



1. CALL THE MEETING TO ORDER



2. ADOPTION OF THE AGENDA

Agenda
Village of Nampa
Council Meeting
June 19, 2018
Village of Nampa Council Chambers
7:00 p.m.

1. Call the meeting to order

2. Adoption of the agenda

3. Adoption of Previous Minutes

- 3.1 Minutes of the Regular Council Meeting held May 8, 2018

4. Business Arising out of the Minutes

5 New Business

- 5.1 RFD Bylaw # 446, A Bylaw of the Village of Nampa to Amend the Village of Nampa Land Use Bylaw # 421 - 2nd & 3rd Readings
- 5.2 RFD Bylaw # 447, A Bylaw for the Village of Nampa to Amend the Village of Nampa Land Use Bylaw # 421- 2nd Reading
- 5.3 RFD Bylaw # 440 Council Code of Conduct Bylaw- 1st, 2nd & 3rd Readings
- 5.4 Terry Ollenberger, May 9, 2018 Re: Furnace
- 5.5 2018 Road Repairs Tender Results Update for Council
- 5.6 RFD: Member at Large for Subdivision Development Appeal Board - Council Approval
- 5.7 RFD: Bylaw # 444, A Bylaw of the Village of Nampa to Authorize the Rates of Taxation to Be Levied Against Assessable Property for the Taxation Year 2018 RE: Amendment to include DIP Tax Information
- 5.8 MMSA, May 18, 2018 RE: Amended Terms of Reference for the Mackenzie Inter-Municipal Subdivision Appeal Board
- 5.9 Carolyn Kolebaba, Reeve, Northern Sunrise County, May 31, 2018 RE: Presentation Workshop RE: Attendance Confirmation **** RSVP Required ** Per Diem Eligible**
- 5.10 RFD: Marie Dyck, Chair, Nampa & District Historical Society May 28, 2018 RE: Lighting Costs & Donation Request for 2018 Wine Gala
- 5.11 RFD: RE: Exempt Property Taxes for Roll # 324000 Nampa Co Op Seed Processors
- 5.12 Gisele Bouchard, N&D Museum Curator June 7, 2018, RE: Invitation to Recognized Museum Certification Special Event, August 25, 2018 at 2pm **** RSVP Required ** Per Diem Ineligible**
- 5.13 18th Annual Alberta CARE Conference September 5-7, 2018 in Ft McMurray, AB. **** Per Diem Eligible**

6 Reports

- 6.1a Cheque Listing # 20180211-20180297 May 7, 2018 - June 7, 2018
- 6.1b April 2018 Bank Rec
- 6.2 CAO Report June 19, 2018
- 6.3 Public Works Report May 2018 ****Not Available**

- 6.4 Mayor/Deputy Mayor/Councilor Reports June 19, 2018
- 6.5 Council Calendars July 2018

7. Correspondence

- 7.1 Alana Bergeron, NW Peace Early Childhood Coalition, May 10, 2018 RE: 2016 Early Development Investment Report
- 7.2 2018 Alberta Recreation & Parks Association Annual Conference & Energize Workshop October 25-27, 2018 in Jasper, AB.
- 7.3 Honorable Shaye Anderson, Minister of Municipal Affairs, May 29, 2018 RE 2018 MSI & GTF Allocations
- 7.4 Veronica Bliska, Chair, Peace Library Systems, May 31, 2018 RE: 2017 Annual Report and 2017 Audited Financial Statement
- 7.5 Peace Library System Board Meeting Highlights May 26, 2018

8. In-Camera

9 Adjournment



3. ADOPTION OF PREVIOUS MINUTES



4. BUSINESS ARISING OUT OF THE MINUTES



5. NEW BUSINESS

Request for Decision (RFD)
Council Meeting June 19, 2018

Topic:

Bylaw 446, a Bylaw for the Village of Nampa to Amend the Village of Nampa Land Use Bylaw # 421
2nd & 3rd Readings

Background:

Bylaw # 446 amendment adds cannabis definitions to our Land Use bylaw, it also includes a catch -all policy regarding similar uses. This is to ensure that cannabis uses (i.e.: cannabis retail stores) are not interpreted as other similar uses. Once bylaw is given first reading then we have to advertise for 2 weeks, hold a public hearing and then give bylaw second and third reading.

Council gave Bylaw # 446 first reading at the May 8, 2018 council meeting. Public Hearing is being held on June 19, 2018 at 6 pm., before the council meeting

Administration Recommendation:

That council give Bylaw # 446 second and third reading

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2018

Bylaw No. 446

Village of Nampa

**A BYLAW OF THE VILLAGE OF NAMPA IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF
AMENDING THE VILLAGE OF NAMPA LAND USE BYLAW No. 421.**

WHEREAS Pursuant to the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may amend a Land Use Bylaw, and;

WHEREAS The Council of the Village of Nampa, in the Province of Alberta, has adopted the Village of Nampa Land Use Bylaw No. 421, as amended, and;

WHEREAS The Council of the Village of Nampa, in the Province of Alberta, deems it desirable to amend the Village of Nampa Land Use Bylaw to provide for the legalization of cannabis, and;

NOW

THEREFORE Pursuant to Sections 230, 606 and 692 of the Province of Alberta Municipal Government Act, the Village of Nampa Council, duly assembled, hereby enacts as follows:

1. Add the definition "Cannabis", in Section 1.5, with the following definition:

"**CANNABIS**" means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time.

2. Add the definition "Cannabis Retail Sales", in Section 1.5, with the following definition:

"**CANNABIS RETAIL SALES**" means a retail store licensed by the Alberta Liquor and Gaming Commission (AGLC) where cannabis and cannabis accessories are sold to individuals who attend at the premises.

3. Add the definition "Cannabis Production Facility", in Section 1.5, with the following definition:

"**CANNABIS PRODUCTION FACILITY**" means a premise used for growing, producing, testing, destroying, storing, or distribution of cannabis authorized by a license issued by Health Canada.

4. Update the following Section 2.2.4 to:

- 4) Where the proposed use is not listed in a land use district, the Development Officer may consider it to be so listed if, in their opinion, it is sufficiently similar in character and purpose to a listed use, but is not listed as a use in another district or defined in the Definitions section.

5. That this bylaw shall take force and effect on the date of its final passage.

First reading given on the 8th day of May, 2018.

for _____
Perry Skrlík, Mayor

Dianne Roshuk
Dianne Roshuk, Chief Administrative Officer

Second Reading given on the 19 day of June, 2018.

Perry Skrlík, Mayor

Dianne Roshuk, Chief Administrative Officer

Third Reading and Assent given on the 19 day of June, 2018.

Perry Skrlík, Mayor

Dianne Roshuk, Chief Administrative Officer

Request for Decision (RFD)
Council Meeting June 19, 2018

Topic:

Bylaw 447, a Bylaw for the Village of Nampa to Amend the Village of Nampa Land Use Bylaw # 421
2nd Reading

Background:

Bylaw # 447 amendment contains special provisions regarding cannabis uses and it lists these uses in the appropriate districts. MMSA has consulted with municipal lawyers, other planners and they believe this is the best approach as it will allow our municipality to be adequately prepared by having the uses clearly defined and give us ample time for public consultation and input regarding special provisions and where these uses will be located.

First reading was given at the May 8, 2018 council meeting. The Public hearing is being held on June 19, 2018 at 6 pm before the regular scheduled council meeting, Once cannabis has been legalized then third reading can be given to the Bylaw.

Administration Recommendation:

That council give Bylaw # 447 second reading

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2018

Bylaw No. 447

Village of Nampa

**A BYLAW OF THE VILLAGE OF NAMPA IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF
AMENDING THE VILLAGE OF NAMPA LAND USE BYLAW No. 421.**

- WHEREAS Pursuant to the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Council may amend a Land Use Bylaw, and;
- WHEREAS The Council of the Village of Nampa, in the Province of Alberta, has adopted the Village of Nampa Land Use Bylaw No. 421, as amended, and;
- WHEREAS The Council of the Village of Nampa, in the Province of Alberta, deems it desirable to amend the Village of Nampa Land Use Bylaw to provide for the legalization of cannabis, and;
- NOW
THEREFORE Pursuant to Sections 230, 606 and 692 of the Province of Alberta Municipal Government Act, the Village of Nampa Council, duly assembled, hereby enacts as follows:

1. Add the following to Section 6 Special Land Use Provisions:

6.10 CANNABIS RETAIL SALES

- 1) The owner or applicant must obtain any other approval, permit, authorization, consent or licence that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
- 2) Cannabis Retail Sales use shall not be located within 100 metres from:
 - a. a private or public school; or
 - b. a provincial health care facility;
- 3) The separation distance between uses shall be measured from lot line to lot line.
- 4) The development shall not operate in conjunction with another approved use.
- 5) Customer access to the store is limited to a store-front that is visible from the street.
- 6) No customer parking shall be located behind a facility and all parking areas in front of the building shall be well lit.
- 7) Parking shall be provided in accordance with the minimum requirements under Section 5.13.1 Parking and Loading Facilities: *Retail Shops and Personal Service Establishments*.

2. Add the following to Section 6 Special Land Use Provisions:

6.11 CANNABIS PRODUCTION FACILITY

- 1) The owner or applicant must provide as a condition of development a copy of the current licence for all activities associated with cannabis production as issued by the Federal Government.
 - 2) The owner or applicant must obtain any other approval, permit, authorization, consent or licence that may be required to ensure compliance with applicable federal, provincial or other municipal legislation.
 - 3) The development must be done in a manner where all of the processes and functions are fully enclosed within a stand-alone building including all loading stalls and docks, and garbage containers and waste material.
 - 4) The development shall not include an outdoor area for storage of goods, materials or supplies.
 - 5) The development shall not operate in conjunction with another approved use.
 - 6) The development must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system
 - 7) The Development Officer may require, as a condition of a development permit, a waste management plan, completed by a qualified professional, which includes but not limited to, details on:
 - a. the incineration of waste products and airborne emissions, including smell;
 - b. the quantity and characteristics of liquid and waste material discharged by the facility; and
 - c. the method and location of collection and disposal of liquid and waste material discharged by the facility.
 - 8) Parking shall be provided in accordance with the minimum requirements for Industrial under Subsection 5.13 Parking and Loading Facilities: *Industrial: Manufacturing and Industrial Plants, Warehousing, Wholesale and Storage Buildings and Yards, Servicing and Repair Establishments and Public Utility Buildings.*
- 3. Add the use "Cannabis Retail Sales" to Section 10.2(2).**
- 4. Add the use "Cannabis Retail Sales" to Section 11.2(2).**
- 5. Add the use "Cannabis Production Facility" to Section 12.2(2).**
- 6. That this bylaw shall take force and effect on the date of its final passage.**

First reading given on the 8th day of May, 2018.

for

Perry Skrlík, Mayor

Dianne Roshuk
Dianne Roshuk, Chief Administrative Officer

Second Reading given on the 19 day of June, 2018.

Perry Skrlík, Mayor

Dianne Roshuk, Chief Administrative Officer

Third Reading and Assent given on the _____ day of _____, 2018.

Perry Skrlík, Mayor

Dianne Roshuk, Chief Administrative Officer

Request for Decision (RFD)
Council Meeting June 19, 2018

Topic:

Bylaw # 440 Council Code of Conduct Bylaw
First, second and third readings

Background:

As per the changes made to the Municipal Government Act one of the requirements was that municipalities must establish a code of conduct bylaw as per the code of Conduct for Elected Officials Regulations that governs the conduct of councilors and is applied to all councilors equally. The Code of Conduct Bylaw must be in place by July 23, 2018.

Municipalities must review/ update the code of conduct bylaw at least once every four (4) years.

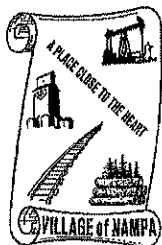
Administration Recommendation:

That council give Bylaw # 440, Council Code of Conduct Bylaw first, second and third reading

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2018



BYLAW NO. 440 CODE OF CONDUCT BYLAW

BEING A BYLAW OF THE VILLAGE OF NAMPA IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A COUNCIL CODE OF CONDUCT

WHEREAS, pursuant to Part 2 of the Municipal Government Act (MGA), S.A. 2000, M-26, a council may pass a bylaw in whatever way the council considers appropriate, within the jurisdiction given to them to enhance the ability of council to respond to present and future issues;

WHEREAS, pursuant to Section 146.1 Codes of Conduct, of the Municipal Government Act (MGA), a Council must, by bylaw, establish a Code of Conduct governing the conduct of councillors;

WHEREAS, the citizens and the taxpayers of the Village of Nampa have the right to be served by a Council committed to conducting its service in an ethical, impartial, businesslike, and professional manner;

WHEREAS, Village of Nampa Council deems it necessary to establish a Council Code of Conduct to guide members of Council, reflecting the values of the Village of Nampa, its commitment to professional, accountable and lawful conduct, and its desire to provide strong local governance and leadership; and

WHEREAS, the Council Code of Conduct is a supplement to the existing federal and provincial statutes, laws, and policies governing the conduct of municipal elected officials.

NOW THEREFORE, the Council for the Village of Nampa duly assembled, enact as follows:

1. CITATION

- a. This Bylaw will be cited as the "Council Code of Conduct".

2. DEFINITIONS

- a. "CAO" means the Chief Administrative Officer for the Village;
- b. "Village" means Village of Nampa;
- c. "Council" means all members of Council duly elected and holding office;
- d. "Councillor" means any member of Council including the Mayor and Deputy Mayor;
- e. "Confidential" or "Confidential Information" means any aspect of in-camera deliberations; information identified as confidential within the provisions of the Freedom of

Information and Protection of Privacy Act (FOIP); and information subject to solicitor-client privilege;

f. "Director" means an employee of the Village that reports directly to the CAO and may carry some delegated or designated duties of the CAO.

3. CODE OF CONDUCT

a. Representing the Village

i. All Councillors shall:

1. work for the common good of the Village residents and taxpayers while promoting the public interest and advancing the mandate and long-term interests of the Village;
2. conduct Council business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual Councillor cannot exercise individual authority over the Village;
3. exercise their duties with care, diligence and skills that a reasonably prudent person would exercise in comparable circumstances;
4. exercise their duties by placing the interests of the Village ahead of their personal interests; and
5. exercise their duties in an impartial manner, making decisions based on objective criteria, rather than on the basis of bias or prejudice.

b. Communicating on behalf of the Village

- i. The Mayor, or in his/her absence the Deputy Mayor, is the official spokesperson for the Village;
- ii. All Councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media on behalf of the Council as a whole.

c. Respecting the decision making process

i. All Councillors shall:

1. foster respect for the democratic decision making process; and
2. work towards effective and consistent implementation of the positions and/or decisions of Council.

d. Adherence to policies, procedures and bylaws

- i. As the Village's stewards and decision makers, all Councillors shall respect, and adhere to, the established policies, procedures and bylaws of the Village, showing commitment to performing their duties and functions with care and diligence.

e. Respectful interaction with Councillors, staff, the public and other members of society

i. All Councillors shall:

1. treat fellow Councillors, administration/staff and the public with respect, concern and courtesy;
2. demonstrate the highest standards of personal integrity and honesty; and

3. communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening to and respecting those opinions that may differ.

f. Confidential information

i. All Councillors shall hold in strict confidence all information concerning matters deemed confidential and shall not, either directly or indirectly, release, make public or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so.

g. Conflict of interest

i. No councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. These activities include but are not limited to:

1. use any influence of the office for any purpose other than official duties;
2. use any information gained in the execution of the office that is not available to the general public for any purpose other than for official duties;
3. place themselves in a position of obligation to any person or organization who might reasonably benefit from special consideration or may seek preferential treatment; and
4. influence any Council decision or decision-making process involving or affecting any person or organization in which a Councillor or Councillors have a financial interest.

h. Improper use of influence

i. All Councillors shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration, and shall:

1. refrain from giving direction to any municipal employee or contracted resource, except through the CAO;
2. convey all concerns or requests for action or information directly to the CAO or, where appropriate, and as agreed by the CAO, communicate with a Director without committing the Village to any specific course of action, expenditure, or use of municipal resources outside of the Village's established policies, procedures, or budget, or otherwise;
3. not solicit, demand or accept the services of any municipal employee or contracted resource;
4. avoid any situation in which a friendship, social relationship or social interaction with a member of staff may be seen to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO; and
5. not express any opinion on the performance of any municipal employee with exception of the formal CAO performance evaluation as specifically required by MGA, or in good faith, as may deemed necessary
6. not advocate for the promotion, sanction, or termination of any municipal employee.

i. Use of municipal assets and services

i. No Councillor shall use or attempt to use the Village's property, funds, services, or information for personal benefit or the benefit of any other individual.

j. Orientation and other training attendance

- i. All Councillors must attend the orientation sessions and training opportunities that may be provided during the term or post-election.

4. COMPLAINTS

- a. Any person, in good faith, may report perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a Councillor. All reasonable attempts shall be made to keep the reports and complaints confidential until full investigation is completed in order to protect a Councillor and a complainant.
- b. The report or complaint shall be in writing outlining the nature and specifics, be dated, include a name of the complainant, signed, addressed to the Mayor (or in the case of perceived wrongdoing of the Mayor, to the Deputy Mayor), and marked "confidential". The complaint may be mailed, emailed, or hand-delivered to the Village office. All received complaints shall be included in the in-camera session of a regular council meeting for Council's perusal upon receiving it.
- c. An anonymous report or complaint shall not be considered valid.
- d. Depending on the nature of the complaint, Council may:
 - i. authorize the Mayor and Deputy Mayor (or in the case of perceived wrongdoing by the Mayor, the Deputy Mayor and one Councillor), to investigate the complaint and report to Council;
 - ii. dismiss the report or complaint as invalid;
 - iii. request legal opinion regarding the report or complaint;
 - iv. request the Village's legal counsel to investigate the complaint and report to Council through the Mayor (or in the case of perceived wrongdoing by the Mayor, through the Deputy Mayor).
- e. The results of the investigation and Council's decision shall be publicly communicated.
- f. If the complaint is determined to be valid by the majority of Council or through independent legal advice, Council may impose sanctions, defining the specific action to be taken by a motion.

5. SANCTIONS

- a. Council may impose sanctions on a Councillor who contravenes the Council Code of Conduct in the following forms:
 - i. a letter of reprimand;
 - ii. requesting a letter of apology;
 - iii. requesting to attend training;
 - iv. suspension or removal from the Mayor or Deputy Mayor position;
 - v. suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
 - vi. restricting the privileges of attending conferences and workshops at the Village's expense;

vii. reduction or suspension of remuneration as council may deem appropriate and in accordance with MGA.

6. REVIEW

a. The Council Code of Conduct Bylaw must at a minimum be reviewed every four (4) years, following the general municipal election.

7. SEVERABILITY PROVISION

Should any provision of this bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

8. EFFECTIVE DATE

This bylaw shall come into force and effect when it receives third reading and is duly signed.

Read a first time this day of , 2018.

Read a second time this day of , 2018.

Read a third time and passed this day of , 2018.

Signed and made effective this day of , 2018.

Perry Skrlík

Mayor

Dianne Roshuk

Chief Administrative Officer

Village of Nampa (Dianne Roshuk)

From: Terry Ollenberger <Terry.Ollenberger@richardson.ca>
Sent: May 9, 2018 9:27 AM
To: cao@nampa.ca
Subject: Furnace

Good morning Diane : As per our conversation regarding my house in Nampa.

