

****Meeting Taking Place Via Electronic Means****

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. 5:30 PM - Grant Bergman **(Page 3)**
[2018 Minimum Tax Challenge](#)
 - b. 5:40 PM – Ken Oesch
Damage to Fence from Snow/Snow Removal
4. Adoption of Minutes
 - a. [April 21, 2020 Regular Council Minutes](#) **(Page 4-9)**
5. Business Arising from the Minutes:
 - a. [Bylaw 647-20 – Municipal Emergency Management](#) **(Page 10-15)**
 - b. [Bylaw 648-20 – Innisfree/Minburn Intermunicipal Development Plan](#) **(Page 16-81)**
 - c. [2020 Proposed Utility Rates](#) **(Page 82-99)**
 - d. [Birch Lake Campground Update – COVID-19](#) **(Page 100-101)**
 - e. [Innisfree Fire Department – Request to Purchase Industrial/Heavy Duty Washing Machine](#)
(Page 102)
6. Policies & Bylaws:
 - a. [Bylaw 649-20 - Master Rates Bylaw](#) **(Page 103-111)**
 - b. [Bylaw 650-20 - Amendment - Water and Sewer Services 605-15](#) **(Page 112)**
7. New Business:
 - a. [2020 Alberta Campground Guide](#) **(Page 113-115)**
 - b. [HR Download - 2020 Quote](#) **(Page 116-158)**
 - c. [Alberta Municipal Affairs Letter April 17, 2020 - 2020 Ministerial Order Extensions](#) **(Page 159-160)**
 - d. 2020 Final Budget & Related Documents:
 - i. [2020 Budget & 2021-2024 Forecast](#) **(Page 161-168)**
 - ii. [2020 Capital Budget](#) **(Page 169)**
 - iii. [2020 Five Year Capital Plan](#) **(Page 170)**
 - iv. [10, 20 & 30 Year Infrastructure/Capital Plan](#) **(Page 171-183)**
 - e. [Ministerial Order MSL:095/18 - Minister Directive 1 - Timeline](#) **(Page 184-192)**
 - f. [2020-2024 Strategic & Tactical Plan](#) **(Page 193-209)**
8. Councillor Reports
 - a.
9. Administration Reports
 - a. [CAO Report & Action List](#) **(Page 210-213)**
 - b. Financials
 - i. [Revenue & Expense](#) **(Page 214-219)**
 - ii. [Tax Trial Balance](#) **(Page 220)**

- iii. [Utility Trial Balance](#) (Page 221)
 - iv. [Accounts Payable Trial Balance](#) (Page 222-223)
 - c. [Website](#) (Page 224-225)
-
- 10. Correspondence
 - a. [Municipal Governance Update May 2020 - COVID 19](#) (Page 226-229)
 - 11. Adjournment

Monday, May 11, 2020.

RECEIVED
MAY 11 2020

Delegation Request for the Village of Innisfree

Re: May 19, 2020 Regular Council Meeting

Council should consider Grant Bergman's brief, affidavits and the record for the 2018 judicial review vs the Village of Innisfree. Council should also take note of the FOIP documents from Municipal Affairs before passing their 2020 budget. I hope that there will not be a high minimum tax bylaw in the 2020 budget. If there is a high minimum tax bylaw, I request that you follow the MGA and charge a high minimum tax to ALL residential properties and not commercial properties as per the MGA. Also, I would like to know the time and place of the public audit meeting of the village of Innisfree for the 2019 and 2018 budget years. The Metrix Group can now give the public their audits and take questions. When will the public be able to get copies of these financial reports? The village can hold a meeting with up to 15 people while social distancing, and if two meetings are required to accommodate the number of people who wish to attend, then so be it. Finally, could you please provide me with a copy of the 2019/2020 assessment roll. Thank you.

Grant Bergman

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, April 21, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:03 PM.

PRESENT

Deborah McMann Mayor
William Oudshoorn Deputy Mayor

Brooke Magosse Chief Administrative Officer

PRESENT VIA
ELECTRONIC MEANS

Aaron Cannan Councillor
Jeff Alliston Partner, Metrix Group LLP

APPROVAL OF
AGENDA
2020-04-21/01

Moved by Deputy Mayor Oudshoorn that the agenda be approved as amended:

New Business:

8 (i) – Regional Emergency Management Agreement – County of Minburn

8 (j) – Regional Fire Services Feasibility Study – County of Minburn

Reports:

9 (c) – MD of Minburn Report – Will Oudshoorn

Correspondence:

10 (f) – Municipal Affairs Letter received April 21, 2020

CARRIED.

DELEGATION – GRANT
BERGMAN – MINIMUM
TAX UPDATE &
REQUEST FOR
DEFERENTIAL OF
PROPERTY TAXES

Council tabled this item to later in the meeting.

CLOSED SESSION
ATTENDANCE

Deborah McMann Mayor
William Oudshoorn Deputy Mayor
Aaron Cannan (via electronic means) Councillor

Brooke Magosse Chief Administrative Officer
Jeff Alliston (via electronic means) Partner, Metrix Group LLP

PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF APRIL 21, 2020.

**CLOSED SESSION
2020-04-21/02**

Moved by Mayor McMann that the meeting be moved into closed session at 5:07 PM to discuss an update on the Village of Innisfree's 2019 Financial Statement in accordance with FOIPP Section 27 – Privileged Information.

CARRIED.

**CLOSED SESSION
2020-04-21/03**

Moved by Deputy Mayor McMann that the meeting come out of closed session at 5:28 PM.

CARRIED.

**DELEGATION – JEFF ALLISTON, PARTNER – METRIX GROUP LLP – 2019 AUDIT UPDATE
2020-04-21/04**

Moved by Mayor McMann that Jeff Alliston, Partner – Metrix Group LLP – 2019 Audit Update be received as information.

CARRIED.

**DELEGATION – GRANT BERGMAN – MINIMUM TAX UPDATE
2020-04-21/05**

Moved by Deputy Mayor Oudshoorn that the Delegation of Grant Bergman – Minimum Tax Update be received as information.

CARRIED.

**DELEGATION – GRANT BERGMAN - REQUEST FOR DEFFERAL OF PROPERTY TAXES
2020-04-21/06**

Moved by Mayor McMann that Council deny Mr. Bergman's request to defer all outstanding property taxes on the properties located at Lot 13-14, Block 12, Plan 8776S (5023 – 54 Street) and Lot 8-9, Block 7, Plan 4175R (5119 – 50 Avenue). Further that Council direct Administration to prepare a letter to Mr. Bergman's in this regard.

CARRIED.

**APPROVAL OF MINUTES
2020-04-21/07**

Moved by Councillor Cannan that the February 18, 2020 Regular Council minutes be approved as amended.

CARRIED.

**APPROVAL OF MINUTES
2020-04-21/08**

Moved by Mayor McMann that the March 17, 2020 Public Hearing minutes be approved as presented.

CARRIED.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
APRIL 21, 2020.**

**APPROVAL OF
MINUTES
2020-04-21/09**

Moved by Mayor McMann that the March 17, 2020 Regular Council minutes be approved as presented.

CARRIED.

**BYLAW 647-20 –
MUNICIPAL
EMERGENCY
MANAGEMENT -
FIRST READING
2020-04-21/10**

Moved by Councillor Cannan that Bylaw 647-20 – Municipal Emergency Management be approved as amended. Further that Bylaw 647-20 – Municipal Emergency Management be given FIRST reading this 21st day of April 2020.

CARRIED.

**BYLAW 647-20 –
MUNICIPAL
EMERGENCY
MANAGEMENT
SECOND READING
2020-04-21/11**

Moved by Deputy Mayor Oudshoorn that Bylaw 647-20 – Municipal Emergency Management be given SECOND reading this 21st day of April 2020.

CARRIED.

**BYLAW 648-20 –
INNISFREE/MINBURN
INTERMUNICIPAL
DEVELOPMENT PLAN
2020-04-21/12**

Moved by Councillor Cannan that Bylaw 648-20 – Innisfree/Minburn Intermunicipal Development Plan be approved as amended. Further that Bylaw 648-20 – Innisfree/Minburn Intermunicipal Development Plan be given FIRST reading this 21st day of April 2020.

CARRIED.

**APPOINTMENT OF
SUBDIVISION
AUTHORITY
2020-04-21/13**

Moved by Deputy Mayor Oudshoorn that Council appoint Municipal Planning Services as the Village of Innisfree subdivision authority. Further that Administration be direct to send a letter to Municipal Planning Services in this regard.

CARRIED.

**ASSESSMENT
SERVICES RENEWAL –
MUNICIPAL
ASSESSMENT
SERVICES GROUP INC.
2020-04-21/14**

Moved by Councillor Cannan that Council appoint Municipal Assessment Services Group Inc. as the Village of Innisfree assessors for a five-year term as mentioned in their proposal letter dated March 10, 2020. Further that Administration be directed to send a letter to Municipal Assessment Services Group Inc. in this regard.

CARRIED.

PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF APRIL 21, 2020.

Mayor McMann left the Council Chambers at 6:33 PM.

APPROVAL OF
INNISFREE LIBRARY
BOARD APPLICATION

Moved by Councillor Cannan that Council approve the Library Board Application as presented.

CARRIED.

2020-04-21/15

Mayor McMann returned to the Council chambers at 6:35 PM.

APPROVAL OF
INTERMUNICIPAL
COLLABORATION
FRAMEWORK

Moved by Mayor McMann that Council approve the Intermunicipal Collaboration Framework as presented.

CARRIED.

2020-04-21/16

2020 PROPOSED
UTILITY RATES
2020-04-21/17

Moved by Councillor Cannan that Council approve the Metered Scenario No. 1.2, 2.2, 3.2 and 4.2 as the new Utility Rates effective May 1, 2020 (April Consumption). Further that Administration be directed to advertise the proposed Utility Rate changes in the local newspaper and on all social media pages. Furthermore, that Council engage the public, by holding a public meeting.

DEFEATED.

2020 PROPOSED
UTILITY RATES
2020-04-21/18

Moved by Deputy Mayor Oudshoorn that the 2020 Proposed Utility Rates be deferred to the May 19, 2020 Regular Council meeting for further discussion.

CARRIED.

INVIGORATE
INNISFREE UPDATE –
ECONOMIC
DEVELOPMENT
2020-04-21/19

Moved by Deputy Mayor Oudshoorn that Council seek a project extension and reassess the global environment in six (6) months. In the meantime, review the provincial economic recovery plan and the Village's operating capacity to remain an independent entity. Furthermore, that Administration be directed to prepare a letter in response to 2052900 Alberta Ltd.'s letter dated April 12, 2020.

CARRIED.

**PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
APRIL 21, 2020.**

BIRCH LAKE
RECREATION
FACILITY – COVID-19
UPDATE/IMPACT
2020-04-21/20

Moved by Councillor Cannan that the Birch Lake Recreation Facility – COVID-19 Update/Impact be deferred to the May 19, 2020 Regular Council meeting for further discussion.

CARRIED.

INNISFREE FIRE
DEPARTMENT –
REQUEST TO
PURCHASE
INDUSTRIAL/HEAVY
DUTY WASHING
MACHINE
2020-04-21/21

Moved by Deputy Mayor Oudshoorn that Council direct Administration to gather estimates/quotes on a new Industrial/Heavy Duty Washing Machines for the Innisfree Fire Department. Further that this item be brought to the May 19, 2020 Regular Council meeting for further discussion.

CARRIED.

RECESS

Mayor McMann called for a recess at 6:19 PM.

Mayor McMann resumed the meeting at 6:24 PM.

REGIONAL
EMERGENCY
MANAGEMENT
AGREEMENT –
COUNTY OF MINBURN
2020-04-21/22

Moved by Deputy Mayor Oudshoorn that the Regional Emergency Management Agreement be received as information.

CARRIED.

REGIONAL FIRE
SERVICES
FEASIBILITY STUDY –
COUNTY OF MINBURN
2020-04-21/23

Moved by Councillor Cannan that the Regional Fire Services Feasibility Study be received as information.

CARRIED.

COUNCILLOR
REPORTS
2020-04-21/24

Moved by Councillor Cannan that the Councillor Reports be approved as presented.

CARRIED.

**PAGE 6, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
APRIL 21, 2020.**

ADMINISTRATION
REPORTS
2020-04-21/25

Moved by Deputy Mayor Oudshoorn that the Administration Reports be approved as presented.

CARRIED.

CORRESPONDENCE
2020-04-21/26

Moved by Deputy Mayor Oudshoorn that the listed Correspondence be received as information.

CARRIED.

REQUEST TO WAIVE
UTILITY PENALTIES –
COVID-19
2020-04-21/27

Moved by Councillor Cannan that Council direct Administration to waive Utility Penalties for a period of 90 (ninety) days effective April 1, 2020.

CARRIED.

ADJOURNMENT

Councillor Cannan adjourned the meeting at 8:46 PM.

Mayor

Chief Administrative Officer

Village of Innisfree
Bylaw # 647-20
Emergency Management Bylaw

**A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA
TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE AND AGENCY**

WHEREAS in accordance with the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta, Council is responsible: for the direction and control of its emergency response, for the preparation and approval of emergency plans and programs, for the appointment of an Emergency Advisory Committee, to establish and maintain a Municipal Emergency Management Agency, and to appoint a Director of Emergency Management;

AND WHEREAS in accordance with the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

NOW THEREFORE, the Council of the Village of Innisfree duly assembled enacts as follows:

1. This Bylaw may be cited as the **Emergency Management Bylaw**.

2. Definitions

- (a) "**Act**" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta.
- (b) "**Agency**" means the Village of Innisfree Emergency Management Agency established under this Bylaw.
- (c) "**Village**" means the Village of Innisfree.
- (d) "**Council**" means the Council of the Village of Innisfree.
- (e) "**Committee**" means the Village of Innisfree Emergency Management Advisory Committee established under this Bylaw.
- (f) "**Disaster**" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment.
- (g) "**Emergency**" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment.
- (h) "**Minister**" means the Minister charged with administration of the Act.
- (i) "**Training**" means the training requirements prescribed by the Local Authority Emergency Management Regulation.

3. Council's Responsibilities

- (a) Council is responsible for the direction and control of the Village of Innisfree emergency management response unless the Province of Alberta assumes direction and control under provisions of the Act,
- (b) Council is responsible to oversee the preparation of emergency plans and programs,
- (c) Council must approve emergency plans and programs,

- (d) Council is responsible to appoint the members of the Committee,
 - (e) Council may remove any member of the Committee at any time for any reason,
 - (f) Council may by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Agency,
 - (g) Council may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs,
 - (h) Council shall appoint a Director of Emergency Management and a Deputy Director of Emergency Management,
 - (i) Council may, at any time when it is satisfied that an emergency exists or may exist in the Village, by resolution make a declaration of a state of local emergency relating to all or any part of the Village.
4. A Committee to be known as the Emergency Management Advisory Committee is hereby established in and for the Village.
5. **Emergency Advisory Committee**
- (a) The Committee's purpose is to advise on the development of the Village of Innisfree emergency plans and programs,
 - (b) The Committee shall consist of three (3) Council members, and the Director of Emergency Management,
 - (c) The Village shall provide for the payment of expenses of the members of the Committee.
6. **Proceedings of the Committee**
- (a) Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least annually, and at such time as deemed necessary,
 - (b) A quorum of the Committee shall be at least two (2) members.
 - (c) Committee meetings may be called by any member of the Committee at any time deemed necessary,
 - (d) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order,
 - (e) The Committee shall have the power to pledge the credit of the Village in connection with performance of their duties as outlined in this Bylaw and have the power to authorize expenditures charged against the Village.

7. Duties of the Committee

- (a) The Committee is responsible for preparing, drafting, and presenting for the consideration of Council the municipal emergency plan (MEP) and programs for the Village and for recommending to Council any amendments to the plan and program as required from time to time,
- (b) The Committee is responsible to review and update the MEP and related plans and programs on a regular basis,
- (c) The Committee is responsible to coordinate emergency management training and plan exercises,
- (d) Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the MEP,
- (e) The Committee shall foster the development of relationships with business, industry, other local authorities, special interest groups, citizens, and the Provincial Government enabling the Village of Innisfree ability to respond to emergency situations,
- (f) The Committee is responsible for public education regarding emergency situations and responsible practices or measure residents can take to prepare themselves for a state of local emergency,
- (g) The Committee will advise Council on the status of the MEP and related plans and programs at least once each year.

8. Emergency Management Agency

An Agency to be known as the Innisfree Emergency Management Agency is hereby established in and for the Village.

- (a) The Agency is responsible for the administration of the Village's emergency management program and in exercising the powers and duties under the Act.
- (b) The Agency assists in the development and executes the MEP and programs prepared by the Emergency Management Advisory Committee to address potential emergencies or disasters within the Village.
- (c) The Agency reviews the status of the MEP and related plans and programs at least once each year.

- (d) The Innisfree Emergency Management Agency shall be comprised of one or more of the following as stated in the MEP and with an AEMA Field Officer as an advisor:
 - i. the Director of Emergency Management,
 - ii. the Deputy Director of Emergency Management,
 - iii. the Director of Public Services (aka Public Works Foreman),
 - iv. the Director of Family and Community Support Services and Enforcement Services, and
 - v. any other person the DEM considers would be of assistance.

- (e) In addition, to the members appointed pursuant to section (9) the DEM may invite members of the following organizations to nominate representatives to serve as members of the agency:
 - i. Alberta Health Services,
 - ii. Alberta Health Services –Emergency Medical Services,
 - iii. Canadian National Railway,
 - iv. ATCO Gas,
 - v. the School Board Chairman or designate,
 - vi. representative(s) from local business
 - vii. representative(s) from mutual aid partners,
 - viii. representative(s) from TELUS,
 - ix. representative(s) from local industry or industrial associations,
 - x. representative(s) from Alberta Environment and Water,
 - xi. representative(s) from Alberta Municipal Affairs and Housing,
 - xii. anybody else who might serve a useful purpose in the preparation or implementation of the MEP.

9. Director of Emergency Management (DEM)

- (a) The Chief Administrative Officer is the DEM and shall prepare and coordinate the Village of Innisfree MEP, related plans and programs.
- (b) The DEM will cause the MEP or any related plans or programs to be put into operation.
- (c) If the DEM is absent the Deputy DEM or designate is responsible to undertake the duties of the DEM.

10. Training and Qualifications

- (a) Elected officials shall comply with the training requirements of the Local Authority Emergency Management Regulation Section 8,
- (b) The Director of Emergency Management shall comply with the training requirements of the Local Authority Emergency Management Regulation Section 10
- (c) Members of the Innisfree Emergency Management Agency shall comply with the training requirements of the Local Authority Emergency Management Regulation Section 11

11. Command, Control and Coordination System

The Village of Innisfree will employ the Command, control and coordination system prescribed by the Managing Director of AEMA. It is currently the Incident Command System (ICS).

12. Declaration of a State of Local Emergency

- (a) A state of local emergency (SOLE) may be declared by the Mayor and the Village Manager when they agree that a state of local emergency exists.
 - (b) In the event the Mayor is unable to act, the current Deputy Mayor shall exercise the mayor's powers under this section.
 - (c) In the event the Mayor and Deputy Mayor are unable to act, the current Acting Mayor shall exercise the Mayor's powers under this section.
 - (d) When a state of local emergency is declared, Council must identify the nature of the emergency and the area of the Village in which it exists.
 - (e) Immediately after a declaration of a state of local emergency, Council shall cause the details of the declaration to be published by any means of communication that they consider is most likely to make known to the population of the area of the Village affected the contents of the declaration.
 - (f) Council shall forward a copy of the declaration to the Minister forthwith.
- 13.** If an evacuation order is made, every person within the area that is to be evacuated must leave the area by the deadline specified.
- 14.** No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations during a state of local emergency.
- 15.** When, in the opinion of Council an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 16.** A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
- (a) a resolution is passed;
 - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - (d) the Minister cancels the state of local emergency.
- 17.** When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

This Bylaw comes into force on the day it is passed.

Read a FIRST time this 21st day of April, 2020.

Read a SECOND time this 21st day of April, 2020.

Read a THIRD time and FINALLY passed this _____ day of _____, 20_____.

Mayor

Chief Administrative Officer

VILLAGE BYLAW 648-20
COUNTY BYLAW 1302-20

Village of Innisfree – County of Minburn No. 27

Intermunicipal Development Plan



Village of Innisfree - County of Minburn No. 27
Intermunicipal Development Plan

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Prepared by:
Red Willow Planning

All photos:
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1.0 Introduction

1.1 Location & Context

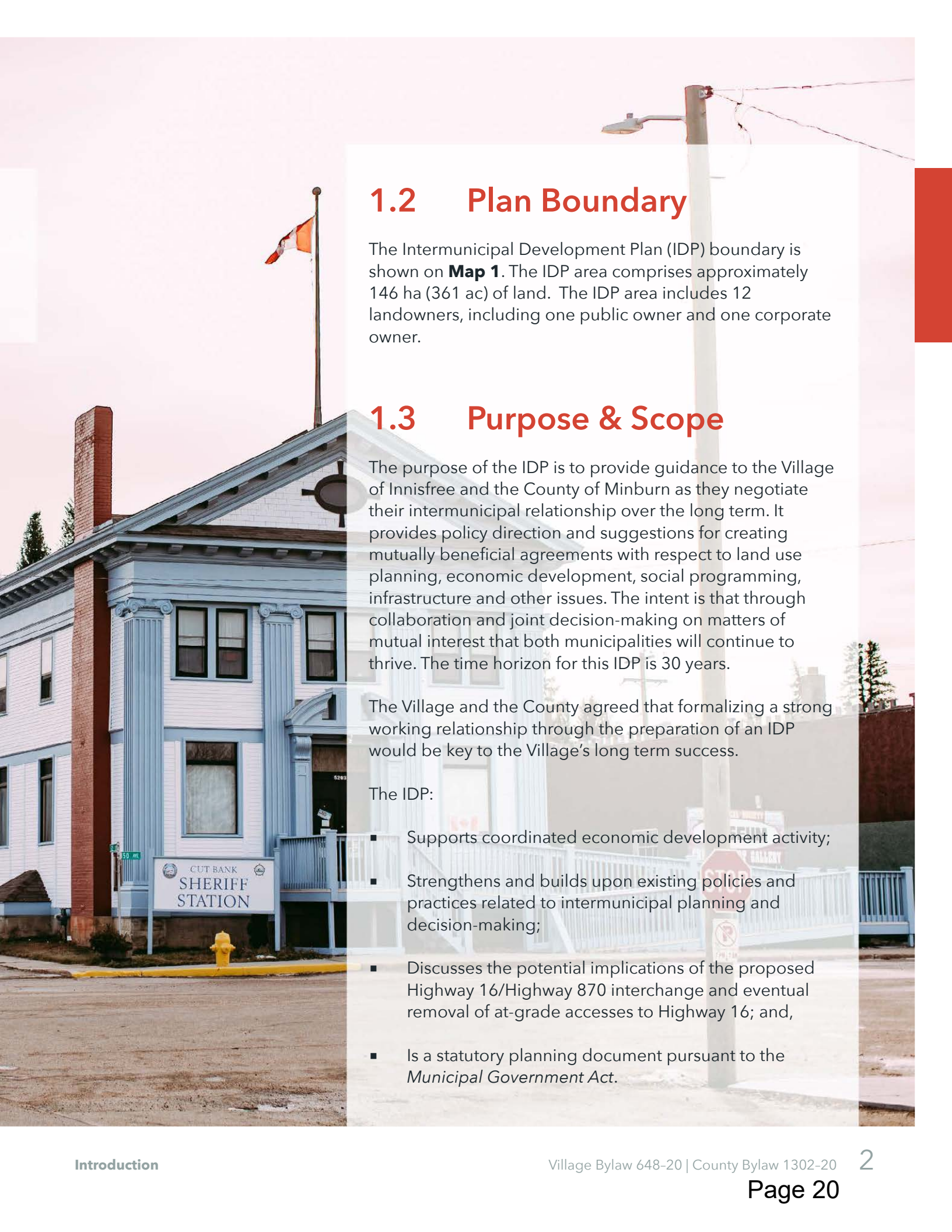
The County of Minburn No. 27 (the County) is located in the east-central portion of the Province of Alberta (see **Map 1**). According to the 2016 Federal Census, the County comprises approximately 2,913 km² of land with a population of 3,188 and with a median age of 43.3.

The Village of Innisfree (the Village) is located in the eastern part of the County, about 40 km east of the Town of Vegreville and just over an hour west of the City of Lloydminster. The Village's population is 223¹ with a median age of 57.2².

The Village is situated just north of the Highway 16 corridor at Highway 870, but is hidden from the highway by the rolling topography characteristic of this part of the County. A sweeping vista of the community unfolds as the Village is approached from the south, revealing a quaint rural community offering essential amenities to residents and visitors alike.

-
1. The 2017 Municipal Census
 2. 2016 Federal Census Information





1.2 Plan Boundary

The Intermunicipal Development Plan (IDP) boundary is shown on **Map 1**. The IDP area comprises approximately 146 ha (361 ac) of land. The IDP area includes 12 landowners, including one public owner and one corporate owner.

