTAL OF LIBRARY MATERIALS</b>	<b>\$549,823.50</b>	<b>\$548,517.50</b>	<b>\$548,703.50</b>	<b>\$547,903.50</b>	<b>\$547,903.50</b>			
<b>DISBURSEMENTS</b>								
<b>2. TECHNICAL SERVICES</b>								
<b>2.1 Materials and Supplies</b>								
Bibliographic Tools	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00			
Cataloguing/Processing Supplies	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00			
Vendor Processing Charges	9,000.00	9,000.00	12,500.00	12,500.00	12,500.00			
<b>Subtotal</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>	<b>\$24,500.00</b>	<b>\$24,500.00</b>	<b>\$24,500.00</b>			
<b>2.2 Personnel</b>						2020-courier & delivery costs separated		
Salaries and Wages	480,200.00	480,200.00	474,305.00	483,791.10	493,466.92	2021-staffing changes		
Benefits	66,900.00	66,900.00	78,340.00	78,340.00	78,340.00	more permanent employees		
<b>Subtotal</b>	<b>\$547,100.00</b>	<b>\$547,100.00</b>	<b>\$552,645.00</b>	<b>\$562,131.10</b>	<b>\$571,806.92</b>			
<b>2.3 Staff Travel</b>	1,000.00	1,000.00	2,000.00	2,000.00	2,000.00			
<b>2.4 Delivery Service</b>								
Salaries and Benefits	50,300.00	50,300.00	53,738.00	54,812.76	55,909.02	expanded delivery routes and 2 drivers		
Travel Expenses	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.5 x 2 FTE		
Contract Courier Service	10,000.00	10,000.00	30,000.00	30,000.00	30,000.00	High Level, Grande Cache, Fox Creek		
						1 each way/week=\$15K		
<b>Subtotal</b>	<b>\$63,300.00</b>	<b>\$63,300.00</b>	<b>\$86,738.00</b>	<b>\$87,812.76</b>	<b>\$88,909.02</b>			
<b>TOTAL OF TECHNICAL SERVICES</b>	<b>\$632,400.00</b>	<b>\$632,400.00</b>	<b>\$665,883.00</b>	<b>\$676,443.86</b>	<b>\$687,215.94</b>			
<b>DISBURSEMENTS</b>								
<b>3. INFORMATION TECHNOLOGY (IT) SERVICES</b>								
<b>3.1 Library Automation Software (TRAC)</b>								
TRAC Consortium Fees	110,774.00	110,774.00	119,000.00	120,000.00	120,000.00	\$5,000 for future capital purchases		
Polaris - Other	2,054.26	2,054.26	2,200.00	2,300.00	2,300.00			
<b>Subtotal</b>	<b>\$112,828.26</b>	<b>\$112,828.26</b>	<b>\$121,200.00</b>	<b>\$122,300.00</b>	<b>\$122,300.00</b>			
<b>3.2 Network Development and Support</b>								
IT Training	1,000.00	900.00	5,000.00	5,000.00	5,000.00			
Network Support - ACSI	30,000.00	30,000.00	31,500.00	31,500.00	31,500.00	high end support		
Help Desk	850.00	837.52	850.00	850.00	850.00	Help Spot hosted subscription service		
IT Contract Services	10,000.00	8,750.00	1,000.00	1,000.00	1,000.00	2020-network cyber assessment		
<b>Subtotal</b>	<b>\$41,850.00</b>	<b>\$40,487.52</b>	<b>\$38,350.00</b>	<b>\$38,350.00</b>	<b>\$38,350.00</b>			



	NEW 2020	2020	2021	2022	2023	NOTES FOR 2021		
	BUDGET	FORECAST	BUDGET	BUDGET	BUDGET			
<b>3.3 Local Area Network</b>								
Computer Software Licensing & Maintenance	55,000.00	55,000.00	38,000.00	38,000.00	38,000.00			
Computer Supplies	2,000.00	2,000.00	4,000.00	4,000.00	4,000.00			
<b>Subtotal</b>	<b>\$57,000.00</b>	<b>\$57,000.00</b>	<b>\$42,000.00</b>	<b>\$42,000.00</b>	<b>\$42,000.00</b>			
<b>3.4 Internet Service</b>	5,000.00	4,400.00	9,500.00	9,500.00	9,500.00	upgrade to 500 mbps		
<b>3.5 Website/Web Hosting for Libraries</b>	32,000.00	32,000.00	30,000.00	30,000.00	30,000.00	platform (\$16,000)+ future development, \$6,000 recouped		
<b>3.6 Videoconference Service</b>	1,900.00	1,900.00	1,000.00	1,000.00	1,000.00	extended warranty 2019-2020/RISE		
<b>3.7 Personnel</b>								
Salaries and Wages	109,000.00	109,000.00	120,570.00	122,981.40	125,441.03	2020-leave of absence		