This house has been in the Krall family for 60 plus years. Through the years there has been water seepage in the basement and a small sump pump has been in place to pump the water from a sump hole to the drain.

It has never ever accumulated water to where the pump can not keep up to the water except this year.

This spring I was called by my renter to come and check out the furnace as it was smelling like something is burning. I had just put a new furnace in this January.

When I arrived at the house the water level in my basement was up to my furnace fan motor. The furnace fan was throwing the water up into my electric board of my furnace and also the water was hitting my heating element making a smoke smell which the renter smelt.

I shut the furnace down and started to look around to see why there was so much water that my sump pump could not keep up to. There is a crawl space in the basement that was completely full of water and this ran down the cement wall into the basement.

I went outside and the water was running towards my house from the huge pile of snow the village has piled on the lot beside my house. Never has the village piled snow on the empty lot until this year. I am not sure why they piled the snow up against the tree line close to my house and not towards the road but never the less that is why my basement flooded. I called Diane the next morning and requested the pile be moved and it was. They village pumped the empty lot water for 2 or 3 days also and never has it ever had to be pumped in the years I have been here.

It is certain that the pile of snow caused the water issue.

I was able to get my furnace running again. I am concerned that my new furnace will likely be an issue next year due to the water splashing all through the electrical equipment.

I am requesting that the village keep this in mind and if and when the furnace has issues I am reimbursed for a new furnace.

Thanks,

Terry Ollenberger
Grain Merchant
Richardson Pioneer Limited
Box 450 Nampa AB T0H 2R0
Ph 780-322-3737
Fax 780-322-3760
Cell 780-219-7883

Village of Nampa (Dianne Roshuk)

5.5

From: Jason Schuler <jason@velocitygroup.ca>
Sent: May 11, 2018 6:39 PM
To: Dianne Roshuk
Subject: Road Improvements - 2018
Attachments: 2018 05 11 Tender Results.pdf; Knelsen Tender.pdf; Ruel Bros. Tender.pdf

Hi Dianne,

Please find enclosed the tender results for the above noted Project. The Tender pricing came in very good. Knelsen Sand & Gravel Ltd. was low bidder and was very competitive. This is the first road Project ever that Ruel Bros. has not been low on for the Village of Nampa.

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 | www.velocitygroup.ca

May 11, 2018
File No. 170-036

Village of Nampa
P.O. Box 69
Nampa, AB
T0H 2R0

ATTN: Dianne Roshuk, C.A.O.

Dear Dianne:

**RE: Village of Nampa
Road Improvements - 2018**

Tenders were received on the above noted Project, up to 3:00 p.m., Friday, May 11, 2018 at the office of Velocity Engineering Inc., Peace River, Alberta.

The results of the Tender received is as follows:

- | | |
|--|--------------|
| • Knelsen Sand & Gravel Ltd. | \$279,619.02 |
| • Ruel Bros. Contracting, a Div. of E. Construction Ltd. | \$321,425.00 |

The above Tender prices do not include the Goods and Services Tax (G.S.T.).

The Tenders were reviewed and found correct. The Tenders were accompanied with the required Agreement to Bond and the Bid Bond. A copy of the Tenders is attached for your information and file.

The low Tenderer is approximately 20% lower than the November 10, 2017 budget estimate. In consideration of the lower pricing the Village may want to consider completing additional works. We are available to discuss further should the Village deem this suggestion appropriate.

The low Tenderer, Knelsen Sand & Gravel Ltd., Grande Prairie, Alberta is familiar to our firm having carried out the construction on similar Projects. The construction and co-operation on past Projects has been satisfactory. Knelsen Sand & Gravel Ltd. indicates a starting date of August 07, 2018 with thirty (30) working days which calculates to September 10, 2018 for Project completion, based on a six-day work week.

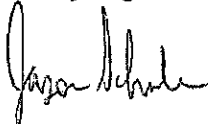
A Tender Summary and Post-Tender Cost Estimate are attached.

We would recommend the Contract be awarded by the Village of Nampa to the low Tenderer, Knelsen Sand & Gravel Ltd. subject to the Contractor securing the necessary bonding and insurance coverages as required by the Contract Documents.

We will require direction from you to proceed with preparation of the Contract Documents and award of the Project.

For further information or discussion, please contact the undersigned @ (587) 748-0569.

Yours truly,
Velocity Engineering Inc.



Jason Schuler, P. Eng.,
Branch Manager
Peace River, AB

JWS/mlc
Enclosure

** Contract was awarded to
Knelsen Sand & Gravel Ltd.*

Request for Decision (RFD)
Council Meeting June 19, 2018

Topic:

Bylaw # 444, a Bylaw of the Village of Nampa to Authorize the Rates of Taxation to Be Levied Against Assessable Property for the Taxation Year 2018 RE: Amendment to Include DIP Assessment Tax Information

Background:

As per the new regulations of the Municipal Government Act, Municipalities have to include the DIP assessment information in the tax rate bylaw each year including 2018.

Administration Recommendation:

That council make a motion approving the amendment to Bylaw # 444

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2018

BYLAW NO. 444

A BYLAW OF THE VILLAGE OF NAMPA IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY FOR THE TAXATION YEAR **2018.**

WHEREAS, the Village of Nampa has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on November 21, 2017; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Alberta for 2017 total \$ 1,726,814.35; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 1,237,076.35 , and the balance of \$ 489,738.00 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)		
Residential/Farm land	\$ 53,324.22	
Non-residential	<u>\$ 72,518.72</u>	
		\$125,642.94
Opted Out School Boards		
Residential/Farm land	\$ 10,322.22	
Non-residential	<u>\$ 8,532.91</u>	
		<u>\$ 18,868.13</u>
Total School Requisitions		\$ 144,508.07
North Peace Housing Foundation		\$ 21,565.58
TOTAL REQUISITIONS:		\$ 166,073.65

WHEREAS, the Council of the Village of Nampa is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the assessed value of all property in the Municipality of Alberta as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$ 24,854,800
Non-residential	\$ 21,503,093
Farm land	\$ 11,000
Machinery and equipment	\$ 3,336,950
TOTAL	\$ 48,705,843

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Village of Nampa, in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Nampa:

	Rate	Tax Levy	Assessment	Tax
General Municipal				
Residential & Farmland		\$136,264.58	\$24,865,800	5.48
Non Residential		\$305,989.01	\$21,503,093	14.23
Machinery & Equipment		<u>\$ 47,478.80</u>	<u>\$ 3,336,950</u>	14.23
		\$489,738.40	\$49,705,843	
ASFF				
Residential & Farmland		\$ 53,324.22	\$20,829,775	2.66
Non Residential		\$ 72,518.72	\$19,233,701	3.64
Machinery & Equipment		000.00	\$ 3,339,790	
Opted Out School Boards				
Residential & Farmland		\$10,332.00	\$ 4,036,025	2.56
Non Residential		\$ 8,532.91	\$ 2,269,392	3.64
North Peace Housing Foundation				
Designated Industrial Property		\$ 21,565.58	\$49,742,633	0.433
		\$ 539.62	\$15,788,440	.00034178

This bylaw shall take effect on the date of the third and final reading.

Read a first time this _____ day of _____, 2018.

Read a second time this _____ day of _____, 2018.

Consent to proceed with third reading

Read a third time and finally passed this _____ day of _____, 2018.

Mayor – Village of Nampa

CAO – Village of Nampa

Request for Decision (RFD)
Council Meeting June 19, 2018

Topic:

Member at Large for the Subdivision Development Appeal Board for the Village of Nampa

Background:

Administration advertised for a member at large to sit on the Subdivision Development Appeal Board for the Village, we had interest from one person, Shannon Gadsby. Council needs to approve the new board member.

Administration Recommendation:

That council approve Shannon Gadsby as the member at large for the Subdivision Development Appeal Board for the Village of Nampa

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2018

**MACKENZIE MUNICIPAL SERVICES AGENCY**

5109 - 51 Street P.O. Box 450
Berwyn, Alberta T0H 0E0
Phone: (780) 338.3862 Fax: (780) 338.3811
www.mmsa.ca

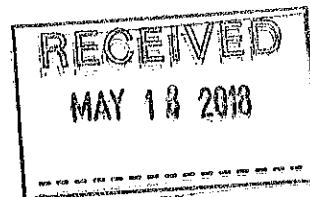
MEMORANDUM

TO: Chief Administrative Officers

FROM: MMSA Staff

DATE: April 30, 2018

SUBJECT: Amended Terms of Reference for the Mackenzie Inter-Municipal Subdivision Appeal Board

**Background**

Changes to the *Municipal Government Act* (MGA) have made it necessary to amend the Terms of Reference establishing the Mackenzie Inter-Municipal Appeal Board. Some of the key changes in the MGA include:

- a new limit on the number of councillors that can sit on a panel of a subdivision and or development appeal board (S/DAB) to a maximum of only one councillor;
- a new requirement for members of a S/DAB to successfully complete a mandatory training program set or approved by the Minister of Municipal Affairs prior to sitting on an appeal;
- a new requirement for members of a S/DAB to successfully complete a refresher training course set or approved by the Minister of Municipal Affairs every three years;
- a change in title of the position of the secretary of a S/DAB to that of a clerk;
- a new requirement for anyone appointed as a clerk to serve a S/DAB to be a designated officer;
- a new requirement for a clerk of a S/DAB to successfully complete a mandatory training program set or approved by the Minister of Municipal Affairs prior to their appointment; and
- a new requirement for a clerk of a S/DAB to successfully complete a refresher training course set or approved by the Minister of Municipal Affairs every three years.

In addition to the above changes in the MGA, some gaps were identified in the previous Terms of Reference which have created some challenges in the past, as it lacked provisions to deal with certain situations. These include the responsibility for remunerating Board members who participate in an appeal, and the responsibility for paying administrative costs associated with organizing a hearing. To address both the MGA changes and the identified gaps, MMSA presented a Proposed Amended Terms of Reference for the Mackenzie Inter-Municipal Subdivision Appeal Board for consideration at the recent meeting of the MMSA Board on April 20, 2018 in Falher.

The proposed Amended Terms of Reference specifically:

- changes the composition of the Board from only one elected council member from each member municipality to one elected councillor and one member-at-large from each municipality, appointed by their respective Councils;
- restricts the number of councillors that can sit on a panel of the Board hearing an appeal to a maximum of only one councillor;
- requires all members of the Board to successfully complete a mandatory training program set or approved by the Minister of Municipal Affairs prior to sitting on an appeal;
- requires all members of the Board to successfully complete a refresher training course set or approved by the Minister of Municipal Affairs every three years, unless appointment is terminated or resignation is received;
- assigns the responsibility for paying the cost of training Board members to their representative municipalities;
- assigns the responsibility for appointing a clerk to serve the Board to the municipality from which an appeal originates;
- requires that the person appointed as a clerk to serve the Board is a designated officer;
- requires that anyone appointed to serve the Board as a clerk successfully completes a mandatory training program set or approved by the Minister prior to their appointment;
- requires that anyone appointed to serve the Board as a clerk takes a refresher training program set or approved by the Minister every three years thereafter, unless appointment is terminated or resignation is received.
- assigns the responsibility for paying the cost of training the clerk to the appointing municipality;
- assigns the responsibility for remunerating the clerk for performing their duties to the appointing municipality;
- assigns the responsibility for paying the administrative costs associated with organizing a hearing to the municipality from which an appeal originates.

Board Meeting

Board members reviewed and passed the proposed Amended Terms of Reference, subject to the following changes:

- that the amount of money to be paid as remuneration to Board members who sit on an appeal is based on a schedule of fees determined by the Board; and
- that the responsibility for paying the cost of training of Board members should be borne by their representative municipalities.

These changes have been incorporated in the updated Amended Terms of Reference attached to this memo.

Action Items and Suggestions

MMSA recommends that your Council:

- be given copies of the Amended Terms of Reference establishing the Mackenzie Inter-Municipal Subdivision Appeal Board as an information item, to become aware of the changes that have been made to it;
- appoints one member of their voting public to the Mackenzie Inter-Municipal Subdivision Appeal Board as early as possible;
- approves a budget for training their two Board members and clerk designate, when the training becomes available, and subsequently every three years for the refresher training course;
- appoints a designated officer who has successfully completed the mandatory training program required by the MGA to serve as a clerk to the Board, at the request of the Board whenever a subdivision appeal is received from the municipality.
- Remunerates their representative Board members and clerk who participate in an appeal, in accordance with a schedule of fees approved by the Board.

In order to alleviate the time and cost of appointing and training a member-at-large and clerk for the Board, MMSA suggests that your Council:

- consider appointing a member-at-large from your municipal Development Appeal Board (DAB) or Subdivision and Development Appeal Board (SDAB), whichever is the case, to the Mackenzie Inter-Municipal Subdivision Appeal Board, since they are also required under the MGA to complete the mandatory training program set or approved by the Minister prior to sitting on an appeal and the refresher training program every three years thereafter;
- consider appointing the clerk of your municipal Development Appeal Board (DAB) or Subdivision and Development Appeal Board (SDAB), whichever is the case, to serve as clerk to the Mackenzie Inter-Municipal Subdivision Appeal Board at the request of the Board upon receipt of an appeal, as they are also required under the MGA to become a designated officer and also complete the mandatory training program set or approved by the Minister prior to assuming office and taking the refresher training program every three years thereafter.

MMSA continues to work on the proposed Regional Subdivision and Development Appeal Board, which is expected to be in place by 2019. Once established, the Regional SDAB would deal with both development and subdivision appeals, at an expectedly lower cost and personnel to our municipalities. The regional SDAB would replace both the existing municipal Development Appeal Boards or Subdivision and Development Appeal Boards, and require municipalities that opt to join to rescind their current S/DAB bylaws and dissolve their boards. MMSA will keep municipalities updated on the progress of the Regional SDAB as it becomes available.

If you have any questions about the content of this memo, the Amended Terms of Reference for the Mackenzie Inter-Municipal Subdivision Appeal Board, or the regional SDAB, please do not hesitate to contact the MMSA office.

MACKENZIE MUNICIPAL SERVICES AGENCY
Province of Alberta

Mackenzie Inter-Municipal Subdivision Appeal Board

Terms of Reference

THE PURPOSE OF THIS AMENDED TERMS OF REFERENCE IS TO REPLACE THE PREVIOUS TERMS OF REFERENCE ESTABLISHING THE MACKENZIE INTER-MUNICIPAL SUBDIVISION APPEAL BOARD, IN ACCORDANCE WITH THE PROVISIONS OF THE PROVINCE OF ALBERTA MUNICIPAL GOVERNMENT ACT

SECTION I – GENERAL

1. The Mackenzie Inter-Municipal Subdivision Appeal Board shall be established by a Resolution of the Members of the Mackenzie Municipal Services Agency.
2. The Mackenzie Inter-Municipal Subdivision Appeal Board is hereby established.

SECTION II – DEFINITIONS

1. In this Terms of Reference,
 - a) "Act" means the *Municipal Government Act*, RSA 2000, as amended.
 - b) "Agency" means the Mackenzie Municipal Services Agency.
 - c) "Appellant" means the person who has served written notice of an appeal on the Mackenzie Inter-Municipal Subdivision Appeal Board from a decision of the Subdivision Authority.
 - d) "Board" means the Mackenzie Inter-Municipal Subdivision Appeal Board.
 - e) "Chair" means the person appointed under section IV (12) of this Terms of Reference.

- f) "Clerk" means a designated officer appointed as a clerk under section 627.1 of the *Municipal Government Act*.
- g) "Member" means a member of the Mackenzie Inter-Municipal Subdivision Appeal Board, as appointed by the respective Councils of the members of the Mackenzie Municipal Services Agency.
- h) "Panel" means the members of the Mackenzie Inter-Municipal Subdivision Appeal Board convened to hear and decide upon an appeal.
- i) "Subdivision Authority" means the Subdivision Authority as established under the provisions of the *Municipal Government Act*.
- j) All other terms used in this Bylaw shall have the meaning assigned to them by the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, to the extent that said meaning differs from the ordinary meaning of such terms.

SECTION III – FUNCTIONS AND DUTIES

1. The Board shall hear appeals of subdivision, in accordance with the provisions of the *Municipal Government Act*, and shall exercise any other powers, duties and functions pursuant to the Act.

SECTION IV - ADMINISTRATION

Membership

1. The Board shall consist of two (2) members from each participating municipality, only one of which may be a member of Council.
2. Appointment of members to the Board shall be made by the Council of each participating municipality.

Eligibility

3. A member of the Board shall be:
 - a) an elector living within the corporate boundaries of a participating municipality who has been appointed by a resolution of Council to the Board; or
 - b) a member of Council of a participating municipality who has been appointed by a resolution of Council to the Board.
4. A member of the Board shall not include:
 - a) a member of the Agency's staff that carries out subdivision powers, duties and functions.
 - b) an employee of a participating municipality, the Development Authority or a member of a Municipal Planning Commission.

Training

5. A member of the Board must,
 - a) before participating in any hearing as a member of a panel of the Board, successfully complete a training program set or approved by the Minister; and
 - b) successfully complete a refresher training program set or approved by the Minister every three years, unless appointment is terminated or resignation is received.
6. The cost of training for members of the Board shall be borne by their representative municipalities.

Panel

7. The members of the Board may meet in panels consisting of a minimum of three (3) members.
8. A panel of the Board hearing an appeal shall not have more than one (1) councillor as a member.

9. A panel of the Board has any or all the powers, duties and responsibilities of the Mackenzie Inter-Municipal Subdivision Appeal Board.
10. A decision of a panel is a decision of the Mackenzie Inter-Municipal Subdivision Appeal Board.

Remuneration, Travelling and Living Expenses

11. The members of the Board may be entitled to such remuneration, travelling and living expenses, which will be the responsibility of the Municipality from which the appeal originated, based on a schedule of fees determined by the Board from time to time.

Quorum

12. Three (3) members of the Board shall constitute a quorum for the purpose of a meeting or public hearing.
13. The quorum for a panel hearing an appeal cannot have more than one councillor as a member.

Chair

14. The members of the Board shall elect one of themselves as Chair.

Signing Authority

15. An order, decision, approval, notice or other things, made, given or issued by the Board may be signed on its behalf by its Chair or another member of the Board authorized to sign on its behalf.

Cost of Hearings

16. All costs for the holding of a hearing, including any legal fees the Board may incur, shall be paid by the Municipality from which the appeal originated.

17. Should a hearing deal with appeals from more than one Municipality, the costs shall be divided equally amongst each appeal, and billed to each Municipality from which the appeal originated.
18. If required, the costs to advertise hearings of the Board shall be paid by the Municipality from which the appeal originated, but the Clerk of the Board shall be responsible for placing the advertisements.
19. Each Municipality shall provide adequate facilities for the Board to hold their meetings when required to do so.

Meetings and Public Hearings

20. The Chair or Acting Chair shall be responsible for the conduct of a public hearing.
21. The Board shall hold a public hearing within 30 days of receiving written notice of an appeal in accordance to the procedures outlined in the *Municipal Government Act*.
22. The hearing of an appeal by the Board shall be held in public, but the Board may deliberate and make its decision in a meeting closed to the public, in accordance with the provisions of the *Municipal Government Act*.