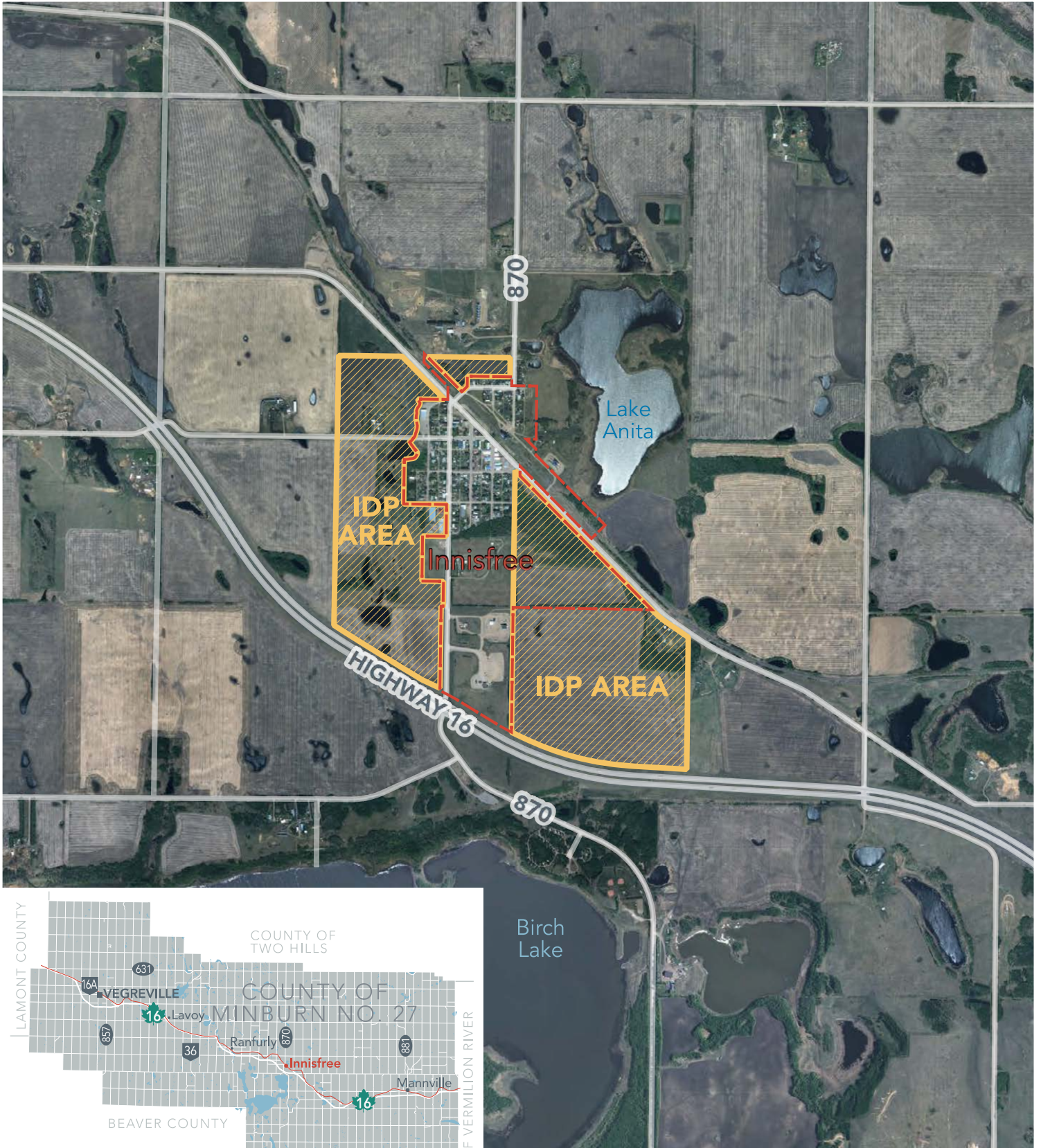
1.3 Purpose & Scope

The purpose of the IDP is to provide guidance to the Village of Innisfree and the County of Minburn as they negotiate their intermunicipal relationship over the long term. It provides policy direction and suggestions for creating mutually beneficial agreements with respect to land use planning, economic development, social programming, infrastructure and other issues. The intent is that through collaboration and joint decision-making on matters of mutual interest that both municipalities will continue to thrive. The time horizon for this IDP is 30 years.

The Village and the County agreed that formalizing a strong working relationship through the preparation of an IDP would be key to the Village's long term success.

The IDP:

- Supports coordinated economic development activity;
- Strengthens and builds upon existing policies and practices related to intermunicipal planning and decision-making;
- Discusses the potential implications of the proposed Highway 16/Highway 870 interchange and eventual removal of at-grade accesses to Highway 16; and,
- Is a statutory planning document pursuant to the *Municipal Government Act*.



Birch Lake

LEGEND

-  Village Boundary
-  IDP Boundary

MAP 1
INTERMUNICIPAL
DEVELOPMENT PLAN BOUNDARY

0 250 500 m 1:25,000



Implementation of the IDP over time should result in the following:

1. Supported economic development for the Village and greater collaboration on attraction and retention strategies.
2. Preparation of joint planning documents and statutory plans for IDP areas of interest to both the Village and the County.
3. Collaborative approach to responding to referrals on oil and gas expansion activities, and on expansion or planned new confined feeding operations around the Village.
4. Effective resolution of municipal disputes as they relate to matters of this IDP.

1.4 Enabling Legislation

The *Municipal Government Act* (MGA), RSA 2000, Chapter M-26, outlines the provisions and requirements for preparing an IDP. First, both parties must identify which lands within their respective boundaries are considered 'necessary.' These lands are contained within the IDP boundary.

An IDP must address:

- (i) the future land use within the area;
- (ii) the manner of and the proposal for future development in the area;
- (iii) the provision of transportations systems in the area, either generally or specifically;
- (iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area;
- (v) environmental matters within the area, either generally of specifically; and
- (vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary.

Further, an IDP must include:

- (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan;
- (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan; and,
- (iii) provisions relating to the administration of the plan.

In addition to the above, per Section 636 of the MGA, affected people, general public and local school authorities must be advised of, and be given opportunities to make 'suggestions and representations' to, the preparation of the IDP.

1.5 Interpretation

Policies are written using 'shall', 'should' or 'may' statements. The interpretations of 'shall', 'should' and 'may' that follow are offered to provide the reader with a greater understanding of the intent of each policy statement:

'shall' - denotes compliance or adherence to a preferred course of action.

'should' - denotes compliance is desired or advised but may be impractical or premature because of valid planning principles or unique/extenuating circumstances.

'may' - denotes discretionary compliance or a choice in applying policy.



2.0 Innisfree Community Profile

2.1 History

The Village of Innisfree got its official start on March 11, 1911³. Prior to incorporation in 1911, Innisfree was known as Delnorte. Delnorte was a siding of the Canadian National Railway line between Edmonton and Lloydminster, a “modest but prosperous mixed farming community.”⁴

Various sources⁵ claim the name change was a result of a visit by the Canadian Bank of Commerce general manager to Delnorte in 1905. After viewing the landscape around the settlement, the general manager apparently relayed to the mayor of Delnorte its similarity to the landscape around his vacation home called Innisfree. Upon hearing this, the mayor is attributed having suggested he would rename Delnorte to Innisfree if the general manager would locate a branch of his bank in the village. A year later, the Canadian Bank of Commerce established a branch in temporary premises, and in 1906 relocated the building which would become the bank’s permanent home, and which still stands today.

3. Alberta Municipal Affairs Municipal Profiles
4. Historic Places of Canada found here: <https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=5215>
5. www.innisfree.ca; www.centraleastalberta.com; www.historicplaces.com

The Canadian Bank of Commerce building became a national historic building in 2001. The bank is described as a two-storey wood building built in the Neo-Classical style, “a fine embodiment of the ‘Prairie Type’ of Neo-Classical architecture commonly used for rural banks in western Canada.”⁶

In more recent history, the movie Cut Bank, starring Liam Hemsworth, Billy Bob Thornton, and John Malkovich, was filmed in Innisfree. The film features the Village’s natural landscape as well as the historic Canadian Bank of Commerce building. The iconic Cut Bank penguin, Ernie, is immortalized as a statue in the downtown area and now forms part of the Village’s intriguing history.

2.2 Population & Demographics

The 2016 Federal Census lists the population of Innisfree at 193. The Village’s MDP speaks to population trends over time. While the Village experienced population spikes between 1913 and 1960, the population has generally declined since then. It is expected to remain fairly steady at around the 200 person mark over time.⁷

The age cohort comprising 0 to 14 year-olds represents 7.7% of the population. People aged 15 to 64 represent 54%, with the bulk of that group being between 40 and 64 years of age. The balance of the population comprises folks over 65, and accounts for almost 39% of the community.

The population of Innisfree is older with fewer young children. The median age in Innisfree is 57.2 while the median age for Alberta is 36.7. An older adult population will tend to desire smaller housing with less upkeep, more social and health amenities, and age-relevant recreation and cultural programming.

6. Historic Places of Canada found here: <https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=5215>

7. Village of Innisfree Municipal Development Plan Bylaw

2.3 Education & Occupation

Over 30% of the population holds a post-secondary certificate, diploma or degree from a recognized educational institution.

Just over 43% of the population participates in the labour force, with the dominant occupation being in the sales and service industry. Following sales and service, residents are occupied in management; business, finance and administration; natural and applied sciences; and natural resources, agriculture and related production occupations.

Innisfree's population is educated and employable, attributes that could support future non-residential development investment.

2.4 Economy

The local economy is fueled predominately by the agriculture and oil and gas industries.⁸

A secondary economic driver is tourism fueled by the vibrant arts and culture community which attracts a number of visitors to the community annually.⁹

A local market needs assessment could help the community better understand and capitalize on its opportunities for economic diversification. Collaboration with the County to prepare economic development studies and policies/approaches could support the Village's longer term economic success.

8. Village of Innisfree website: www.innisfree.ca

9. Alberta Hub: www.albertahub.com/profiles

3.0 Intermunicipal Programs

3.1 Economic Development


There are many opportunities to expand the current economic development activities of the Village, especially in collaboration with the County.

It is recommended the Village and the County collaborate on preparing an economic development strategic plan, which may include a market analysis. This may warrant retaining a professional in the field to provide support to the process.

Additionally, joint cost/benefit agreement(s) regarding new development within the Joint Planning Area(s) could help stimulate collaborative investment attraction activities in concert with the economic development strategic plan.

A review of the Village’s Land Use Bylaw 628-17 revealed the C3 Highway Commercial District provides for very few permitted uses. Many of the uses that would typically be considered permitted in a C3 district, such as gas stations, drive-in restaurants/businesses and eating establishments, are discretionary. This restrictive approach to commercial land use adjacent to the Highway may be perceived as unfriendly to investment. It is suggested the Village consider reviewing the classification of uses in the C3 district.





Furthermore, the M1 Industrial District is the only land use classification for industrial uses in the Village and contains a range of uses, including those that would be considered 'light' industrial to those more likely considered 'medium' or 'rural' industrial. The result is a highly restrictive district that may appear unfriendly to investment. It is suggested the Village consider adding an additional industrial district and separating 'light' or 'business industrial' uses from 'medium' uses accordingly, thus allowing for a greater range of permitted uses in the respective districts while still protecting the community from nuisance or incompatible uses.

3.2 Recreation & Culture

There are plentiful opportunities for passive and active recreational pursuits in and around the Village from wildlife viewing and hiking to water sport.

Among the recreational activities available in the Village are curling, ice skating, Ukrainian dancing, and annual fair. Additionally, the Village hosts pizza nights, Christmas tree lighting, fall festival and Canada Day events.

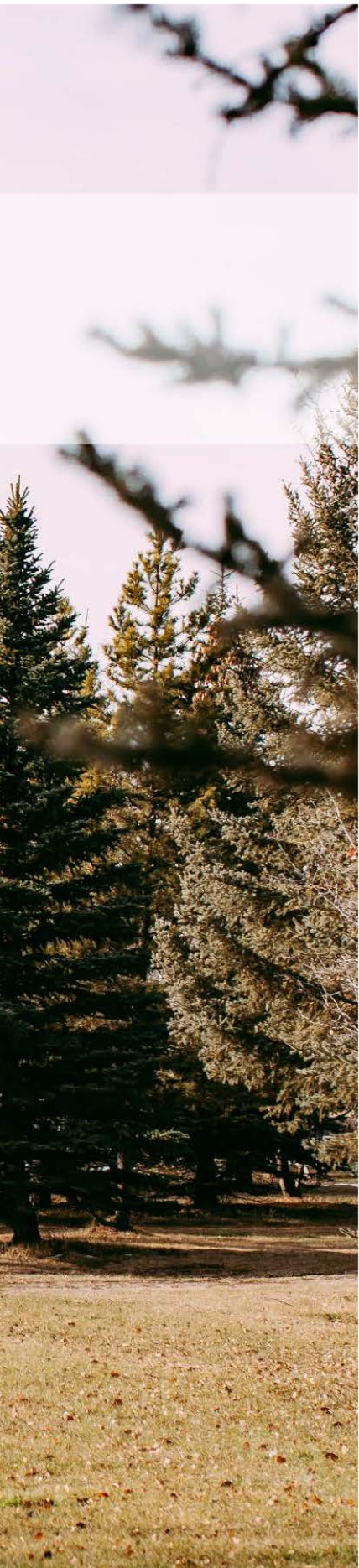
Additionally, just outside of the Village to the south is the Innisfree Recreation Park, which boasts serviced campsites, hiking trails, day use areas, mini golf and a baseball diamond to name a few of the amenities.

3.3 Family and Community Support Services

The County contributes financial support annually to the Mannville-Minburn-Innisfree FCSS.

The FCSS is about community capacity building. It provides programs to help individuals in the respective communities adopt health lifestyles to improve quality of life and to enable citizens to prevent and deal with crisis situations in their lives.

The desired outcomes of this intermunicipal programming include people feeling engaged and connected with each other and their communities, enhanced quality of life for community members, and overall well-being that leads to more positive decision-making.



4.0 Analysis of Plan Area

This section of the IDP analyses the natural and built environments within the IDP boundary to provide general information to inform future decision making related to land use planning, economic development and third party investment.

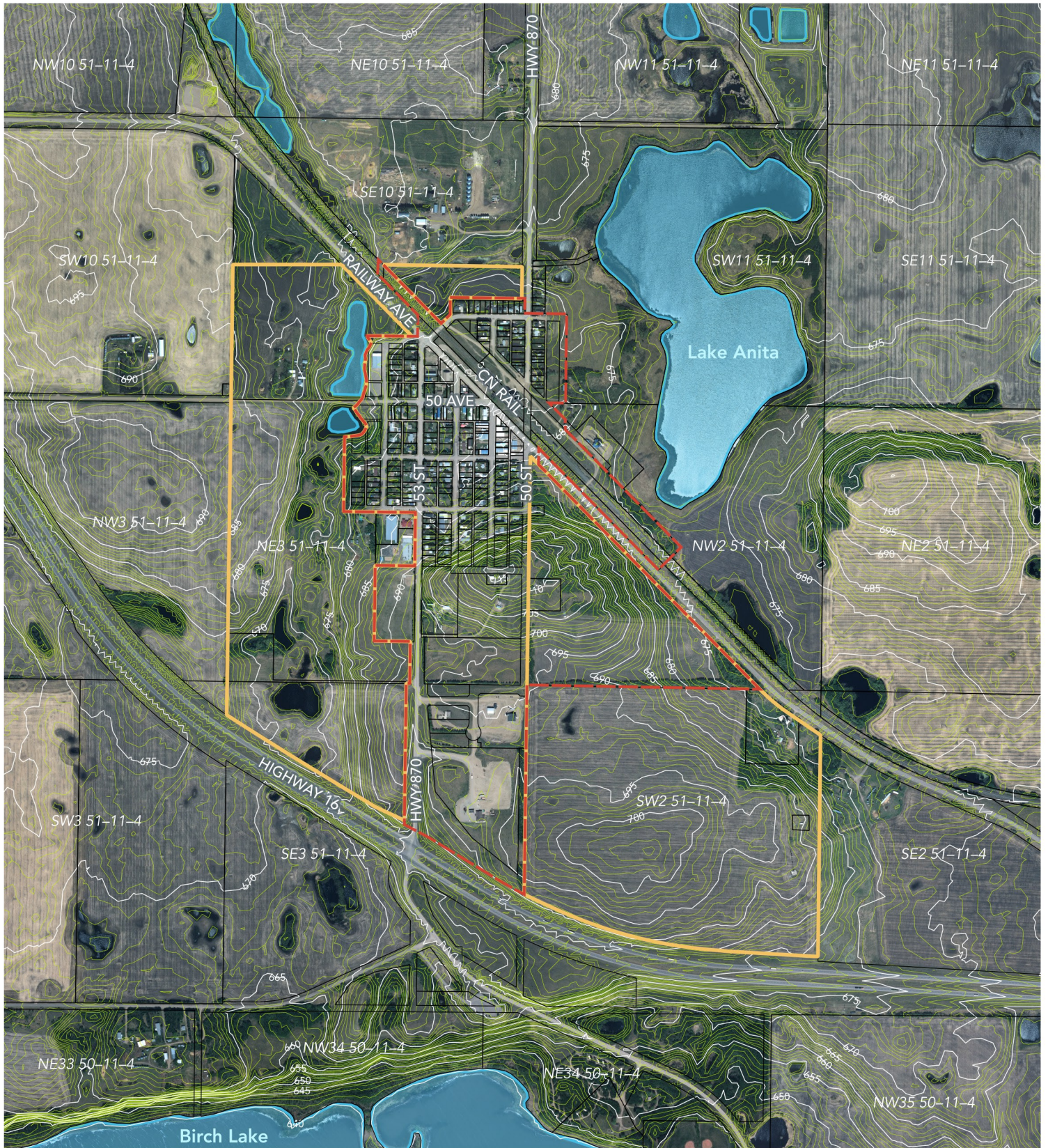
4.1 Natural Environment

The natural environment refers to the non-human, biophysical aspects of the IDP area. In this section a general discussion of each topic is presented, with some commentary on opportunities and constraints relative to future development. Please refer to **Map 2**.



4.1.1 Topography

Map 2 illustrates the existing natural environment using aerial photography and topographic mapping at 1 m contour intervals, which clearly illustrates the uneven landscape of this area. This landscape provides opportunities and challenges to development.

The highest point in the IDP boundary is 711 m, located just outside the Village’s municipal boundary. This high point is actually on the east side slope of the Village’s highest point, which is at 716m.



LEGEND

-  Village Boundary
-  IDP Boundary
-  1.0 m Contour Interval

MAP 2
NATURAL ENVIRONMENT



To the west in the IDP boundary is the lowest lying lands in the IDP area, corresponding the broken chain of marshes discussed in 3.2.3 below.

Drainage north of the CN Railway generally drains to Lake Anita, while drainage south of the CN Railway breaks east-west but generally drains south to the Highway 16 ditch.

4.1.2 Soils

The dominant soil type in this part of the Province is considered to be Black Chernozemics. A broad swath of Black Chernozemic soils extends from the Edmonton area along the Highway 16 corridor to the Saskatchewan border.

Chernozemic soils are primarily associated with grassland vegetation with the most available moisture and cooler temperatures. There is a top layer of black soil that is 12 to 20 cm thick, with organic matter generally in the range of six to 10 percent. These are highly productive soils that are used to grow a variety of agricultural crops.¹⁰

There are four soil polygons shown within the IDP boundary. The first and largest is 17178, with landform classification of W2, meaning greater than 50% of the land is covered with sloughs. This polygon wraps around the north and west sides of Innisfree.

The next largest polygon is 17175. It comes into Innisfree from the east, comprising most of the undeveloped land south of the CN Railway and including the entire east IDP area. This polygon contains the landform classification of H1m - hummocky medium relief.

That portion of land not covered by polygon 17175 above is covered by polygon 17116. This polygon enters the IDP boundary from the south crossing over Highway 16 and extending east just across Highway 870. Its primary landform classification is U1h - undulating - high relief.

The last polygon is 17168 and it just skirts and enters the western edge of the IDP boundary. The dominant landform classification for this polygon is R2m - ridged - medium relief.

The following image shows the location of each of the above described polygons relative to the Village of Innisfree.

10. Excerpted from Alberta Government Soil Group website searched here <https://www.alberta.ca/soil-groups.aspx> on January 4, 2020.

Image 1. Alberta Soil Information Viewer Online Map - Innisfree Area



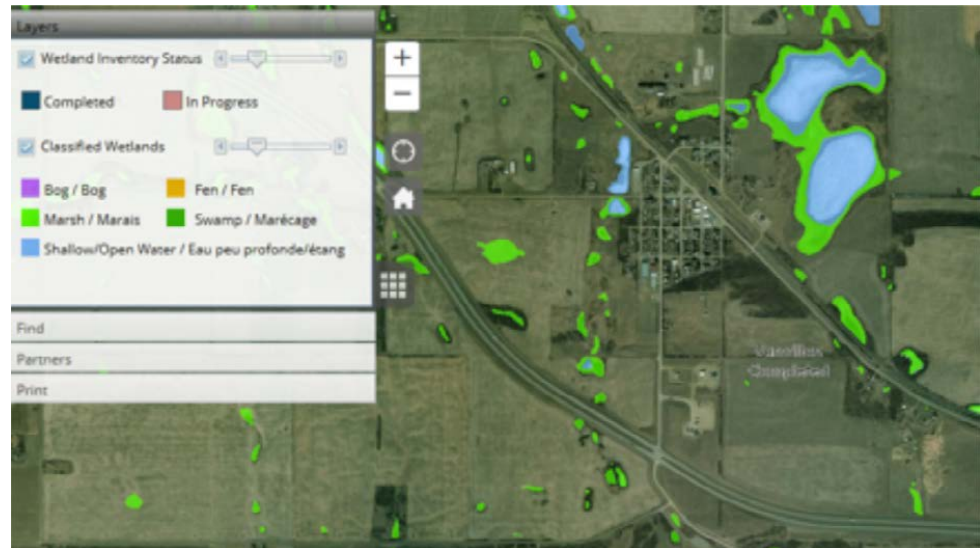
4.1.3 Recreation Lakes & Wetlands

There are a number of nearby lakes, including Lake Anita to the northeast and Birch Lake to the south, suitable for recreational pursuits including wildlife viewing, walking and boating. Wapasu Lake is located just southwest of Innisfree offering day use sites and maintained trails for walking and biking, as well as a look out summit to take in the rolling vistas of the area.

A wetland inventory has not been completed for this IDP. However, a search of the Ducks Unlimited Canadian Wetland Inventory¹¹ online mapping system revealed a number of wetland areas around Innisfree. Of particular interest to this IDP is the area at the north end of Innisfree, and the broken chain of marsh/shallow open water areas running north to south through the western IDP area, as shown in the screen shot below. Further wetland assessments and Provincial approvals would be required as a condition of future development.

11. As searched here <https://maps.ducks.ca/cwi/> on January 4, 2020.

Image 2. Ducks Unlimited Canadian Wetland Inventory Online Map - Innisfree Area



4.2 Built Environment

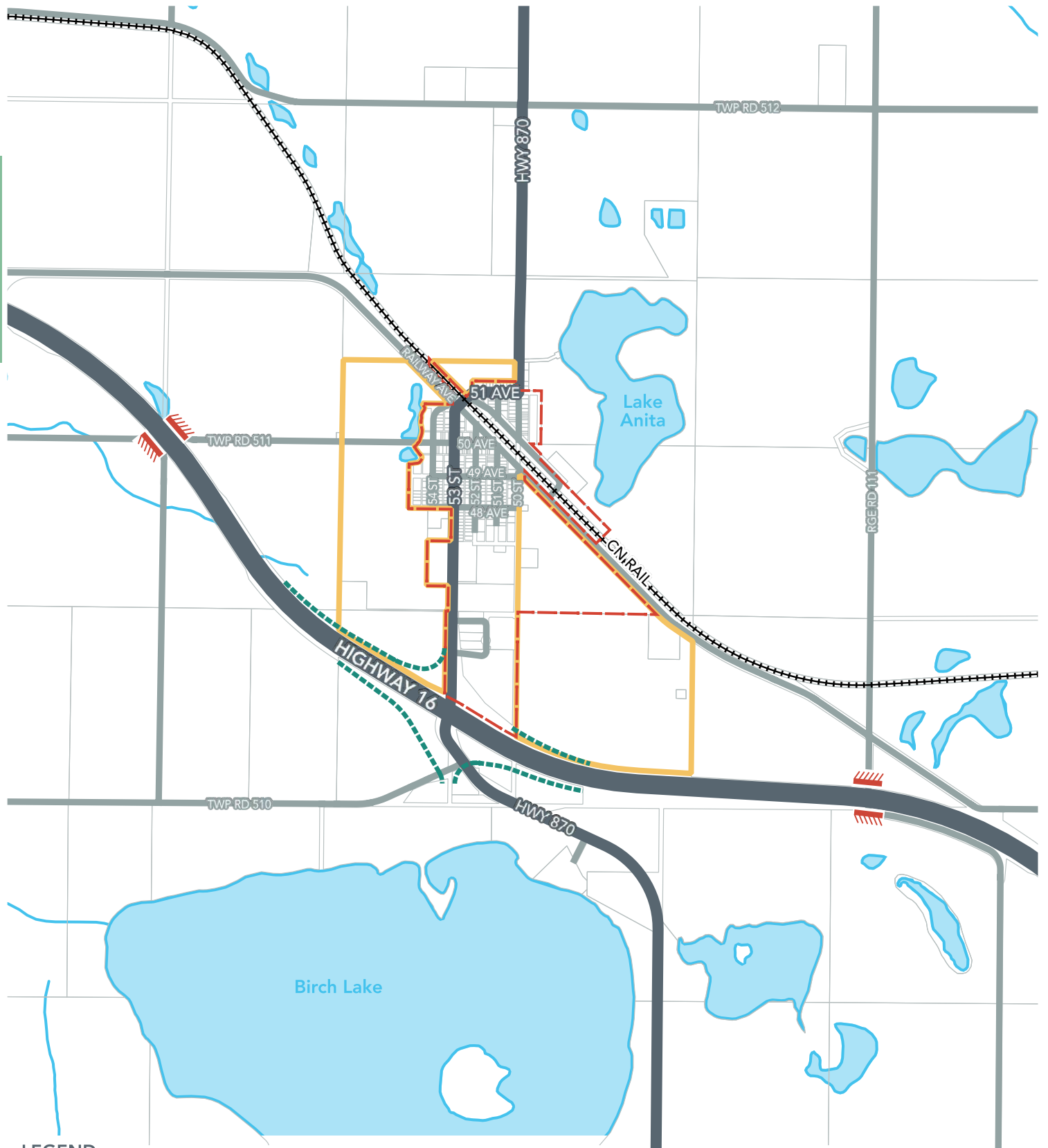
The built environment comprises all aspects of the landscape that would not normally be found in the absence of human settlement or influence. These features can heavily influence future development potential, and are therefore discussed below.

4.2.1 Transportation Systems

The transportation networks in and around the Village are denoted in **Map 3**. The Village is laid out in the familiar grid of prairie communities that evolved in step with the CN Railway. The commercial hub is close to the rail line and residential development expands outward along roads named in the '50-50' fashion (where the intersection of 50th Street and 50th Avenue typically denotes the location of 'downtown'.)

There are three types of roadway standards in the Village: paved with curb and gutter, paved with swales or ditches, and gravel with swales or ditches. There is approximately 6 km of roadway in the Village.

The Canadian National (CN) Railway runs diagonally through the top portion of the Village from the northwest to the southeast, and is paralleled by "Railway Avenue" both north and south.