Benefits	15,500.00	14,300.00	19,625.00	19,000.00	19,000.00			
<b>Subtotal</b>	<b>\$124,500.00</b>	<b>\$123,300.00</b>	<b>\$140,195.00</b>	<b>\$141,981.40</b>	<b>\$144,441.03</b>			
<b>3.8 Staff Travel</b>								
Travel - General	200.00	200.00	4,500.00	5,000.00	5,000.00			
Travel - Technical Support	500.00	500.00	2,000.00	2,000.00	2,000.00			
<b>Subtotal</b>	<b>\$700.00</b>	<b>\$700.00</b>	<b>\$6,500.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>			
<b>TOTAL OF IT SERVICES</b>	<b>\$375,778.26</b>	<b>\$372,615.78</b>	<b>\$387,745.00</b>	<b>\$391,131.40</b>	<b>\$393,591.03</b>			
<b>DISBURSEMENTS</b>								
<b>4. INFORMATION SERVICES</b>								
<b>4.1 Resource Sharing</b>						2020-GPPL duties Jan-Mar		
ILL Coordination/Management	7,334.08	7,334.08	1,000.00	1,000.00	1,000.00	existing staff duties; supplies only		
Copyright Licensing Fee	200.00	200.00	200.00	200.00	200.00			
<b>Subtotal</b>	<b>\$7,534.08</b>	<b>\$7,534.08</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>			
<b>4.2 eResources/eBooks</b>	135,000.00	135,000.00	120,000.00	120,000.00	120,000.00	2020-extra purchasing during COVID includes \$36,000 for eBooks/eAudiobooks		
<b>4.3 Printing - Library Support Material</b>	1,500.00	1,000.00	800.00	1,000.00	1,000.00	replenish plastic cards		
<b>4.4 Reimburse Library ILL Mailing Costs</b>	4,000.00	4,000.00	6,500.00	6,500.00	6,500.00	no ILL Mar-June; reduced ILL		
<b>4.5 PLS ILL Mailing Costs</b>	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00	no ILL Mar-June; reduced ILL		
<b>TOTAL OF INFORMATION SERVICES</b>	<b>\$149,034.08</b>	<b>\$148,534.08</b>	<b>\$130,000.00</b>	<b>\$130,200.00</b>	<b>\$130,200.00</b>			



	<b>NEW 2020</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>			
	<b>BUDGET</b>	<b>FORECAST</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>NOTES FOR 2021</b>		
<b>5. CONSULTING SERVICES</b>								
<b>5.1 Programming Events</b>								
Author Readings	1,000.00	1,000.00	2,500.00	2,500.00	2,500.00	10 subsidized readings/year		
Literary Festival	0.00	0.00	0.00	0.00	0.00			
Summer Reading Materials - PLS	5,000.00	4,100.00	4,200.00	4,200.00	4,200.00			
Rural Libraries Conference	5,000.00	3,500.00	5,250.00	5,500.00	6,000.00			
Conference Meals	0.00	0.00	15,500.00	16,275.00	17,088.75			
Excellence in Librarianship	900.00	900.00	900.00	900.00	900.00			
<b>Subtotal</b>	<b>\$11,900.00</b>	<b>\$9,500.00</b>	<b>\$28,350.00</b>	<b>\$29,375.00</b>	<b>\$30,688.75</b>			
<b>5.2 Training for Libraries</b>								
Workshops	4,000.00	4,000.00	5,000.00	5,000.00	5,000.00	virtual - includes cyber security training		
Webinars	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00			
Trustee Training	300.00	300.00	500.00	500.00	500.00	board visits - if possible		
<b>Subtotal</b>	<b>\$5,300.00</b>	<b>\$5,300.00</b>	<b>\$6,500.00</b>	<b>\$6,500.00</b>	<b>\$6,500.00</b>			
<b>DISBURSEMENTS</b>								
<b>5.3 Meetings</b>								
Public Library Annual Meeting	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00			
Library Managers' Council Meetings	0.00	0.00	1,700.00	1,700.00	1,700.00			
Clear Hills County Advisory Committee	250.00	250.00	500.00	500.00	500.00			
County of Northern Lights Advisory Committee	500.00	500.00	1,000.00	1,000.00	1,000.00			
MD of Smoky River Advisory Committee	65.00	65.00	125.00	125.00	125.00			
MD of Spirit River Advisory Committee	150.00	150.00	300.00	300.00	300.00			
Northern Sunrise County Advisory Committee	175.00	175.00	350.00	350.00	350.00			