Decisions

23. Upon conclusion of a public hearing, the Board may deliberate and make its decision in a meeting in private.
24. The decision of the majority of the members of a panel of the Board present at a public hearing, duly convened, is deemed to be the decision of the whole Board.
25. The Board shall give its decision on an appeal in writing together with reasons for the decision within fifteen (15) days of the conclusion of the public hearing.

26. The Board may confirm, revoke or vary any condition imposed by the Subdivision Authority or make or substitute any condition of its own.

SECTION V - CLERK

Appointment

1. The Board shall have one or more clerks who shall perform the duties of Clerk for all meetings of the Board.
2. Appointment of a clerk to serve the Board shall be the responsibility of the Municipality from which an appeal originated.
3. A Clerk appointed to serve the Board must be a designated officer and may be a person who holds an appointment as a designated officer under section 455 of the *Municipal Government Act*.
4. The Board may rescind the appointment of a Clerk at any time.

Training

5. No designated officer is eligible for appointment as Clerk to serve the Board, unless they:
 - a) have successfully completed a mandatory training program set or approved by the Minister of Municipal Affairs; and
 - b) successfully complete a refresher training program set or approved by the Minister of Municipal Affairs every three (3) years, unless appointment is terminated or resignation is received.
6. The cost of training of the Clerk shall be paid by the Municipality that appointed the Clerk to the Board.

Remuneration

7. The cost of the Clerk to fulfil his/her duties shall be paid by the Municipality from which an appeal originated and will be based on a schedule of fees determined by the Board from time to time.

Duties and Responsibilities

8. The Clerk shall:
 - (a) perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the *Municipal Government Act*;
 - (b) attend all meetings and hearings of the Board;
 - (c) not vote on any matters before the Board;
 - (d) notify all members of the Board of the arrangements for the holding of each hearing and other meetings of the Board;
 - (e) make available for public inspection before the commencement of a public hearing all relevant documents and materials respecting the appeal including the application, its refusal and the appeal therefrom, or a stop order of the Development Authority, as the case may be.
 - (f) keep the following records:
 - i. the minutes of all meetings and hearings, which may include a written summary of all evidence presented at a hearing in accordance with Section 629 of *Municipal Government Act*;
 - ii. all applications;
 - iii. records of all notices of hearings and of persons to whom they were sent;
 - iv. copies of all written representations to the Board;
 - v. notes as to each representation;
 - vi. the names and addresses of those making representations at a hearing;
 - vii. the decisions of the Board;
 - viii. the reasons for the decision of the Board;
 - ix. the vote of the members of the Board on the decision;

- x. records of all notices of decision and of persons to whom they were sent;
 - xi. all notices, decisions and orders made on appeal from the decisions of the Board; and
 - xii. such other matters as the Board may direct or the Secretary may determine.
- (g) perform any other duties and functions as the Board may determine.
9. All information, materials and records on an appeal shall be stored at the MMSA Office for an indefinite period of time.

SECTION VI – NOTIFICATION

Notice of Appeal

1. The written notice of appeal shall be made on the official Appeal Form and shall be signed by the appellant.
2. The appellant shall serve the appeal on the Board in accordance to the provisions of the *Municipal Government Act*

Notice of Hearing

3. The Clerk, in the name of the Board, shall give at least five (5) days' written notice of the time and place of the hearing of an appeal, together with a summary of the application, to:
 - a) the appellant;
 - b) the Development Authority;
 - c) those persons required to be notified under the provisions of the *Municipal Government Act*.
4. In the case of the appellant, notice of the appeal hearing shall be sent by mail to the address given on the appellant's Appeal Form.

SECTION VII – COURT OF APPEAL

Record of Appeal

1. The Clerk shall keep on file all notices of application made for leave to appeal to the Court of Appeal from decisions of the Board pursuant to the *Municipal Government Act*.

SECTION VIII – SEVERABILITY

Severability

1. If any portion of this Terms of Reference is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed.

SECTION IX – REPEAL OF PREVIOUS TERMS OF REFERENCE

Repeal of Previous Terms of Reference

1. The previous Mackenzie Inter-Municipal Subdivision Appeal Board Terms of Reference is hereby repealed.

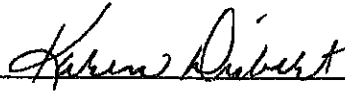
SECTION X – EFFECTIVE DATE

Effective Date

1. This Terms of Reference shall come into full force and effect upon the date of its adoption by resolution of the Agency.



Chairman,
Mackenzie Municipal Services Agency



Director,
Mackenzie Municipal Services Agency

20th April, 2018

Effective Date

Request for Decision (RFD)
Council Meeting June 19, 2018

Topic:

Workshop Presentation, 13 Ways to Kill a Community by Doug Griffiths.

Background:

Northern Sunrise County is planning on facilitating a presentation, 13 Ways to Kill a Community by Doug Griffiths. They are requesting that surrounding municipalities commit to sending at least 50% of each council to attend the presentation. Booking and date of presentation will be decided after confirmation of attendance by local municipalities, tentatively looking into September/October. RSVP is required by June 19, 2018.

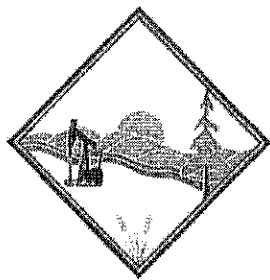
Administration Recommendation:

That council determine who will be attending the workshop and for Administration to advise Northern Sunrise County of attendance.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2018



NORTHERN SUNRISE COUNTY

www.northernsunrise.net

Bag 1300
Peace River, AB T8S 1Y9
Office: 780-624-0013
Fax: 780-624-0023

May 31, 2018

Dear Mayor/Reeve and Council,

At the May 22, 2018 regular Council meeting of Northern Sunrise County, Council discussed facilitating a presentation, *13 Ways to Kill a Community*, by Doug Griffiths. Council feels that hosting a workshop by Mr. Griffiths will provide great value to not only our councillors but our region as a whole. However, they have requested that surrounding municipalities commit to sending at least 50% of your council to attend the presentation..

The booking of the presentation, and the date when it will be held, will be decided after we have confirmation of attendance by local municipalities. Tentatively we are looking into September/October for the workshop.

Please reply by June 19, 2018 as to whether you will commit to at least 50% of your council spending a day with Doug Griffiths.

Sincerely,

Carolyn Kolebaba,
Reeve
Northern Sunrise County

- | | | |
|----|---|--|
| c: | Big Lakes County
Birch Hills County
Clear Hills County
County of Northern Lights
Mackenzie County
MD of Fairview
MD of Greenvew
MD of Opportunity
MD of Peace
MD of Smoky River
MD of Spirit River
Saddle Hills County
Town of Fairview
Town of Falher | Town of Grimshaw
Town of High Level
Town of Manning
Town of McLennan
Town of Peace River
Town of Rainbow Lake
Town of Spirit River
Town of Valleyview
Village of Berwyn
Village of Donnelly
Village of Girouxville
Village of Hines Creek
Village of Nampa
Village of Rycroft |
|----|---|--|

Request for Decision (RFD)
Council Meeting June 19, 2018

Topic:

Nampa & District Historical Society Lighting Costs and Donation request for 2018 Annual Wine Gala

Background:

The Nampa & District Historical Society had submitted a written request last month asking the Village to help pay for proper lighting needed in the museum to preserve the artifacts. Attached to the RFD is a letter from the Historical Society saying that they will now pay for those costs instead.

Also included is a letter from the Historical Society requesting a donation to their 2018 Annual Wine Gala at the Chateau Nova on December 1, 2018.

Administration Recommendation:

For discussion.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2018

5.10

Nampa & District Historical Society

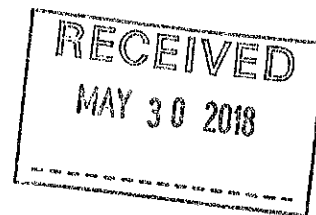
Box 267, Nampa Alberta, T0H2R0 780-322-2777

May 28, 2018

Village of Nampa Council

Box 69

Nampa, Alberta T0H2R0



Dear Village of Nampa Council,

The Nampa & District Historical Society passed a motion at the last meeting to proceed with the purchase of the lighting needed in the Museum that will be beneficial to preserving all the artifacts on both levels of the Museum. The cost will only be about \$200 for this so the Museum will cover those costs themselves. The upstairs window coverings estimate has come in from All West Glass at \$2300 and we will cover that cost as well in next year's budget. We are monitoring the air conditioning of the upstairs this year and will keep the blinds closed to maximize the protection of the artifacts exposed to direct sunlight, so therefore no funding is required for these projects.

We are attaching a request for a donation to our Annual Wine Gala at the Chateau Nova on Dec 1st. We appreciate your consideration for our request and the past contributions that we have received from the Village of Nampa.

Sincerely,

Chairman for Nampa & District Historical Society

A handwritten signature in black ink, appearing to read "Marie Dyck". The signature is fluid and cursive, with a large initial "M".

Marie Dyck

5.10



Attn: Village of Nampa Council
Box 69, Nampa, AB T0H 2R0

March 15, 2018

The Nampa and District Historical Society is contacting you requesting your organization's support sponsoring our 4th Annual Wine Gala. The theme for our Gala is to honor the French culture, which will have a variety of French Wines, a French inspired plated meal, and some hors d'oeuvre for the reception.

The Nampa and District Historical Society mission statement is summarized as "exists to provide activities, programs and operations that promote the continuing collection of artifacts and historical information about Nampa and the surrounding communities that have impacted their history." In addition to the preservation and display of historical artifacts from the area we are also involved in activities within the community such as: partnership with FCSS for a Seniors tea, collaborating with community partners to do activities that promotes community engagement such as working with the Farmers Restaurant to assist in their first Nampa Family Fun Run event, Senior tours, Elementary School tours (involving all surrounding communities); maintaining the Nampa United Church, restoring the Reno church for future use, sales of local history books and products made locally, and the organizing of the community garden.

With the proceeds from this fund raising event we are hoping to apply it to some activities that will assist us in completing the following related to our mission statement:

- Restoration of the Rucka house (major outside exhibit reflective of a historical lifestyle)
- Restoration of the Reno Church (outside exhibit reflective of a religious group within community)
- Expanding our Indigenous display in partnership with Dr. Welch
- Have a travel exhibit brought into the museum to attract new and repeat visitors.

This event will take place at the Chateau Nova in Peace River on December 1st, 2018 at 5pm -9pm.

We are counting on community support to keep our heritage alive for the generations to come. We would appreciate your support in any of the following forms:

1. Corporate sponsorship (\$1000, \$2500 or \$5000 and higher) – These sponsors will be acknowledge publicly (night of the event and in news paper advertising) Donations of \$5000 or more will receive 4 free tickets to the event.

If you require a chairitable reciept please advise us and we will issue one through Northern Sunrise County.

We hope that you will respond positively to our written request. If you have any questions or concerns, please do not hesitate to contact Marie Dyck @ 780-618-2152.

Thank you for considering our event!

Request for Decision (RFD)
Council Meeting June 19, 2018

Topic:

Exempt Property Taxes only for
Roll # 324000 Nampa Co Op Seed Processors

Background:

In lieu of the agreement between the Village of Nampa and the Nampa Co - Op Seed Processors in which they are exempt from paying property taxes for Roll # 324000, council needs to make an "Act of Council" motion exempting the property taxes, excluding the pavement amount as they are still responsible to pay that local improvement.

As per the MGA 347- (1) Cancellation , reduction , refund or deferral of taxes If a council considers it equitable to do so, it may generally or with respect to a particular taxable property or business class of taxable property or business, do one or more of the following, with or without conditions:

(c) defer the collection of a tax.

Administration Recommendation:

That council make a "Act of Council" motion exempting the property taxes for Roll # 324000 and THAT In order to not have to do an annual "Act of Council", Administration recommends that council adopt a Bylaw which states under the MGA Exemptions **granted by bylaw Section 364(1) (2) Property is exempt under this section to any extent the council considers appropriate.**

Administration will have MMSA draft a bylaw.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: June 11, 2018

VILLAGE OF NAMPA

P.O. BOX 69
NAMPA, AB T0H 2R0
(780) 322-3852



2018

TAXATION NOTICE & PROPERTY ASSESSMENT

ROLL NO.	PROP. SIZE	RIVER LOT	QUAD PORT	QUAD	SEC	TWP	RGE	MER
324000	SF				0	0	0	0
SUBDIVISION NAME								
CIVIC ADDRESS		10303 Railway Avenue						
MORTGAGE NUMBER	PLAN	BLOCK	LOT					
	0125098	7	5					
MORTGAGE COMPANY NAME								

NOTICE OF ASSESSMENT	2018-Jun-12
DUE DATE	2018-Dec-31
SCHOOL SUPPORT	UNDECLARED
(DECLARED BEFORE DEC. 31 OF PRIOR YEAR)	
PUBLIC 100.00%	SEPARATE 0.00%
ASSESSMENT COMPLAINT MUST BE RECEIVED	
ON OR BEFORE	2018-Jul-13

NAMPA CO-OP SEED PROCESSORS
BOX 29
NAMPA, AB T0H 2R0
Canada

CURRENT ASSESSMENT	
DESCRIPTION	AMOUNT
IND. IMP. EXP.	1,242,940
IND. IMP. FL.	612,200
IND. M&E EXP.	1,018,900
IND. LD. FULL	39,460
IND. M&E. FULL	501,840
TOTAL ASSESSMENT	3,415,340
EXEMPT	2,261,840
TAXABLE	1,153,500

IMPORTANT PENALTY INFORMATION	
A DISCOUNT OF 6% WILL BE ALLOWED ON THE MUNICIPAL LEVY ONLY IF PAID ON OR BEFORE AUGUST 31, 2018.	
NO DISCOUNT WILL BE ALLOWED ON EDUCATION TAX, NORTH PEACE HOUSING FOUNDATION, ARREARS OR LOCAL IMPROVEMENTS.	

EDUCATION TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Alberta School Foundation	0.003640000	12.35185	2,372.04
TOTAL 2018 EDUCATION TAXES			2,372.04
SUB TOTAL 2018 TAXES			2,372.04

FOR COMPARISON 2017 TAXES (NOT INCLUDING LOCAL IMPROVEMENTS) WERE	
	0.00
Take notice that you have been assessed under the provisions of the Municipal Government Act for the above mentioned property and taxes are now due and payable as shown. In the event of non-payment, the said taxes may be recovered as provided in the Municipal Government Act.	
Your property has been assessed as shown for the above taxation year. The assessment roll will be open for inspection during office hours. IF YOU OR YOUR AGENT WISH TO FILE A COMPLAINT TO THE ASSESSMENT REVIEW BOARD, YOU OR YOUR AGENT MUST SUBMIT YOUR COMPLAINT IN WRITING ON OR BEFORE July 31, 2018 TO THE CLERK OF THE ASSESSMENT REVIEW BOARD.	

MUNICIPAL AND OTHER TAXES	TAX RATE	% OF TOTAL	TAX AMOUNT
Municipal Levy	0.014230000	85.47375	16,414.31
North Peace Housing Foundation	0.000362000	2.17440	417.57
TOTAL 2018 MUNICIPAL AND OTHER TAXES			16,831.88
SUB TOTAL 2018 TAXES			19,203.92

LOCAL IMPROVEMENTS	YEARS	EXP	TAX AMOUNT
PAVEMENT	21	2019	144.36
TOTAL 2018 LOCAL IMPROVEMENTS			144.36
TOTAL 2018 TAXES			19,348.28
CURRENT OUTSTANDING			0.00
TOTAL CURRENT TAXES PAYABLE FOR 2018			19,348.28
JANUARY 1, 2018			22,830.97

VILLAGE OF NAMPA

P.O. BOX 69
NAMPA, AB T0H 2R0
(780) 322-3852



2018

TAXATION NOTICE & PROPERTY ASSESSMENT

ROLL NUMBER
324000
LAST DATE BEFORE PENALTY
2018-Dec-31

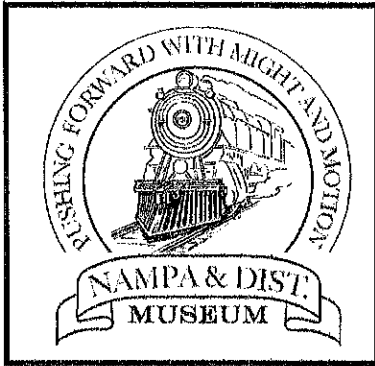
ARREARS OR CREDIT	CURRENT TAXES	NET DUE
0.00	19,348.28	19,348.28

AMOUNT DUE PLEASE PAY
19,348.28
AMOUNT PAID

PLEASE SUBMIT THIS PORTION WHEN MAKING PAYMENT. THANK YOU.

NAMPA CO-OP SEED PROCESSORS
BOX 29
NAMPA, AB T0H 2R0
Canada

00324000



Nampa and District Museum
P.O. Box 267
Nampa, Alberta T0H 2R0
www.nampamuseum.ca

June 7th, 2018

Village of Nampa Council and Administration
PO Box 69
Nampa, AB
T0H 2R0

Dear Village of Nampa Council and Administration,

Re: Recognized Museum Certification Special Event Saturday, August 25th, 2018 at 2 pm


It is with great pleasure that the Nampa and District Historical Society proudly invites you to a special event commemorating its newly acquired Recognized Museum Status, issued by the Alberta Museums Association.

The event will be held at the Nampa and District Museum on Saturday, August 25th from 2 pm to 5 pm. Refreshment will be served and special surprises are planned throughout the afternoon.

This gathering celebrates the efforts put forth by museum staff and volunteers to ensure that the Nampa and District Museum follows the standard practices guidelines promoted by the Alberta Museums Association. After three years of hard work, the Nampa and District Historical Society is happy to share this great achievement with you and the residents of Nampa and Northern Sunrise County.

It would be most gracious of you to R.S.V.P. by August 10th, 2018 by contacting the Nampa and District Museum at (780) 322-2777 or at nampamuseum@iwantwireless.ca.

Sincerely,


Gisèle Bouchard, M.A.