LEGEND

- Village Boundary
- IDP Boundary
- Highway
- Local Road
- CN Railway
- Access Closure (Alberta Transportation)
- Interchange Footprint (concept only and subject to change)

MAP 3
TRANSPORTATION SYSTEMS



Highway 16 touches the southern-most boundary of the Village and forms the southern boundary of the IDP areas. Highway 870 runs north-south through the Village, connecting to the communities of Kinsella and Loughheed to the south and Morecambe to the north.

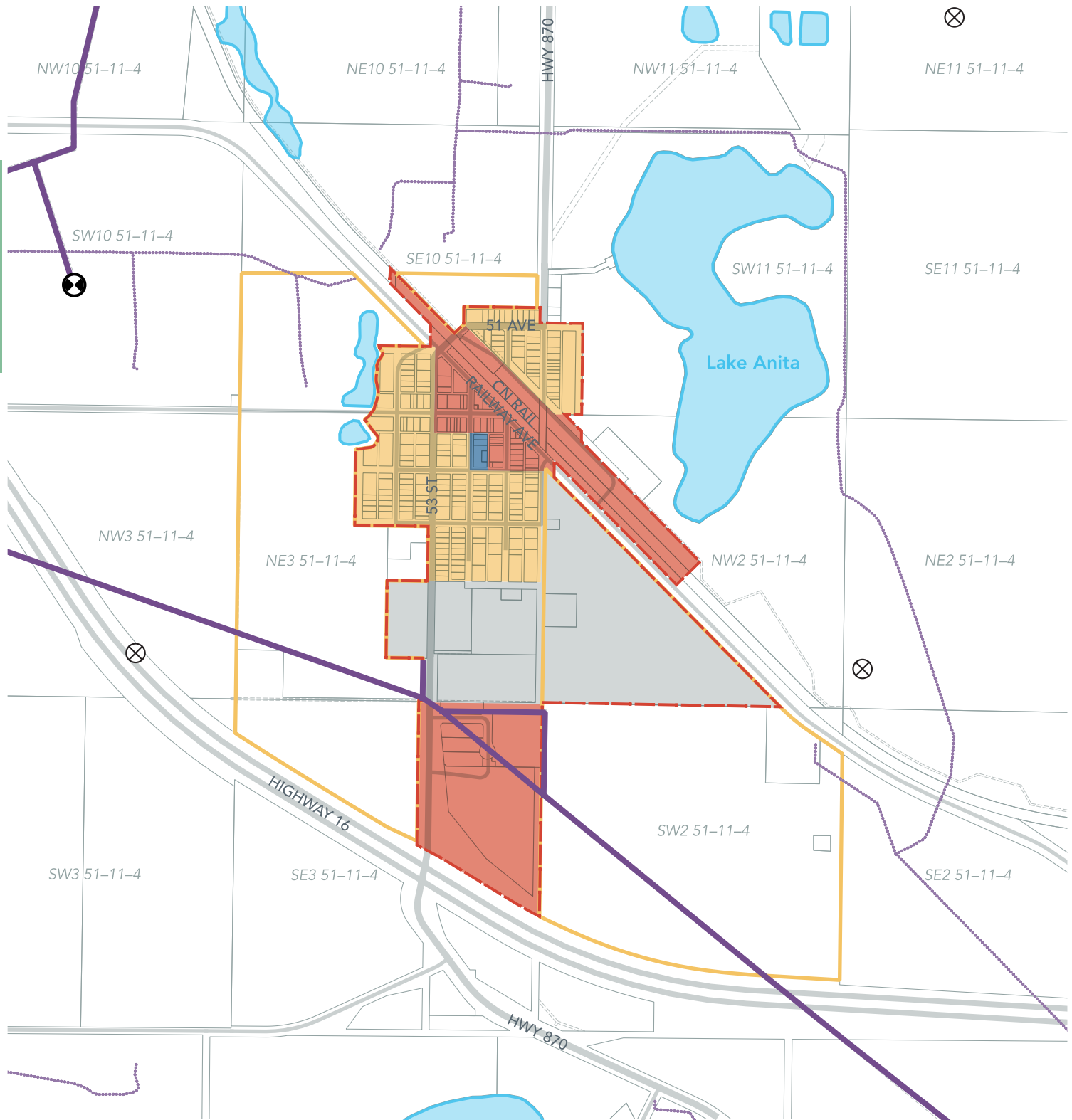
Alberta Transportation developed a series of access management plans and functional planning studies¹² for Highway 16 between Jasper to Lloydminster to support conversion of Highway 16 to freeway status. One result is that access on and off of the highway will be limited to interchange locations only. There is an interchange identified for the intersection of Highway 16 and Highway 870, but the functional plan (design) has not yet been completed.

Notwithstanding the lack of a functional plan, Alberta Transportation kindly prepared a conceptual diagram of a typical diamond interchange footprint for IDP discussion purposes. This footprint is conceptually shown on **Map 3** but should not be used to confirm the future exact configuration of the interchange nor the future land requirements for same. It is conceptual and subject to change.












The implementation of the access management plan will be staged over time as funding is approved for the necessary highway improvements. Although the timing of the improvements is unknown today, the access points around the Village to be removed are identified. The nearest affected access points include those at Range Road 111 and Township Road 511 as shown on **Map 3**. All at-grade access points along the Highway 16 corridor will eventually be closed, including all those between Ranfurly and Minburn on either side of Innisfree.

There is no local or regional transit service in Innisfree. However there is a private bus company that provides service to Innisfree. Riders Express is based out of Lloydminster and stops at the Truck Stop/Petro Canada daily.

12. Highway 16 Access Management Plan Highway 36 to Range Road 2-3 prepared by CH2MHill 2010.



LEGEND

- | | | | |
|--|---------------------|---|----------------------------|
|  | Agricultural |  | Village Boundary |
|  | Residential |  | IDP Boundary |
|  | Commercial |  | High Pressure Gas Pipeline |
|  | Institutional |  | Low Pressure Gasline |
|  | Village Growth Area |  | Active Gas Well |
| | |  | Abandoned Gas Well |

MAP 4
EXISTING LAND USE
DESIGNATIONS

0 150 300 m 1:15,000



4.2.2 Existing Land Use

As shown in **Map 4**, all County lands within the IDP boundary are identified in the County's Municipal Development Plan as "Agricultural" and intended for rural uses, except for confined feeding operations which are prohibited in this area.

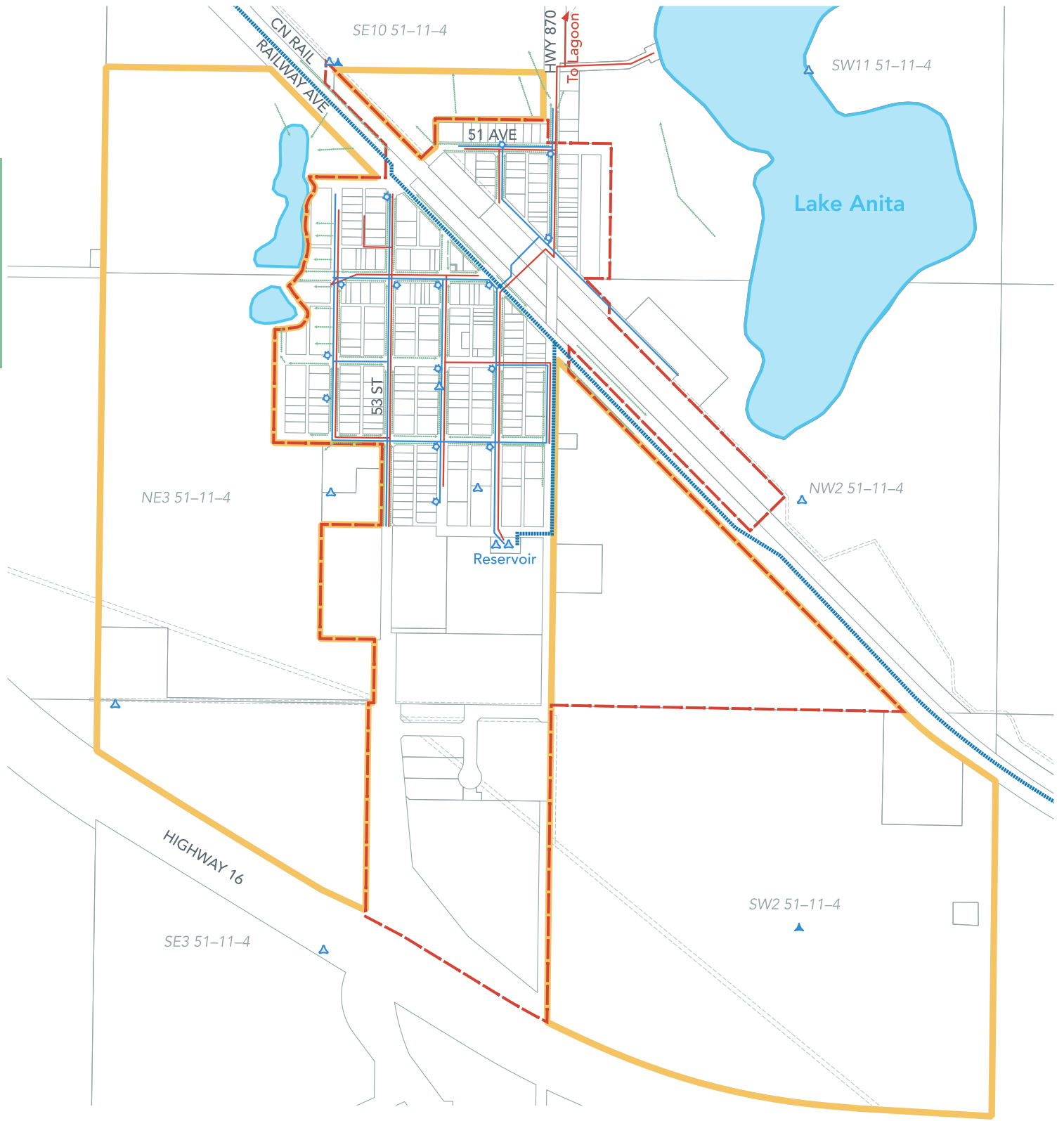
Village lands within the IDP boundary are identified for future growth, "Village Growth Area," in the Village's Municipal Development Plan.

Map 4 also identifies land use designations within the Village's existing municipal boundary, which include residential, commercial, institutional, and Village Growth Area.

The IDP area appears to include four residential properties, two of which are located within the Village's jurisdiction.

4.2.3 Oil & Gas

There are no active or abandoned oil wells in the IDP boundary. There is a high pressure gas line that traverses across the southern portion of the IDP areas; and, there are a number of low pressure gas lines in the northwest corner of the IDP boundary. The Village's residential gas utility is ATCO Gas.



LEGEND

- | | | | |
|---|--------------------------|---|----------------------|
|  | Village Boundary |  | Sanitary Sewer |
|  | IDP Boundary |  | Active Water Well |
|  | ACE Regional Waterline |  | Abandoned Water Well |
|  | Water Main |  | Fire Hydrant |
|  | Ditch/Drainage Direction | | |

MAP 5
EXISTING MUNICIPAL
UTILITIES

0 100 200 m 1:10,000



4.2.4 Utility Infrastructure

Lands within the jurisdiction of the County are not serviced by municipal utilities. Rather, they are independently serviced with water wells/cisterns and private sewage disposal systems.

Developed lands within the Village's jurisdiction are serviced by municipal services including, water, sanitary sewer, and some form of stormwater management, predominately overland using ditches/swales and culverts. Please refer to **Map 5**.

Although the area south of the main Village development, near Highway 16, is not shown to have servicing on **Map 5**, this is because there was no service mapping for this area available at the time this IDP was prepared. This area is in fact serviced with water, sanitary sewer and storm infrastructure.

The IDP does not confirm the condition or the capacity of existing utility infrastructure within the Village of Innisfree. All information regarding utility infrastructure was obtained from the 2016 Infrastructure Master Plan prepared by Amec Foster Wheeler. A number of infrastructure improvement recommendations are identified in the Infrastructure Master Plan. The Village should implement a system for monitoring, prioritizing and undertaking the improvements to support future development and attract third party investment.

Water

Water is provided via the Alberta Central East (ACE) Regional Water Commission Waterline, which was constructed in 2013, rendering existing treatment facilities and water wells redundant. The current water utility consists of water supply from the ACE regional line, 2 reservoirs for storage, distribution pumps and a distribution system.

Pressure for the water system is primarily by gravity feed from the elevated water reservoirs with supplemental pumping.

A number of upgrades were recommended in the 2016 Amec Foster Wheeler Infrastructure Mater Plan, in particular around achieving fire flows.

Sanitary Sewer

Up until 1980, wastewater from the Village was discharged directly into Lake Anita. In 1980 a treatment lagoon was constructed north of the Village within the County of Minburn. The lagoon comprises three treatment cells. The third cell is unused due to lack of need. The lagoon cell capacity can support a population of up to 533 people.


The current system comprises the lagoons to the north of the Village with an overflow connection into Lake Anita. There are three lift stations in the Village: one located at the north end of 50th Street to pump into the lagoon; the second is located at the intersection of 54th Street and 50th Avenue; and, the third located at the south end of 51st Street.

The south portion of the Village is serviced by a low pressure system that discharges to the lift station at the north end of the 50th Street.

Stormwater Management

The Villages stormwater management system comprises primarily ditches and culverts to direct stormwater runoff to discharge locations outside the Village. North of the railway, stormwater is directed northeast to Lake Anita. South of the railway stormwater is directed to the Highway 16 ditch on the west side of 53rd Street and to a drainage channel connected to Birch Lake on the west side of 53rd Street.

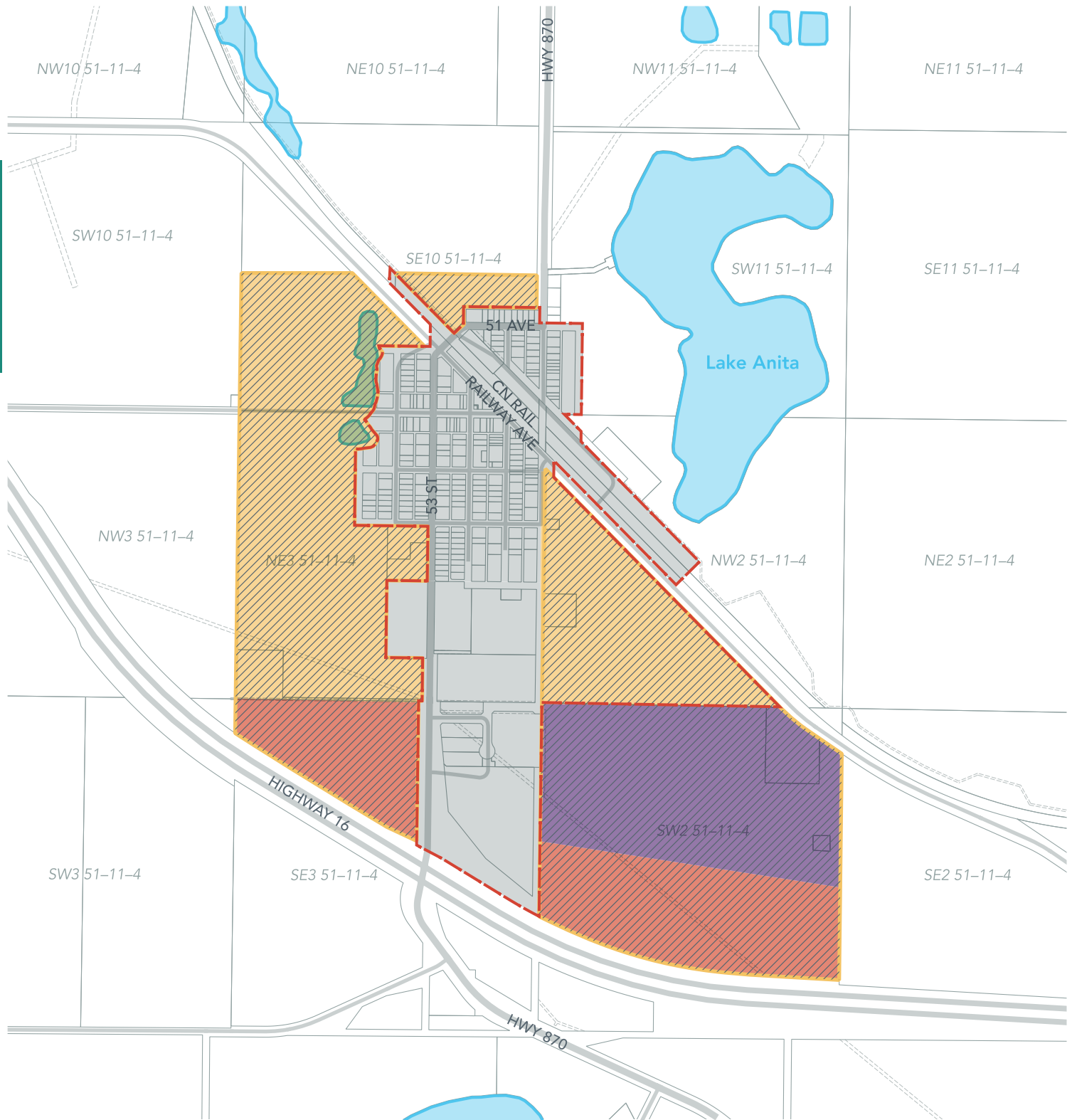
Stormwater management will be a key issue when considering future development.



5.0 Future Land Use Concept

Map 6 presents the generalized Future Land Use Concept for the IDP lands. It reflects the general direction set by each municipality's Municipal Development Plan (MDP) for future growth and planning, with one exception. In the County's MDP, Map 10 identifies a future joint planning boundary around Innisfree that includes the one and a half quarter sections north of the CN Railway around Lake Anita. It was decided to exclude these lands from this IDP in order to focus joint planning efforts south of the CN Railway and fronting the Highway 16 corridor.

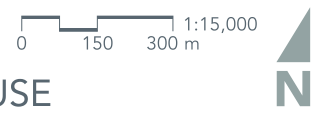
The proposed designations shown are for planning and discussion purposes, and do not convey development rights to landowners or developers. Rather, the designations suggest certain use classes that may be suitable given adjacent existing uses, logical extension of urban services and infrastructure; and, good planning principles.



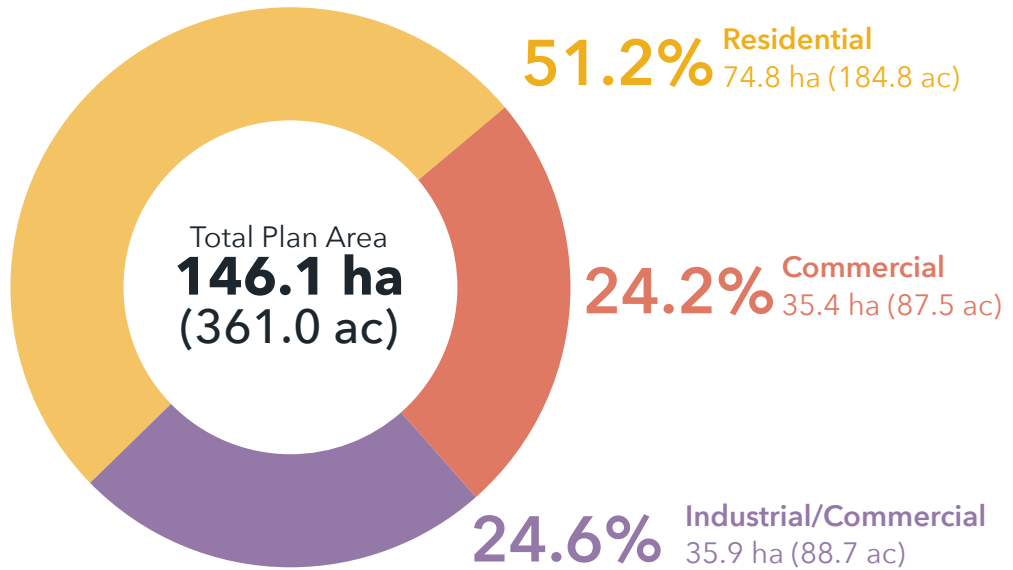
LEGEND

- Agricultural
- Existing Village Land Use
- Future Residential
- Future Commercial
- Future Commercial/Industrial
- Village Boundary
- IDP Boundary
- Joint Planning Area

MAP 6
FUTURE LAND USE
CONCEPT



Future Land Use Concept Designations by Area



The IDP plan area is broken out into the land use designations listed above.

5.1 Future Residential

Approximately 74.8 hectares (184.8 acres) of land is identified for Future Residential. This designation does not specify the density of residential development. Rather it suggests generally that residential uses are most suitable in the locations identified on **Map 6**. The need for urban expansion in the Village is not expected to be high given historic and current population numbers.

5.2 Future Commercial & Future Industrial/Commercial

Approximately 35.4 hectares (87.4 acres) of land is identified for Future Commercial and another 35.9 hectares (88.7 acres) for Industrial/Commercial.

Future Commercial lands are expected to be developed with predominately highway commercial uses, catering to the travelling public including gas stations, restaurants, hotel, and the like. The Future Commercial/Industrial lands would be expected to develop with business commercial and light industrial types of uses, including offices, storage facilities, light manufacturing and warehousing. Heavier industrial uses and those with offensive odors/dusts, sights or sounds would not be considered suitable in this location given the picturesque landscape and tourism potential of the Village and area.

The Village's Land Use Bylaw provides for three categories of commercial development, C1 for downtown commercial, C2 for secondary commercial and C3 for highway commercial. The most suitable land use district to apply to the Future Commercial and Future Industrial/Commercial areas are C2 and C3. However, the C3 district, being highway commercial to serve the travelling public, has very limited permitted uses. The kinds of uses one would expect to be permitted, including gas bars, drive-through restaurants and eating/drinking establishments are all discretionary uses. This is discussed in more detail as it relates to economic development in **Section 6.10**.

5.3 Joint Planning Areas

To ensure orderly development of the designated lands, a Joint Planning Area overlay has been applied as shown in **Map 6**. The Joint Planning Area represents significant opportunities for mutual benefit to the Village and the County, and should therefore be jointly planned prior to development. Area structure plans should be prepared collaboratively for these lands in advance of development. Additional agreements outside the influence of this IDP, regarding such matters as cost/revenue sharing, taxation, and infrastructure may also be considered by the two municipalities to complement joint land use planning.





6.0 Land Use Policies

This section of the IDP provides the policies intended to guide future decision-making related to land use development, joint planning, urban growth, and economic development.

6.1 General

The policies that follow apply generally to land use decision-making on lands within the IDP boundary.

POLICY 6.1.1 The Village and the County shall ensure that future subdivision and development is in accordance with this IDP. Minor relaxations, pursuant to **Section 7.3** of this IDP, may be considered without an amendment where it can be demonstrated that the relaxation would maintain the overall intent of the IDP policies.

6.2 Future Residential

Using population information from the Village’s MDP, it is reasonable to assume future growth will at best be stable. Therefore, it is expected that future residential development within the Village boundary can be accommodated within the Village’s existing boundary beyond the time horizon of this IDP through redevelopment, infill and new development. The Village may wish to consider preparing infill and redevelopment policies to help preserve those characteristics of mature neighbourhoods that are most highly valued.

New residential development areas should be the subject of area structure plans prior to development to ensure the logical, orderly and efficient expansion of services, access to open space and recreational opportunities, and identification of potential constraints to development.

- POLICY 6.2.1** The County shall not support redistricting land within the IDP boundary identified as Future Residential to Country Residential.

- POLICY 6.2.2** The Village and the County shall allow independent servicing of single detached dwellings on land in the County within the IDP boundary identified for Future Residential uses.

- POLICY 6.2.3** The County shall refrain from approving rural residential subdivisions and developments, or uses incompatible with residential development, immediately adjacent to the Village’s boundary.

- POLICY 6.2.4** The Village and the County shall ensure an area structure plan is prepared prior to multi-lot residential development on land identified for Future Residential on **Map 6**.

6.3 Future Commercial & Future Industrial/Commercial

The Village's ability to absorb commercial and lighter industrial uses is limited given the small population and relative proximity to larger urban centres such as Vegreville, Vermilion and Lloydminster. That being said, capitalizing on access to the travelling public along Highway 16 and enhancing tourism draws could support additional non-residential investment in the Village. Economic development is discussed in more detail in **Section 3.1** above.

Where Future Commercial and Future Industrial/Commercial land abuts existing residential uses or existing residentially zoned lands within the Village, they should be developed with lower intensity uses that are more compatible with residential development, and that could serve to buffer existing residential land from more intensive uses.

- POLICY 6.3.1** The Village and the County shall require Future Commercial and Future Industrial/Commercial land inside the IDP boundary and inside the Village's jurisdiction that is contiguous with existing similar uses in the Village to be serviced.
- POLICY 6.3.2** The Village and the County may allow for unserviced Future Commercial and Future Commercial/Industrial parcels inside the IDP boundary that are outside the Village's jurisdiction for uses that do not typically require urban services, and in areas not contiguous with existing urban development.
- POLICY 6.3.3** The Village and the County shall ensure an area structure plan is prepared prior to development of land identified for Future Commercial and Future Industrial/Commercial on **Map 6**. The area structure plan shall address, as required, transition between incompatible land uses and mitigation approaches including separation distances, landscaping and other buffers.
- POLICY 6.3.4** The County shall allow existing agricultural uses enabled under the County's Municipal Development Plan and permitted by the Land Use Bylaw, with the exception of confined feeding operations and intensive livestock operations, in the Future Commercial and Future Commercial/Industrial designations to continue in perpetuity at the will of the landowner.

6.4 Joint Planning Areas

The overlay area identified on **Map 6** for joint planning requires careful consideration to maximize benefits of and minimize risks to both municipalities. Specifically, coordination of transportation networks, servicing and land use need to be considered through the preparation of joint area structure plans (ASPs). The joint ASPs will help ensure development of the Joint Planning Area is consistent with the needs of both municipalities, and foster proactive responsiveness to market demands.

- POLICY 6.4.1** The Village and the County shall refer all subdivision and bylaw amendment applications within the Joint Planning Area to one another as a requirement of a complete application.
- POLICY 6.4.2** The Village and the County should refer discretionary use development permit applications within the Joint Planning Area to one another as a requirement of a complete application.
- POLICY 6.4.3** The Village and the County may periodically review and amend the Joint Planning Area.
- POLICY 6.4.4** The Village and the County may, further to this IDP and where it is deemed appropriate, necessary and/or desirable, endeavor to enter into agreements respecting municipal servicing, roads and other matters in Joint Planning Area.
- POLICY 6.4.5** The Village and the County shall agree that any agreements for cost and revenue sharing shall be to benefit future development of lands in the Joint Planning Areas identified in **Map 6**.