Paddle Prairie Advisory Committee	25.00	25.00	25.00	25.00	25.00			
<b>Subtotal</b>	<b>\$6,965.00</b>	<b>\$6,965.00</b>	<b>\$9,800.00</b>	<b>\$9,800.00</b>	<b>\$9,800.00</b>			
<b>5.4 Funds Disbursed to Libraries</b>								
Clear Hills County	15,700.95	15,700.95	15,700.95	15,700.95	15,700.95			
County of Northern Lights	19,730.25	19,730.25	19,730.25	19,730.25	19,730.25			
MD of Smoky River	11,799.30	11,799.30	11,799.30	11,799.30	11,799.30			
MD of Spirit River	3,957.15	3,957.15	3,957.15	3,957.15	3,957.15			
Northern Sunrise County	10,728.15	10,728.15	10,728.15	10,728.15	10,728.15			
St. Isidore	1,845.90	1,845.90	1,845.90	1,845.90	1,845.90			
Paddle Prairie Metis Settlement	2,941.50	2,941.50	2,941.50	2,941.50	2,941.50			
Village of Girouxville	1,476.30	1,476.30	1,476.30	1,476.30	1,476.30			
<b>Subtotal</b>	<b>\$68,179.50</b>	<b>\$68,179.50</b>	<b>\$68,179.50</b>	<b>\$68,179.50</b>	<b>\$68,179.50</b>			
<b>5.5 Personnel</b>								
Salaries and Wages	295,600.00	296,000.00	305,700.00	311,814.00	318,050.28			
Benefits	42,000.00	41,500.00	44,900.00	44,000.00	44,500.00			
<b>Subtotal</b>	<b>\$337,600.00</b>	<b>\$337,500.00</b>	<b>\$350,600.00</b>	<b>\$355,814.00</b>	<b>\$362,550.28</b>			

	NEW 2020	2020	2021	2022	2023	NOTES FOR 2021		
	BUDGET	FORECAST	BUDGET	BUDGET	BUDGET			
5.6 Consultant Travel	2,000.00	2,000.00	7,000.00	7,000.00	7,000.00			
5.7 Professional Resources	500.00	600.00	900.00	900.00	900.00			
5.8 Special Project Expenses	2,794.39	2,794.39	11,000.00	11,000.00	11,000.00	project TBA		
5.9 Marketing /Advocacy	0.00	0.00	15,000.00	0.00	15,000.00	regional campaign every other year		
<b>TOTAL OF CONSULTING SERVICES</b>	<b>\$435,238.89</b>	<b>\$432,838.89</b>	<b>\$497,329.50</b>	<b>\$488,568.50</b>	<b>\$511,618.53</b>			
<b>DISBURSEMENTS</b>								
<b>6. GENERAL OPERATING SERVICES</b>								
<b>6.1 Financial Services</b>								
Audit Fee	18,500.00	18,500.00	20,000.00	20,500.00	21,000.00			
Bank Charges	440.00	445.00	440.00	440.00	440.00			
Payroll Software	600.00	579.00	600.00	600.00	600.00			
Legal Fees	500.00	310.95	350.00	350.00	350.00			
Contract Services	850.00	895.00	945.00	1,000.00	1,000.00			
Supplies/Printing	420.00	750.00	600.00	600.00	600.00			
<b>Subtotal</b>	<b>\$21,310.00</b>	<b>\$21,479.95</b>	<b>\$22,935.00</b>	<b>\$23,490.00</b>	<b>\$23,990.00</b>			
<b>6.2 Office Services</b>								
Courtesy Fund	2,000.00	1,500.00	1,500.00	1,500.00	1,500.00	includes safety supplies		
Equipment Maintenance	7,000.00	7,000.00	7,000.00	7,500.00	7,500.00			
Office Supplies	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00			
<b>Subtotal</b>	<b>\$12,500.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,500.00</b>	<b>\$12,500.00</b>			
<b>6.3 Communications</b>								
Printing-Publications	3,000.00	2,000.00	3,500.00	5,000.00	5,000.00	envelopes, letterhead		
Promotions	2,000.00	2,000.00	3,000.00	5,000.00	5,000.00	trade shows; banners		
Telecommunications	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	includes cell phone allowances		
Commercial Courier	500.00	500.00	500.00	500.00	500.00			
Postage (not ILL)	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00			
<b>Subtotal</b>	<b>\$30,500.00</b>	<b>\$29,500.00</b>	<b>\$32,000.00</b>	<b>\$35,500.00</b>	<b>\$35,500.00</b>			
<b>6.4 Transportation</b>								
Vehicle Insurance	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00			
Fuel/Maintenance	25,000.00	26,000.00	25,000.00	25,000.00	25,000.00			
<b>Subtotal</b>	<b>\$28,000.00</b>	<b>\$29,000.00</b>	<b>\$28,000.00</b>	<b>\$28,000.00</b>	<b>\$28,000.00</b>			