Nampa and District Museum Curator
on behalf the Nampa and District Historical Society Board Members



18th Annual Alberta CARE Conference

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

18th Annual Alberta CARE Conference

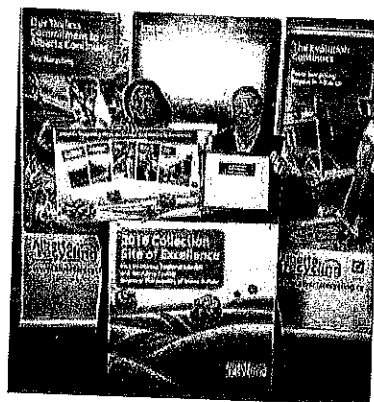
September 5th-7th
2018

Accommodations

Quality Hotel and Conference Centre
424 Gregoire Drive
Fort McMurray, AB
780-791-7200
Book your room under
Alberta CARE or Block #3230651



Quality Hotel & Conference Centre

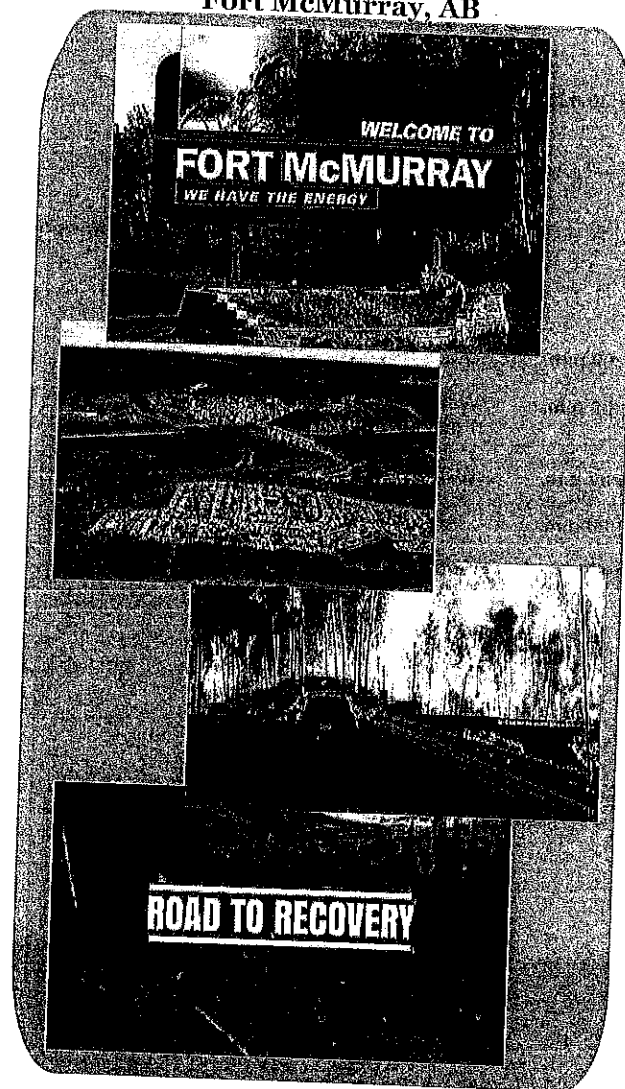


Fort McMurray Regional Landfill and Recycling Facility
receiving their 2016 Collection Site Award of Excellence
from Bob Barss, past Chair of Alberta Recycling.

18th Annual Alberta CARE Conference

September 5th-7th
2018

Quality Hotel and Conference Centre
424 Gregoire Drive
Fort McMurray, AB



Who Should Attend?

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

Silent Auction

Going once...

Going twice...

Beginning September 5th
Ending September 6th

Wednesday, September 5th

- 10:00 - 5:00 p.m. Registration and Exhibit Set Up
- 11:00 - Noon Light Lunch and Refreshments
- 12:15 p.m. TOUR #1
- Regional Landfill and Composting Site Public Drop off (Collection Site Award of Excellence 2016)
 - Transfer Station - U-Haul Trans Store Container System
 - NEW DEMO: Haul-All Electric Refuse Truck
 - DEMO: "Mobile EPS (Styrofoam) Recycling"
- OR
- 12:30 p.m. TOUR #2
- Jet Boat Tour of the Clearwater River by Running Bear Adventures
- OR
- GOLFING *(Bus Provided for Tour)*
- Fort McMurray Golf and Country Club
- 5:00 p.m. COCKTAILS (CASH BAR)
- 6:00 p.m. Welcoming Remarks from the Mayor of Fort McMurray
- 6:30 p.m. BUFFET BANQUET
- 8:00 p.m. "Alberta CARE Years"
- 9:00 p.m. Entertainment



Alberta CARE
25th Anniversary

Thursday, September 6th

- 7:30 a.m. Exhibit Viewing & Buffet Breakfast
- 8:15 a.m. Welcome - Tom Moore, Chairman, Alberta CARE
- 8:30 a.m. Professional and Personal Insights of the Fort McMurray Fire
Tracey Boullier, B.Sc. B.Agr. Sc.,
Environmental Specialist, RM of Wood Buffalo
- 9:30 a.m. Fire Smart Program (Recovery)
Stephen Fudge, RMWB Recovery Team
- 10:15 a.m. COFFEE BREAK
- 10:45 a.m. NEW Waste Management
MSW turned to FLUFF
Fogdog Energy - Marion Leed & Michael Beaudin
- 11:30 a.m. Burnt Out Bio-Reactor- Flow Gas Test
ATCO Pipelines & Liquids
- 12:15 p.m. 2018' Collection Site Awards of Excellence
Presented by Alberta Recycling along with
Buffet Luncheon
- 1:15 p.m. TOUR #3
- Bio-Reactor
 - Oil Sands Discovery Centre (Government of Alberta)
(Buses Provided)
- TOUR #4
- JET BOAT TOUR - Clearwater River
by Running Bear Adventures
- TOUR #5
- NEW TITAN Tire Reclamation Tour is "tentative" at this time
due to retro-fitting equipment in the plant - further
updates to follow to confirm the tour
- 5:00 p.m. COCKTAILS
- 6:30 p.m. BUFFET BANQUET
- 9:00 p.m. HOSPITALITY EVENING - Hosted by K&K Recycling



Friday, September 7th

- 7:30 a.m. Exhibit Viewing & Hot Buffet Breakfast
- 8:15 a.m. Future Carbon Policy - Wood Waste Carbon
Credit Offset Management Plan
Alastair Handley, President,
Carbon Credit Solutions
- 9:00 a.m. MERF Optimizing - Green Curtian
- 10:30 a.m. "Alberta Recycling - How our Municipal
Partnership Works"
Alberta Recycling Joint Presentation by Chair
Caroline McAuley & Brad Schultz
- 11:15 a.m. Legislature Changes and Updates
*(tentative upon changes/updates made by
September)*
Alberta Environment & Parks
- 11:45 a.m. Closing Remarks - Tom Moore, Chairman,
Alberta CARE
- Noon Conference Ends
(Coffee Side Board During Morning Sessions)



Bison Stone Sculpture

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

10% Discount!

This Conference is Alberta Environment approved
for Continuing Education Units

Cancellation Deadline
August 23rd 2018

Printed on 100% Post-Consumer Recycled Paper



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

Registration Form

ALBERTA CARE Conference 2018

September 5th-7th, 2018 Quality Hotel and Conference Centre, Fort McMurray, AB
780-791-7200 - Block of Rooms under #3230651

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

NO CHARGE FOR TOURS:

Please indicate the number attending Wednesday Tour #1 _____

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

Please indicate the number attending Thursday Tour # 3 of Oil Sands Recovery Centre _____

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

Please indicate the number attending Thursday Tour #5 Titan Tire _____ (Tentative)

Golf Fees 18 Holes \$121.00 with 1/2 Cart (GST included) \$ _____

Golf Fees 9 Holes \$65.00 with 1/2 Cart (GST included) \$ _____

Sub Total \$ _____

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

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

GST \$ _____

Spouses or Guests attending meals:

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

Luncheon @ 30.00 p.p. \$ _____

Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

FAX TO: 780-980-0232

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

EMAIL: executivedirector@albertacare.org

Please indicate any food allergies: _____

VILLAGE OF NAMPA

Section: Administration	Motion: Approved on June 19, 2018
Subject: Public Participation Policy	Control Code: 18-18

I. Purpose

In Accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to, and does not modify or replace, the statutory requirements for public hearing and notification in the *Municipal Government Act*.

II. Definitions

In this policy,

- a) "Act" means the *Municipal Government Act*, RSA 2000, as amended.
- b) "Council" means the duly elected municipal Council of the Village of Nampa.
- c) "Municipal Stakeholders" means residents of the Village of Nampa, as well as individuals, organizations or persons that have an interest in, or are affected by, a decision of the Village.
- d) "Public Participation or Public Engagement" includes a variety of both statutory and non-statutory opportunities where municipal stakeholders receive information and/or provide input to the municipal decision-making process.
- e) "Public Participation Forms" means public engagement activities that occur in different forms and levels.
- f) "Public Participation Plan" means a plan which identifies which public participation tools are to be used to obtain public input in a particular circumstance.
- g) "Public Participation Tools" means the tools that may be used, alone or in combination, to create opportunities for public participation in the municipal decision-making process.
- h) "Village" means the corporation of the Village of Nampa.

III. Policy Statement

Council recognizes that public participation is a critical component of municipal administration and governance, and that creating and investing in opportunities for authentic public engagement is beneficial for:

1. Ensuring good, responsible, transparent and accountable governance;
2. Improving the quality and outcome of the municipal decision-making process;
3. Deepening trust, fostering understanding, and strengthening the bond between Village residents and their elected representatives; and
4. Promoting well-informed and active citizenry;

IV. General Policy Principles

The Village of Nampa's approach to public participation, including engagement opportunities, plans, tools and activities, will be based on the following guiding principles:

1. Commitment – public engagement is an ongoing process that requires intentional commitment of time, effort and resources to achieve meaningful outcome.
2. Shared responsibility – public participation is a shared responsibility between Council, Administration and the community.
3. Timely, transparent and accountable – vital information, including opportunities for public engagement, are communicated early enough to allow for thoughtful and increased participation by all stakeholders to the extent possible, and that engagement activities are conducted in a spirit of openness, with timely provision of feedback to participants on how public input was considered by decision-makers.
4. Inclusive and responsive – public engagement process and outcomes are inclusive and responsive, taking into account the diversity of stakeholders within the Village having different viewpoints, needs, interests and capacity to participate in the decision-making process.
5. Evaluation and continual improvement – public engagement is a dynamic process that needs continuous evaluation and refinements, based on changing composition of stakeholders, technological shifts, public feedback, and new government legislation.

V. Policy Responsibilities

1. Council – Council shall:
 - 1.1. Provide leadership and overall strategic direction in respect of public engagement plans and activities in the Village of Nampa;
 - 1.2. Promote public engagement initiatives throughout the Village on an ongoing basis including, where necessary, providing Council representation as a means of demonstrating its commitment to public participation;

- 1.3. Provide opportunities for public engagement, both legislated and non-legislated, to municipal stakeholders;
 - 1.4. Commit effort, time and resources, including embarking on capacity-building and training programs for councillors and appropriate staff, to ensure quality and meaningful stakeholder participation in the municipal decision-making process;
 - 1.5. Where necessary, direct Administration to prepare a participation plan in respect of a specific issue or item, and present the same to Council for review and approval;
 - 1.6. Establish consistent practices, procedures and timelines for statutory and non-statutory requirements for public participation, in accordance with the MGA and or the Village's Procedural Bylaw;
 - 1.7. Carefully and thoughtfully consider input obtained through public participation as part of the municipal decision-making process;
 - 1.8. Explain the rationale for decisions, including, where necessary, how public input was gathered and factored into decision-making;
 - 1.9. Ensure that public expectations for and from public engagement opportunities are balanced with the awareness of resource, staffing, fiscal or other constraints;
 - 1.10. Review this policy from time to time, to ensure compliance with the relevant government legislation, municipal policies and bylaws, and adherence to the spirit and intent of public participation.
2. Administration – Administration shall:
- 2.1. Work with Council to identify appropriate opportunities for public engagement in both statutory and non-statutory contexts;
 - 2.2. Identify and advise Council with respect to:
 - a) the spectrum of public engagement opportunities available, including which forms of engagement may be suitable for a given issue or item, unless specifically dictated by the MGA or a bylaw of the Village;
 - b) the range of tools available for public participation, including which tools may be appropriate for different types of engagement, unless specifically dictated by the MGA or a bylaw of the Village;
 - c) the different types of stakeholders within the Village, and which forms of participation and tools may be appropriate for engaging them.
 - 2.3. Provide timely and accessible information to municipal stakeholders regarding:

- a) opportunities for public participation and how they can participate in those opportunities;
 - b) the summary result of public participation activities;
 - c) how the input from public engagement was used in Council decisions or administrative recommendations to Council.
- 2.4 Prepare and implement an approved public participation plan or strategy for a particular issue or item at the direction of Council;
 - 2.5 Organize public engagement activities in accordance with this policy, or the MGA, or an approved public participation plan, or as directed by Council;
 - 2.6 Report the findings of public participation activities to Council for consideration;
 - 2.7 Provide feedback to Council on the effectiveness of a public participation plan, activities and tools used in a particular circumstance, and, where appropriate, make recommendations for improving same;
 - 2.8 Develop the necessary procedures to implement this policy across the Village Office;
 - 2.9 Assess this policy from time to time and, where appropriate, make recommendations to Council for improvement.

VI. Policy Application and Opportunities for Public Participation

This policy applies to all of the Village's decisions, policies, programs and services that have an impact on the public, and shall specifically be considered when:

- 1. Identifying Council priorities;
- 2. Designing or implementing a new policy, program, project or service;
- 3. Evaluating, changing or ending an existing policy, program, project or service;
- 4. Gathering input or formulating recommendations with respect to annual budget;
- 5. Preparing, implementing or amending statutory plans such as the Municipal Development Plan (MDP), Intermunicipal Development Plan (IDP), Area Structure Plan (ASP), Area Redevelopment Plan (ARP) or the Land Use bylaw;
- 6. Preparing, implementing or amending non-statutory plans (e.g. strategic plan; capital plan, etc);
- 7. Fulfilling a legislative requirement for public notification and participation; or
- 8. As otherwise directed by Council.

VII. Forms of Public Participation and Engagement Tools

1. Council shall work with Administration to adopt appropriate forms and tools for public engagement suitable under different circumstances, taking into account:
 - 1.1 the nature of the issue, item or decision being dealt with;
 - 1.2 the type of stakeholder group(s) being targeted;
 - 1.3 staffing capacity and commitment;
 - 1.4 type of technology available;
 - 1.5 fiscal resources;
 - 1.6 logistical constraints; and
 - 1.7 any applicable legislative requirements, including timelines.
2. Council may, subject to VII (1), undertake or direct Staff to undertake one or a combination of different forms and levels of public participation on a specific subject, which may include but not limited to the following forms:
 - 2.1 Informative participation – where stakeholders are provided with information to inform and educate them about Council decisions or issues that, due to their routine or urgent nature or because of some legislative dictate, offers limited scope for public input.
 - 2.2 Consultative participation – where inputs of stakeholders are collected to improve the quality and outcome of Council or administrative decisions.
 - 2.3 Direct/in-person participation – which involves in-person, face-to-face interaction between municipal stakeholders and Council representatives and/or staff.
 - 2.4 Indirect/representative participation – whereby municipal stakeholders convey their views, inputs or concerns to Council or staff through a representative.
 - 2.5 Digital participation – whereby interaction between Council/Staff members and stakeholders occurs via a technological medium, such as telephone, online surveys or a social media platform.
 - 2.6 Formal participation – where public participation occurs in formal, organized settings, such as Council sessions.
 - 2.7 Informal participation – where public participation occurs in informal contexts, such as community social events.

3. Council may, subject to VII (1), apply or direct Staff to apply one or a combination of public engagement tools to engage municipal stakeholders in the governance and decision-making process, which may include but is not limited to the following:
 - 3.1 Informative tools, such as:
 - a) newspaper Ads
 - b) mail outs
 - c) newsletters
 - d) council meeting minutes
 - e) notices posted on public bulletin boards provided for that purpose
 - f) media/press briefings and releases
 - g) publication on the Village website
 - a) publication on any of the Village's social media sites (e.g. Facebook)
 - 3.2 Consultation tools, such as:
 - a) paper-based surveys and polls
 - b) written submissions to Council or Administration in paper format
 - c) email requests and submissions
 - d) online surveys and polls
 - e) web-based submissions
 - f) social media interactions
 - 3.3 Direct participation tools, such as:
 - a) in-person meetings with a Council member or staff
 - b) over-the-counter interaction with staff
 - c) attendance at Council meetings
 - d) council delegations to Council
 - e) public meetings
 - f) public hearings
 - g) public open houses
 - h) attendance at community social events (e.g. Nampa Farmers Day)
 - i) focus groups
 - j) interviews
 - k) information booths
 - 3.4 Indirect participation tools, such as individuals appointed to represent the public on:
 - a) committees or
 - b) boards

VIII. Policy Expectations

1. Legislative and Policy Implications

- 1.1 All public participation plans and activities shall be conducted in accordance

with:

- a) the *Freedom of Information and Protection of Privacy Act*;
- b) the *Municipal Government Act* for statutory participation;
- c) all existing municipal policies; and
- d) any other applicable legislation.

1.2 This policy shall be:

- a) available for public inspection at the Village Office and posted to the Village of Nampa's website;
- b) reviewed and, where appropriate, updated at least once every four years.

2. Public Participation Standards

2.1 The Village shall:

- a) Consistently provide information, including publishing all municipal policies, minutes of Council meetings and any other information that may be of public interest, to inform municipal stakeholders;
- b) Clearly communicate the purpose, goals, process and timeliness of any public participation activity;
- c) Ensure that all public participation activities are conducted in a professional and respectful manner;
- d) Expect that municipal stakeholders who participate in any manner of public participation are respectful and constructive;
- e) Ensure that municipal stakeholders, who are found to be inappropriate, disrespectful or offensive, as determined by Administration, are sanctioned, including possible exclusion from public participation opportunities.