6.5 Environment

The natural environment in and around the Village of Innisfree provides important habitat for plant and animal species and improves the lives of humans. Moreover, third party investment may be encouraged in places where there is ample natural capital. Therefore, for both intrinsic value and economic value reasons, the natural environment in and around the Village should be stewarded carefully.

POLICY 6.5.1 The Village and County shall take measures through the planning, subdivision and development processes to avoid and mitigate negative impact on environmentally sensitive lands.

6.6 Reserves

Development within the IDP boundary may trigger reserve dedication. Environmental, municipal, school, municipal and school, and conservation reserves may be required through the subdivision process. Dedication of reserve land should be consistent in both municipalities for land within the IDP boundary. In each instance where reserve dedication is triggered, the maximum allowable dedication pursuant to the *Municipal Government Act* should be taken by the municipality having jurisdiction.

Reserve dedication may also be provided as cash-in-lieu of land. The Village and the County could establish a jointly-administered 'cash-in-lieu of municipal reserve fund' into which reserve proceeds could be placed for the purposes of assembling and developing regional recreational land and facilities within the IDP boundary.

POLICY 6.6.1 The Village and the County shall require subdivision applicants to dedicate the full amount of reserve owing in the forms provided for in the MGA.

POLICY 6.6.2 The Village and the County shall take environmental and conservation reserve in accordance with Sections 664 and 664.2 of the MGA.

POLICY 6.6.3 The Village and the County may consider establishing a jointly-administered cash-in-lieu of municipal reserve fund into which reserve proceeds would be placed for the purposes of assembling and developing regional recreational land and facilities within the IDP boundary.

6.7 Municipal Infrastructure

Municipal infrastructure includes utility infrastructure such as water, sanitary sewer, storm, and roadways. Land that is contiguous with the Village boundary should be serviced in concert with development.

- POLICY 6.7.1** The Village and the County shall ensure that extension of municipal infrastructure beyond the Village boundary is only done in a logical, efficient and economical manner for lands contiguous with the Village boundary and that are proposed to be annexed into the Village.
- POLICY 6.7.2** The Village shall continue to provide urban servicing to the lands within its municipal jurisdiction.
- POLICY 6.7.3** The County shall continue to provide rural serving to the lands within its municipal jurisdiction.
- POLICY 6.7.4** The Village and the County may establish infrastructure cost sharing agreements. These agreements shall be a fair and equitable recognition of existing investment in roads and utility infrastructure.

6.8 Oil and Gas

The lands within the IDP boundary are relatively unconstrained by oil and gas infrastructure, and should remain so if possible.

POLICY 6.8.1 The Village and County shall endeavor to protect the lands within the IDP boundary from future constraints due to oil and gas development.

POLICY 6.8.2 The Village and the County shall strongly recommend that the following siting/development principles be applied to proposed new oil and gas developments:

- a) Wells should be clustered whenever possible;
- b) Clustered well sites should be located whenever possible next to public utility lots, stormwater management facilities and future park/recreation lands;
- c) Road access to clustered wells should be combined wherever possible and access routes utilized should be made to fit existing and identified future roadways whenever possible;
- d) Operating conditions of well/battery sites should align as closely as possible with the following:
 - i. Day-to-day operation and maintenance of sites should be undertaken during regular business hours;
 - ii. Every effort should be made to mitigate associated impacts such as odours, noise, dust, light/flaring, and vibration; and
 - iii. Portable generators should not be used to provide power.

6.9 Urban Growth and Sustainability

The Village has sufficient land within its existing boundary to accommodate growth to beyond the time horizon of this IDP.

Urban expansion is costly. Infill and redevelopment takes advantage of existing services and keeps infrastructure expenses stable. In the short term, infill and redevelopment may be a more sustainable approach to residential growth in a community with limited resources.

The following policies serve to guide growth and annexation to ensure urban expansion endeavors to offer a net benefit to the Village, and does not compromise municipal financial sustainability.

- POLICY 6.9.1** The Village and the County should support each other to jointly apply for provincial and other funding to implement mutually beneficial infrastructure improvements.
- POLICY 6.9.2** The Village shall demonstrate need for additional land base and capability to provide urban municipal servicing to new lands prior to the County.
- POLICY 6.9.3** The County shall protect lands identified for annexation from interim development and land uses that could negatively impact logical, orderly, and economical urban expansion.
- POLICY 6.9.4** The Village and the County shall consider the following in determining the timing, size and location of an annexation area:
- a) **Justifiable and mutually agreeable current and future growth rates** - growth rates are defined as the rate at which land is consumed for residential, commercial and industrial purposes normally expressed in acres per year over a minimum 20-30-year time horizon possibly up to a 50 year+ time horizon.
 - b) **Availability and cost of servicing** - the physical and economic ability to extend Village services to specific areas within the County should be logical, reasonable and cost effective.

- c) **Adequacy of transportation systems to accommodate new development** - the annexation area should be either serviced with road network or be able to be serviced with a logical extension of existing road networks.
- d) **Land ownership patterns** - the annexation should follow legal boundaries or natural features to avoid creating a fragmented pattern of land ownership.
- e) **Local support** - annexation should, as much as possible, have the support of the landowners involved.
- f) **Consistent with local plans** - the annexation should be consistent with the policies of this IDP, the respective municipal development plans and any area structure plan or other study. Planning for annexations should consider a minimum 20-30-year time horizon possibly up to a 50 year+ time horizon for land needs.
- g) **Logical extension** - the annexation should be a logical expansion of the Village and may include developed areas.
- h) **Agricultural mill rates** - the annexation should not dramatically alter the taxes collected from agricultural lands in the annexation area simply because of annexation. The two municipalities may look at harmonizing their agricultural mill rates, as appropriate.
- i) **Any other matters** that both Councils consider necessary.

6.10 Economic Development

Economic development activities should focus on retention of existing business and attraction of new investment.

POLICY 6.10.1 The Village and the County should work together to prepare an Economic Development Strategic Plan and other documents to support business retention and investment attraction.

POLICY 6.10.2 The Village should consider reviewing its land use bylaw to improve investor friendliness, in particular the C3 Highway Commercial and M1 Industrial land use districts.

7.0 Plan Implementation


This section discusses how to implement this IDP. It is important to follow through on the implementation tasks of the IDP to solidify the direction set by bylaw through future decision-making, especially as it relates to matters of mutual interest.

Implementation tasks are listed in **Table 1** in **Section 7.5** below.

7.1 Intermunicipal Committee

The Intermunicipal Committee will be responsible for the review and implementation of the IDP as well as the intermunicipal collaboration framework.



A photograph of a residential street with a large evergreen tree and a road with a white line. The image is used as a background for the text on the page.

Typical duties of an Intermunicipal Committee as they relate to this IDP include:

1. Prepare a Terms of Reference for the Intermunicipal Committee and submit the Terms of Reference to the Councils for approval;
2. Review and prioritize implementation tasks of the IDP to make recommendations to the Councils (including more specific timing of mid- to long-term tasks);
3. Clarify the intent and interpretation of the IDP;
4. Serve as a forum for discussion of matters of mutual interest between the Village and the County;
5. Initiate or participate in economic development strategies, and act as an advocate for the future growth and development of the IDP;
6. Review and provide comments on applications to amend the IDP;
7. Serve as the Steering Committee for subsequent joint ASPs and other joint planning initiatives at the direction of the Councils; and,
8. Undertake such other matters as are referred to it by either Council.

POLICY 7.1.1

The Village and the County shall create an Intermunicipal Committee (the Committee) upon adoption of the IDP Bylaws.

POLICY 7.1.2

The Committee shall prepare a Terms of Reference to govern its activities and set minimum requirements for meetings, IDP/ICF reviews, economic development activities and any other matters it deems are related to the implementation of the IDP/ICF Bylaws.

POLICY 7.1.3

The Committee shall meet at least once per year, preferably at the beginning or the end, to:

- a) Receive a summary report from Administrations on land use and development, and economic development activities in the IDP area for the previous year;
- b) Review the Committee’s activities for the previous year, and propose any activities and initiatives for the coming year;
- c) Recommend any amendments to the IDP to the Councils;
- d) Determine whether an IDP review is required, and to what extent;
- e) Address any other matters required by the Councils as specified in the Terms of Reference; and,
- f) Provide a report that summarizes the results of the meeting, and forwards any recommendations arising out of the meeting to the Councils.

Otherwise, the Committee will meet as outlined in the Terms of Reference.

7.2 Statutory Plan Consistency

Per Section 638 of the MGA, all statutory plans adopted by a municipality must be consistent with each other. It is common that municipal development plans and area structure plans get amended to ensure they are consistent with a newly adopted IDP. Although it is not a requirement of the MGA, land use bylaws, if deemed necessary, can also be amended to be consistent with this IDP.

POLICY 7.2.1 The Village and the County should, as necessary, amend their respective municipal development plan and area structure plan bylaws to be consistent with this IDP, per Section 638 of the Municipal Government Act.

POLICY 7.2.2 The Village and the County may amend their Land Use Bylaws to be consistent with this IDP, if deemed necessary.

7.3 Discretion and Variance

From time to time the policies or principles of this IDP may not be appropriate in a specific situation. In these cases, careful use of discretion and variance may be used to address the unique circumstances of a situation while still upholding the intent and integrity of the IDP.

POLICY 7.3.1 The Village and the County, in exercising discretion and/or variance with respect to any matter or decision relative to this IDP, shall be guided by the following principles when considering a decision:

- a) The rationale for deviating from a provision or requirement of this IDP, and the implications thereof, must be clearly understood by those exercising the discretion or variance;
- b) The exercise of discretion or variance in deciding an application must be both reasonable and defensible within the letter and spirit of this IDP, as well as generally accepted good planning principles;
- c) Discretion and variance shall only be considered if it can be demonstrated that the discretion or variance being considered will, at a minimum, not jeopardize the IDP's goals, objectives or policies, and will, at best, better serve them; and,
- d) Any discretion or variance exercised shall be fully documented so that the reasons and rationale for the discretion or variance are accurately recorded and clearly understood.

7.4 Joint Area Structure Plans

The preparation of joint area structure plans should take place in advance of need so they may be done thoughtfully and with regard to good planning principles. The ASPs should contain sufficient detail on servicing and transportation networks to support orderly and efficient development. Supplemental engineering studies may be required to prepare sufficiently detailed ASPs.

POLICY 7.4.1 The Village and the County shall prepare joint area structure plans (ASPs) for the lands identified for joint planning in **Map 6** to ensure development readiness, certainty of land use and consistency in development standards.

POLICY 7.4.2 The Village and the County shall require that area structure plans (joint or otherwise) for lands within the IDP boundary are prepared by a Registered Professional Planner (RPP), comply with this IDP; and, are undertaken pursuant to Section 634 of the Municipal Government Act and the General Terms of Reference for the Preparation of a Conceptual Scheme or an Area Structure Plan, found in Appendix B of this IDP.

7.5 Implementation Tasks

The following **Table 1** lists proposed implementation tasks for action following the adoption of the IDP Bylaws. Tasks may be reviewed and amended by the Intermunicipal Committee on an annual basis. Minor adjustments to **Table 1** would not require an IDP amendment.

Table 1. IDP Implementation Tasks

IDP SECTION	TASK	TIMEFRAME	RESPONSIBILITY
3.1	Investigate potential for creating joint economic development strategic plan & joint cost/benefits agreements to attract investment	Medium to longer term	Village & County
3.1	Review Village LUB for investor friendliness; amend as necessary	Immediate	Village
4.2.4	Create system to monitor, prioritize and implement infrastructure improvement recommendations in Infrastructure Master Plan	Immediate	Village
4.2.4	Create map of servicing to south areas of Village near Highway 16 (preferably GIS-based)	Immediate	Village
7.1	Establish an Intermunicipal Committee and ToR for same	Immediate	Village & County
7.2	Update statutory plans for consistency with IDP as necessary	Immediate	Village & County
7.4	Prepare joint ASPs	Medium to Long term	Village & County

8.0 Plan Administration

This section outlines how the IDP Bylaws should be administered by each municipality.

8.1 Review, Amendment & Repeal

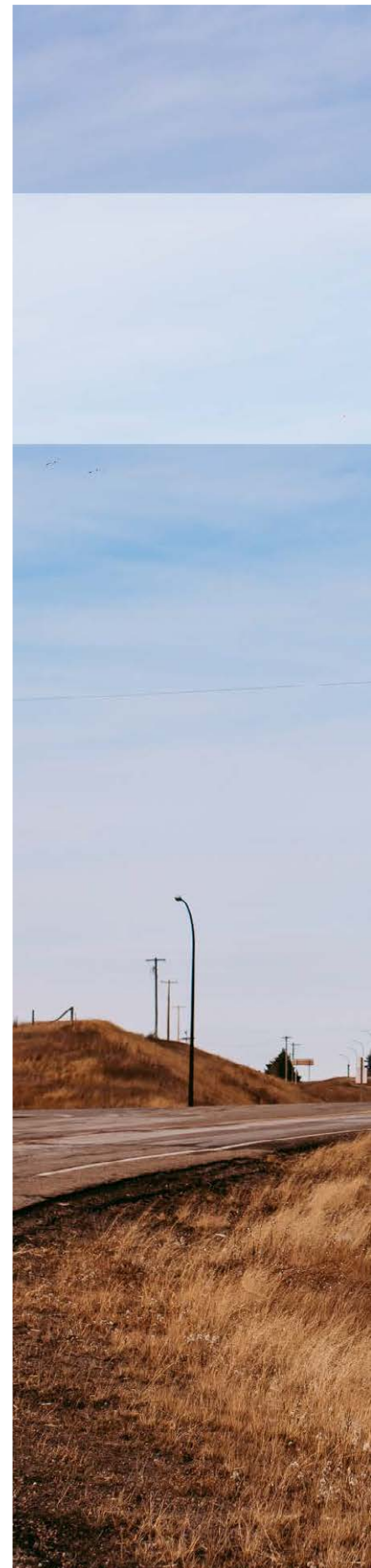
The IDP requires regular review to ensure it aligns with the evolving needs of the Village and the County. If through a review process it is found that particular policies or principles are no longer required or should be augmented, or that new policies and principles are needed, then the Bylaws can be amended as provided for in the Municipal Government Act.

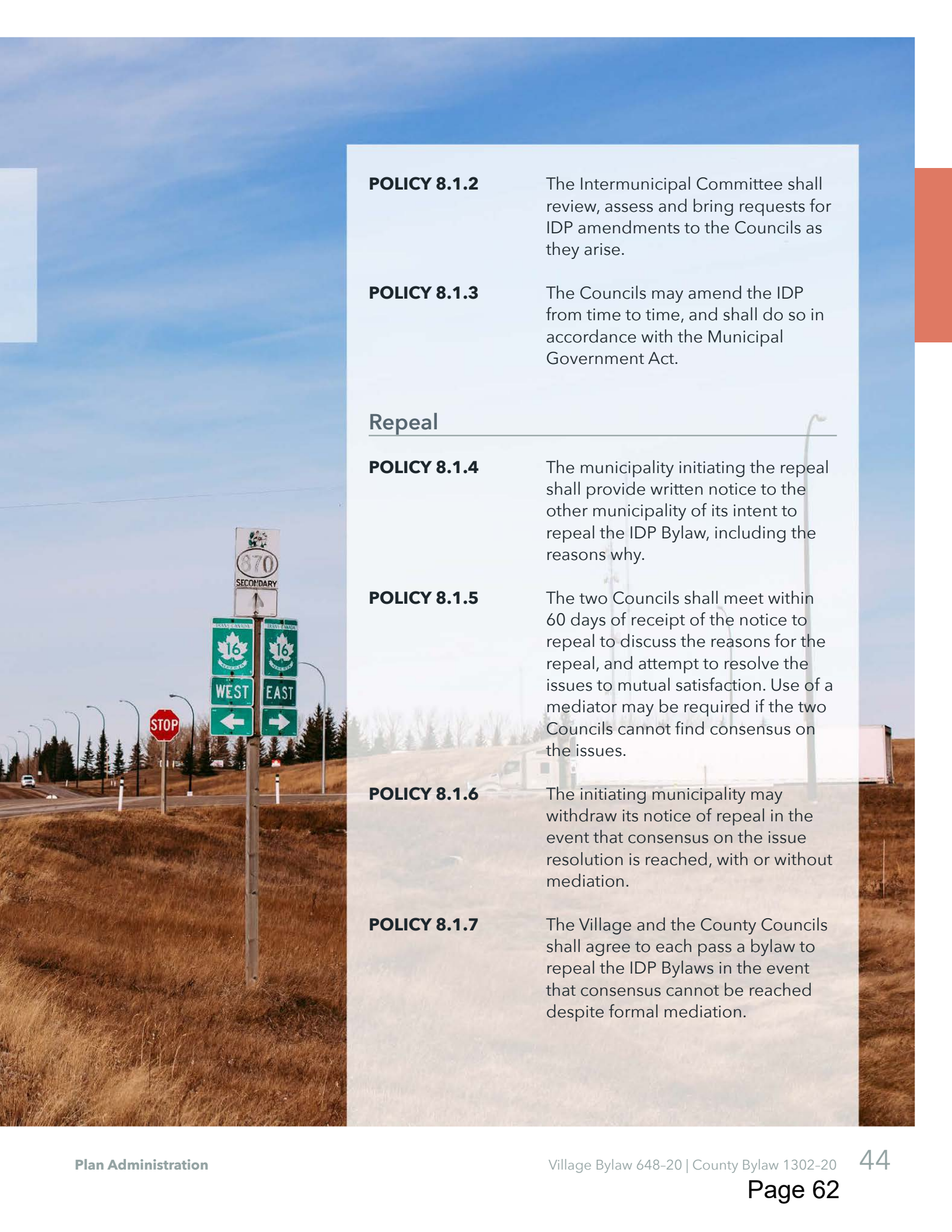
In rare cases, repeal may be requested by one or both parties. Every effort should be made to resolve the issue(s) that led to the repeal request first, referencing **Section 7.2** below as necessary. If after every effort to resolve the conflict(s) has been exhausted, the parties may agree to repeal the IDP Bylaws.

Review & Amendment

POLICY 8.1.1

The Intermunicipal Committee and the Councils shall review the IDP Bylaws regularly, with a formal, major review being done every five years.





POLICY 8.1.2

The Intermunicipal Committee shall review, assess and bring requests for IDP amendments to the Councils as they arise.

POLICY 8.1.3

The Councils may amend the IDP from time to time, and shall do so in accordance with the Municipal Government Act.

Repeal

POLICY 8.1.4

The municipality initiating the repeal shall provide written notice to the other municipality of its intent to repeal the IDP Bylaw, including the reasons why.

POLICY 8.1.5

The two Councils shall meet within 60 days of receipt of the notice to repeal to discuss the reasons for the repeal, and attempt to resolve the issues to mutual satisfaction. Use of a mediator may be required if the two Councils cannot find consensus on the issues.

POLICY 8.1.6

The initiating municipality may withdraw its notice of repeal in the event that consensus on the issue resolution is reached, with or without mediation.

POLICY 8.1.7

The Village and the County Councils shall agree to each pass a bylaw to repeal the IDP Bylaws in the event that consensus cannot be reached despite formal mediation.

POLICY 8.1.8

The Village and the County shall amend their respective Municipal Development Plans, as necessary, to ensure that intermunicipal issues continue to be adequately addressed pursuant to the requirements of the Municipal Government Act in the event that the IDP Bylaws are repealed.

8.2 Dispute Resolution

A principle of dispute/conflict resolution is consideration of the rights of landowners who may be the object of an intermunicipal dispute. Thus, throughout the various processes and procedures outlined below, it is important that both municipalities, as well as all parties engaged to resolve intermunicipal disputes, are mindful of and respect the rights of the private interests involved.

A dispute is hereby defined as any statutory plan or land use bylaw or amendment thereto which is given first reading by a Council, which the other Council deems to be 'inconsistent with the goals, objectives and policies of this IDP'. Disputes can only be initiated by the Council of either the Village or County. A dispute is limited to decisions on the above because it is agreed that decisions on subdivisions and development permits will be made in accordance with existing, approved statutory plans and land use bylaws that are consistent with this IDP. Further, all appeals of subdivisions and development permits will be made by the respective municipalities or the Municipal Government Board where appropriate, but with review by the Intermunicipal Committee.

Disputes may be addressed and may be resolved through any of the following mechanisms either singularly or in combination with each other:

1. Administrative Review
2. Intermunicipal Committee
3. Municipal Councils
4. Mediation
5. Municipal Government Board Appeal Process
6. Courts

In the event of a dispute, the municipality being disputed will not grant approval (i.e.: consider second and third readings) to the statutory plan, land use bylaw or amendment thereto, until the dispute is past the mediation stage. The time limitations and legislative requirements as may be specified from time to time in the Municipal Government Act will be respected in relation to the administration of this dispute resolution procedure.

POLICY 8.2.1

The Village and the County shall follow the dispute resolution process outlined below:

Administrative Review

1. The applicant municipality (ie. the approving authority) shall provide complete information concerning the disputed matter. The responding municipality (ie. the neighbouring municipality) shall undertake an evaluation of the matter and provide comments to the administration of the applicant municipality.
2. The two Administrations shall meet to discuss the issue and attempt to resolve the matter.
3. If the Administrations resolve the issue, the responding municipality will formally notify the applicant municipality and withdraw the dispute notification and the applicant municipality will take the appropriate actions to address the disputed matter.
4. In the event that the dispute cannot be resolved at the administrative level, either Administration can refer the matter to the Intermunicipal Committee.

Intermunicipal Committee

1. Upon the referral of a dispute, the Intermunicipal Committee will schedule a meeting and the Administrations of the County and Village will present their positions on the matter to the Intermunicipal Committee.
2. After considering the dispute, the Intermunicipal Committee may, in the event that a proposal in relation to the dispute is referred to it, schedule an Intermunicipal Committee meeting and the Administrations of both municipalities will present their positions on the proposal.
 - 2.1. After consideration of a proposal, the Intermunicipal Committee may:
 - 2.2. provide suggestions back to both Administrations with revisions to the proposal making it more acceptable to both municipalities;
 - 2.3. if possible, agree on a consensus position of the Intermunicipal Committee in support of or in opposition to the proposal, to be presented to both Councils; or
 - 2.4. conclude that no initial agreement can be reached and that a consensus position of the Intermunicipal Committee will not be presented to both Councils.
3. If agreed to by both municipalities, a facilitator may be employed to help the Intermunicipal Committee work toward a consensus position.
4. If a proposal cannot be satisfactorily processed following a Intermunicipal Committee review, then that proposal will be referred to both Councils.

Municipal Councils

1. After receiving the recommendations of the Intermunicipal Committee with respect to a particular proposal, each Council will establish a position on the proposal.
2. If both municipal Councils support a proposal, then the approval and/or bylaw amendment processes can be completed. If neither Council supports the proposal, then no further return will be required.
3. If both Councils cannot agree on a proposal, then the matter may be referred to a mediation process.
4. In the event that the two municipalities resort to mediation, the applicant municipality will not give approval in the form of second and third readings to appropriate bylaws until mediation has been pursued and concluded.

Mediation

1. The following will be required before a mediation process can proceed:
 - 1.1. agreement by both Councils that mediation is necessary;
 - 1.2. appointment by both Councils of an equal number of elected officials to participate in a mediation process;
 - 1.3. engagement, at equal cost to both municipalities, of an impartial and independent mediator agreed to by both municipalities; and
 - 1.4. approval by both municipalities of a mediation schedule, including the time and location of meetings and a deadline for the completion of the mediation process.
2. If agreed to by both municipalities, any members of the Intermunicipal Committee or administrative staff from either municipality who are not participating directly in the mediation process may act as information resources either inside or outside the mediation room.

3. All participants in the mediation process will be required to keep details of the mediation confidential until the conclusion of the mediation.
4. At the conclusion of the mediation, the mediator will submit a mediator's report to both Councils.
5. If a mediated agreement is reached, then that agreement will be referred to both Councils for action. Both Councils will also consider the mediator's report and the respective positions of the municipal Administrations with respect to the mediated agreement. Any mediated agreement will not be binding on either municipality until formally approved by both Councils.
6. If no mediated agreement can be reached or if both Councils do not approve a mediated agreement, then the appeal process may be initiated.

MGB Appeal Process

1. In the event that the mediation process fails, the initiating municipality may pass a bylaw to implement the proposal (e.g. a bylaw amending an area structure plan).
2. If the applicant municipality passes a bylaw to implement the proposal, then the responding municipality may appeal that action to the Municipal Government Board under the provisions of Section 690 of the Municipal Government Act.
3. The responding municipality must file a notice of appeal with the Municipal Government Board and give a copy of the notice of appeal to the applicant municipality within thirty (30) days of the passage of the disputed bylaw.

Courts

1. The process for review of a municipal dispute is defined by Provincial Legislation.

8.3 Enactment

The provisions of this IDP come into force once the Village and the County give third reading the respective adopting bylaws in accordance with Section 692 of the Municipal Government Act.

9.0 Public and Agency Input

There were 12 affected landowners within the IDP boundary. Affected landowners have the right to be informed of and contribute to the production of an IDP that affects their land. Throughout the project, landowners, general public and agencies were provided opportunities to obtain additional information and provide input.


This section summarizes landowner, public and stakeholder engagement activities, outcomes and conclusions.

Open House

One open house was offered to affected landowners, the general public and stakeholders in relation to this project on January 15, 2020. Static displays of information was presented with municipal staff available to answer questions.

Affected landowners located within the initial draft IDP boundary received direct mail invitations. The initial IDP boundary was expanded to include three additional landowners, one of whom is the County of Minburn. These additional landowners did not receive direct mail invitations. However, attempts were made to contact the two private landowners by telephone to invite them to the open house.





Agency stakeholders received email invitations. The general public was notified via newspaper advertisements in the Highway 16 News and via utility bill insert in December 2019 and in January 2020. The municipalities websites and social media pages also offered information on the project.

One-On-One Interviews

Prior to the open house on January 15, 2020, a number of one-on-one interview sessions were offered to affected landowners within the IDP boundary. No interviews were requested.