	NEW 2020 BUDGET	2020 FORECAST	2021 BUDGET	2022 BUDGET	2023 BUDGET	NOTES FOR 2021		
<b>DISBURSEMENTS</b>								
<b>6.5 General</b>								
Memberships	1,600.00	1,500.00	3,500.00	3,500.00	3,500.00	ALTA membership increased to \$800		
The Alberta Library (TAL) Membership	8,910.61	8,910.61	9,200.00	9,200.00	9,200.00			
Subscriptions	1,300.00	1,100.00	1,100.00	1,100.00	1,100.00			
Foreign Exchange on Purchases	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00			
Moving Expenses	2,500.00	2,500.00	1,000.00	1,000.00	1,000.00			
Staff Development	9,000.00	6,000.00	9,000.00	9,000.00	9,000.00			
Recruitment	700.00	700.00	700.00	700.00	700.00			
Worker's Compensation Expense	3,831.30	3,831.30	3,800.00	3,800.00	3,800.00			
<b>Subtotal</b>	<b>\$29,841.91</b>	<b>\$26,541.91</b>	<b>\$30,300.00</b>	<b>\$30,300.00</b>	<b>\$30,300.00</b>			
<b>6.6 Personnel</b>								
Salaries and Wages	75,800.00	77,300.00	78,100.00	79,662.00	81,255.24			
Benefits	12,700.00	10,100.00	10,880.00	10,500.00	10,700.00			
<b>Subtotal</b>	<b>\$88,500.00</b>	<b>\$87,400.00</b>	<b>\$88,980.00</b>	<b>\$90,162.00</b>	<b>\$91,955.24</b>			
<b>6.7 Building Costs</b>								
Contingency	5,000.00	5,000.00	7,000.00	5,000.00	5,000.00			
Insurance	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	investigating cyber-liability insurance		
Utilities	35,000.00	35,000.00	28,000.00	28,000.00	28,000.00			
Maintenance								
Caretaking	14,600.00	14,000.00	14,400.00	14,500.00	14,600.00			
Carpet Cleaning	0.00	0.00	1,000.00	0.00	1,000.00	new carpet 2018		
Garbage	3,600.00	3,900.00	4,000.00	4,000.00	4,000.00			
System Maintenance Contingency	5,000.00	5,300.00	5,000.00	5,000.00	5,000.00			
Grounds	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00			
Snow Removal	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00			
Loss Prevention (Security)	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00			
Fire Extinguisher Inspection	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	2019-new fire extinguishers		
Fire Protection	700.00	700.00	700.00	700.00	700.00			
<b>Subtotal</b>	<b>\$87,900.00</b>	<b>\$87,900.00</b>	<b>\$84,100.00</b>	<b>\$81,200.00</b>	<b>\$82,300.00</b>			
<b>TOTAL OF GENERAL OPERATING SERVICES</b>	<b>\$298,551.91</b>	<b>\$293,821.86</b>	<b>\$298,315.00</b>	<b>\$301,152.00</b>	<b>\$304,545.24</b>			
<b>DISBURSEMENTS</b>								
<b>7. ADMINISTRATION</b>								
<b>7.1 Staff Travel</b>	4,000.00	3,700.00	6,000.00	6,000.00	6,000.00	airline credits		
<b>7.2 Administrative Support Material</b>	450.00	450.00	4,000.00	4,000.00	4,000.00	Includes HR package		
<b>7.3 Personnel</b>								
Salaries and Wages	199,500.00	214,000.00	193,700.00	198,542.50	203,506.06			
Benefits	28,000.00	24,600.00	26,300.00	28,000.00	28,500.00			
<b>Subtotal</b>	<b>\$227,500.00</b>	<b>\$238,600.00</b>	<b>\$220,000.00</b>	<b>\$226,542.50</b>	<b>\$232,006.06</b>			



	<b>NEW 2020</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>NOTES FOR 2021</b>		
	<b>BUDGET</b>	<b>FORECAST</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>			
<b>7.4 System Completion</b>	500.00	0.00	500.00	500.00	500.00			
<b>7.5 Board Expenses</b>								
System Board Meetings	12,000.00	6,000.00	12,000.00	20,000.00	20,000.00	2 face to face meetings		
Executive Meetings	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	4 face to face meetings		
Board Subcommittees	1,500.00	1,000.00	1,500.00	1,500.00	1,500.00			
Alberta Library Conference	0.00	0.00	9,000.00	9,000.00	9,000.00			