ADOPTED ON

MAYOR

CHIEF ADMINISTRATIVE OFFICER



6. REPORTS



VILLAGE OF NAMPA

Page 1 of 4

Cheque Listing For Council

6.1a

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20180211	2018-05-07	CARIBOU CRESTING (1991) LIMITED	71106	PAYMENT PLAQUES COUNCILLOR AWARD	220.40	220.40
20180212	2018-05-07	DAVE'S MOBILE TIRE SERVICE	33750	PAYMENT TIRE & CHANGEOVERS	145.95	145.95
20180213	2018-05-07	GOVERNMENT OF ALBERTA, LAND TITLES	6321637	PAYMENT DRR'S	50.00	50.00
20180214	2018-05-07	NEW WATER LTD.	APRIL 18	PAYMENT FILL STATION WATER	9.06	9.06
20180215	2018-05-07	PEACE REGIONAL WASTE MANAGEMENT COMI	19270 19271	PAYMENT NAMPA TRANSFER STATION TIPPING FEES	118.40 157.87	276.27
20180216	2018-05-07	RECEIVER GENERAL	8955	PAYMENT DISCREPANCY IN 2017 PAYROLL	377.53	377.53
20180217	2018-05-07	RECEIVER GENERAL - PAYROLL	EI MAY 18 MAY 2018 TAX EMPLOYEE	PAYMENT EMPLOYEE EI EMPLOYEE CPP EMPLOYEE TAX	935.32 2,179.86 3,738.24	6,853.42
20180218	2018-05-07	RUEL'S CONCRETE LTD.	24622	PAYMENT GRAVEL	1,461.28	1,461.28
20180219	2018-05-07	SHELLEY'S STATIONERY	MAY 18	PAYMENT STAMPS	267.75	267.75
20180220	2018-05-07	THE CENTER FOR RUPERT'S LAND STUDIES	MAY 18	PAYMENT TRAINING - MUSEUM	100.00	100.00
20180221	2018-05-07	VITAL EFFECT INC	3836	PAYMENT MTHLY WEB PAGE	40.95	40.95
20180222	2018-05-07	LOCAL AUTHORITIES PENSION PLAN	201804	PAYMENT LAPPP DEDUCTIONS APRIL 2018	3,512.76	3,512.76
20180223	2018-05-08	ROSHUK, KEN	052018	PAYMENT BULIDING STORAGE ROOM UPS	3,150.00	3,150.00
20180224	2018-05-14	ARNDT, WILLIAM				
20180225	2018-05-14	GIRARD, CAMILLE				
20180226	2018-05-14	Roshuk, Dianne G				
20180227	2018-05-14	SURMAN, STEVE C				
20180228	2018-05-16	ALBERTA ONE CALL CORP.	140965	PAYMENT MTHLY FEE	12.60	12.60
20180229	2018-05-16	BUTZ, CLYNTON	MAY 18 MAY 2018	PAYMENT COUNCIL MTHLY HOMORARIUM COUNCIL TRAVEL FEES	850.00 41.00	891.00
20180230	2018-05-16	EVAN MATIASIEWICH TRUCKING	1262	PAYMENT SUPPLY TRUCK & DIRT FLOODIN	1,533.00	1,533.00
20180231	2018-05-16	GOVERNMENT OF ALBERTA, LAND TITLES	MAY 18	PAYMENT DISCHARGE OF TAX NOTIFICATI	5.00	5.00
20180232	2018-05-16	MATIASIEWICH, EVAN	MAY 2018	PAYMENT MTHLY COUNCIL FEES	675.00	675.00
20180233	2018-05-16	Matiasiewich, Shirley	MAY 2018	PAYMENT CARDS - ED & DALE	14.66	14.66
20180234	2018-05-16	MUNICIPAL INFORMATION SYSTEMS	20180435	PAYMENT MTHLY SUPPORT	559.50	559.50
20180235	2018-05-16	NEW WATER LTD.	0134	PAYMENT PARTNER BILLING MARCH & APF	20,006.30	20,006.30



VILLAGE OF NAMPA

Page 2 of 4

Cheque Listing For Council

2018-Jun-13
10:39:29AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20180236	2018-05-16	PEACE REGIONAL WASTE MANAGEMENT COMI	19304 19305	PAYMENT NAMPA TRANSFER STATION TIPPING FEES	166.56 194.70	361.26
20180237	2018-05-16	RUEL'S CONCRETE LTD.	24500 24517 24773	PAYMENT 4 RUBBER SPEED BUMPS 3 LONG CURB BLOCKS GRAVEL DELIVERED	1,323.00 315.00 764.25	2,402.25
20180238	2018-05-16	RURAL MUNICIPALITIES OF ALBERTA	061343	PAYMENT OFFICE SUPPLIES, WHITEOUT C	24.81	24.81
20180239	2018-05-16	SKRLIK, EDWARD JOSEPH	MAY 2018	PAYMENT MPC MEETING	75.00	75.00
20180240	2018-05-16	VALLEY PRINTERS LTD.	10466 10659	PAYMENT 10 ANNIVERSARY BANNERS STAFF PARKING SIGNS	803.80 111.42	915.22
20180241	2018-05-16	VELOCITY ENGINEERING INC.	1581	PAYMENT ROAD IMPROVEMENTS 2018	3,098.55	3,098.55
20180242	2018-05-17	ATCO ELECTRIC	1015 May 2018	PAYMENT ELECTRICITY LIGHTS	19.99	19.99
20180243	2018-05-17	DIRECT ENERGY	5476 May 2018	PAYMENT ELECTRICITY 97 STREET LIGHTS	212.52	212.52
20180244	2018-05-17	NAMPA AUTO & FARM SUPPLY	157462	PAYMENT HOSE CLAMP/AIR FILTER/CALIPI	433.53	433.53
20180245	2018-05-17	TELUS COMMUNICATIONS INC.	0918 May 2018 4642 May 18 4685 May 2018 8852 May 18 9534 May 2018	PAYMENT MUSEUM TELEPHONE OFFICE TELEPHONE PW TELEPHONE FAX LINE FIRE DEPT TELEPHONE	105.56 200.68 115.59 96.06 95.06	612.95
20180246	2018-05-17	TELUS MOBILITY INC.	9618 May 18	PAYMENT CAO CELL PHONE	100.94	100.94
20180247	2018-05-29	ATB FINANCIAL MASTERCARD	Apr 16 Apr 25 april 25 May 10 May 11 May 2/18 May 3 may 3, 2018 May7	PAYMENT COFFEE SUPPLIES P/W ADMIN DAY CLEANING SUPPLIES PAPER TOWEL MUSEUM REPLACE TREE AT CIVIC CENTE INTERNIC - VILLAGE DOMAIN GIFT CARD ED GIFT CARDS ED & DALE PW COFFEE SUPPLIES	71.33 59.83 43.45 17.71 104.99 20.95 100.00 200.00 50.05	668.31
20180248	2018-05-29	DIRECT ENERGY	0371 may 18 6189 May 18 6577 May 18 6932 May 18 7641 may 18 7960 may 18 7971May 2018	PAYMENT OLD OFFICE ELECTRICITY ELECTRICITY FIRE HALL TENNIS CRTS ELECTRICITY SEWER LIFT ELECTRICITY BALL DIAMONDS ELECTRICITY CIVIC CENTER ELECTRICITY STREET LIGHTS	116.14 281.82 87.38 558.76 19.89 1,319.08 2,367.51	4,750.58
20180249	2018-05-29	NAMPA AUTO & FARM SUPPLY	158799	PAYMENT AIR CLEANER/FILTER MUSEUM	84.61	84.61
20180250	2018-05-29	TELUS MOBILITY INC.	2734 may 18	PAYMENT PW CELL PHONE	78.11	78.11
20180251	2018-05-29	ALFRED, MELANIE	May 2018	PAYMENT JANOTIORIAL FOR MAY	275.00	275.00
20180252	2018-05-29	CANADIAN LINEN AND UNIFORM	3866 Mus	PAYMENT MTH MAT RENTAL	78.81	342.85



VILLAGE OF NAMPA

Page 3 of 4

Cheque Listing For Council

2018-Jun-13
10:39:29AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20180252	2018-05-29	CANADIAN LINEN AND UNIFORM	6541 7836 Mus 7839	MTHLY MAT RENTAL VON MTHLY MAT RENTAL MUSEUM MTHLY MAT RENTAL VON	81.95 89.46 92.63	342.85
20180253	2018-05-29	CARIBOU CRESTING (1991) LIMITED	71398	PAYMENT CAM RETIREMENT GIFT	115.45	115.45
20180254	2018-05-29	CROWLEY, MARY	May 2018	PAYMENT MTHLY JANITORIAL MUSEUM	237.50	237.50
20180255	2018-05-29	MIGHTY PEACE TOURIST ASSOCIATION	469	PAYMENT COLLECTING GST ON PRV INVO	83.27	83.27
20180256	2018-05-29	NAMPA AUTO GLASS	16055	PAYMENT WINDSHIELD REPLACEMENT GF	194.22	194.22
20180257	2018-05-29	NORTHERN SUNRISE COUNTY	8786 8786-1 8787	PAYMENT PRINCIPAL PYMT CIVICE CENTE INTEREST CIVIC CENTER GARBAGE PICK UP MARCH & AP	29,417.37 5,246.20 4,000.00	38,663.57
20180258	2018-05-29	NOVAK, CHERYL	MAY 18 MAY 2018	PAYMENT MTHY COUNCIL HONORARIUM TRAVEL COUNCIL	1,325.00 90.00	1,415.00
20180259	2018-05-29	RUEL'S CONCRETE LTD.	24929	PAYMENT 4 SPEED BUMPS	1,323.00	1,323.00
20180260	2018-05-29	SKRLIK, PERRY	MAY 2018	PAYMENT MTHLY COUNCIL HONORARIUM	500.00	500.00
20180261	2018-05-29	TREES & LILLY'S	330975	PAYMENT HANGING BASKETS	882.00	882.00
20180262	2018-05-29	VALLEY PRINTERS LTD.	10770	PAYMENT SANDWICH BOARD 60TH ANNIVI	154.78	154.78
20180270	2018-05-31	GIRARD, CAMILLE				
20180271	2018-05-31	Roshuk, Dianne G				
20180272	2018-05-31	MATIASIEWICH, SHIRLEY A				
20180273	2018-05-31	SURMAN, STEVE C				
20180274	2018-05-31	BOUCHARD, GISELE				
20180275	2018-05-31	ARNDT, WILLIAM				
20180276	2018-05-31	DIFFERENZ, RHIANNA C				
20180277	2018-05-31	CHENARD, ANGELE L				
20180278	2018-06-04	IWANTWIRELESS CA LTD	46993	PAYMENT INTERNET - MUSEUM MAY & JUN	104.90	104.90
20180279	2018-06-04	LOCAL AUTHORITIES PENSION PLAN	MAY 31 2018	PAYMENT LAPP DEDUCTIONS MAY 2018	5,242.32	5,242.32
20180280	2018-06-04	RECEIVER GENERAL - PAYROLL	2018 MAY	PAYMENT PAYROLL DEDUCTIONS MAY 201	9,964.34	9,964.34
20180281	2018-06-06	DIRECT ENERGY	6792 june 18 7130 june 18 8666 june 18	PAYMENT GAS OLD OFFICE GAS SEWER LIFT GAS FIRE HALL	68.87 68.87 113.04	250.78
20180282	2018-06-06	TELUS COMMUNICATIONS INC.	4468 june 18 4642 june 18 7953 june 18 9885 june 18	PAYMENT PHONE PUBLIC WORKS PHONE OFFICE PHONE FIRE HALL PHONE FAX	117.11 200.61 95.06 95.18	507.96
20180283	2018-06-07	NAMPA AUTO & FARM SUPPLY	159415	PAYMENT MOWER BLADES/OIL/FILTER/DEI	1,338.99	1,338.99



VILLAGE OF NAMPA

Page 4 of 4

Cheque Listing For Council

2018-Jun-13
10:39:29AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20180284	2018-06-07	BULFORD, QUINTON	MAY 2018	PAYMENT MAY'S MTHLY HONORARIUM	525.00	525.00
20180285	2018-06-07	GOVERNMENT OF ALBERTA, PROVINCIAL ASSE	2018	PAYMENT DI PROPERTY REQUISITIONS 20	539.28	539.28
20180286	2018-06-07	HOME HARDWARE	909261	PAYMENT PAINT PICNIC TABLES	42.76	42.76
20180287	2018-06-07	HULA HOOP CIRCUS	025-18	PAYMENT DEPOSIT FARMERS FAY EVENT	185.06	185.06
20180288	2018-06-07	NAMPA AUTO GLASS	16030	PAYMENT GLASS ON BACK HOE	121.90	121.90
20180289	2018-06-07	NORTH PEACE HOUSING FOUNDATION	JUNE 18	PAYMENT NPHF REQUISITION	5,391.39	5,391.39
20180290	2018-06-07	NORTHERN SUNRISE COUNTY	8863 8870	PAYMENT NASON SCADA SERVICE ANNUA EMERGENCY SERVICES FEE AN	262.50 25,000.00	25,262.50
20180291	2018-06-07	PETTY CASH	JUNE 18 JUNE 2018	PAYMENT WATER OFFICE POSTAGE	10.00 71.05	81.05
20180292	2018-06-07	RECEIVER GENERAL	623107737 JUN	PAYMENT GARNISHEE	875.39	875.39
20180293	2018-06-07	SHELLEY'S STATIONERY	048	PAYMENT STAMPS	267.75	267.75
20180294	2018-06-07	VITAL EFFECT INC	3954	PAYMENT MTHLY WEB HOSTING	40.95	40.95
20180295	2018-06-07	HULA HOOP CIRCUS	025-18 - 2	PAYMENT FARMERS DAY	555.19	555.19
20180296	2018-06-07	IN THE ZONE PARTY RENTALS	02415	PAYMENT FARMERS DAY	3,020.85	3,020.85
20180297	2018-06-07	MECHELLE ABRAM	JUNE 18	PAYMENT FARMERS DAY	750.00	750.00

Total 176,446.76

*** End of Report ***



Chief Administrative Officer Report

6.2

May 8, 2017 – June 19, 2018

May 8 - Regular Council meeting

May 11 - MMSA Planning & Development 101 Seminar in Peace River

May 28 - June 1 - Personal leave

June 11- ICF meeting

June 15 - Vacation Day

June 19 - Public Hearing and Regular council meeting

Administration has been speaking with MMSA about doing a Park Plan Design for the Mill Brown Park area. I would like approval from council to proceed, this will most probably be a plan that will be done in stages, with first stage costs included in the 2019 budget.

At our ICF meeting on June 11, it was brought to our attention that we need to have an Economic Development Plan & Marketing Strategy Plan in place for the Village as per requirement changes to the MGA. Council needs to decide how they would like to proceed with this.

Delivered cake to Seniors Drop In Centre on May 13 for Seniors Supper, Village provides the dessert for this event



6.4

Mayor/Deputy/Councillor Reports June 2018

Mayor Skrlik

Deputy Mayor Butz

Councillor Novak

Councillor Bulford

Councillor Matiasiewicz

2018 JULY

6.5 Council Calendar

SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17 Regular Council Meeting	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11



7. CORRESPONDENCE

Village of Nampa (Dianne Roshuk)

7.1

From: Alana Bergeron <abergeron@peaceriver.ca>
Sent: May 10, 2018 11:25 AM
Subject: 2016 Early Development Instrument Report
Attachments: EDI Report .pdf; EDI Presentation.pptx; NWP_What_We_Do.pdf

Good Morning,

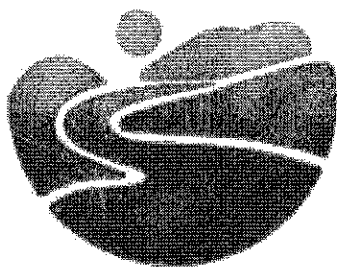
I am the Project Coordinator for the Northwest Peace Early Childhood Coalition. The Coalition's mandate is to increase awareness of services and connect parents, caregivers and service providers with research-based developmentally appropriate information. We focus on children from the ages 0 - 6 years old. We work closely with the Government through the Early Childhood Coalition of Alberta (ECCA). In 2016 Albertan children were tested for Kindergarten readiness. This study has been recently published by ECCA and we would like to share our community results with you. There is very valuable information in this study that could be used for grant opportunities.

I have attached for you to share with Administration and Council the 2016 Early Development Instrument Report, an EDI presentation and a document on the Northwest Peace Early Childhood Coalition. We always encourage membership within Municipalities. If you have anyone from Administration or Council that would like to become a member, please forward my information to them. Our next meeting is on May 28th at the Town of Peace River Community Services Office from 1:30pm-3:30pm.

For more information I can be contacted via email or at 780-624-1000. Or you can always visit our website at <https://peaceriver.ca/community-services/fcss/ecd/>.

Thanks,
Alana

Alana Bergeron
Volunteer Resource Coordinator &
Northwest Peace Early Childhood Coalition Coordinator

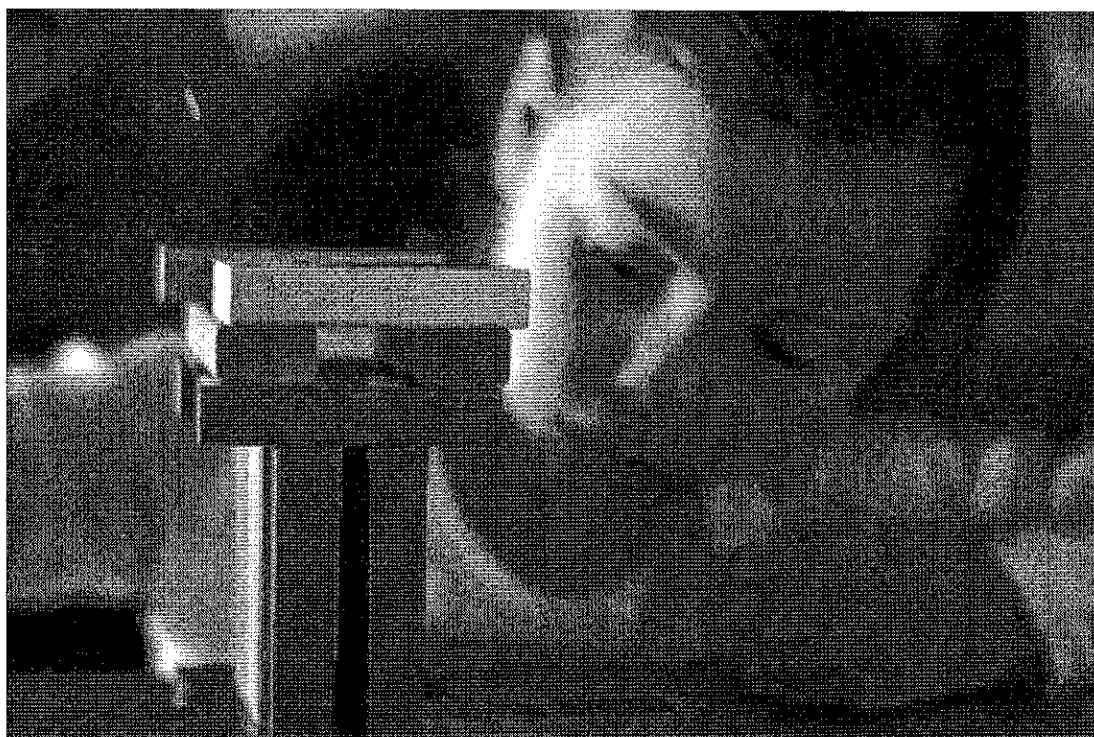


TOWN OF
PEACE RIVER
ALBERTA

Box 6600, 9911 - 100 Street, Peace River, AB T8S 1S4

**Alberta
Early Development Instrument
Community Profile Report
2016 Data Collection**

Northwest Peace



Acknowledgement

We wish to extend our greatest appreciation to all of our partners for their hard work and commitment to the Alberta Early Development Instrument (EDI) Program. A very special thank you to the Early Childhood Coalitions of Alberta as well as Family and Community Support Services Association of Alberta (FCSSAA) and their support staff for everything they do to support dissemination of these reports throughout Alberta's local communities.



To all of the incredible teachers who have committed their time and energy to filling out EDI questionnaires, we express our sincere gratitude. Without you, none of this would be possible.

The Community Profiles use currently available 2016 EDI data. The information could be updated or new information could be added as it becomes available.

For more information, please contact Alberta Connects

<https://informalberta.ca/public/service/serviceProfileStyled.do?serviceQueryId=1049614>

Contributors *(Alphabetic by Family Name, within Branch/Organization):*

Jennifer Bian - *Analytics and Performance Reporting; Alberta Health*

Gary Gilham - *Analytics and Performance Reporting; Alberta Health*

Katherine Lyman - *Analytics and Performance Reporting; Alberta Health*

Dan Metes - *Analytics and Performance Reporting; Alberta Health*

Mengzhe Wang - *Analytics and Performance Reporting; Alberta Health*

Susan Nolt - *Health and Wellness Promotion; Alberta Health*

Dori Wearmouth - *Health and Wellness Promotion; Alberta Health*

Introduction

The Importance of the Early Years

Healthy child development has been identified by both the World Health Organization and the Public Health Agency of Canada as a powerful social determinant of lifelong health and well-being. The foundation of lifelong health is shaped from the earliest days of life. Early childhood is the period from conception to six years of age when significant development occurs across a range of skill areas including: physical (motor), speech and language, social and emotional, and cognitive and intellectual abilities. Brain architecture can change throughout life; however, in-utero and during the early childhood period, brains are the most sensitive to positive and negative experiences.