Public Hearing

Per Section 692 of the MGA, a public hearing must be held before second reading of the IDP bylaw. The Village held its public hearing in March 2020 and the County held its public hearing March 13, 2020 during the municipalities' respective regularly scheduled Council meetings. There were no outstanding issues resulting from the public hearings.

Agencies

Pursuant to Section 636(1)(c), the Buffalo Trail School Board was notified by email of the project and invited to the open house. The Buffalo Trail School Board did not have any comments.

Conclusions

There were no objections or concerns raised by landowners, public or agencies.





A1

Appendix 1 General Terms of Reference

for the Preparation of a Conceptual Scheme or Area Structure Plan

1) Introduction

These generic terms of reference are intended to give general guidance only to development proponents and the Council/Administration in the preparation of an area structure plan (ASP). It should be noted that the planning and development process is complex and that particular circumstances may warrant the requirement by Council/Administration of information or assurances not discussed here. Since each ASP is different and can have issues and variables unique to that particular plan, it may be wise in some instances to have the ASP guided by specifically tailored terms of reference, beyond these generic ones.

2) General

The ASP, as provided for under Sections 633 and 636-638 of the *Municipal Government Act* (MGA), is intended to describe how an area of land under a single owner or multiple-ownership can be subdivided and developed in a coordinated way. It is a means of ensuring that the Municipal Development Plan (MDP) is adhered to, that development by one owner does not unnecessarily restrict the options of another, and that development occurs in a way that is safe, efficient, and aesthetically pleasing.

By minimising the delays caused by the need to coordinate developments on an individual, application-by-application basis, an ASP can set the stage for the quick approval of Land Use Bylaw (LUB) amendments, subdivision and development proposals which conform to its provisions.

3) Plan Boundary

The ASP area is usually defined by prominent boundaries, which will minimise the effects of one area of development on another. These might be arterial roads, natural features, existing uses or servicing boundaries. In the absence of such tangible boundaries, property lines may be used

4) Land Use and Density

The ASP must show the proposed land uses within the plan area. The density of development in small plans may be indicated by showing tentative lot lines. In plans dealing with larger areas, it may be sufficient to show proposed density ranges within sub-areas of the plan.

5) Hazard Lands and Development Constraints

The ASP shall show that all proposed subdivision and development is safe from hazards and development constraints. To this end, the plan shall identify all lands that are subject to flooding, subsidence, steep slopes, the presence of sour gas or other transmission hazards or are otherwise hazardous or constrained as far as development is concerned. Furthermore, the ASP shall indicate proposed methods and mechanisms to eliminate or mitigate the effects of these developments constraints including the submission by qualified professionals of any required reports or supporting materials.

6) Traffic Circulation

The ASP must show the proposed circulation pattern in the plan area, including local roads, sidewalks and trails, that directly serve individual lots and collector roads as required to move traffic and people safely and efficiently. It must also show how the proposed circulation pattern will be integrated with the overall transportation and trails system of the Village. Where the staging of development requires interim access to be provided, this should be described in the plan.

In the case of applications adjacent to a Provincial highway, working closely with Alberta Transportation and Utilities is critical to ensure they are on side with what is being proposed in terms of access to their facilities both in the interim and over the long term. Getting Alberta Transportation's approval (ideally, securing their signature on the document) goes a long way to facilitating subsequent land use, subdivision and development permit applications made pursuant to and in accordance with the plan.

7) Utility Servicing

The ASP should deal conceptually with ultimate proposed utility servicing and any interim servicing. This includes potable water, sanitary sewage disposal and storm water drainage. Power, gas, and telephone, etc. are usually assumed to be available, but the plan should identify and if possible resolve any potential difficulties or complications. A detailed design of servicing systems is not required, but the plan should be clear in demonstrating that adequate servicing is feasible and available.

8) Reserve Lands for Parks and Schools & Environmental Reserve

The MGA provides that whenever a subdivision takes place, the owner is required to provide to the municipality up to 10% of the land as reserve for the purposes of park, tot lots, school sites, and so forth. This is a one of the key components of an ASP in that it is to indicate, in specific terms, how the policies and provisions with respect to reserves contained in the MDP will be implemented. If reserve land is to be taken, it is important that the plan indicate the size, location and configuration of the lot(s) to be dedicated. It is especially important that the above requirements be determined in consultation with local school authority where these lands are for school purposes.

The MGA provides that the Municipality may require the dedication of land which is a natural drainage course; is subject to flooding; or is required to prevent pollution of, or provide public access to, a water course or body. The ASP must identify such lands.

9) Community Services

The ASP should indicate the means by which the development will be provided with such community services as schools, fire protection, policing and recreation. This is not necessarily restricted to the provision of land for such facilities, but may also involve assurances that the agencies responsible for such services have the capacity to provide them.

10) Staging

Where an ASP is relatively large, or involves a number of separate ownerships, it is often necessary to demonstrate the way in which subdivision and/or development will take place over time. Interim provisions may be necessary with respect to servicing and access and the effects of the development of one stage or another must be resolved.

11) Graphics

The land use (and other) maps provided with the text of a proposed ASP are especially important because they make clear to Council/Administration and other users of the plan the character of the proposed development. The basic mapping requirements are:

- 11.1. general location within the Village/surrounding area;
- 11.2. relationship of the plan area to the MDP;
- 11.3. existing property lines and ownership;
- 11.4. existing natural or man-made physical features which may constrain development;
- 11.5. proposed land use pattern and internal road layout;
- 11.6. existing servicing and proposed servicing concept(s);
- 11.7. staging of development with interim provisions noted, and,
- 11.8. a recommended zoning scheme (optional).

The required drawings must be clear and at a scale which is appropriate to their purpose. Drawings may be combined when this does not result in an unacceptable reduction in legibility.

12) Implementation

An ASP must be consistent with the MDP (Section 638 of the MGA). It is adopted by bylaw following the process/requirements spelled out in the MGA under Sections 692, 636, 606 and 230. However, the agreement of all the owners within or adjacent to the plan area is not legally necessary for the adopting (or amending) bylaw to be passed. The implementation of an ASP may also require cooperation between owners in terms of land trades, temporary rights-of-way across one another's land, and/or joint subdivision applications.

Specific approvals must still be obtained with respect to any required LUB amendment, subdivision, development agreements and development approval. These can be pursued after the ASP has been approved or can be applied for at the same time as the ASP approval if subdivision and/or development are imminent. It should be made clear, however, that all subsequent processes depend on the completion of those that must proceed (i.e.: the ASP).

13) Process

The following is a general process for the submission and consideration by the Village of an ASP proposal. The steps indicated may be modified as required by specific circumstances affecting a particular plan proposal. [Note that the following process does not at all preclude informal public open houses/meetings held by the developer or by the Village: in fact, they may be encouraged and/or required.]

- 13.1. Prior to making any submissions to the Village, the proponent should contact as many of the owners as possible who would be affected by the ASP to discuss their potential involvement in the planning process. Responsibilities for the costs of plan preparation, arrangements for group decision-making and identification of an individual representative for the group should be resolved as far as possible early in the process.
- 13.2. If the development is large enough, a brief and general proposal to undertake the preparation of an ASP ought be submitted to and approved by the Village prior to commencement of work on the full-blown plan proposal. The submission should deal with proposed plan boundaries, the general availability of services, the relationship of the proposed plan boundaries, the general availability of services, the relationship of the proposed development to the MDP, and the potential for resolution of any specific difficulties which can be identified at such an early stage in the process. It should also be made clear exactly who is making the proposal and who their representative is to be. Again, bear in mind that in some instances, specifically tailored terms of reference, beyond these generic ones, may be required to guide the preparation of a particular ASP.

- 13.3. The proponent should gather the information required for the ASP by contacting the appropriate municipal and other agencies. In all cases, the plan should be prepared by a qualified, professional planner with assistance from qualified, professional engineers and other specialists as required. This is very important.
- 13.4. Once a draft ASP has been prepared, the proponent should submit a number of copies (text and drawings) to the Village as well as the Municipality's planning and engineering consultants for an initial review. Sufficient copies should be submitted so that all internal staff and any external resources reviewing the plan have a copy.
- 13.5. After this initial municipal review, the Village and/or its planning/engineering consultants will inform the proponents' planning consultant in writing of any initial concerns or requirements for additional information. A revised plan or additional information is then submitted as required.
- 13.6. The Municipality circulates the draft ASP to various affected agencies for their comments (e.g. School District(s), Health Authority, Alberta Environment, Alberta Transportation, etc.). Once the circulation is complete, municipal staff and/or the Village's planning/engineering consultants issue a written consolidated response (including copies of letters received from respondents, if appropriate) to the proponents' representative.
- 13.7. A meeting is held between the Municipality's staff, its planning and engineering consultants, and the proponents' representatives (and others as required) to resolve any outstanding issues. More than one meeting may be required if outstanding issues are difficult to resolve.
- 13.8. Once the proponent is satisfied that the draft ASP has the support of the municipal staff, their consultants and other affected parties, the proponent prepares a final draft ASP reflecting any changes agreed upon and submits a sufficient number of copies to the Village for Council's consideration. Note that the proponent may submit an ASP for Council's consideration without the full support of the staff, their consultants and/or responding agencies if an impasse has been reached and they wish to make their case directly to Council.

- 13.9. Council may either table the draft ASP for further revisions or give first reading to an adopting bylaw as an indication of its tentative support. If further revisions are required by Council, the proponent makes those revisions and resubmits the plan for first reading. If first reading is given, Council should set a date for a public hearing (as required by the MGA).
- 13.10. Council advertises and holds a public hearing (usually as part of a regular Council meeting). It may then require further revisions prior to second reading or give the adopting second reading.
- 13.11. If Council agrees unanimously, it may give third reading to the adopting bylaw at the same meeting. Otherwise, third reading cannot be given until the next meeting of Council.
- 13.12. Once the adopting bylaw is approved by Council, the proponent provides the Municipality with one "camera-ready" (ie: reproducible) copy of the ASP, text and drawings and a required number of copies so that it can distribute copies to the public as required.

As noted above, other approvals are required prior to development. However, the existence of an approved ASP normally helps to reduce the time and expense involved in obtaining those approvals and should result in more orderly and efficient development, which is to everyone's advantage (particularly the developer).

IDP

Village of Innisfree - County of Minburn No. 27
Intermunicipal Development Plan



Prepared by Red Willow Planning
All photos by Davin Gegolick

Request for Decision (RFD)

Topic: Proposed Utility Rates - 2020
Initiated by: Administration
Attachments: n/a

Purpose(s):

1. For council to review the 2020 Utility Rates for the Village of Innisfree.

Background:

- Due to the installation of refurbished Water Meters, Administration has developed Utility Rate Scenarios based on the current rates. Basic rates are very high for our community.
- Utility Rates have not changed since 2017. As per the Municipal Affairs Viability Review Directive No. 8: “Utility Rates should continue to be reviewed annually to ensure fill cost recovery is maintained.”
- Administration has studied last years financials (as of December 31, 2019) and feels that the Utility Rates could be decreased in some areas.
- Attached you will find 4 Water Rate scenarios prepared by Administration.

Key Issues/Concepts:

A. See schedule “B” for a Draft Utility Bill:

	<i>Current</i>	<i>(a)</i>	<i>(b)</i>	<i>(c)</i>
<u>Non-Metered Fees:</u>				
Residential – Non-metered Water Fee	\$33.00	\$32.30	\$32.30	*Current*
Commercial – Non-metered Water Fee	\$44.00	\$43.10	\$43.10	*Current*
<u>Metered Fees:</u>				
Consumption Rate (per m3)	\$4.12	\$4.20 (2%)	\$4.33 (5%)	\$4.05 (-2%)
Residential Monthly Base Fee + Consumption	\$13.00	\$12.75	\$12.75	*Current*
Commercial Monthly Base Fee + Consumption	\$25.00	\$24.50	\$24.50	*Current*
Delnorte School & Petro-Can Complex Monthly Base Fee + Consumption	\$45.00	\$44.10	\$44.10	*Current*
ACE Reserve Fund (all accounts)	\$15.00	\$15.00	\$15.00	*Current*
<u>SOLID WASTE MANAGEMENT</u>				
Residential	\$29.25	\$28.50	\$28.50	*Current*
Small Commercial	\$34.00	\$33.50	\$33.50	*Current*
Large Commercial	\$47.00	\$46.00	\$46.00	*Current*
Petro-Can Complex	\$425.00	\$200.00	\$200.00	*Current*
Institutional	\$225.00	\$220.50	\$220.50	*Current*
Four-Plex Units	\$115.00	\$112.70	\$112.70	*Current*
Community Organizations	\$17.25	\$16.90	\$16.90	*Current*
<u>JOINT LANDFILL REMEDIATION PROJECT</u>				
Residential	\$12.00	\$11.75	\$11.75	*Current*
Commercial	\$15.00	\$14.70	\$14.70	*Current*

2020-05-19 - Village of Innisfree- New Business –Proposed Utility Rates 2020

Institutional	\$20.00	\$19.50	\$19.50	*Current*
Community Organizations	\$7.50	\$7.35	\$7.35	*Current*

SANITARY SEWER SERVICES

Residential	\$21.50	\$21.00	\$21.00	*Current*
Commercial	\$34.25	\$33.55	\$33.55	*Current*
Four-Plex Units	\$88.00	\$86.25	\$86.25	*Current*
Institutional	\$145.00	\$142.00	\$142.00	*Current*
Restaurants	\$77.00	\$75.50	\$75.50	*Current*
Community Organizations	\$17.00	\$16.50	\$16.50	*Current*

STORMWATER SEWER SERVICES

Storm Water Infrastructure Renewal Fee	\$3.39	\$3.30	\$3.30	*Current*
--	--------	--------	--------	-----------

Proposal (a) – Residents would be charged the Consumption Rate (\$4.50/m3) once they exceed 5m3 or more.

Proposal (b) – Residents would be charged the Consumption Rate (\$4.60/m3) once they exceed 5m3 or more.

Proposal (c) – Residents would be charged the Consumption Rate (\$4.05/m3) for every cubic meter of water used.

Option(s):

1. As directed by Council.
2. That this item be received as information. Further that the Utility Rates be brought back to a Regular Council meeting once the 2019 Audit and Financial Statements are completed.
3. That Council direct Administration to implement Proposal (a) as the Village of Innisfree’s new utility rates effective July 1, 2020 (June Consumption). Further that Administration be directed to amend the Village of Innisfree’s Master Rates Bylaw to reflect these changes.
4. That Council direct Administration to implement Proposal (b) as the Village of Innisfree’s new utility rates effective July 1, 2020 (June Consumption). Further that Administration be directed to amend the Village of Innisfree’s Master Rates Bylaw to reflect these changes.
5. That Council direct Administration to implement Proposal (c) as the Village of Innisfree’s new utility rates effective July 1, 2020 (June Consumption). Further that Administration be directed to amend the Village of Innisfree’s Master Rates Bylaw to reflect these changes.

Financial Implication(s):

- Please see Schedule “A” - Revenue and Expense Comparison
- Please see Schedule “B” - Draft Water Billing with Proposed Amounts

Relevant Policy/Legislation:

- Ministerial Order No. MSL:095/18 – Directives issued by Alberta Municipal Affairs.

RECOMMENDATION(s):

- That this item be received as information. Further that the Utility Rates be brought back to a Regular Council meeting once the 2019 Audit and Financial Statements are completed.

SCHEDULE "A"
Revenue and Expense Comparison

	2019 Actual (YTD)	2020 Budget
Stormwater Revenue (37)	\$4,913.58	\$4,915.00
Stormwater Expense (37)	\$0.00	\$750.00
	Revenue/Expense = \$4,913.58	\$4,165.00
<hr/>		
Water Revenue (41)	\$98,283.46	\$98,280.00
Water Expense (41)	\$92,221.70	\$119,385.00
	Revenue/Expense = \$6,061.76	(-21,105.00)
<hr/>		
Sewer Revenue (42)	\$35,865.57	\$35,870.00
Sewer Expense (42)	\$41,170.36	\$56,626.00
	Revenue/Expense = (\$-5304.79)	(\$-20,756.00)
<hr/>		
Solid Waste Revenue (43)	\$69,967.13	\$69,970.00
Solid Waste Expense (43)	\$49,170.18	\$72,983.00
	Revenue/Expense = \$20,796.95	(\$-3,013.00)
<hr/>		

SCHEDULE “B”

1. **Metered Residential:** Pages 5-8
2. **Non – Metered Residential:** Pages 9-10
3. **Metered Business:** Pages 11-14
4. **Metered Large Business:** Pages 15-18

Village of Innisfree

Box 69 5116 - 50 Avenue

INNISFREE, AB T0B 2G0
(780) 592-3886

**Metered
Residential**



CURRENT

BILLING DATE
May 05, 2020

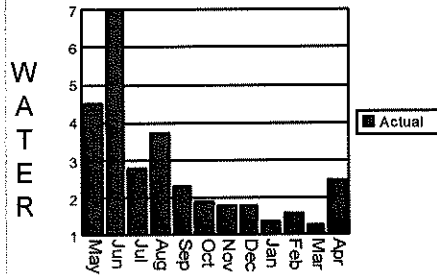
NAME: **Billing** **April 01, 2020 To April 30, 2020**

April 30, 2020	CASH RECEIPT APPLIED	Previous Balance	99.50	
		20200541	(99.50)	
		Balance	0.00	0.00

SERVICE ADDRESS	Garbage Flat Fee (29.25)	29.25	
	Joint Landfill Residential	12.00	
	Sewer Flat Fee (21.50)	21.50	
	Stormwater Infra Renewal Fee	3.39	
LEGAL DESCRIPTION	Water Flat Fee Res (13)	13.00	
Lot	Water Regional Fund	15.00	

BASIC CHARGES			
			29.25
			12.00
			21.50
			3.39
			13.00
			15.00
	Total Basic Charges		94.14
			94.14

Lot
Bloc
Plan



R13211022
100.300 April 03
102.800 May 04

WATER CONSUMPTION CHARGES			
Consumption	10.000	m ³	Actual
Water Consumption			41.20

G.S.T. 13092 6843 RT0001 0.00
Amount due and Payable by May 1, 2020.

135.34

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

See attached newsletter(s).

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

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(780) 592-3886



BILLING DATE
May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	135.34	138.72	May 31, 2020 Account Number	135.34	

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Village of Innisfree

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Proposed A

BILLING DATE
 May 05, 2020

NAME

Billing Period April 01, 2020 To April 30, 2020

April 30, 2020	CASH RECEIPT APPLIED	20200541	Previous Balance	99.50	
				(99.50)	
			Balance Forward	0.00	0.00

SERVICE ADDRESS

Garbage Flat Fee (29.25) 29.25
 Joint Landfill Residential 12.00
 Sewer Flat Fee (21.50) 21.50
 Stormwater Infra Renewal Fee 3.39
 Water Flat Fee Res (13) 13.00
 Water Regional Fund 15.00

BASIC CHARGES

28.50	
11.75	
21.00	
3.30	
12.75	
15.00	
92.30	92.30

LEGAL DESCRIPTION

Lot
 Block
 Plan

Meter ID R13211022
 Prev 100.300 April 03
 Curr 102.800 May 04

WATER CONSUMPTION CHARGES

Consumption	10.000	m ³	Actual	
Water Consumption				21.00

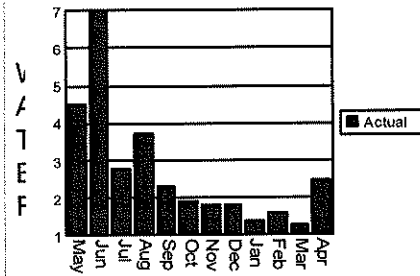
Cost per m3 = 4.20M3
First 5m3 - FREE
5m3 and over - 4.20 X 5m3 = \$21.00

G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

113.30

AMOUNT NOW DUE



2019 2020

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

****RESIDENT IS ONLY BEING CHARGE CONSUMPTION WHEN OVER 5M3.**

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

Box 69 5116 - 50 Avenue
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BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE	AMOUNT NOW DUE	AMOUNT PAID
0.00	113.30	116.13	May 31, 2020	113.30	
			Account Number		

⑈00040000⑈

Village of Innisfree

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Proposed B

BILLING DATE
 May 05, 2020

NAME

Billing Period April 01, 2020 To April 30, 2020

April 30, 2020	CASH RECEIPT APPLIED	20200541	99.50 (99.50)	
		Previous Balance	99.50	
		Balance Forward	0.00	0.00

SERVICE ADDRESS

BASIC CHARGES			
Garbage Flat Fee (29.25)	29.25		28.50
Joint Landfill Residential	12.00		11.75
Sewer Flat Fee (21.50)	21.50		21.00
Stormwater Infra Renewal Fee	3.39		3.30
Water Flat Fee Res (13)	13.00		12.75
Water Regional Fund	15.00		15.00
		Total Basic Charges	92.30
			92.30

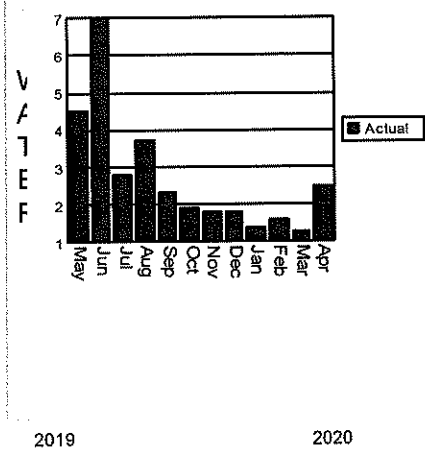
LEGAL DESCRIPTION

Lot
 Block
 Plan

Meter ID R13211022
 Prev 100.300 April 03
 Curr 102.800 May 04

WATER CONSUMPTION CHARGES	
Consumption	10.000 m ³ Actual
Water Consumption	21.65

Cost per m3 = 4.33M3
First 5m3 - FREE
5m3 and over - 4.20 X 5m3 = \$21.65



G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

113.95

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

See attached newsletter(s).

****RESIDENT IS ONLY BEING CHARGE CONSUMPTION WHEN OVER 5M3.**

Village of Innisfree

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BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE	AMOUNT NOW DUE	AMOUNT PAID
0.00	113.95	116.80	May 31, 2020	113.95	
			Account Number		

⑈00040000⑈

7

Village of Innisfree

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Proposed C

BILLING DATE
 May 05, 2020

NAME

Billing Period April 01, 2020 To April 30, 2020

April 30, 2020	CASH RECEIPT APPLIED	20200541	Previous Balance	99.50	
				(99.50)	
			Balance Forward	0.00	0.00

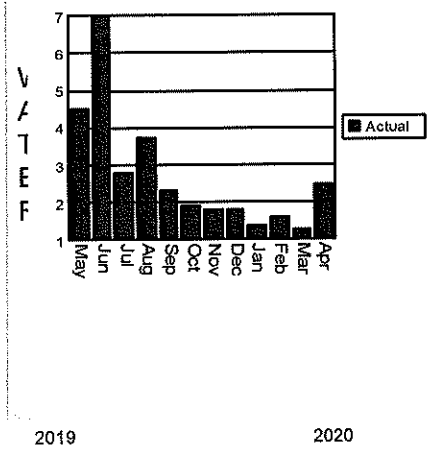
SERVICE ADDRESS

BASIC CHARGES				
Garbage Flat Fee (29.25)	29.25		29.25	
Joint Landfill Residential	12.00		12.00	
Sewer Flat Fee (21.50)	21.50		21.50	
Stormwater Infra Renewal Fee	3.39		3.39	
Water Flat Fee Res (13)	13.00		13.00	
Water Regional Fund	15.00		15.00	
		Total Basic Charges	94.14	94.14

LEGAL DESCRIPTION
 Lot
 Block
 Plan

Meter ID R13211022

Prev	100.300	April 03	Consumption	10.000	m ³	Actual	
Curr	102.800	May 04	Water Consumption				20.25



WATER CONSUMPTION CHARGES

G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

114.39

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

See attached newsletter(s).

****RESIDENT IS CHARGE CONSUMPTION FOR ALL CUBIC METER OF WATER USED**

Village of Innisfree

Box 69 5116 - 50 Avenue
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BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE	AMOUNT NOW DUE	AMOUNT PAID
0.00	114.39	117.25	May 31, 2020	114.39	
			Account Number		

⑈00040000⑈

Village of Innisfree

Box 69 5116 - 50 Avenue
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Current

BILLING DATE
 May 05, 2020

NAME **Billing** **April 01, 2020** **T** **April 30, 2020**

April 08, 2020	CASH RECEIPT APPLIED	Previous Balance	127.14	
		20200443	(127.14)	
		Balance	0.00	0.00

SERVICE ADDRESS

		BASIC CHARGES		
Garbage Flat Fee (29.25)	29.25		29.25	
Joint Landfill Residential	12.00		12.00	
Sewer Flat Fee (21.50)	21.50		21.50	
Stormwater Infra Renewal Fee	3.39		3.39	
Water Flat Fee Res (13)	13.00		13.00	
Water Non Metered Fee (33)	33.00		33.00	
Water Regional Fund	15.00		15.00	
		Total Basic Charges	127.14	127.14

LEGAL DESCRIPTION

Lot
 Block
 Plan

G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

127.14

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

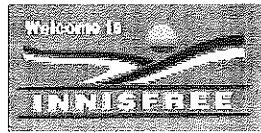
IMPORTANT MESSAGES

See attached newsletter(s).

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

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BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	127.14	130.32	May 31, 2020 Account Number	127.14	

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Village of Innisfree

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Proposed A-C

BILLING DATE
 May 05, 2020

NAME **Billing** *April 01, 2020* **T** *April 30, 2020*

April 08, 2020	CASH RECEIPT APPLIED	Previous Balance	127.14
		20200443	(127.14)
		Balance	0.00 0.00

SERVICE ADDRESS	BASIC CHARGES	
	Garbage Flat Fee (29.25) 29.25	28.50
	Joint Landfill Residential 12.00	11.75
	Sewer Flat Fee (21.50) 21.50	21.00
	Stormwater Infra Renewal Fee 3.39	3.30
LEGAL DESCRIPTION	Water Flat Fee Res (13) 13.00	12.75
Lot	Water Non Metered Fee (33) 33.00	32.30
Block	Water Regional Fund 15.00	15.00
Plan	Total Basic Charges	124.60 124.60

G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

124.60

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

See attached newsletter(s).