Other Conferences	0.00	0.00	3,000.00	3,000.00	3,000.00			
Other Board Expenses	6,000.00	2,500.00	5,500.00	5,500.00	5,500.00	2020-no board/staff Christmas party		
The Alberta Library (TAL) Meetings	0.00	0.00	1,000.00	1,000.00	1,000.00			
<b>Subtotal</b>	<b>\$25,000.00</b>	<b>\$15,000.00</b>	<b>\$37,500.00</b>	<b>\$45,500.00</b>	<b>\$45,500.00</b>			
<b>7.6 Indigenous Grant Expenditures</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>306,445.00</b>	<b>116,445.00</b>	<b>116,445.00</b>	new expenses; not part of regular budget		
<b>7.7 Infrastructure Grant Expenditures</b>	<b>90,300.00</b>	<b>90,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>TOTAL OF ADMINISTRATION</b>	<b>\$497,750.00</b>	<b>\$498,050.00</b>	<b>\$574,445.00</b>	<b>\$398,987.50</b>	<b>\$404,451.06</b>			
<b>TOTAL EXPENDITURES</b>	<b>\$2,938,576.64</b>	<b>\$2,926,778.11</b>	<b>\$3,102,421.00</b>	<b>\$2,934,386.76</b>	<b>\$2,979,525.30</b>			
<b>TOTAL REVENUE</b>	<b>\$2,938,576.27</b>	<b>\$3,004,401.19</b>	<b>\$3,166,813.12</b>	<b>\$2,976,813.12</b>	<b>\$2,976,813.12</b>			
<b>TOTAL SURPLUS (DEFICIT)</b>	<b>-\$0.37</b>	<b>\$77,623.08</b>	<b>\$64,392.12</b>	<b>\$42,426.36</b>	<b>-\$2,712.18</b>	surplus allocated to capital reserves at year-end		
	(see Revenue Item 11)	(see Revenue Item 11)						

**PEACE LIBRARY SYSTEM  
PLAN OF SERVICE GOALS  
2019 - 2021**

<b>SERVICE AREA</b>	<b>TRAINING AND PROFESSIONAL DEVELOPMENT</b>
<b>GOALS</b>	Offer high quality, convenient training and professional development opportunities for member library staff so they can meet the needs of their patrons.
	Assist member libraries in connecting to community services and resources.
	Provide basic training for library boards to help them function effectively as a board.
<b>SERVICE AREA</b>	<b>ADVOCACY AND MARKETING</b>
<b>GOALS</b>	Raise awareness of public library locations and services in northwestern Alberta, as well as the value of libraries in individual communities.
	Provide member libraries with the tools to attract people to the library.
	Support member library outreach in the community.
	Increase awareness of library services with municipal and provincial elected officials.
<b>SERVICE AREA</b>	<b>IT SUPPORT</b>
<b>GOALS</b>	Keep libraries informed of emerging technologies and provincial initiatives.
	Maintain an efficient and secure network.
	Support hardware, software and network needs of member libraries as outlined in the IT Service Agreement.
	Improve patron access to library services through updated websites.
<b>SERVICE AREA</b>	<b>PROGRAM SUPPORT</b>
<b>GOALS</b>	Assist libraries in meeting community needs through programming.
	Assist libraries in offering Indigenous-focused programs in the library.
	Partner with library boards to implement programs in Indigenous communities.
<b>SERVICE AREA</b>	<b>ACCESS TO RESOURCES</b>
<b>GOALS</b>	Provide member libraries and patrons with a wide range of print and digital resources.
	Supplement member library collections by providing access to specialized resources.
	Partner with member libraries to provide access to library materials in Indigenous communities.
	Provide cost-effective delivery services to member libraries.
<b>SERVICE AREA</b>	<b>MUNICIPAL LIBRARY SERVICES</b>
<b>GOALS</b>	Deliver effective library services to rural areas without library boards.
	Provide municipal library services on a cost-recovery basis.
<b>SERVICE AREA</b>	<b>SERVICES TO SCHOOLS</b>
<b>GOAL</b>	Deliver relevant and timely regional library services to schools.