Our children's experiences and environment help shape the brain architecture - for better or worse. Early positive experiences are important for healthy development, while early negative environments such as chronic exposure to toxic stressors disrupt healthy development.

The information collected through the EDI supports our understanding of the current state of children's developmental health and facilitates informed decision-making, locally and provincially, that supports positive change for children's developmental trajectories.

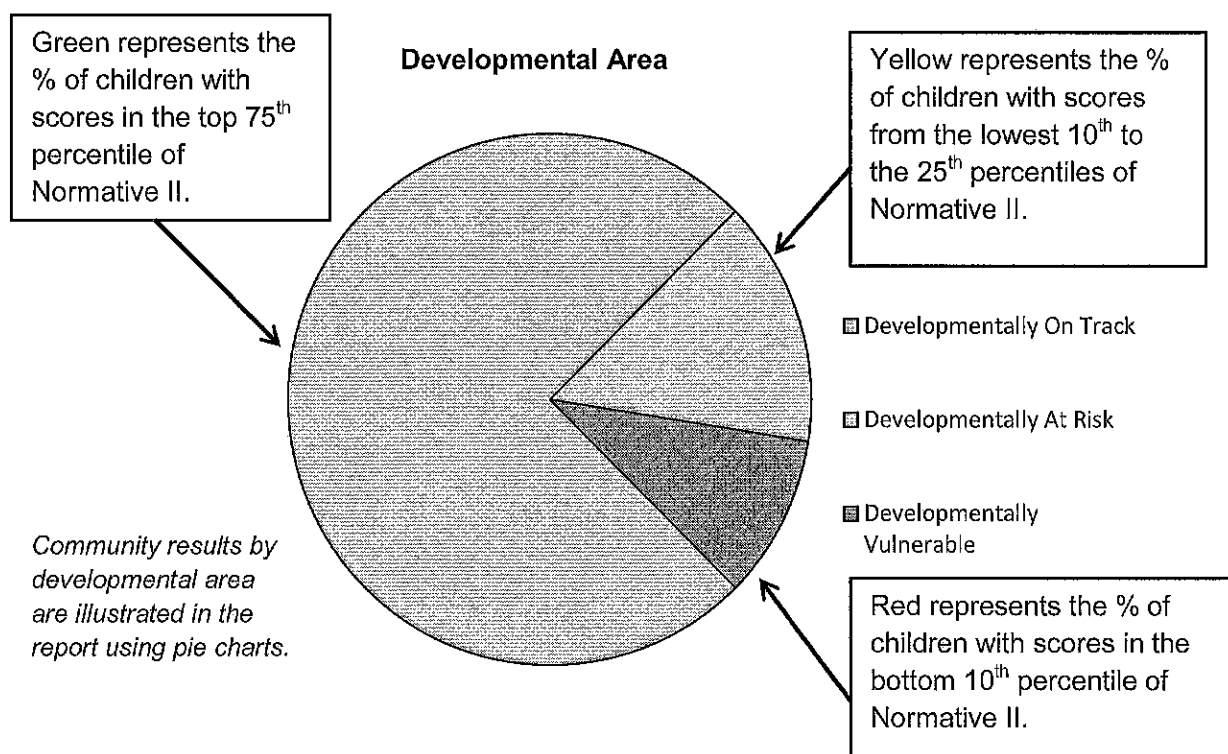


Interpreting Results

EDI data is collected using the Early Development Instrument, a tool to assess children's level of development in their pre-school years. The tool was developed at the Offord Centre for Child Studies at McMaster University. The EDI questionnaire is completed by their teachers, for children attending kindergarten.

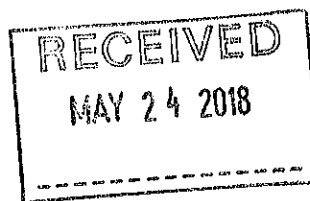
Using the teacher's responses, each child is given a score between 0 and 10 for each of the five domains (developmental areas). These individual scores are aggregated and children's scores are assessed as groups at a community and sub-community level. The group's average score is then calculated for each of the five developmental areas. Groups with higher average scores are doing comparatively better; while groups with lower average scores indicate possible concerns.

EDI results shown in this Community Profile Report are calculated using percentiles. The average EDI scores for each developmental area are divided into categories representing the highest scores to the lowest scores in the community. The cut-off for each group is based on a Canadian wide sample referred to as Normative II.



May 22, 2018

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



7.25

Alberta
Recreation & Parks
Association

Dear Mayor Skrlík and all Members of Council;

Subject: 2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop "Partners in Progress"

I am writing to you on behalf of the Alberta Recreation & Parks Association (ARPA) to invite you to our Annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 25, 2018 to Saturday, October 27, 2018.

In 2016, our conference was also held in Jasper and it was attended by 525 delegates, of which more than 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-third year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2018 conference program has been informed and influenced by comments and suggestions from the 2017 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues from across the province in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program will reflect the goals of the **Framework for Recreation in Canada - Pathway to Wellbeing** that has been endorsed by every province and FCM and supported by the Government of Canada as well as active Alberta and the **Parks for All** framework document that was released in January 2018.

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

Yours sincerely,

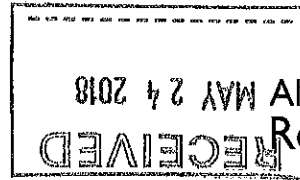
A handwritten signature in black ink, appearing to read "Susan Laurin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Susan Laurin
President

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

May 22, 2018

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



Dear Mayor Skrlík and all Members of Council;

**Subject: Alberta Recreation and Parks Association and the Government of Alberta
Honour Outstanding Work in your Community**

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

Award recipients will be honoured in front of 500 delegates at the President's Awards Banquet on Saturday, October 27th, 2018, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Award program

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, the program is presenting the Group Spirit of Community Leadership, Professional Leadership and Elected Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

Alberta Recreation and Parks Association's Award

The A.V. Pettigrew Award honours communities or organizations that have made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards

The Government of Alberta Volunteer Recognition Awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on any of the above awards and to submit a digital nomination form.

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

Yours sincerely,

Susan Laurin
President

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

The Report

The EDI Community Profile Report (CR) provides local policymakers and key stakeholders with local-level information on children's developmental outcomes during the kindergarten year. The CR provides information on children's development by community and can be used with other information to explore possible factors contributing to the observed outcomes in children. For the purpose of this CR, communities and sub-communities are based on pre-existing local geographic boundary identified by the community. A map which shows the boundaries for the community and its sub-communities (if applicable) is provided on the next page. Sub-communities are labelled by letter alphabetically (A, B, C, etc.).

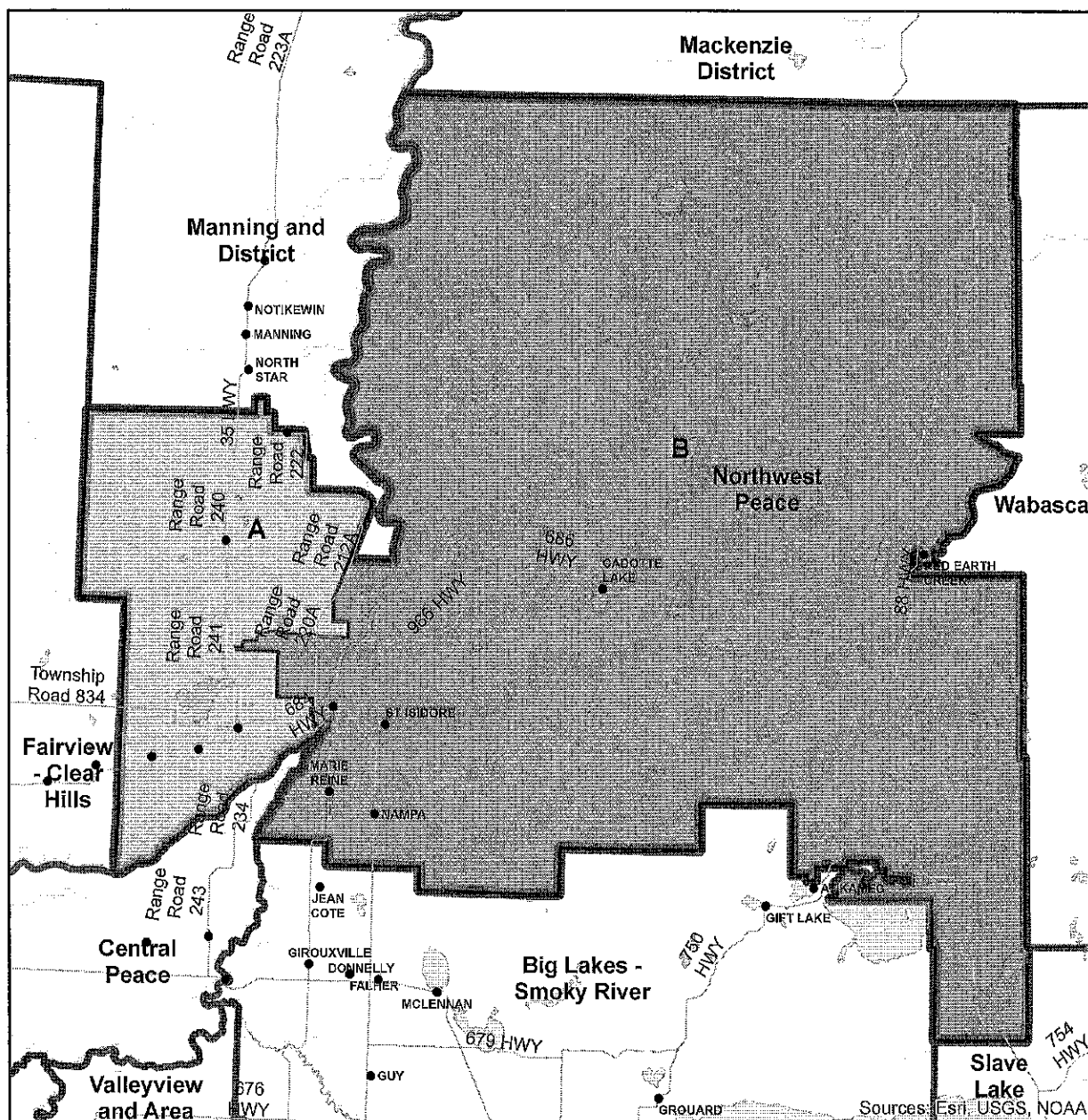
The CR is designed to mobilize and engage local leaders around a data-driven and action-oriented process to inform local planning and improvement activities. It helps early childhood stakeholders look back to assess how to support development for the youngest citizens of the community and to look forward to create community action plans that engage all community members in supporting children to succeed in the early years, throughout the school years and beyond. Over time, the data in the CR can be tracked to help assess the impact of past initiatives and investments made on behalf of young children and families and to demonstrate the importance of sustaining resources dedicated to early childhood.

Additional Information and Resources on the EDI in Alberta can be found on the Early Childhood Coalitions of Alberta website at <http://ecdcoalitions.org>

For information on how the EDI has been used in Canada, visit the websites at the Offord Centre for Child Studies at <http://www.offordcentre.com/> and the Human Early Learning Partnership (HELP) at <http://www.earlylearning.ubc.ca>.



Northwest Peace Community & Sub-Community Coalition Map



Legend

- Municipalities
- AB Major Roads & Highways
-  Lakes & Rivers
-  Highlighted Community
-  Community Coalition Boundaries

0 10 20 40 60 Km



Prepared by the Analytics and Performance
 Reporting Branch, Alberta Health

2016 EDI Collection at a Glance for Northwest Peace

In 2016, 111 EDI questionnaires were collected. Of those, 2 children have special needs status (diagnosed disability or delay that requires special assistance) and were not included in this report. Results for children with diagnosed special needs are analyzed separately at the provincial level only. An additional 14 EDI questionnaires have been removed from the community analysis due to not meeting the criteria for inclusion, (i.e. missing data, under one month in the classroom, etc.). The CR for Northwest Peace includes 0 EDI questionnaires completed on children for whom English is a second language.

The average EDI scores for each developmental area are divided into the following categories representing the highest to the lowest scores in the community and province:




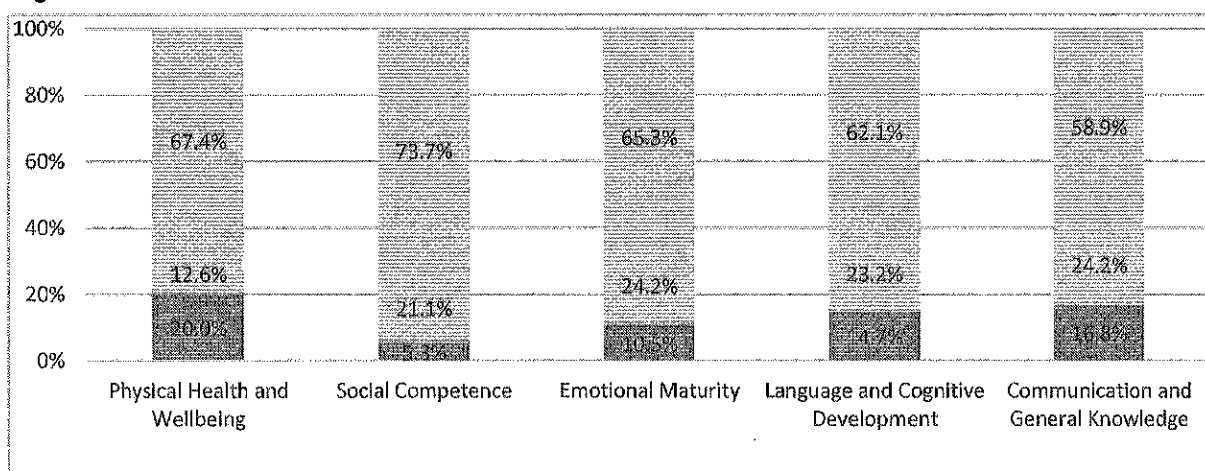
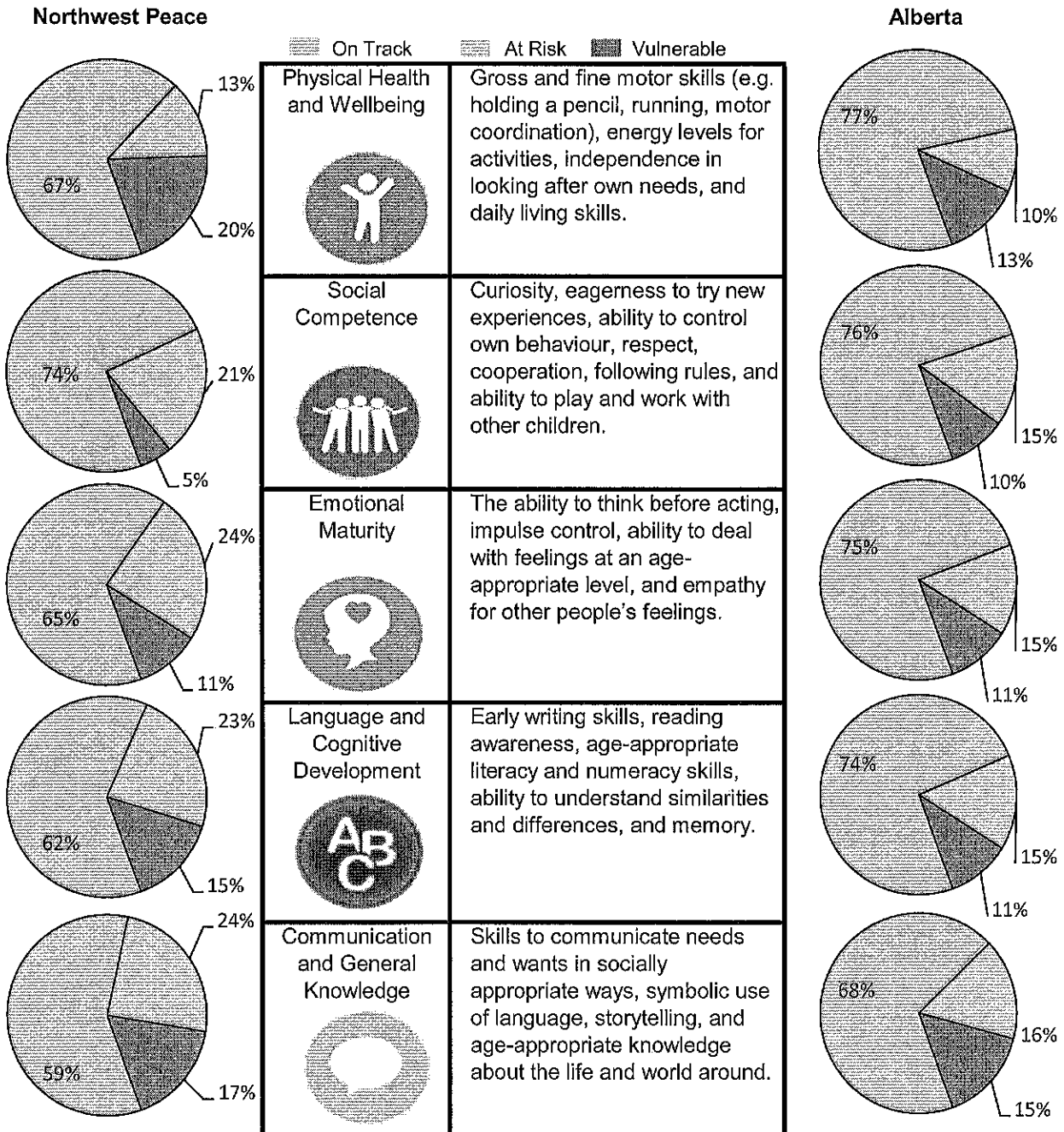
 On Track Children scoring in the top 75 percentile of the comparison population (Canadian Normative II). This represents scores that are as expected or higher than expected for their age.	 At Risk Children scoring from the lowest 10th to the 25th percentiles. These scores are lower than expected for children at that age suggesting this group is at risk for continuing on a low achievement and health trajectory.	 Vulnerable Groups of children who score below the 10th percentile, and are considered vulnerable for problems in later childhood.
---	--	---

Figure 1: Northwest Peace - All five domains



Participation rates of school authorities varied across Alberta communities for the 2016 collection. EDI results are more representative for communities with higher levels of participation, therefore we encourage communities to consider the number of EDI questionnaires analyzed as well as the estimated number of kindergarten aged children residing within community boundaries. Use discretion when interpreting the EDI results.

Results for each area of development are shown below with the community's results to the left and Alberta's results shown on the right side of the page. When reviewing your community's results in the different areas of development, it is important to keep in mind that they are interdependent and each contributes to a child's overall development.