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

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BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	124.60	127.72	May 31, 2020	124.60	
			Account Number		

⑈01460002⑈

Village of Innisfree

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Current

BILLING DATE
 May 05, 2020

NAME **Billing** *April 01, 2020* **T** *April 30, 2020*

April 07, 2020	CASH RECEIPT APPLIED	Previous Balance	261.93	
		20200440	(261.93)	
		Balance	0.00	0.00

SERVICE ADDRESS

Garbage Flat Fee (34) 34.00
 Joint Landfill Commercial 15.00
 Sewer Flat Fee (34.25) 34.25
 Stormwater Infra Renewal Fee 3.39

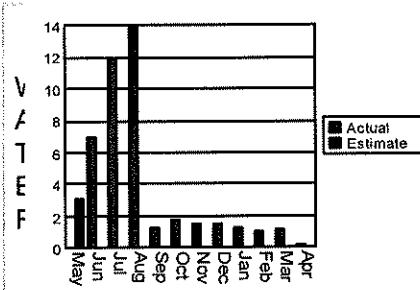
BASIC CHARGES

34.00	34.00
15.00	15.00
34.25	34.25
3.39	3.39
25.00	25.00
15.00	15.00
Total Basic Charges	126.64

LEGAL DESCRIPTION

Water Flat Fee Non Res (25) 25.00
 Water Regional Fund 15.00

Lot
 Block
 Plan 4175R



) R16309322

WATER CONSUMPTION CHARGES

14.100	April 03	Consumptio	10.000	m³	Actual	
14.300	May 04	Water Consumption				41.20

G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

167.84

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

See attached newsletter(s).

A COPY HAS BEEN SENT

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

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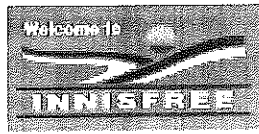
BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	167.84	172.04	May 31, 2020	167.84	
			Account Number		

W

Village of Innisfree

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 (780) 592-3886



Proposed A

BILLING DATE
 May 05, 2020

NAME: **Billing** April 01, 2020 T April 30, 2020

April 07, 2020	CASH RECEIPT APPLIED	Previous Balance	261.93	
		20200440	(261.93)	
		Balance Forward	0.00	0.00

SERVICE ADDRESS

Garbage Flat Fee (34)	34.00		33.50
Joint Landfill Commercial	15.00		14.70
Sewer Flat Fee (34.25)	34.25		33.55
Stormwater Infra Renewal Fee	3.39		3.30

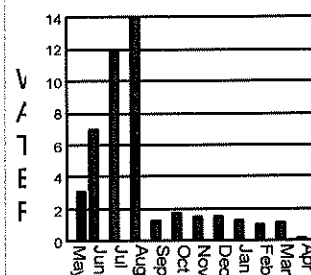
LEGAL DESCRIPTION

Water Flat Fee Non Res (25)	25.00		24.50
Water Regional Fund	15.00		15.00

Lot
 Block
 Plan 4175R

BASIC CHARGES

Total Basic Charges 124.55 124.55



) R16309322
 14.100 April 03
 14.300 May 04

WATER CONSUMPTION CHARGES

Consumption 10.000 m³ Actual
 Water Consumption 21.00

Cost per m3 = \$4.20m3
First 5m3 - FREE
5m3 and over - 4.20 x 5m3 = \$21.00

G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020. **145.55**

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

****RESIDENT IS ONLY BEING CHARGED CONSUMPTION WHEN OVER 5M3.**

A COPY HAS BEEN SENT

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	145.55	149.19	May 31, 2020	145.55	
			Account Number		

Village of Innisfree

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 INNISFREE, AB T0B 2G0
 (780) 592-3886



Proposed B

BILLING DATE
 May 05, 2020

NAME **Billing** **April 01, 2020** **T** **April 30, 2020**

April 07, 2020	CASH RECEIPT APPLIED	Previous Balance	261.93	
		20200440	(261.93)	
		Balance Forward	0.00	0.00

SERVICE ADDRESS

Garbage Flat Fee (34) 34.00
 Joint Landfill Commercial 15.00
 Sewer Flat Fee (34.25) 34.25
 Stormwater Infra Renewal Fee 3.39

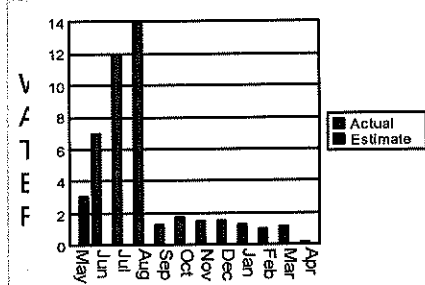
BASIC CHARGES

33.50
 14.70
 33.55
 3.30
 24.50
 15.00
Total Basic Charges 124.55 124.55

LEGAL DESCRIPTION

Water Flat Fee Non Res (25) 25.00
 Water Regional Fund 15.00

Lot
 Block
 Plan 4175R



) R16309322

WATER CONSUMPTION CHARGES

14.100 April 03	Consumptio	10.000 m³	Actual	
14.300 May 04	Water Consumption			21.65

Cost per m3 = \$4.33m3
First 5m3 - FREE
5m3 and over - 4.33 5m3 = \$21.65

G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

146.20

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

****RESIDENT IS ONLY BEING CHARGED CONSUMPTION WHEN OVER 5M3.**

A COPY HAS BEEN SENT

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	146.20	149.86	May 31, 2020	146.20	
			Account Number		

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



Proposed C

BILLING DATE
 May 05, 2020

NAME: **Billing April 01, 2020 T April 30, 2020**

April 07, 2020	CASH RECEIPT APPLIED	Previous Balance	261.93
		20200440	(261.93)
		Balance	0.00
			0.00

SERVICE ADDRESS

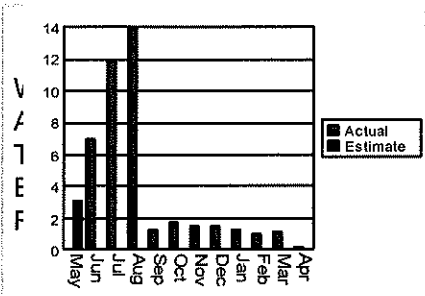
Garbage Flat Fee (34) 34.00
 Joint Landfill Commercial 15.00
 Sewer Flat Fee (34.25) 34.25
 Stormwater Infra Renewal Fee 3.39
 Water Flat Fee Non Res (25) 25.00
 Lot Water Regional Fund 15.00

BASIC CHARGES

Garbage Flat Fee (34)	34.00		34.00
Joint Landfill Commercial	15.00		15.00
Sewer Flat Fee (34.25)	34.25		34.25
Stormwater Infra Renewal Fee	3.39		3.39
Water Flat Fee Non Res (25)	25.00		25.00
Water Regional Fund	15.00		15.00
Total Basic Charges		126.64	126.64

LEGAL DESCRIPTION

Block
 Plan 4175R



) R16309322

WATER CONSUMPTION CHARGES

14.100 April 03	Consumption	10.000 m³	Actual	
14.300 May 04	Water Consumption			20.25

G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

146.89

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

****RESIDENT IS CHARGED CONSUMPTION FOR ALL CUBIC METERS OF WATER USED.**

A COPY HAS BEEN SENT

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



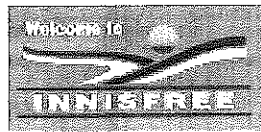
BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	146.89	150.56	May 31, 2020	146.89	

Account Number

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



CURRENT

BILLING DATE
 May 05, 2020

NAME 3970000 **Billing Period April 01, 2020 T April 30, 2020**

Previous Balance 0.00
 Balance 0.00 0.00

BASIC CHARGES

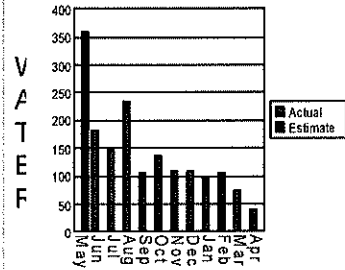
SERVICE ADDRESS	LEGAL DESCRIPTION	Amount	Total
	Garbage Flat Fee (200)	200.00	200.00
	Joint Landfill Commercial	15.00	15.00
	Sewer Flat Fee (77)	77.00	77.00
	Stormwater Infra Renewal Fee	3.39	3.39
	Water Flat Fee Large Non Res(4	45.00	45.00
	Water Regional Fund	15.00	15.00
	Total Basic Charges	355.39	355.39

Lot
 Block
 Plan

Meter ID 3970-000

WATER CONSUMPTION CHARGES

rev 10470.000 April 03 Consumption 38.000 m³ Actual
 urr 10508.000 May 04 Water Consumption 156.56



G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

511.95

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

See attached newsletter(s).

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	511.95	524.75	May 31, 2020	511.95	
			Account Number 3970000		

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



Proposed A

BILLING DATE
 May 05, 2020

NAME 3970000 **Billing Period April 01, 2020 1 April 30, 2020**

Previous Balance 0.00
 Balance 0.00 0.00

BASIC CHARGES

SERVICE ADDRESS	LEGAL DESCRIPTION	Amount	Amount
	Garbage Flat Fee (200)	200.00	200.00
	Joint Landfill Commercial	15.00	14.70
	Sewer Flat Fee (77)	77.00	75.50
	Stormwater Infra Renewal Fee	3.39	3.30
	Water Flat Fee Large Non Res(4	45.00	44.10
	Water Regional Fund	15.00	15.00

Total Basic Charges 352.60 352.60

Lot
 Block
 Plan

Meter ID 3970-000

WATER CONSUMPTION CHARGES

rev 10470.000 April 03 Consu 38.000 m³ Actual
 urr 10508.000 May 04 Water Consumption 138.60

Cost per m3 - \$4.20m3
First 5m3 - FREE
5m3 and over - 4.20 x 33m3 = \$138.60

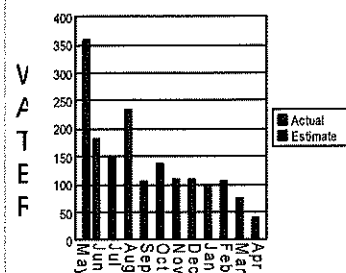
G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

491.20

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS



IMPORTANT MESSAGES

****RESIDENTS IS ONLY BEING CHARGE CONSUMPTION WHEN OVER 5M3.**

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE	AMOUNT NOW DUE	AMOUNT PAID
0.00	491.20	503.48	May 31, 2020 Account 3970000	491.20	

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



Proposed B

BILLING DATE
 May 05, 2020

NAME 3970000 **Billing Period April 01, 2020 1 April 30, 2020**

Previous Balance 0.00
 Balance 0.00 0.00

BASIC CHARGES

SERVICE ADDRESS	Amount	Amount
Garbage Flat Fee (200)	200.00	200.00
Joint Landfill Commercial	15.00	14.70
Sewer Flat Fee (77)	77.00	75.50
Stormwater Infra Renewal Fee	3.39	3.30
Water Flat Fee Large Non Res(4	45.00	44.10
Water Regional Fund	15.00	15.00
Total Basic Charges		352.60 352.60

LEGAL DESCRIPTION

Lot
 Block
 Plan

Meter ID 3970-000

WATER CONSUMPTION CHARGES

rev 10470.000 April 03 Consu 38.000 m³ Actual
 urr 10508.000 May 04 Water Consumption 142.89

Cost per m3 - \$4.33m3
First 5m3 - FREE
5m3 and over - 4.33 x 33m3 = \$142.89

G.S.T. 13092 6843 RT0001 0.00
 Amount due and Payable by May 1, 2020.

495.49

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

****RESIDENTS IS ONLY BEING CHARGE CONSUMPTION WHEN OVER 5M3.**

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE	AMOUNT NOW DUE	AMOUNT PAID
0.00	495.49	507.88	May 31, 2020 Account 3970000	495.49	

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



Proposed C

BILLING DATE
 May 05, 2020

NAME 3970000 Billing Period April 01, 2020 T April 30, 2020

Previous Balance 0.00
 Balance 0.00 0.00

BASIC CHARGES

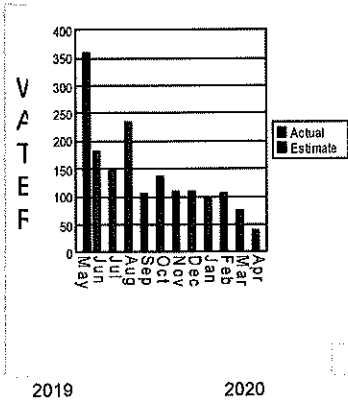
SERVICE ADDRESS	LEGAL DESCRIPTION	Amount	Total
	Garbage Flat Fee (200)	200.00	200.00
	Joint Landfill Commercial	15.00	15.00
	Sewer Flat Fee (77)	77.00	77.00
	Stormwater Infra Renewal Fee	3.39	3.39
	Water Flat Fee Large Non Res(4	45.00	45.00
	Water Regional Fund	15.00	15.00
	Total Basic Charges	355.39	355.39

Lot
 Block
 Plan

Meter ID 3970-000

WATER CONSUMPTION CHARGES

rev 10470.000 April 03 Consumption 38.000 m³ Actual
 urr 10508.000 May 04 Water Consumption 153.90



G.S.T. 13092 6843 RT0001 0.00

Amount due and Payable by May 1, 2020.

509.29

AMOUNT NOW DUE

RETAIN THIS PORTION FOR YOUR RECORDS

IMPORTANT MESSAGES

****RESIDENT IS CHARGED CONSUMPTION FOR ALL CUBIC METER OF WATER USED.**

PLEASE NOTE PENALTY DATE AND SUBMIT PAYMENT ON OR BEFORE THIS DATE.

Village of Innisfree

Box 69 5116 - 50 Avenue
 INNISFREE, AB T0B 2G0
 (780) 592-3886



BILLING DATE
 May 05, 2020

PAST DUE AMOUNT	CURRENT CHARGES	AFTER PENALTY DATE PAY	LAST DATE BEFORE PENALTY	AMOUNT NOW DUE	AMOUNT PAID
0.00	509.29	522.02	May 31, 2020	509.29	
			Account Number		
			3970000		

GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

Overview

This guidance is intended to support operators in reducing the risk of transmission of COVID-19 in private and municipal campgrounds. Campground operators must also follow the [Workplace Guidance for Business Owners](#).

COVID-19 Risk Mitigation

<p>General</p>	<ul style="list-style-type: none"> • Place appropriate <u>signage</u> around all entries and throughout the campground outlining policies and procedures such as: <ul style="list-style-type: none"> ○ Physical distancing expectations, ○ Hand hygiene, ○ Coughing and sneezing etiquette, and ○ Cleaning and disinfection practices. • Public access to any recreational amenities and facilities (such as swimming pools and interpretive centers) within the campground remains prohibited at this time. • Businesses within a campground that sell retail items may be open and must follow all public health orders and guidelines. • Table service in food establishments within the campground, if applicable, must follow all public health orders and guidelines. • People whose residence is their recreational vehicle in a campground who are required to isolate or quarantine, may do so in their vehicle.
<p>Booking</p>	<ul style="list-style-type: none"> • Where possible, campers should reserve their site online or by phone prior to arriving. • For contact tracing purposes, campground owners should collect and keep on file the names and contact information for all persons staying at each campsite. • Advise campers at the time of booking: <ul style="list-style-type: none"> ○ They should not enter the campground if they are experiencing symptoms including cough, fever, shortness of breath, runny nose or sore throat that are not related to a pre-existing illness or health condition, or are otherwise required to isolate or quarantine (except if the park is their residence). ○ To meet physical distancing requirements, only members of the same household should stay together on a campsite. ○ Bringing alcohol-based sanitizer is recommended for hand hygiene when soap and water are not available (e.g. on a hike). • Campers should check in advance to see if services or facilities that would normally be available are closed, so that they can plan accordingly.
<p>Physical Distancing</p>	<ul style="list-style-type: none"> • Encourage campers to observe gathering restrictions by staying in their own campsite unless using washrooms, showering facilities or leaving to shared public spaces such as trails. • Close group campsites. • Lower the number of campers by reducing the number of campsites that can be occupied or reserved. • Limit the number of people in shared facilities such as washrooms and showers. • Eliminate the use of public picnic shelters. • Eliminate programming that requires people to gather, such as amphitheatre events and guided hikes. • Close or implement appropriate risk mitigation measures in visitor centres. • Control access to popular shared spaces such as green spaces, trails and beaches (e.g. limit parking, erect barriers, set maximum occupancy). • Create sections in open spaces and setting limits of 15 people for each section. • Display <u>posters</u> in common spaces reminding campers of physical distancing rules (e.g. beaches, picnic areas, kitchen huts, trailheads). • Advise campers that if an amenity is busy, such as a shower facility, picnic shelter, beach or hiking trail, it is best to come back outside of peak times or use another amenity.

COVID-19 INFORMATION

GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

Cleaning Shared Spaces and Equipment	<ul style="list-style-type: none">• Proper cleaning and disinfection is a critical component of preventing disease transmission, especially high-touch surfaces in shared-use facilities, such as door handles, taps, toilet flush handles and laundry machine dials and buttons.• Institute a log of daily cleaning and keep records, including inventory of gloves, masks and supplies.• If operators do not have staff capacity to adequately and frequently clean high-touch surfaces, operators should close non-essential facilities.• The cleaning of essential areas, such as washrooms, garbage bins, and water pumps should be prioritized over non-essential amenities such as playgrounds, showers, picnic shelters, and comfort camping facilities (e.g. yurts).• Picnic tables in campsites should be cleaned and disinfected by the campground staff after a camper checks out.• Rental equipment must be cleaned and disinfected after each use (e.g., watercraft, tents, lifejackets and sports equipment) and should only be shared among members of the same household.• Use contactless payment and avoid cash payments where possible.• Where handwashing facilities are not available, such as in pit toilets, hand sanitizer containing at least 60% alcohol should be provided.
Recommendations for Campers	<ul style="list-style-type: none">• Wash or sanitize hands before and after visiting shared amenities with high-touch surfaces such as playgrounds, bear bins, self check-in stations, boat launches, docks, water fill stations, and dumping stations.• If applicable, use washroom facilities in your recreational vehicle whenever possible to reduce traffic at shared-use facilities.• Bring a cloth or sheet to cover the picnic table in your site before using it.• Wear sandals or water shoes in showers.• Dispose of trash in receptacles provided or take it with you to reduce risk for staff and other users.

MASTER RATES BYLAW 649-20

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA FOR 2020 MASTER RATES – FEES AND CHARGES

WHEREAS the Council of the Village of Innisfree, in the Province of Alberta considers it necessary to establish one reference for fees and charges for activities and services provided by the municipality.

AND WHEREAS under the provisions of the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, and amendments thereto, the Council of the Village of Innisfree may pass Bylaws and may make provisions that it deems necessary to carry out the purposes of the Bylaw;

AND WHEREAS the addition or amendment of any section of this Master Rates Bylaw shall only affect that particular rate and all other rates shall remain in full force and effect. Should there be an inconsistency between this bylaw and another bylaw adopted on another date, the rates referenced in this bylaw shall supersede.

NOW THEREFORE, be it resolved that the Council of the Village of Innisfree, in the Province of Alberta, does hereby adopt this 2020 Master Rates – Fees and Charges Bylaw for the Village of Innisfree.

1. Each separate provision of this Bylaw shall be deemed independent of all other provisions and,
2. Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of this Bylaw remain valid and enforceable,
3. All sections attached to this bylaw shall form part of this bylaw.

This bylaw shall come into full force and have effect June 1st, 2020 upon the third and final reading thereof.

Bylaw 631-17 is hereby rescinded.

READ A FIRST TIME THIS ____ DAY OF _____, 2020

READ A SECOND TIME THIS ____ DAY OF _____, 2020

**AND WITH UNANIMOUS CONSENT OF COUNCIL, READ A THIRD TIME AND
FINALLY PASSED THIS ____ DAY OF _____, 2020**

Mayor

Chief Administrative Officer

**SECTION 12
ADMINISTRATION AND GENERAL SERVICES**

FEE/CHARGE

SERVICE/GOODS

\$ 1.00

Photocopy color per page single sided

\$ 0.25

Photocopy black & white per page single sided

\$ 3.00

Fax basic rate

\$ 40.00

NSF Cheque Fee

Per Canada Revenue Rates

Mileage Rate

\$ 1.00

Interac Fee

\$ 15.00

Administrative Fee to Transfer Outstanding Utility Balances to Tax Account.

Per FOIP Act & Regulations

Request for Information pursuant to the *Freedom of Information & Privacy Act*.

**SECTION 20
PROTECTIVE SERVICES**

FEE/CHARGE

SERVICE/GOODS

\$250.00	Non-Emergency Fire & Rescue Call Out
Billable at cost recovery + \$10/day +10% Administration Fee	Impoundment Fee for Vehicle Stored by the Village
As set by contractor	Animal Impoundment Fee (per day, per animal)
\$ 20.00	Annual Dog License purchased on or before January 31 of the current year
\$ 30.00	Annual Dog License purchased after January 31 of the current year
\$ 20.00	Annual Cat License Fee
\$ 30.00	Annual Cat License purchased after January 31 of current year
\$ 7.50	Replacement Tag for Dog or Cat Tag
\$ 25.00	Annual Business License for Resident
\$ 40.00	Annual Business License for Non-Resident
\$100.00	Annual Peddler License Fee
\$ 50.00	Monthly Peddler License Fee
\$ 25.00	Weekly Peddler License Fee
\$ 5.00	Daily Peddler License Fee

**SECTION 30
EQUIPMENT AND PUBLIC WORKS SERVICES**

FEE/CHARGE

SERVICE/GOODS

\$175.00/hr

Large Loader
Minimum one-hour charge – Man and Equipment
during normal working hours

\$ 75.00/hr

Skid steer
Minimum one hour charge – Man and Equipment
during normal working hours

\$ 50.00/hr

Lawn Mower
Minimum one hour charge – Man and Equipment
during normal working hours

\$ 75.00/hr

Bush Mower
Minimum one hour charge – Man and Equipment
during normal working hours

\$100.00/hr

Back Hoe
Minimum one hour charge – Man and Equipment
during normal working hours

\$75.00/day

Dump Trailer

Any holidays or use of equipment and man after normal working hours will incur an additional charge of \$25.00 per hour.

**SECTION 40
ENVIRONMENTAL UTILITY SERVICES**

MONTHLY FEE/CHARGE

SERVICE/GOODS

WATER SERVICES

Non-Metered Fees:

\$ 33.00	Residential – Non-metered Water Fee
\$ 44.00	Commercial – Non-metered Water Fee

Metered Fees:

\$4.12 per m ³	Consumption Rate
\$13.00	Residential Monthly Base Fee + Consumption
\$25.00	Commercial Monthly Base Fee + Consumption
\$45.00	Delnorte School & Petro-Can Complex Monthly Base Fee + Consumption
\$15.00	ACE Reserve Fund (all accounts)

SOLID WASTE MANAGEMENT

\$ 29.25	Residential
\$ 34.00	Small Commercial
\$ 47.00	Large Commercial
\$425.00	Petro-Can Complex
\$225.00	Institutional
\$115.00	Four-Plex Units
\$ 17.25	Community Organizations

JOINT LANDFILL REMEDIATION PROJECT

\$12.00	Residential
\$15.00	Commercial
\$20.00	Institutional
\$ 7.50	Community Organizations

SANITARY SEWER SERVICES

\$ 21.50	Residential
\$ 34.25	Commercial
\$ 88.00	Four-Plex Units
\$145.00	Institutional
\$ 77.00	Restaurants
\$ 17.00	Community Organizations

STORMWATER SEWER SERVICES

\$3.39	Storm Water Infrastructure Renewal Fee
--------	--

OTHER ENVIRONMENT SERVICE FEES

\$ 25.00	Water Data Log Report
\$ 25.00	Second Request for Residential Water Quality Testing within a 12-month Period
Per Testing Facility Invoice including Shipping & Handling	Water Meter Validation Test if meter tests as accurate
Per Contract costs for new meter installation	Water Meter Change-out request if meter tests as accurate
\$ 30	Connection Fee for new owner (name change)
\$500	Connection Fee for new construction
\$4.95/m ³ + \$50/month Base Fee	Water Services during new construction

**SECTION 60
PLANNING, SUBDIVISION AND DEVELOPMENT & ASSESSMENT APPEAL**

FEE/CHARGE

SERVICE/GOODS

DEVELOPMENT PERMITS

\$ 50.00	Residential
\$ 75.00	Commercial
\$ 20.00	Public Service
\$ 25.00	Demolition
\$ 25.00	Land Titles and SPIN Search (each)
\$ 25.00	Land Use Bylaw (Hard copy)
\$ 50.00	ARB Residential Complaint Fee
\$650.00	ARB Composite Complaint Fee
\$ 35.00	Tax Certificate
\$100.00	Compliance Certificate
\$150.00	Land Use Bylaw Amendment
Per Invoice	Land Use Bylaw Advertising Costs
\$100.00	Subdivision Application (per lot)
\$ 50.00	Subdivision Endorsement (per lot)
\$100.00	Subdivision and Development Appeal (non-refundable)

**SECTION 70
PARKS AND RECREATION**

<u>FEE/CHARGE</u>	<u>SERVICE/GOODS</u>
\$ 20.00	Non-Powered Camping Site
\$ 25.00	Powered Camping Site
\$ 100.00	Weekly Non-Powered Camping Site
\$ 175.00 \$150.00	Weekly Powered Camping Site
\$ 250.00	Monthly Non-Powered Camping Site
\$ 500.00	Monthly Powered Camping Site
\$ 100.00	Group Camp Deposit (pay when booking)
\$ 225.00	Group Camp per night
\$ 100.00	Group Camp (for non-profit groups)
\$ 200.00	Ball Park per night (3 diamonds)
\$1,800.00	Powered Site from Park Open to Close (4 months)
\$ 4.00	Showers (Non-Campers)
\$ 8.00	Firewood (per Wheelbarrow)
Per Village service contract	Septic Removal Services
50% of total cost	Deposit for Reservations of more than 2 Sites (Reservations held until 6:00 p.m. on day of scheduled arrival)

A BYLAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 605-15 (WATER AND SANITARY SEWER BYLAW).

WHEREAS the Council of the Village of Innisfree has enacted Bylaw 605-15 being the Water and Sanitary Sewer Bylaw for the Village, and

WHEREAS the Council of the Village of Innisfree has deemed it appropriate to amend Bylaw 605-15.