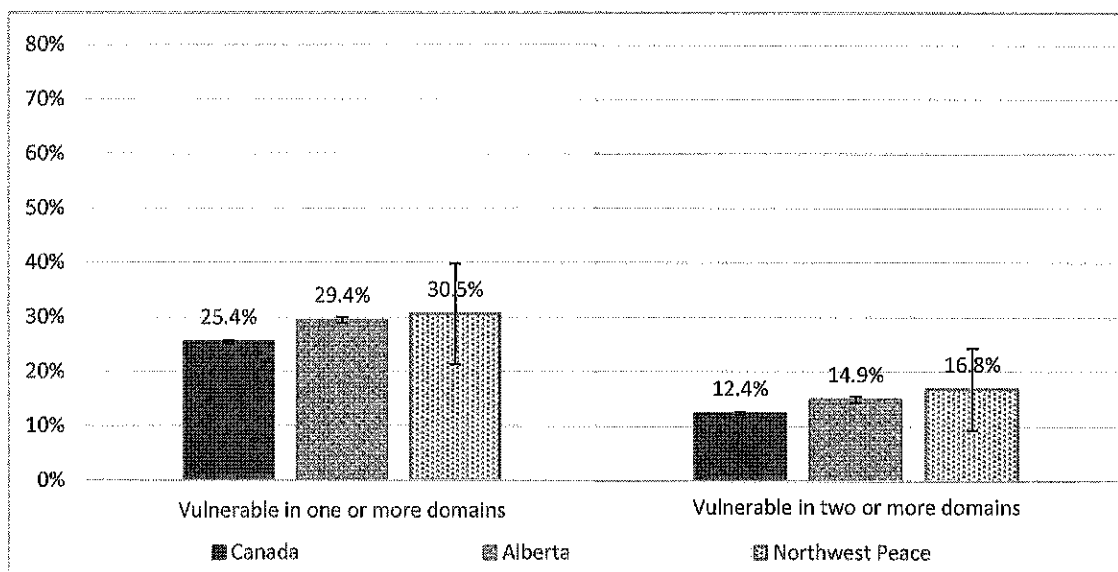


Vulnerability

A child is considered vulnerable when his or her EDI score for an area of development is equal to or lower than the score corresponding to the 10th percentile of the Canadian Normative II for that area of development. The Canadian Normative II is based on a Canada wide sample of over 174,799 children. Children who are vulnerable in areas of early development are more likely to face challenges in school learning than those who are not vulnerable. A lower percentage of children considered vulnerable is a positive indicator of healthy development at age 5.

Figure 2 (below), shows a comparison of Northwest Peace, Alberta, and Canada's Normative II results for children vulnerable in at least one or at least two developmental areas.

Figure 2: Vulnerability in one or more, and two or more domains.

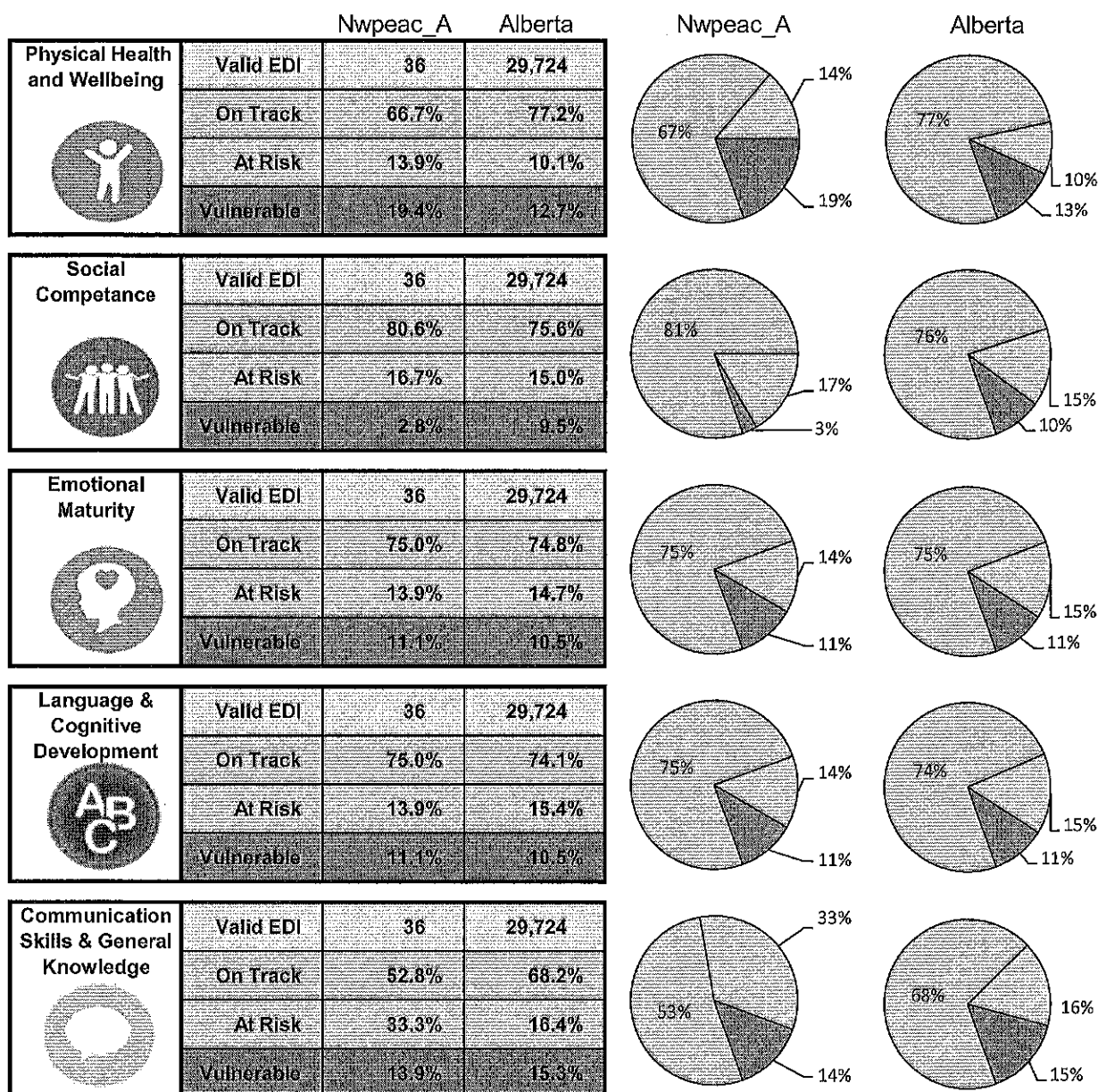


The rate of developmental vulnerability on one or more EDI domains for Northwest Peace is 30.5%, which is 1.1% higher than Alberta's rate.

Confidence intervals in the graph are calculated based on observed percentage and sample size. Results from a small sample size will be less stable, and therefore will show wider confidence intervals. If the confidence interval is wide and the same questionnaire was done again, there could be great variability in the results. When confidence intervals are small, upon repeated testing, one would expect the results to be similar (and fall somewhere within the illustrated confidence interval).

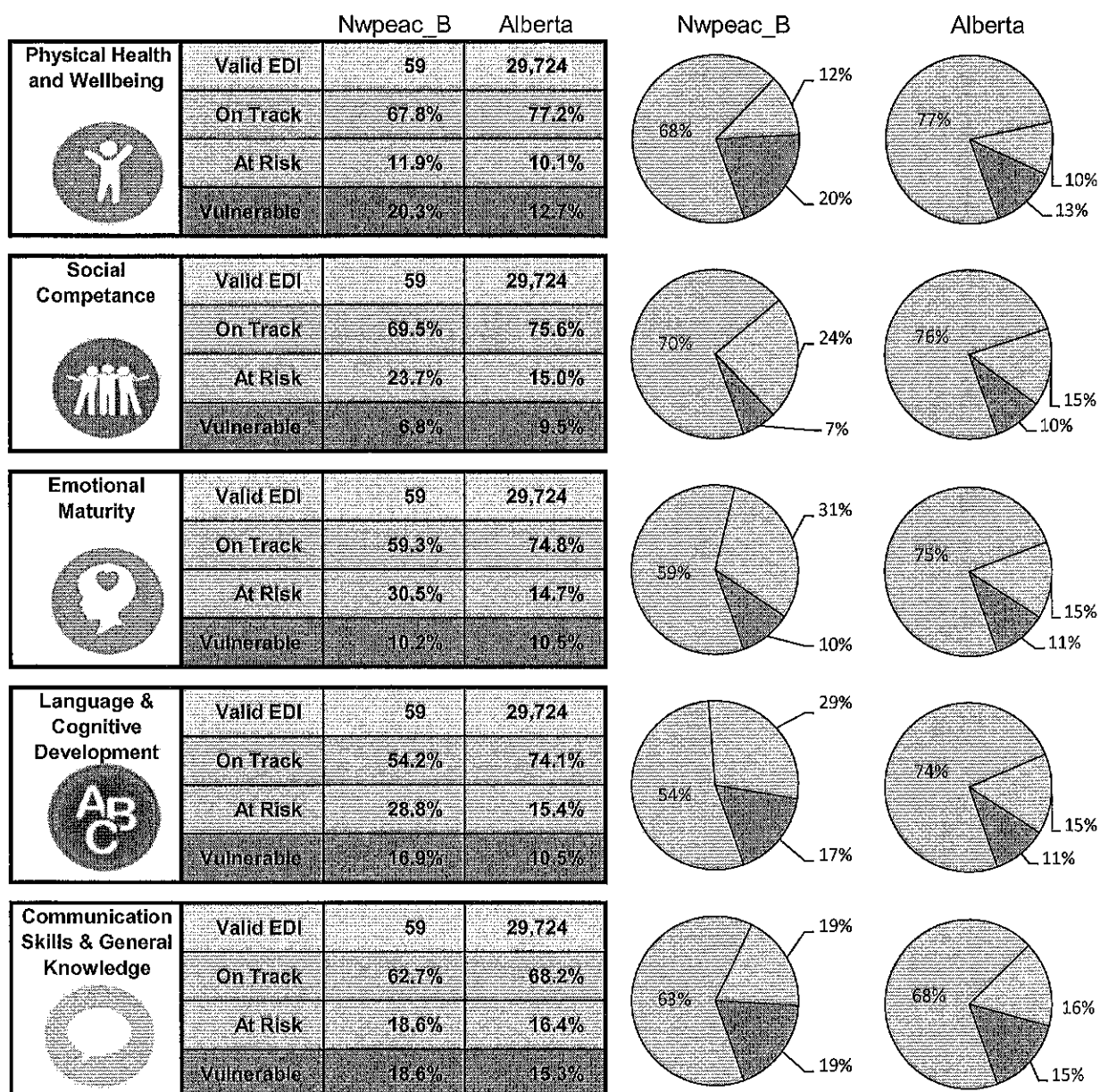
Comparison of Alberta to Subcommunity by Development Area

Sub-community boundaries were developed by communities and differ based on decisions made by communities during the Early Childhood Mapping Project (2009-2013). Sub-communities further break down the aggregated data to provide a more geographically detailed picture of early development. Sub-communities are represented by letters and their boundaries are illustrated in the community boundary map provided on page 5 of the Community Report.



Comparison of Alberta to Subcommunity by Development Area

Sub-community boundaries were developed by communities and differ based on decisions made by communities during the Early Childhood Mapping Project (2009-2013). Sub-communities further break down the aggregated data to provide a more geographically detailed picture of early development. Sub-communities are represented by letters and their boundaries are illustrated in the community boundary map provided on page 5 of the Community Report.





Northwest Peace Early Childhood Coalition

The Northwest Peace Early Childhood Coalition serves Peace River, Grimshaw, Berwyn, Brownvale, Dixonville, St. Isidore, Nampa, Reno, Red Earth Creek and surrounding areas. We work collaboratively to leverage our collective strengths, resources and wisdom to increase the capacity of individuals and communities to support children in their early years. We act as a catalyst in working with families, community members, early childhood development experts, governments to facilitate the development and implementation of strategies that promote healthy early childhood development.



Northwest Peace
Early Childhood Coalition

Our Vision

To increase awareness of services and connect parents, caregivers and service providers with research-based developmentally appropriate information.

WHY WE DO WHAT WE DO

Early childhood experiences impact lifelong outcomes. Positive early childhood experiences increase educational outcomes and high school completion. Improve health and social outcomes and contribute to the economic well-being of our community and the province.

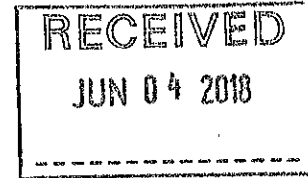
WHAT WE DO

- Coalitions raise awareness, build collaborative relationships and leverage multiple resources to increase the capacity of individuals, families and communities to best meet the needs of young children.
- Coalitions provide programs and workshops to parents and professionals.
- Coalitions develop projects and initiatives to increase awareness for early education and connect communities with resources.
- Coalitions have a broad and informative social media reach.
- Coalitions collaborate with various community partners to support relevant and important activities.
- Coalitions disseminate provincial EDI data to their respective communities.
- Coalitions attend community events to promote the importance of early education.
- Coalitions connect parents/caregivers to local resources.
- Coalitions offer networking opportunities for agencies.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*



AR93652

May 29, 2018

His Worship Perry Skrlík
Mayor
Village of Nampa
PO Box 69
Nampa AB T0H 2R0

Dear Mayor Skrlík,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).

Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

cc: Dianne Roshuk, Chief Administrative Officer, Village of Nampa

Appendix A

Village of Nampa

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$151,983
	MSI Capital Component	\$130,143
	BMTG Component	\$21,840
	Operating Funding	\$20,711
	Total MSI	\$172,694
Gas Tax Fund (GTF)		\$50,000

Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.

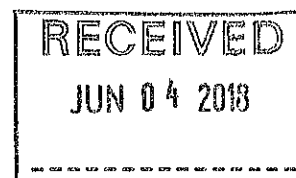


8301 - 110 Street
Grande Prairie, AB
T8W 6T2

(780) 538-4656
FAX (780) 539-5285

May 31, 2018

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



Dear Mayor Skrlik:

Enclosed are copies of the Peace Library System's 2017 Annual Report for distribution to your Council members. Also included in this package is a copy of Peace Library System's 2017 Audited Financial Statement for your files. Both were adopted by the System's Board of Directors at its May 26, 2018 meeting.

In 2017 Peace Library System (PLS) focused on activities to support the goals in its *2016-2018 Plan of Service*. These included a focus on digital literacy training for library staff and a fall marketing campaign to promote public libraries across the region. Libraries received strong support for technology and library operations from PLS staff. Residents continued to borrow thousands of print and AV materials from across the province, and made good use of specialized digital resources and eBooks. In fact, the use of Ancestry – a popular genealogy resource – increased by 63 per cent between 2016 and 2017. A new resource called *Lynda.com* was launched in October to give area residents access to thousands of video tutorials relating to business, technology and general interest.

PLS was pleased to receive grant funding from Alberta Municipal Affairs for two very important initiatives. One grant was used to expand services to Indigenous communities. As a result of this grant, member libraries added new resources to their collections and planned new programs and services to attract Indigenous patrons. A second one-time grant was received to upgrade the headquarters building over a three-year period. This funded an emergency roof repair late in the year.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Veronica Bliska".
Veronica Bliska,
Chair

Enclosures

BOARD MEMBERS

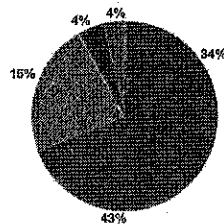
(as at December 31, 2017)

JURISDICTION	REPRESENTATIVE
Town of Beaverlodge	Gena Donas
Village of Barwyn	Lisa Johnson
Big Lake County	Lorrie Shain
Big Horn County	Giselle Parson
Clear Hills County	Peter Elvst
Village of Bonnyville	Vacant
MD of Calgary No. 136	Ray Skrupnik
Town of Fairview	Nicole Halverson
Town of Falher	Lindsay Brown
Town of Fox Creek	Brenda Burridge
Village of Girouxville	Vacant
Grande Prairie Public Library	Johnny Brown
City of Grande Prairie	Chris Thompson
County of Grande Prairie #1	Linda Waddy
MD of Greenview No. 18	Roxie Platt
Town of Grimshaw	Dennis Sukeroff
Town of High Level	Beth Oltis
Town of High Prairie	Dorinda Dymkowski
Village of Hines Creek	Carlie Zavisla
Village of Hythe	Lyle Stos
MD of Lesser Slave River No. 124	Brad Pearson
Town of Manning	Auril Doll
Town of Metchikan	Philippa O'Mahony
Village of Nampa	Cheryl Nevak
County of Northern Lights	Barbara Halabisky
North Star-Sunshine County	Carolyn Kolobawa
MD of Opportunity No. 17	Brendan Powell
Baddeley Prairie Mantis Settlement	Pete Noskov
MD of Peace No. 138	Veronica Bliska, Chair
Town of Peace River	Elaine Manitz
Town of Rainbow Lake	Chris Mitchell
Village of Rycroft	Robert Dreger
Saddle Hills County	John Mann
Town of Sexsmith	Chillon Fosholick
Town of Slave Lake	Joy McGregor
MD of Smoky River No. 100	Rachael Johnson
MD of Spirit River No. 189	Elaine Garrow
Town of Spirit River	Harry Byle
Town of Valleyview	Tanya Borman
Town of Wainwright	Anna Underwood

*Executive Committee Members

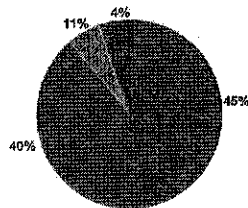
2017 FINANCIALS

Revenue - \$3,110,734



- Member Municipalities
- Province of Alberta
- Library Board Allotments
- School Contracts
- Other

Expenditures - \$2,995,378



- Services to Members
- Staffing
- Building & Capital
- Administration

The 2017 audit was conducted by the Fulcrum Group. A copy of the complete audited statement is available on request.

2017 ANNUAL REPORT

At the mid-way point in its 2016-2018 Plan of Service, Peace Library System (PLS) continued to support its member libraries strategically. Digital literacy for library staff was a high priority, the Digital Learning and Outreach Librarian offered 60 webinars and made 44 on-site visits. PLS launched Get Going at Your Local Library, a fall campaign to raise awareness of the great public library services across our region. Library service was strengthened through library visits by PLS staff, training sessions and program support, and behind the scenes work on the IT network and library websites.

A special provincial grant made it possible for PLS and its member libraries to implement new programs and services and update library collections to attract Indigenous patrons and raise awareness of Indigenous culture. A new provincial grant for infrastructure improvements funded a partial (emergency) roof replacement and allowed PLS to strategically plan facility upgrades for 2018 and beyond.

These initiatives were made possible as a result of strong municipal and provincial support, and highlight the power of regional collaboration and cooperation. We look forward to continued success in 2018.

Veronica Bliska, Chair
Peace Library Board

Connecting Libraries, People & Resources

Proudly serving residents of northwestern Alberta



8301-110 Street, Grande Prairie, AB T6W 6T2
Phone: 780-538-4656 or 1-800-422-8875
Fax: 780-539-5285
Website: www.peacelibrarysystem.ab.ca

Veronica Bliska, Chair | vbliska@telus.net
Linda Duplessis, Director | lduplessis@peacelibrarysystem.ab.ca

RESOURCE SHARING

Library Collections

910,670 Items Circulated to 40,000 Patrons
192,848 Items Loaned
206,865 Items Borrowed
95 PLS Blocks Circulated

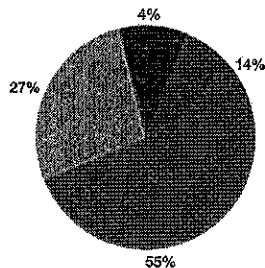
CONSULTING SERVICES

92 In-Person Visits
83 Training Sessions
20 Storytime Kits Created
15 Library Manager Meetings
3 Readings by Author Aaron Paquette

Rural Libraries Conference

Celebrating the Canadian Spirit: Diversity in Libraries

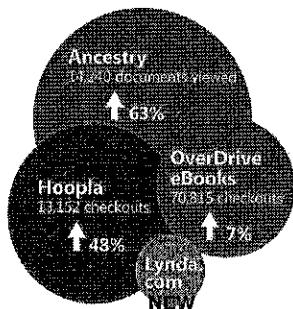
140 Delegates
45 First Timers
28 Sessions
28 Speakers



- Public Library Staff
- Trustees and Councilors
- School Library Staff
- Other

Conference Focus: Indigenous Culture, Reconciliation and Library Services

eResources



TECHNICAL SERVICES

Items Ordered 31,156
Items Catalogued 35,018
Purchasing Value of \$755,648

Van Deliveries 1,932
KM Driven 55,500
Items Delivered 211,450

IT SERVICES

48 In-Person Visits
2,400 Remote Support Sessions

42,755 Visits to PLS Website ↑ 134%

Highlights

Complete network assessment completed; replacement of back-up server hard drives; installation of network security software; website planning in collaboration with Marigold Library System.

Peace Library System Staff

Standing (left to right):
Dennis Sheppard; Rosa-Marie Finch; Janet Ayles; Karen Van der Woerd; Dorothy Tay-Ellingboe; Fred Richard; Emma Stewart; Tora Volkers; Cliff Lesh; Samantha Mercer.

Seated (left to right):
Linda Duplessis; Afrane Dempster; Rae Waniger; Katherine Wiebe; Janet Schultz.

Absent:
Kim Byard; Sheri Goff; Wendy Hodges; Julia Little.



Peace Library System
Financial Statements
December 31, 2017

Peace Library System
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Schedule of Revenues	5
Schedule of Expenditures	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 14



FULCRUM GROUP
CHARTERED PROFESSIONAL ACCOUNTANTS

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

Independent Auditor's Report

To the Board of Directors of
Peace Library System

We have audited the accompanying financial statements of Peace Library System, which comprise the statement of financial position as at December 31, 2017, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independent Auditor's Report, continued

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Peace Library System as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

The balance sheets as at December 31, 2016 and January 1, 2016, and the statements of changes in net assets, operations and cash flows for the year ended December 31, 2016, were audited by the predecessor auditor. The predecessor auditor expressed an unmodified opinion on the financial statements dated March 2, 2017.

Fulcrum Group

Grande Prairie, Alberta
March 8, 2018

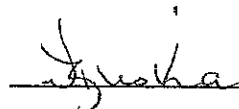
Fulcrum Group
Chartered Professional Accountants

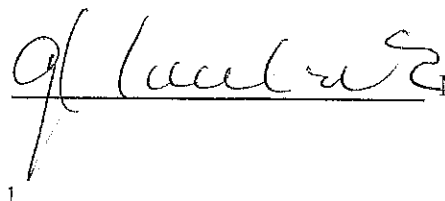
Peace Library System
Statement of Financial Position

As at December 31	2017	2016
Assets		
Current assets		
Cash	\$ 356,510	\$ 508,898
Short term investments (note 3)	1,149,391	173,309
Accounts receivable	24,816	19,481
Inventory	21,459	22,801
Prepaid expenses	102,357	68,217
	<u>1,654,533</u>	<u>792,706</u>
Long-term investments (note 3)	554,773	440,807
Property and equipment (note 4)	679,299	680,781
	<u>\$ 2,888,605</u>	<u>\$ 1,914,294</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 292,658	\$ 154,252
Unearned revenue	-	7,178
Deferred grant revenue (note 5)	938,886	150,080
Unexpended book allotments (note 6)	293,178	348,811
	<u>1,524,722</u>	<u>660,321</u>
Restricted asset grant (note 7)	12,707	18,153
	<u>1,537,429</u>	<u>678,474</u>
Commitments (note 8)		
Net assets		
Operating surplus	68,857	68,857
Equity in property and equipment	666,592	662,629
Reserves (note 9)	615,727	504,334
	<u>1,351,176</u>	<u>1,235,820</u>
	<u>\$ 2,888,605</u>	<u>\$ 1,914,294</u>

See accompanying notes

Approved by the board

 Member

 Member

Peace Library System
Statement of Changes in Net Assets

Year ended December 31, 2017

	2017			
	Total	Operating surplus	Equity in property and equipment	Reserves
Balance, beginning of year	\$ 1,235,820	\$ 68,857	\$ 662,629	\$ 504,334
Excess of revenues over expenditures	115,356	115,356	-	-
Purchases of property and equipment	-	-	29,959	(29,959)
Transfer from reserves	-	24,742	-	(24,742)
Amortization	-	63,160	(63,160)	-
Restricted asset grant	-	(5,444)	5,444	-
Indigenous populations grant asset purchases	-	(31,720)	31,720	-
Transfer to reserves	-	(166,094)	-	166,094
Balance, end of year	\$ 1,351,176	\$ 68,857	\$ 666,592	\$ 615,727

Peace Library System
Statement of Changes in Net Assets

Year ended December 31, 2017		2016		
	Total	Operating surplus	Equity in property and equipment	Reserves
Balance, beginning of year	\$ 1,127,279	\$ 68,857	\$ 709,758	\$ 348,664
Excess of revenues over expenditures	108,541	108,541	-	-
Purchases of property and equipment	-	-	14,004	(14,004)
Disposal of property and equipment	-	(1,075)	(8,925)	10,000
Transfer from reserves	-	17,137	-	(17,137)
Amortization	-	65,788	(65,788)	-
Restricted asset grant	-	(7,780)	7,780	-
Prior year equipment payable paid	-	-	5,800	(5,800)
Transfer to reserves	-	(182,611)	-	182,611
Balance, end of year	\$ 1,235,820	\$ 68,857	\$ 662,629	\$ 504,334

See accompanying notes

Peace Library System
Statement of Operations

<u>Year ended December 31</u>	<u>2017</u> <u>Actual</u>	<u>2017</u> <u>Budget</u>	<u>2016</u> <u>Actual</u>
Revenues, Schedule 1	\$ 3,110,734	\$ 3,083,268	\$ 2,843,768
Expenditures, Schedule 2	<u>2,994,623</u>	<u>3,013,768</u>	<u>2,735,728</u>
Excess of revenues over expenditures from undernoted items	<u>116,111</u>	<u>69,500</u>	<u>108,040</u>
Other income (expense)			
Gain on sale of property and equipment	-	-	1,075
Loss on foreign exchange	<u>(755)</u>	<u>(3,000)</u>	<u>(574)</u>
	<u>(755)</u>	<u>(3,000)</u>	<u>501</u>
Excess of revenues over expenditures	\$ 115,356	\$ 66,500	\$ 108,541

See accompanying notes

Schedule 1
Peace Library System
Schedule of Revenues

Year ended December 31	2017 Actual	2017 Budget	2016 Actual
Municipalities with library boards	\$ 906,773	\$ 910,263	\$ 865,893
Provincial grant - system operating	785,971	788,679	788,679
Library board allotment	410,812	412,393	411,973
Other grants	457,203	309,118	114,883
Municipalities without library boards	152,154	157,375	153,502
Additional funds from libraries	69,511	150,000	199,603
School jurisdictions	127,857	128,612	123,034
Provincial grant - libraries	99,029	99,029	99,028
Summer program materials	-	42,000	-
Webhosting and licensing income	37,987	35,000	-
Conference	17,937	18,000	19,250
Charges for additional funds	2,071	12,000	15,271
Contract services	11,435	11,299	11,299
Interest income	22,142	9,000	16,731
Miscellaneous income	9,852	500	24,622
	\$ 3,110,734	\$ 3,083,268	\$ 2,843,768

See accompanying notes

Schedule 2
Peace Library System
Schedule of Expenditures

Year ended December 31	2017 Actual	2017 Budget	2016 Actual
Amortization	\$ 63,160	\$ -	\$ 65,788
Building repairs and maintenance	212,005	64,760	61,778
Digital resource subscriptions	111,305	127,500	59,146
Freight	3,873	5,300	3,640
Grant fund transfer	102,347	102,925	111,727
Indigenous Populations Grant	205,072	152,500	73,554
Insurance	6,756	6,000	4,040
Interlibrary loan expense	60,123	63,200	50,690
Marketing	18,286	20,000	-
Meetings and workshops	13,448	15,500	12,221
Memberships and subscriptions	10,878	10,990	10,218
Office supplies and equipment	13,899	12,825	11,161
Postage	13,178	12,500	10,330
Printing and promotion	9,995	13,700	8,122
Professional fees	13,920	13,850	13,340
Programming events	38,214	98,880	34,196
Purchases - allotment	549,814	637,210	676,799
Purchases - headquarters	4,305	5,650	4,861
Regional computer network	103,739	128,450	119,704
Salaries and related benefits	1,204,464	1,289,628	1,199,725
Staff development	11,781	8,900	5,044
Supplies - 30th anniversary	-	-	2,452
Telephone	8,731	13,400	8,787
The Regional Automation Consortium (TRAC)	92,843	93,000	85,160
Travel	47,771	45,500	35,179
Trustee expenses and meetings	36,150	38,500	33,838
Utilities	38,566	33,100	34,228
	\$ 2,994,623	\$ 3,013,768	\$ 2,735,728

See accompanying notes

Peace Library System
Statement of Cash Flows

Year ended December 31	2017	2016
Operating activities		
Cash receipts from funding agencies and members	\$ 3,803,807	\$ 2,933,789
Cash paid to suppliers and employees	(2,827,563)	(2,633,745)
Interest income	22,142	16,731
	<u>998,386</u>	<u>316,775</u>
Investing activities		
Purchase of investments	(1,253,576)	(360,549)
Proceeds from maturity of investments	164,481	200,638
Purchase of equipment	(61,679)	(14,004)
Proceeds on disposal of equipment	-	10,000
	<u>(1,150,774)</u>	<u>(163,915)</u>
(Decrease) increase in cash	(152,388)	152,860
Cash, beginning of year	508,898	356,038
Cash, end of year	\$ 356,510	\$ 508,898

See accompanying notes

Peace Library System

Notes to Financial Statements

1. Nature of operations

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

2. Significant accounting policies

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

Accounting estimates

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

Investments

The organization follows the cost method of accounting for its investments.

Inventory

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

Property and equipment

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

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

In the year of acquisition, amortization is applied at half of the normal rate.

2. Significant accounting policies, continued

Impairment of long-lived assets

The organization tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. An impairment loss is recognized when the carrying amount of the asset exceeds the sum of the undiscounted cash flows resulting from its use and eventual disposition. The impairment loss is measured as the amount by which the carrying amount of the long-lived asset exceeds its fair value. Any impairment results in the writedown of the asset and a charge to income during the year. An impairment loss is not reversed if the fair value of the related long-lived asset subsequently increases.

Financial instruments

Measurement of financial instruments

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

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

Financial assets measured at amortized cost include cash, term deposits, accounts receivable, and notes receivable.

Financial liabilities measured at amortized cost include the bank overdraft, the bank loan, accounts payable, amounts due to directors, and officers and long-term debt.

Impairment

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

Foreign exchange

Monetary assets and liabilities of the organization which are denominated in foreign currencies are translated into Canadian funds using the rate as of the balance sheet date. Transactions included in revenue and expenses are translated using the average daily rate.

Peace Library System
Notes to Financial Statements

2. Significant accounting policies, continued

Revenue recognition

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

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

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

3. Investments

Investments consist of Guaranteed Investment Certificates with varying interest rates of 1.66% to 2.37% per annum. Maturing from July 2018 to September 2021. The certificates maturing within twelve months of the year-end have been disclosed as current assets.

4. Property and equipment

	<u>2017</u>		<u>2016</u>	
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>	<u>Net</u>
Buildings	\$ 1,639,096	\$ 1,112,569	\$ 526,527	\$ 548,466
Vehicles	130,801	78,793	52,008	38,572
Furniture and fixtures	463,656	390,986	72,670	66,379
Computer equipment	58,489	30,395	28,094	27,364
	<u>\$ 2,292,042</u>	<u>\$ 1,612,743</u>	<u>\$ 679,299</u>	<u>\$ 680,781</u>

Peace Library System
Notes to Financial Statements

5. Deferred grant revenue

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

	Other grants	Indigenous Populations Grant	Infrastructure Grant	Total
Balance, beginning of year	\$ 39,390	\$ 110,689	\$ -	\$ 150,079
Grants received during the year	9,567	215,445	1,010,000	1,235,012
Revenue recognized	(9,567)	(277,727)	(164,463)	(451,757)
Income earned	-	-	5,552	5,552
	<u>\$ 39,390</u>	<u>\$ 48,407</u>	<u>\$ 851,089</u>	<u>\$ 938,886</u>

6. Unexpended book allotments

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

	2017	2016
Balance, beginning of year	\$ 348,811	\$ 358,028
Local appropriation and school levies allocated to members	454,154	543,305
Additional allotments purchased in the year by members	69,511	199,603
Amounts expended during the year	<u>(579,298)</u>	<u>(752,125)</u>
	<u>\$ 293,178</u>	<u>\$ 348,811</u>

7. Restricted asset grant

	2017	2016
Balance, beginning of year	\$ 18,153	\$ 25,934
Amortized into revenue	<u>(5,446)</u>	<u>(7,781)</u>
Balance, end of year	<u>\$ 12,707</u>	<u>\$ 18,153</u>

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

Peace Library System
Notes to Financial Statements

8. Commitments

The organization's total commitments relate to three IT service leases and a resource sharing agreement as follows:

2018	\$ 49,228
2019	2,712
2020	<u>972</u>
	<u>\$ 52,912</u>

9. Reserves

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

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

	<u>2017</u>	<u>2016</u>
Technology	\$ 176,307	\$ 100,000
Vehicle	64,334	54,334
Furnishing and equipment	50,000	50,000
General building	<u>325,086</u>	<u>300,000</u>
	<u>\$ 615,727</u>	<u>\$ 504,334</u>

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

	<u>Technology</u>	<u>Vehicle</u>	<u>Furnishing and equipment</u>	<u>General Building</u>
Balance, beginning of the year	\$ 100,000	\$ 54,334	\$ 50,000	\$ 300,000
Purchase of equipment	(8,219)	-	(12,776)	(8,965)
Transfer to operating	(15,474)	-	(400)	(8,867)
Transfer from operating	<u>100,000</u>	<u>10,000</u>	<u>13,176</u>	<u>42,918</u>
	<u>\$ 176,307</u>	<u>\$ 64,334</u>	<u>\$ 50,000</u>	<u>\$ 325,086</u>

10. Related party transactions

The organization is a member of The Regional Automation Consortium (TRAC). The organization paid \$92,843 (2016 - \$85,160) to TRAC for regional computer network services. These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

11. Budget amounts

The 2017 budget amounts on the Statement of Operations are presented for information purposes only, are unaudited, and are not covered by the audit report of Fulcrum Group, Chartered Professional Accountants, dated March 8, 2018.

12. Economic dependence

The organization is economically dependent on grants from the Alberta Government and funding from members (2017 - 46%, 2016 - 49% of total revenue).

13. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of financial statements in assessing the extent of risk related to financial instruments.

Fair value

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

Currency risk

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

Interest rate risk

Interest rate risk is the risk that fair values of future cash flows of a financial instrument will fluctuate because of changes in market rates. The organization is exposed to interest rate risk primarily on its investments. A change in interest rate risk would impact cash flows of the organization.

14. Comparative amounts

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



Board Meeting Highlights May 26, 2018

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

The Board reviewed 2017 activities and received the 2017 Annual Report and the 2017 Audited Financial Statements, copies of which will be distributed to councils, library boards, and contracting school divisions.

Colette Poitras, Manager of Indigenous Public Library Outreach for the Public Library Services Branch (PLSB), provided background on PLSB goals to expand services to Indigenous communities in the Peace region via a special annual grant. PLS will be working in tandem with member libraries to connect to these communities and offer appropriate library services.

The Director provided an update on PLS headquarters upgrades funded by the provincial Infrastructure Grant. As of the end of April, the second of four phases was complete and \$437,000 had been spent. The upgrade will be complete by the end of June.

Revisions were approved to the following Personnel Policies: *Hiring & Probationary Period, Leave of Absence, Overtime, Sick Leave, Statutory/General Holidays, Terminations, and Vacations.*

The Director provided a progress report on development of the 2019-2021 Plan of Service. Input on key PLS service areas has been gathered from member libraries and PLS staff via an online survey and facilitated discussion. The Plan of Service Committee and senior PLS staff will review input, draft a Plan of Service document, and present it to the Board at its November meeting.

The Consulting Services Manager reported that the fall Rural Libraries Conference theme will be *The Future-Focused Library*, an opportunity to focus on evolving and innovative library services. She also reported that PLSB has implemented Pronunciator province-wide as the new language learning software. It includes instruction for 80 languages as well as excellent ESL options.

The IT Services Manager reported that preparations are underway for the network infrastructure upgrade which will ensure the security and integrity of the PLS network. PLS has received a CIP Grant to defray the cost of SuperNet hardware for member libraries.

The Director reported that she had scheduled 24 presentations to update member councils on PLS services and the benefits of System membership.

Present:

Veronica Bliska (Chair)	MD of Peace
Gena Jones	Town of Beaverlodge
Lorrie Shelp	Big Lakes County
Ginette Paradis	Birch Hills County
Peter Frixel	Clear Hills County
Ray Skrepnek	MD of Fairview
Dianne Golob	Town of Fairview
Lindsay Brown	Town of Falher
Brenda Burridge	Town of Fox Creek
Linda Waddy	County of Grande Prairie
Dennis Sukeroff	Town of Grimshaw
Beth Gillis	Town of High Level
Camille Zavisha	Village of Hines Creek
April Doll	Town of Manning
Philippa O'Mahony	Town of McLennan
Cheryl Novak	Village of Nampa
Terry Ungarian	County of Northern Lights
Carolyn Kolebaba	Northern Sunrise County
Reta Nooskey	Paddle Prairie Métis Settlement
Elaine Manzer	Town of Peace River
Christopher Mitchell	Town of Rainbow Lake
Roxann Dreger	Village of Rycroft
Clinton Froehlick	Town of Sexsmith
Raoul Johnson	MD of Smoky River
Harry Ezio	Town of Spirit River
Elaine Garrow	MD of Spirit River
Tanya Boman	Town of Valleyview

Regrets:

Chris Thiessen	City of Grande Prairie
Tammy Brown	Grande Prairie Public Library
Brad Pearson	MD of Lesser Slave River
Joy McGregor	Town of Slave Lake
Vacant	Village of Berwyn
Vacant	Village of Donnelly
Vacant	Village of Girouxville

Absent:

Roxie Rutt	MD of Greenview
Donna Deynaka	Town of High Prairie
Lyle Sipe	Village of Hythe
Brendan Powell	MD of Opportunity No. 17
John Moen	Saddle Hills County
Anna Underwood	Town of Wembley

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

Quick Facts 2018

Population Served: 164,434
Members: 38 municipalities & 1 Métis Settlement
Member Public Libraries: 45
Contracting Schools: 50
Chair: Veronica Bliska (MD of Peace)
Director: Linda Duplessis



8. IN CAMERA



9. ADJOURNMENT