NOW THEREFORE, the Council of the Village of Innisfree in the Province of Alberta, duly assemble, hereby enacts as follows:

1. Add the following:

Service and Servicing

5.19

- a) *Should the user request that the utility services be turned off for seasonal shut off, longer term vacated premises and/or for their own purposes, a final meter reading will be recorded on the last day of inhabitation or possession, a final bill will be issued to the user and the account will then be closed with no further charges to be applied to that account, provided all service charges and outstanding amounts are paid to the Village in full.*
- b) *a written request must be submitted five (5) business days prior for all requests pertaining to section 5.19 (a) in order to discontinue utility services.*

Read a FIRST time this _____ day of _____, 20__.

Read a SECOND time this _____ day of _____, 20__.

UNANIMOUS consent given this _____ day of _____, 20__.

Read a THIRD time and FINALLY passed this _____ day of _____, 20__.

Mayor

Chief Administrative Officer



TELEPHONE 780.436.6112
 FACSIMILE 780.436.5404
 TOLL FREE 888.436.6112

AHLA Services Corporation
 2707 Ellwood Drive SW
 Edmonton, AB T6X 0P7

Innisfree Municipal Recreation Park
 Box 69
 Innisfree, AB T0B 2G0

Invoice # **463697**

4/21/2020

Customer No. 101174
 Program Code TMCG
 Payment Due Date 5/21/2020
 Reference

RE: 2020 Campground Listing Fee

Description	Quantity	Unit Price	Amount
2020 Campground Listing Fee	1	395.00	395.00

Please make cheque payable to AHLA Services Corp. If you have any questions, please contact our office.

Net Amount 395.00

GST 19.75

GST # 74728 2481 RT0001

Total CAD: 414.75

Please submit this portion with your payment.

Program Code **TMCG**
 Invoice # **463697**

Invoice Date: **4/21/2020**
 Amount Due: **414.75**



Amount Paid

Customer No. 101174

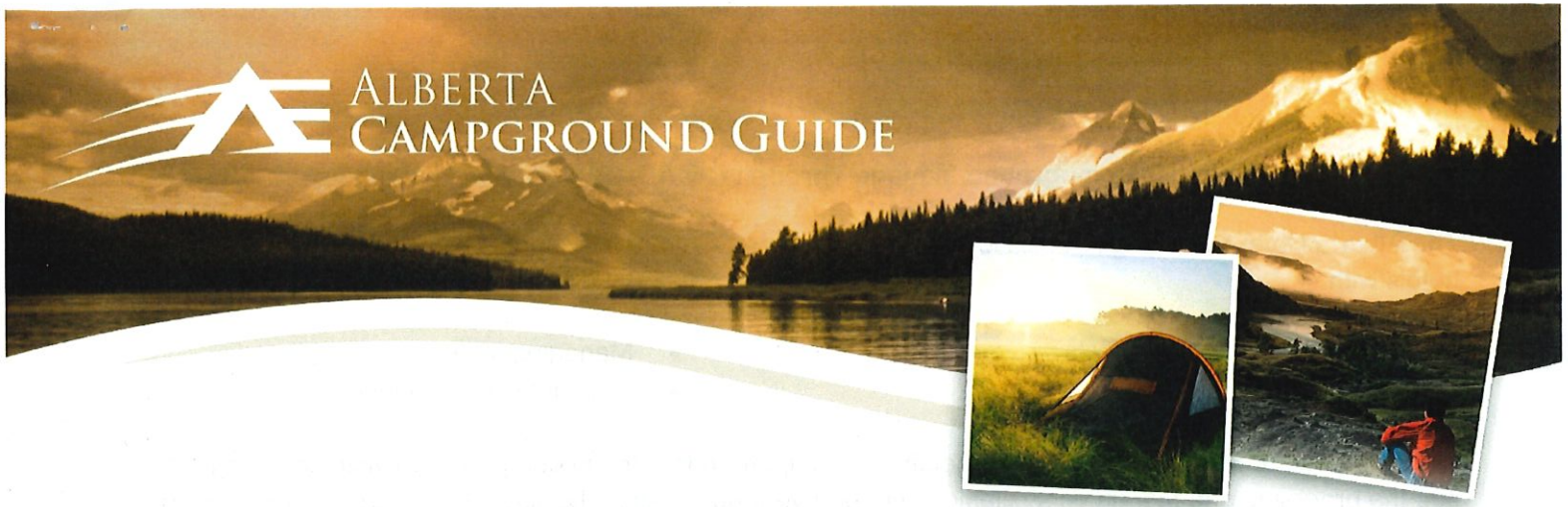
Cheque Visa Mastercard

Innisfree Municipal Recreation
 Box 69
 Innisfree, AB T0B 2G0

Credit Card No.

 Exp. Date _____ / _____ CVD Code _____

Authorized Signature _____



Preparing for Camping Season During COVID-19

There is a lot of uncertainty about travel right now, and we hope that Albertans will soon be able to get out and enjoy the great outdoors! **While provincial and federal campgrounds are currently closed, private campgrounds are still permitted to be open at this time, as long as they take actions to protect workers, volunteers, and guests from the risk of transmission of infection**, as per the Chief Medical Officer of Health's Order 07-2020.

The following conditions must be met:

- Proper disinfection procedures are followed.
- Social distancing guidelines are adhered to.
- Campers remain within the confines of their campsite, which means no socializing with other campsites.
- Campgrounds follow the same restrictions as other businesses. (e.g., no dine-in restaurant services, must follow mass gathering restrictions)
- **Returning snowbirds should not use private campgrounds to isolate unless that is their primary residence.** They must follow the requirements laid out by the federal government and Alberta's Chief Medical Officer of Health, which includes mandatory isolation for 14 days upon re-entry to Canada.

Like other businesses, campgrounds must not raise prices to take advantage of the increased demand this year.

Alberta Parks has instituted a fire ban in all provincial parks and protected areas. With provincial resources currently stretched because of COVID-19, this will allow the government to focus resources where they are needed most in case of emergency. In addition, a recreational OHV ban on Crown land in the Forest Protection Area is in place.

Alberta Health is reviewing recreational camping at private campgrounds and similar locations, and will be providing guidance in the near future. **If private campgrounds wish to remain open in 2020, it is imperative that EVERY CAMPGROUND OPERATOR follows these recommendations.**

Let Campers Know You're Open

In light of this, now is the time to let campers know you are open for business! The invoice for your campground's 2020 listing on www.AlbertaCampgroundGuide.ca is enclosed. Consumers have long relied on the Official Alberta Campground Guide for the most robust campground information in Alberta. AlbertaCampgroundGuide.ca lets campers easily search listings with real-time rates and availability, then book directly with their campground of choice. This improved functionality was made possible with the support of Alberta Culture & Tourism.

Resources to Help Your Campground Manage Through COVID-19

The Alberta Hotel & Lodging Association has posted some COVID-19 resources at ahla.ca/covid19 to assist hotels with:

- Protecting staff & guests
- Liquidity
- Managing staff
- Resources for employees

Many of these resources would also be helpful for campgrounds. We encourage you to visit these pages to see the programs and resources available to support your business at this time. These pages are updated as new information becomes available.

Need to Make Changes to Your Listing?

To update your campground's listing, please visit my.albertacampgroundguide.ca. If you require your login information or need assistance, please contact us at camp@ahla.ca or 780.436.6112.

Online Booking Options

If your campground currently has an online booking system, please contact us at camp@ahla.ca to find out how to connect your system.

If you don't currently have an online booking system, you may want to consider using CampRez – a powerful and user-friendly property management system made just for campgrounds, which provides live pricing & availability, inventory management, waitlist functionality, and much more for only \$99 per year! To sign up, contact our technology partner CanadaDirect Reservations Inc. at 1.877.641.4653 or info@reservationsystems.com.

Campground Roll Call

As the situation with COVID-19 progresses, the Alberta Hotel & Lodging Association (AHLA), which manages the Alberta Campground Guide, would like to find out how many campgrounds are open, how many plan to open for the 2020 camping season, and if operations are being modified because of COVID-19.

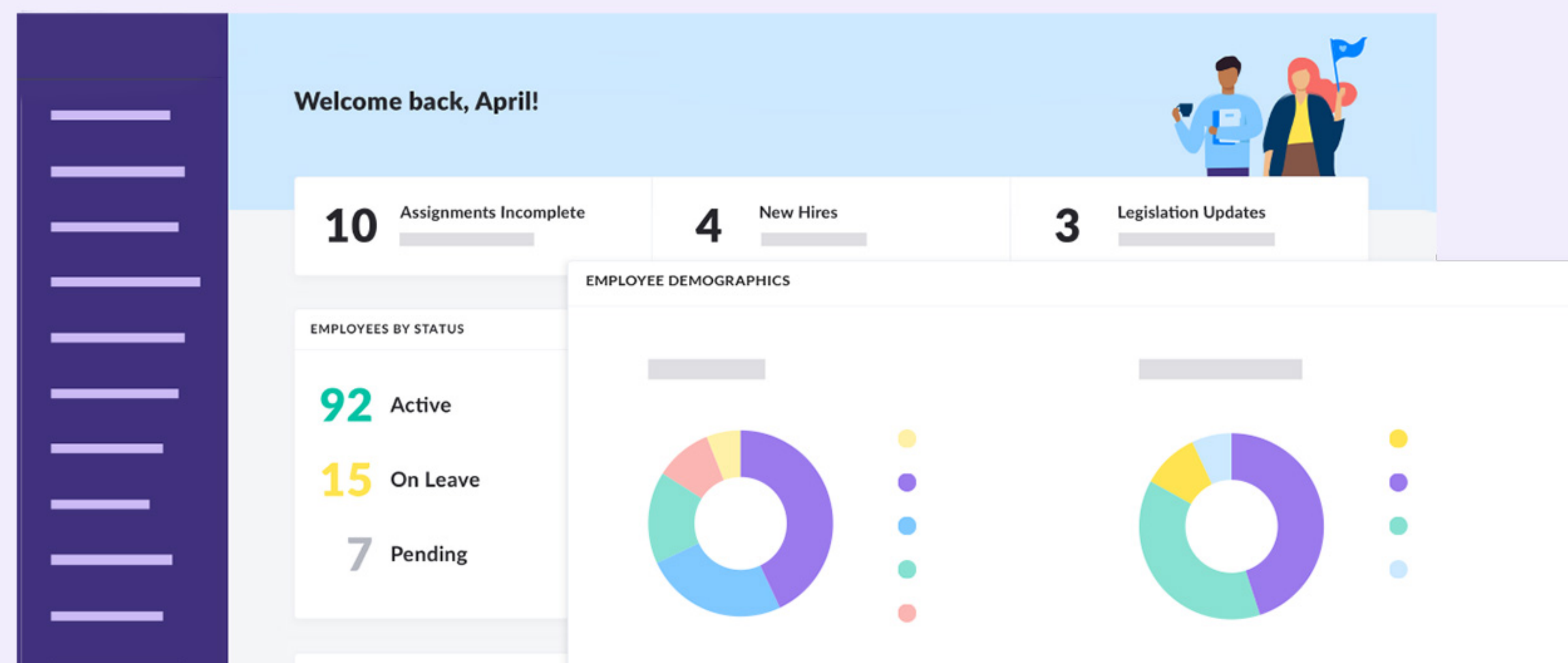
Please take 2 minutes to fill out Roll Call to help us understand and inform government about the impact of COVID-19 on your business. Please see the link in the email we sent to you recently, or call our Office Administrator, Gayle Day, at 780.436.6112 between 10 a.m. and 2 p.m. on weekdays.

This information will be held in strictest confidence and will only be used in the aggregate.



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Employee Satisfaction Surveys:

Employee Satisfaction Survey

- Gives your employees a forum to voice their opinions on difficult topics confidentially
- Helps assess how satisfied employees are within your workplace – allowing you to view trends and benchmark data so that you can continue to monitor satisfaction
- Communicates to your employees that their feedback is meaningful to you

Benefits Satisfaction Survey

- Gives your employees the ability to confidentially rate your benefits package
- Determines areas of the benefits plan that could be improved or additional benefits that employees would find valuable
- Pinpoints benefit areas that are working well for your organization as well as those areas in need of improvement

Employee Engagement Survey

- Gives your employees a forum to confidentially voice their opinions on difficult organizational and job specific topics such as teamwork, communication and growth
- Helps assess how engaged employees are within your workplace – allowing you to view trends and benchmark data so that you can improve employee retention and productivity
- Communicates to your employees that you want to engage them in the feedback process

Human Resources Satisfaction Survey

- Designed for the employee to rate the services provided by the Human Resources department in a confidential format
- Gathers employee information, insights and satisfaction levels to help evaluate how Human Resources is functioning in order to continuously improve upon services
- Allows management and HR to collaborate on assessing results and communicating openly with employees to address concerns

Employee Motivation Survey

- Used to identify the types of rewards and recognition that employees value or need
- Gathers confidential information from employees to understand what motivates them to perform at their best
- Information can be used to develop a tailored rewards and recognition program that functions to improve engagement and productivity



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Performance and Development:

360 Employee Feedback Survey

- Employee performance and feedback tool which ensures that staff members are provided useful and constructive feedback on areas of strength and improvement
- Performance feedback is collected from a variety of sources including: subordinates, supervisors/management, peers, customers, suppliers and self-evaluation
- Provides employees with an understanding of how they are perceived, how their performance is measured and ensures performance management is objective-oriented

360 Manager Feedback Survey

- Manager performance and feedback tool which ensures that managers are provided with useful and constructive feedback regarding their performance within the organization
- Performance feedback is collected from a variety of sources including: subordinates, upper management, peers, customers, suppliers and self-evaluation
- Provides managers with an understanding of how they are perceived within the work environment and allows them to identify areas of strength and areas needing improvement

Succession Plan Survey

- Assists in the identification of candidates for key positions in the organization that may be lost due to turnover or retirement
- Determine the best possible methods for the training and development of these candidates to ensure that they will be able to effectively move into these critical roles and enjoy immediate success
- Motivate employees through opportunities for advancement and enhance job fulfillment and loyalty

Training Needs Survey

- Identify critical gaps in knowledge and training needs among employees; assess current resources and what is needed, now and in the future
- Allows employees to weigh in on the type of training and staff development initiatives they feel would benefit them most
- Once training objectives are clearly identified, the design phase of the training and development process can be initiated

Employee Attitude Survey

- Gauge the perception of your employees on issues such as fairness, opportunities for growth, work-life balance, workplace stress, respect towards leaders and teamwork
- Evaluates what your organization is doing well and pinpoints areas that need improvement
- Data can be used to help you create an atmosphere where employees feel appreciated and valued which will assist with retention and productivity



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Health and Safety:

Health and Safety Satisfaction Survey

- Assess employees' perceptions of health and safety practices within your workplace in areas such as Management's impact, effectiveness of the Joint Health and Safety Representative, provided training, other employees' adherence to rules
- Gain knowledge about health and safety issues in the workplace that employees may have that management is unaware of
- Collected data can be used to plan and build strategies to develop as safe a workplace as possible

Employee Pre-Risk Assessment Survey (Violence)

- Assess employees' perceptions of work-related risk factors for violence and personal safety
- Gain knowledge about violence in the workplace that employees may have that management is unaware of
- Collected data can be used to plan and build strategies to develop a violence-free workplace

Employment Lifecycle Surveys (Recruitment, Retention, and Exit):

New Hire Satisfaction Survey

- Designed for new employees to confidentially rate the company in terms of their satisfaction with their new place of employment
- Lists the criteria against which the employee must rank the company
- Help assess the success of your company's onboarding and orientation program to identify strengths as well as areas for improvement

Exit Interview Survey

- Offers exiting employees an opportunity to voice their opinions and concerns about the organization and their reasons for leaving
- Highlights the areas that are running smoothly within the company as well as areas where improvement is needed to help retain high calibre employees and improve performance and loyalty
- Aids in the development and implementation of necessary training, workplace policies and programs to address business inadequacies

Employee Retention Strategy Survey

- Designed for the employee to confidentially rate company on performance factors that are critical to the success of personal, departmental and company goals
- Helps provide employees a better workplace, job experience and company
- Once all data has been collected management can communicate openly with employees to address all possible concerns



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Pulse-Check Surveys:

Holiday Party Planning Survey

- Find the information you need to ensure you are hosting the type of party your employees will be excited to attend
- Determine realistic budgetary constraints
- Find out who would be interested in a holiday party

Customer Satisfaction - Product-Specific Survey

- Determine if your customers are satisfied with the quality of services provided
- Allow customers to give confidential feedback on pricing and products
- Evaluate product quality and pricing

Project Status Survey

- Allows employees to confidentially provide realistic timeframes for project completion
- Determine road blocks for project completion
- Evaluate if employees have the tools necessary to accomplish the task at hand

Charity Event Planning Survey

- Evaluate your organization's availability for a charity event
- Find out the type of charity activities your employees would like to participate in
- Allows you to plan for a well-attended charity event

Customer Satisfaction - Website Feedback Survey

- Determine if your website is effective and functional
- Find out if current and potential customers are finding the information they need
- Allows you to ascertain valuable information to determine if changes are required for maximum customer ease of use

Week-in-Review Survey

- Gives employees an opportunity to address their challenges and successes
- Provides ongoing 360-degree performance management
- Promotes teamwork and reduces stress by discussing weekly results



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Business Intelligence:

Customer Satisfaction Survey

- Offers customers the opportunity to voice their opinions and concerns about the company
- Collects valuable data on customers' overall satisfaction with your products, services, and experiences with the company
- Helps you provide the best possible service to your customers

Compensation Assessment Survey

- Ensure your company is competitive in the provision of fair and appropriate compensation
- Obtain a representative sample of organizations from varying locales to ensure the most accurate information possible
- Will help to ensure that you attract and retain quality employees

Custom Surveys:

Custom Surveys

- Build your survey according to your exact needs and specifications
- Entirely customized by you– every question, format, category, and type of participant
- Get feedback on virtually any topic and from any target participant– internal or external

Online Employee Training

Note: Courses with an asterisk (*) include updated design and interactive elements.

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Accessibility

***AODA Customer Service Standards Refresher Training | 22 min**

- ✓ Reviews the main topics of AODA customer service legislation.
- ✓ Details how to interact and communicate with individuals with various disabilities.
- ✓ Provides ways to increase awareness and improve access to goods and services for those with disabilities.

***AODA Customer Service Standards Training (Comprehensive Content) | 1h 5 min**

- ✓ Thoroughly explores accessibility standards and the responsibilities individuals and organizations have under the AODA.
- ✓ Teaches how to improve essential customer service skills by explaining different types of disabilities, and showing how to interact and communicate with individuals with various disabilities.
- ✓ Discusses ways to help those with disabilities overcome accessibility challenges that may occur in an organization's programs, services, or facilities.

***AODA Customer Service Standards Training (Condensed Content) | 32 min**

- ✓ Teaches a general overview of the AODA legislation and how the legislation applies to organizations.
- ✓ Provides ways to interact and communicate with individuals with various disabilities.
- ✓ Describes what to do if a person with a disability has difficulty accessing an organization's programs and services.

IASR: Design of Public Spaces Standards Training | 28 min

- ✓ Provides an overview of the AODA and the IASR and acquaints organizations with the standards for the design of public spaces.
- ✓ Teaches ways workplaces and organizations can adapt their internal processes and procedures to comply with the legislation.
- ✓ Explains requirements for recreational trails and beach access routes, outdoor public eating areas and play spaces, outdoor paths of travel, on- and off-street parking, service counters, and fixed queueing lines and waiting areas.

***IASR: Information and Communications Standards and Employment Standards Training** | 35 min

- ✓ Explains the purposes of the Information and Communications Standards and the Employment Standards.
- ✓ Discusses how organization can provide and arrange for the provision of accessible formats and communication.
- ✓ Teaches how organizations can ensure that interviewing and hiring processes, communication formats, and individual accommodation plans are accessible for individuals with disabilities within their workplace.

IASR: Transportation Standards Training | 35 min

- ✓ Discusses the Transportation Standards under the IASR, which ensures that individual transportation needs are met.
- ✓ Teaches requirements for both conventional and specialized transportation service providers, including general responsibilities, equipment requirements, and accessibility plans.
- ✓ Explains how the Transportation Standards apply to specific modes of provincial and municipal passenger transport.

Improving Workplace Accessibility Training for Leaders (All Jurisdictions) | 44 min

- ✓ Explains how accessibility is linked to human rights and discriminatory practices under the *Canadian Human Rights Act*.
- ✓ Discusses various types of disabilities, best practice tips for working with persons who have disabilities, and provides ways to improve accessibility for customer service.
- ✓ Teaches how to create more accessible and accommodating employment processes.

Manitoba Accessibility Standard for Customer Service Training | 44 min

- ✓ Offers an overview of the legislative concepts of the *Customer Service Standard Regulation* under *The Accessibility for Manitobans Act*.
- ✓ Explains different types of disabilities and barriers to accessible customer service, and provides specific customer services tips for working with different disabilities and ways to overcome barriers.
- ✓ Examines the legislative requirements related to businesses and explains practices, policies, and organizational measures to take to ensure compliance.

Understanding Human Rights Training (AODA Edition) | 25 min

- ✓ Explains key components of human rights in Ontario, as outlined in the Ontario *Human Rights Code*, and how these apply to AODA requirements.
- ✓ Teaches about discrimination, including various forms of discrimination, the prohibited grounds of discrimination, and the freedom from discrimination under key social areas.
- ✓ Discusses the link between human rights and disabilities under the AODA, and how organizations can remove barriers.

Animated Training (NEW)

***Conflict Resolution Training | 29 min**

- ✓ Teaches how to effectively resolve conflicts that commonly occur in the workplace.
- ✓ Discusses the definition of workplace conflict, ways to resolve conflict effectively, and how to prevent workplace conflict from escalating.
- ✓ Explores types of learning communication strategies that will de-escalate conflict and resolve it with minimal disruption to workplace productivity and morale.

***Customer Service Excellence Training | 39 min**

- ✓ Educates individuals who work directly with customers or the public on the fundamentals of providing excellent customer services.
- ✓ Teaches valuable communication skills that improve the customer experience, such as empathy, active listening, and authenticity.
- ✓ Explains how to effectively manage customer complaints, and covers the dos and don'ts of handling upset customers.

***Ergonomic Hazards Training | 36 min**

- ✓ Explains the meaning of ergonomics and factors that contribute to ergonomic hazards.
- ✓ Describes causes and consequences of repetitive strain injuries and musculoskeletal disorders.

- ✓ Offers strategies and tips for eliminating or mitigating ergonomic hazards.

***Managing and Coping with Stress Training | 53 min**

- ✓ Defines stress, and explains how individuals react to stress and the dangerous effects stress can have on the body.
- ✓ Discusses how to identify common sources of workplace and personal stress and describes the physical, emotional, and behavioural symptoms of stress.
- ✓ Introduces new ways to approach stress management through various coping mechanisms and teaches prevention methods that can be used to reduce stress.

***Social Media Awareness Training | 45 min**

- ✓ Discusses what is considered social media and why employees should be aware of their social media presence.
- ✓ Examines the most common ways social media is often misused and what potential consequences are for the employee and employer.
- ✓ Provides best practice tips for managing and minimizing the risks that social media can pose to an employee's employment and their organization.

***Telephone, E-mail, and Social Media Etiquette Training | 37 min**

- ✓ Teaches proper telephone etiquette, including answering, speaking, and transferring calls.
- ✓ Discusses the components of professional and effective e-mail communication.
- ✓ Explores appropriate behaviour and content on social media.

***Using a Fire Extinguisher Training | 27 min**

- ✓ Explains when to use a fire extinguisher and when not to.
- ✓ Discusses how fire extinguishers work and how to use them.
- ✓ Describes the classes of fire extinguishers and what types of fires they are for.

***Workplace Diversity and Inclusion Training | 45 min**

- ✓ Uses interactive scenarios to work through realistic implications of diversity and inclusion in the workplace.
- ✓ Explains the difference between diversity and inclusion, and how these concepts apply to the workplace.
- ✓ Outlines the relationship diversity and inclusion have to human rights legislation.

Customer Service

*Canada's Anti-Spam Legislation (CASL) Training for Employees | 48 min

- ✓ Teaches a simplified explanation of the legislation, and the basic rules of and requirements for consent, disclosure, and unsubscribing mechanisms.
- ✓ Provides workers with best practice advice for handling commercial electronic messages (CEMs).
- ✓ Explains common CEM mistakes or errors made by employees, and offers best practice solutions.

*Canada's Anti-Spam Legislation (CASL) Training for Leaders | 45 min

- ✓ Teaches executives, managers, and supervisors how anti-spam legislation applies to specific areas of their organization.
- ✓ Explains the basic concepts of CASL, including rules and regulations, transmission of commercial electronic messages, and types of consent.
- ✓ Provides an overview of CASL regulations under Section 8, including requirements for commercial installation of computer programs and unauthorized alterations of transmission data.

Customer Service Excellence Training | 31 min

- ✓ Teaches the foundations of customer service standards and how to adapt to the present situation to continually improve the customer experience.
- ✓ Provides techniques on using essential customer service skills such as active listening and various methods of communication.
- ✓ Discusses various ways to overcome challenges such as difficult customers, and identifying and removing potential barriers for customers.

Defusing Hostile Customers Training | 18 min

- ✓ Teaches how to recognize signs of hostile, aggressive, and potentially violent verbal and non-verbal behaviours in customers.
- ✓ Presents several methods to de-escalate situations when confronted with a hostile customer.
- ✓ Provides techniques on defusing situations that can arise when in a customer-facing position.

*Fundraising Basics Training for Not-for-Profits | 42 min

- ✓ Teaches the basics of fundraising for non-profits and charities.
- ✓ Explains why people donate and how to tailor fundraising approaches to individual prospects.
- ✓ Provides step-by-step communication tools for approaching and contacting prospects, and soliciting and obtaining donations.

***Introductory Retail Sales Training for Salespeople | 38 min**

- ✓ Teaches best practices on successfully selling products and services, in order to contribute to company growth and customer retention.
- ✓ Details the basic sales process, including greeting customers, qualifying, providing options, closing, overcoming objections, and customer satisfaction.
- ✓ Examines common challenges faced in sales positions, and provides guidance on how to overcome these challenges.

Retail Loss Prevention Training | 26 min

- ✓ Discusses why loss prevention is vital towards the profitability of an organization.
- ✓ Explains the various reasons that retail loss can occur as well as key methods for identifying where loss comes from.
- ✓ Provides best practice tips for preventing and protecting against retail loss.

Telephone, E-mail, and Social Media Etiquette Training | 25 min

- ✓ Delivers techniques and reviews basic principles to communicate effectively and professionally.
- ✓ Teaches etiquette, acceptable behaviour, and appropriate conduct across various technologies.
- ✓ Provides various methods to handle difficult customer service situations.

Everything HR

Administering Collective Agreements Training | 16 min

- ✓ Teaches basic rights of a collective agreement.
- ✓ Explains whom to train on a collective agreement.
- ✓ Provides best practices to implement for success.

Attendance Management Training | 22 min

- ✓ Provides an overview of the reasons for absenteeism.

- ✓ Teaches how to develop an effective attendance management program.
- ✓ Instructs how to address attendance issues with staff.

Compensation and Benefits Overview Training | 23 min

- ✓ Teaches compensation strategies.
- ✓ Describes different types of incentives.
- ✓ Demonstrates the value of total compensation.

Compensation Strategy Training | 18 min

- ✓ Teaches how to link employee pay to performance or to a standard compensation system.
- ✓ Explains how compensation plans should support business strategies.
- ✓ Explains job analysis and evaluation regarding compensation strategies.

Designing Effective Job Descriptions Training | 27 min

- ✓ Explains components of job descriptions.
- ✓ Teaches benefits of creating job descriptions.
- ✓ Explains how to evaluate jobs in order to create a description.

Designing Effective Training Programs Training | 19 min

- ✓ Explains the numerous benefits for both employees and the organization of continual learning programs and career advancement.
- ✓ Details how to conduct a needs assessment and planning.
- ✓ Teaches different training methods.

Diversity in the Workplace Training | 15 min

- ✓ Outlines the organizational and team benefits of diversity and how to manage a diverse workforce.
- ✓ Teaches the principles of diversity, such as inclusiveness, respect, accountability, access, and equity.
- ✓ Provides best practice tools for developing diverse strategies in conflict management, recruitment, succession planning, leadership development, and training and development.

Downsizing and Restructuring Training | 19 min

- ✓ Explains risks of downsizing and restructuring.
- ✓ Discusses alternatives to downsizing and restructuring.
- ✓ Details strategies for effective downsizing and restructuring.

Duty to Accommodate Training for Leaders | 33 min

- ✓ Explains when the duty to accommodate is invoked.
- ✓ Teaches various types of accommodations employers may implement.
- ✓ Describes a step-by-step process to accommodation.

Employee and Labour Relations Overview Training | 24 min

- ✓ Teaches the three main components of employee relations programs.
- ✓ Describes change management strategies.
- ✓ Applies employee relations to both unionized and non-unionized work environments.

Employee Benefits Plans Training | 30 min

- ✓ Explains employee benefits and workplace dynamics.
- ✓ Discusses current trends and popular options in benefit planning.
- ✓ Provides information on alternative options such as health wellness programs.

Employee Group Benefits Training | 25 min

- ✓ Explains advantages of group benefit plans.
- ✓ Discusses the design of group benefit plans.
- ✓ Provides details on plan components like LTD and hospital coverage.

Employee Motivation and Engagement Training | 34 min

- ✓ Explains how employee motivation and engagement benefits the workplace.
- ✓ Details factors contributing to employee motivation and engagement.
- ✓ Provides examples of the most effective methods to increase motivation and engagement.

Employee Screening and Background Checks Training | 17 min

- ✓ Explains steps to take before, during, and after interviews.
- ✓ Describes accurate reference checks and background investigations.
- ✓ Outlines types of employment testing, such as personality testing, medical testing, and physical testing.

Employment Contracts and Payroll Forms Training | 19 min

- ✓ Explains structure of employment contracts.
- ✓ Provides details on clauses found within employment contracts.
- ✓ Outlines payroll forms required when a new employee starts.

Exit Interview Training for Leaders | 31 min

- ✓ Educates on employee dissatisfaction, the reasons for voluntary resignations, and direct and indirect costs of turnover.
- ✓ Explains the purpose of exit interviews and who to choose or not choose when conducting one.
- ✓ Informs the steps that should be taken for a successful exit interview process from the notice of resignation to the employee exiting the organization.

Foundations of Team Dynamics Training | 20 min

- ✓ Teaches that teams are diverse and how that can affect team dynamics.
- ✓ Identifies various hindrances, such as gossip, conflict, and unclear goals that can affect employee engagements.
- ✓ Provides a strategic approach in building teams with proper communication skills, encouraging team building, leading by example, and so forth.

Handling Grievances and Working Together Training | 16 min

- ✓ Covers the step-by-step grievance procedure.
- ✓ Provides dos and don'ts when handling grievances.
- ✓ Details how management and union members can collaborate to reach solutions.

Health and Safety Overview Training | 20 min

- ✓ Outlines health and safety legislation.
- ✓ Discusses hazards and workplace incidents.
- ✓ Explains reporting requirements and other responsibilities under health and safety legislation.

HR 101 Training | 27 min

- ✓ Teaches key HR functions.
- ✓ Explains code of ethics to be followed by HR professionals.

- ✓ Describes the legislation and jurisdictional requirements affecting HR, and the functional areas of focus that fall under the HR umbrella.

HR Planning Training | 17 min

- ✓ Describes different theories, techniques, and best practices related to human resource planning.
- ✓ Explains how to use such practices to effectively plan for organization's future needs.
- ✓ Explores how to effectively evaluate HR planning programs to measure for success and identify areas needing improvement.

Human Resources Best Practice Audits Training | 24 min

- ✓ Outlines what a best practice audit is and the benefits in conducting one.
- ✓ Teaches how to implement a best practice audit from the planning stage, to developing goals and obtaining results.
- ✓ Demonstrates the data process, including the collection of information from the audit, interpreting feedback, and how to benchmark to identify trends for improvement.

Human Resources Compliance Audits Training for HR Professionals | 24 min

- ✓ Teaches what a compliance audit is and what it measures.
- ✓ Outlines the benefits of a compliance audit and how to determine the scope of it.
- ✓ Describes the steps of the audit process from obtaining management buy-in to an action plan of compliance.

Interviewing Styles and Structures and Pre-employment Testing Training | 18 min

- ✓ Explains various interview types and structures, their advantages and limitations.
- ✓ Details the importance of thorough job descriptions, and relevant tasks and abilities.
- ✓ Outlines different types of interview questions and pre-employment tests organizations may use.

Interviewing Training | 19 min

- ✓ Explains how to effectively prepare for and conduct interviews, including building rapport and asking appropriate questions.
- ✓ Outlines the legal implications related to the interviewing process.
- ✓ Describes how to create a consistent and fair interview process.

Job Analysis Training | 26 min

- ✓ Describes job analysis and competency-based models.
- ✓ Explains benefits of job analysis to the workplace.
- ✓ Teaches employers how to effectively assess employee skills.

Job Postings Training | 24 min

- ✓ Outlines important pre-planning steps in the recruitment process, including the creation of job postings.
- ✓ Describes various recruiting options and ways to attract talent.
- ✓ Explains how to effectively screen applicant resumes and online applications.

Knowledge Transfer Training for Leaders | 39 min

- ✓ Defines what knowledge transfer is and the process of knowledge transfer.
- ✓ Teaches the benefits of knowledge transfer and the various types.
- ✓ Demonstrates the roadblocks of knowledge transfer and strategies to overcome them.

Negotiating Collective Agreements Training | 26 min

- ✓ Teaches how to design a winning team and prepare for negotiations.
- ✓ Describes elements of collective bargaining and the effects on the workplace.
- ✓ Outlines how to negotiate to achieve the best results.

Onboarding Program Training | 27 min

- ✓ Details best practices for transitioning orientation to onboarding for an optimal experience.
- ✓ Explains the value of an onboarding program and how to effectively manage one.
- ✓ Identifies methods to engage employees from the onset and increase employee retention.

Organizational Change Training | 24 min

- ✓ Explains how to examine change and why it is important in organizational culture.
- ✓ Teaches the components of change and how to gain support from management, keep open communication, and provide support.
- ✓ Demonstrates the different types of resisters of change and provides the tools for fostering a culture of change.

Organizational Culture Training | 19 min

- ✓ Defines organizational culture and why it is important.
- ✓ Outlines the effects of organizational culture on business practices like recruitment and retention.
- ✓ Teaches how to initiate change by making adjustments to policies and procedures, addressing negative behaviour, and through awareness training.

Organizational Effectiveness Overview Training | 35 min

- ✓ Defines key terms and discussion points such as strategy, strategic management, and strategic human resources management.
- ✓ Teaches effective business strategies, effective implementation, and the strategic planning process of organizational strategy.
- ✓ Discusses the benefits of organizational effectiveness and aligning organizational strategy with the company's HR function.

Orientation Program Training | 22 min

- ✓ Describes how to design effective orientation programs, with best practice tips and solutions.
- ✓ Explains the importance of completing departmental and job specific orientation.
- ✓ Outlines the benefits and pitfalls of online orientation programs.

Outsourcing Training | 25 min

- ✓ Outlines the benefits of outsourcing and potential obstacles.
- ✓ Explains the outsourcing process and resource requirements.
- ✓ Teaches how to effectively manage vendor relationships.

Paying for Performance and Indirect Incentives Training | 19 min

- ✓ Explains compensation structures, compensation strategy, and pay for performance.
- ✓ Provides legal, financial, and labour market considerations.
- ✓ Includes information on direct and indirect benefits.

Providing Effective Feedback Training | 25 min

- ✓ Teaches the three W's of feedback.
- ✓ Explains how to approach and respond to feedback.
- ✓ Provides methods to support and teach employees to give effective feedback.

Recruitment and Selection Overview Training | 26 min

- ✓ Describes the recruitment and selection process and related human rights concerns.
- ✓ Explains creative and innovative strategies to attract top performers and gain a thorough understanding of the current labour market.
- ✓ Teaches how to identify specific qualifications required to successfully perform a job and then recruit candidates with the necessary knowledge, skills, and abilities.

Return to Work Training | 18 min

- ✓ Teaches importance of early intervention and employer support programs.
- ✓ Describes policies and necessary components of a return-to-work program.
- ✓ Outlines reintegration into the workplace for injured employees.

Succession Planning Training | 22 min

- ✓ Explains what a succession plan provides and its importance to an organization's future success.
- ✓ Explores crucial considerations for identifying succession candidates and critical skills.
- ✓ Shows how to develop and manage a succession plan over the long term.

Terminations for Cause Training | 25 min

- ✓ Teaches effective termination procedures.
- ✓ Explains the progressive discipline process and the termination meeting.
- ✓ Outlines damage control after terminations.

Terminations Not for Cause Training | 25 min

- ✓ Provides guidance around the termination of employees not protected by a union.
- ✓ Discusses conditions that surround terminations not for cause.
- ✓ Explains how to support the organization through change due to a termination.

Training and Development Overview Training | 23 min

- ✓ Discusses the importance of developing internal talent.
- ✓ Describes different methods of training.
- ✓ Teaches how to measure training success through evaluation.

Training Needs Analysis Training | 21 min

- ✓ Defines what a needs analysis is and what it entails.
- ✓ Identifies different potential problem areas.
- ✓ Explains how to evaluate training.

Transactional to Transformative HR Management Training | 25 min

- ✓ Distinguishes between transactional and transformational HR.
- ✓ Explains the value in becoming transformational in nature.
- ✓ Teaches how to maintain and grow the HR role and become a strategic partner.

Worker Participation Training | 19 min

- ✓ Explains why worker participation is important.
- ✓ Teaches how to create an environment of accountability.
- ✓ Describes employer responsibilities regarding health and safety.

Workplace Hazards and Controls Training | 21 min

- ✓ Instructs how to assess, identify, and report hazards in the workplace.
- ✓ Explains training requirements for employees who may encounter hazards.
- ✓ Explains how to create safe work procedures.

Health and Safety

Asbestos Awareness Safety Training for Workers in All Jurisdictions | 42 min

- ✓ Provides an overview of asbestos identification and awareness.
- ✓ Explores the types of asbestos, where asbestos can be found, and the hazards and health effects associated with asbestos exposure.
- ✓ Reviews employee health and safety rights in Canada.

Bill 13: Creating Safer, Accepting, and More Inclusive Schools Training | 38 min

- ✓ Clarifies the background, purpose, and underlying beliefs that led to the creation and implementation of Bill 13.
- ✓ Defines bullying, types of bullying, and the warning signs to look out for in students.
- ✓ Explains the requirements under the law and how these requirements engage students, parents, and staff.

Cold Stress Awareness Training | 20 min

- ✓ Outlines the risks associated with working in cold environments.
- ✓ Identifies factors that contribute to cold stress disorders.
- ✓ Describes cold stress prevention measures and effective treatment options.

Confined Spaces Awareness Training for Workers | 1h 13 min

- ✓ Teaches awareness of the hazards of confined spaces and important safety practices.
- ✓ Helps workers plan for entering a confined space by reviewing confined space plans and permits.
- ✓ Outlines the responsibilities of workers and considerations required before entering a confined space.

Due Diligence Training | 35 min

- ✓ Defines the meaning of due diligence and its importance regarding the law.
- ✓ Explains what the internal responsibility system is and how it helps to establish due diligence.
- ✓ Outlines how to establish occupational health and safety due diligence in an organization.

Duty of Persons Directing Work Training for Leaders | 23 min

- ✓ Explains Bill C-45 and why it was introduced, along with sections of the Criminal Code that affect workplace health and safety.
- ✓ Outlines what an organization can do to protect itself and its workers from violating the relevant sections of the Criminal Code.
- ✓ Teaches that all workplace parties have a responsibility when it comes to health and safety.

Evacuation Plans and Procedures Training | 21 min

- ✓ Describes how to create an emergency evacuation plan and what information should be included.
- ✓ Explains roles and responsibilities regarding emergency evacuation plans and procedures.
- ✓ Outlines the kinds of training that should be offered to employees, and how often this training should be offered.

***Fire Safety Training** | 24 min

- ✓ Explains the causes of fires, and how to prevent and prepare for them.

- ✓ Describes various classes of fires and what to do when a fire occurs.
- ✓ Outlines how to operate a fire extinguisher.

Forklift Safety Training | 36 min

- ✓ Explains employer, supervisor, and operator responsibilities and competencies.
- ✓ Describes safe operating procedures, load handling, and propane, battery, and pedestrian safety.
- ✓ Teaches proper inspection, maintenance and lockout/tagout procedures.

Health and Safety Committee Membership Training for Committee Members | 30 min

NOTE: This is not a certification course. It describes the functions and purposes of health and safety committees.

- ✓ Defines the purpose of health and safety committees.
- ✓ Explains the roles, responsibilities, and functions of committee members.
- ✓ Provides information regarding workplace inspections and incident investigations.

Heat Stress Awareness Training | 35 min

- ✓ Discusses occupational health and safety laws under Canadian legislation regarding heat stress.
- ✓ Explains the cause of heat stress and its effects, types of heat stress disorders, symptoms of someone suffering heat stress, and treatments for heat stress.
- ✓ Teaches how to implement hot weather plans and heat stress prevention programs in the workplace.

Infection Prevention and Control Training | 18 min

- ✓ Discusses infectious diseases and how they spread.
- ✓ Teaches proper use of personal protective equipment, hand washing and hygiene, caution and disposal of sharps, immunization, and cleaning spills as preventive measures.
- ✓ Explains what to do if exposed to an infection, and administrative controls, environmental controls, and universal precautions to prevent the spread of infection to others.

Internal Responsibility System Training (Ontario) | 39 min

- ✓ Explains the role of the internal responsibility system, including the duties assigned to supervisors, workers, and employers.

- ✓ Teaches workers three rights: the right to participate, the right to know, and the right to refuse unsafe work.
- ✓ Discusses the importance of a health and safety culture and the risks of complacency, including the procedures for responding to a critical injury.

Introduction to Bill 132 Training | 21 min

- ✓ Explains the additions Bill 132 imposes on the workplace, including anti-harassment programs and employer responsibilities.
- ✓ Informs how to fulfil the requirements of Bill 132 and stresses the severity of harassment.
- ✓ Teaches how to create a workplace harassment program that is compliant with Bill 132 requirements.

Ladder Safety Training | 21 min

- ✓ Teaches how to select the right ladder for the job, inspecting ladders, setting up a ladder, safely climbing a ladder, and how to care for and maintain a ladder.
- ✓ Explains general ladder safety and how to perform job duties safely when working on a ladder.
- ✓ Discusses the dangers associated with working on ladders, and procedures to follow in case of a ladder-related accident in the workplace.

Lockout/Tagout Training | 31 min

- ✓ Explains lockout/tagout terminology, types of hazardous energy, recognizing when and how to implement lockout/tagout procedures in your workplace, and effective energy control programs.
- ✓ Teaches lockout/tagout standards, including the shutdown of machinery, the isolation of machinery from its source of energy, stopping additional release of stored hazardous energy, and the prevention of activating the equipment through the use of tags while service work is being done.
- ✓ Discusses legal worker and employer obligations, the causes and occupational dangers related to hazardous energy that can lead to severe injuries or death, and how lockout/tagout functions mitigate energize hazards.

***Occupational Health and Safety Awareness Training for Supervisors (Alberta)** | 41 min

- ✓ Educates supervisors on the importance of health and safety in the workplace, in line with requirements under Bill 30.
- ✓ Discusses the responsibilities, rights, and roles of workplace parties, with a focus on supervisors.
- ✓ Explores workplace hazards and hazard prevention.

Occupational Health and Safety Awareness Training for Supervisors (All Jurisdictions) | 43 min

- ✓ Explains the rights, responsibilities, and roles of workers, employers, supervisors, health and safety representatives, joint health and safety committees, and other designated occupational health and safety bodies.
- ✓ Familiarizes supervisors with types of workplace hazards; identifying, assessing, and controlling hazards; and weighing the effectiveness of those controls.
- ✓ Teaches information and resources on general workplace health and safety.

***Occupational Health and Safety Awareness Training for Supervisors (Federal) | 39 min**

- ✓ Explains the rights, responsibilities, and roles of workers, employers, supervisors, health and safety representatives, joint health and safety committees, and other designated occupational health and safety bodies.
- ✓ Familiarizes supervisors with types of workplace hazards; identifying, assessing, and controlling hazards; and weighing the effectiveness of those controls.
- ✓ Teaches information and resources on general workplace health and safety.

Occupational Health and Safety Awareness Training for Supervisors (Ontario) | 45 min

- ✓ Explains the rights, responsibilities, and roles of workers, employers, supervisors, health and safety representatives, joint health and safety committees, and other designated occupational health and safety bodies.
- ✓ Familiarizes supervisors with types of workplace hazards; identifying, assessing, and controlling hazards; and weighing the effectiveness of those controls.
- ✓ Teaches information and resources on general workplace health and safety.

***Occupational Health and Safety Awareness Training for Workers (Alberta) | 35 min**

- ✓ Defines the duties and rights of workers, employers, and supervisors, and the functions of health and safety representatives and health and safety committees.
- ✓ Explains applicable occupational health and safety legislation.
- ✓ Develops awareness of common workplace hazards, workplace-related illnesses, and latency.

Occupational Health and Safety Awareness Training for Workers (All Jurisdictions) | 36 min

- ✓ Defines the duties and rights of workers, employers, and supervisors, and the functions of health and safety representatives and committees.

- ✓ Explains the roles of workplace regulators, health and safety associations, and other health and safety groups across Canada.
- ✓ Builds awareness of common workplace hazards, workplace-related illnesses, and latency.

Occupational Health and Safety Awareness Training for Workers (Ontario) | 35 min

- ✓ Covers the minimum requirements for occupational health and safety awareness.
- ✓ Explains the roles of Ontario workplace regulators, including the Ministry of Labour, the Workplace Safety and Insurance Board (WSIB), and other health and safety groups.
- ✓ Builds awareness of common workplace hazards, workplace-related illnesses, and latency.

***Personal Protective Equipment Training | 28 min**

- ✓ Explains the responsible use of PPE and the responsibilities of workers and leaders to ensure PPE is used correctly and effectively.
- ✓ Teaches practical instruction on the various types of PPE, considerations for selecting PPE, what PPE can and cannot be used for, and limitations to the protection that PPE provides against hazards.
- ✓ Discusses the components of an effective PPE program and how to reduce risk of injury with pre-contact hazard controls, work practices, and engineering and administrative controls.

***Personal Workplace Safety and Security Training | 33 min**

- ✓ Teaches the importance of personal workplace safety and security and how situational awareness can help employees mitigate security hazards.
- ✓ Discusses various hazards related to personal workplace security and strategies for handling realistic risky or unsafe situations.
- ✓ Outlines best practices for working alone, in isolation, or offsite.

***PTSD Awareness, Prevention, and Intervention Training for First Responders (Ontario) | 34 min**

- ✓ Explains legislative requirements and the employer's responsibility for addressing PTSD, and how they can support first responders with PTSD in the workplace.
- ✓ Teaches about the symptoms of and common issues associated with PTSD, and raises awareness of the four main risk factors for PTSD.
- ✓ Discusses actions to prevent PTSD following a traumatic event, ways to develop resilience to reduce the likelihood of developing PTSD, and effective strategies for aiding those who exhibit signs of PTSD.

Right to Refuse Unsafe Work and Work Refusals Training | 24 min

- ✓ Teaches the legislative guidelines for the right to refuse unsafe work, including the three rights of workers.
- ✓ Explains the guidelines for when a worker can refuse and exceptions to work refusals.
- ✓ Outlines the work refusal process, responsibilities and roles of all parties, and how workers are protected from discipline and reprisal.

Safe Driving for Work Training | 33 min

- ✓ Explains workplace responsibilities and expectations for driving as part of a job, including expense reports or reporting an accident.
- ✓ Discusses distracted driving and tips to avoid distracted driving.
- ✓ Teaches techniques for approaching intersections, passing vehicles, changing lanes, driving in various weather conditions, and driving at night.

Safe Food Handling Training for Workers | 1 h 4 min

- ✓ Explains why safe food handling is important and covers food safety responsibilities, including food handler and legislative requirements in Canada.
- ✓ Discusses potentially hazardous foods, and ways to control food hazards and preventing contamination.
- ✓ Teaches the basic elements and seven steps of the hazard analysis and critical control points (HACCP) system, as well as best practices for personal and hygiene habits.

***Safe Lifting Training | 19 min**

- ✓ Teaches employees about common types of lifts and provides instruction on how to perform those lifts safely.
- ✓ Discusses common lifting mistakes and the risks associated with improper lifting.
- ✓ Explains personal protective equipment and mechanical aids that support safe lifting.

Safety at Heights and Fall Protection Training | 23 min

NOTE: This course does not meet the Ontario Safety at Heights three-hour theory requirement and others conditions for construction and construction-related work environments. It is a general awareness course only.

- ✓ Explains the key components of a fall protection plan and worker and employer obligations, including the importance of implementing a disciplined inspection schedule.
- ✓ Teaches how to identify and assess fall hazards and how to protect against them, as well as solutions for an effective rescue and emergency plan.

- ✓ Discusses industries that frequently encounter falls from heights or fall hazards and the types of fall arrest equipment.

Sharps Training | 16 min

- ✓ Discusses the legislative requirements and employer responsibilities to protect the health, safety, and wellness of workers.
- ✓ Explains the different types of sharps, risks associated with handling sharps, and what to do if a sharps injury has occurred.
- ✓ Teaches safe practices and procedures for handling and disposing of sharps, personal protective equipment, and the steps to prevent injuries from sharps.

Slips, Trips, and Falls Awareness Training | 17 min

- ✓ Informs workers and managers about the risks and dangers posed by slip, trip, and fall hazards.
- ✓ Teaches how to prevent slips, trips, and falls with various administrative and engineering controls, personal protective equipment, and common housekeeping practices.
- ✓ Explains the health and safety responsibilities of management and workers, and the accountability of personal work behaviours to promote a safety in the workplace.

Transportation of Dangerous Goods Training | 2 h 18 min

- ✓ Explains the function of Transport Canada, the structure of TDG regulations, how WHMIS and TDG work together, and legislation and training requirements.
- ✓ Teaches schedules, exemptions, special cases, and how to determine, classify, and document the nine classes of dangerous goods.
- ✓ Outlines safety guidelines, including safety marks and means of containment, and reporting requirements, emergency response assistance plans (ERAPs), and emergency measures to safeguard the public.

***Using a Fire Extinguisher Training** | 15 min

- ✓ Teaches the purpose of fire extinguishers, how fire extinguishers work, and when they should be used.
- ✓ Explains steps and methods to safely use a fire extinguisher with the acronym 'PASS'.
- ✓ Discusses the importance of maintenance, inspection, and accessibility of fire extinguishers, the various classes of fire extinguishers, and what extinguisher should be used for specific types of fires.

Warehouse Safety Training for Employees | 1 h 1 min

- ✓ Educates employees about the dangers and hazards found in warehouses and explains vital housekeeping best practices.
- ✓ Provides safety practices that can reduce or limit the potential for workplace injury, and ways to continue maintaining a warehouse free of hazards.
- ✓ Teaches the aspects and best practices of warehouse safety, including slips, trips, and falls; loading dock safety; safe lifting; forklift safety; PPE; fall protection; ladder safety; lockout/tagout procedures; and WHMIS.

***WHMIS 2015 Refresher Training | 25 min**

- ✓ Provides a quick review of the GHS and the roles and responsibilities of workplace parties.
- ✓ Illustrates the new hazard classes and pictograms, and provides information requirements for safety data sheets and labels.
- ✓ Explores where to find additional hazard information through workplace-specific education and training.

***WHMIS 2015 Training | 44 min**

- ✓ Explains what the GHS is and the roles and responsibilities of workplace parties.
- ✓ Illustrates the new hazard classes and pictograms, and provides information requirements for safety data sheets and labels.
- ✓ Explores where to find additional hazard information through workplace-specific education and training.

Workplace Bullying Training (All Jurisdictions) | 28 min

- ✓ Teaches how to recognize bullying in the workplace.
- ✓ Describes the effects of bullying on an individual and the organization.
- ✓ Explains what to do when bullying occurs.

Workplace Hazards Training | 22 min

- ✓ Defines hazards in terms of health and safety legislation.
- ✓ Teaches how to identify and deal with hazards in the workplace.
- ✓ Explains responsibilities of employers and employees in terms of hazard prevention.

***Workplace Health and Safety Committee Membership Training for Committee Members (Federal) | 29 min**

NOTE: This course is not a certification course. It describes the purpose of workplace health and safety committees.

- ✓ Defines the purpose of health and safety committees.
- ✓ Explains the roles, responsibilities, and functions of committee members.
- ✓ Provides information regarding workplace inspections and incident investigations.

***Workplace Incident Investigations Training | 50 min**

- ✓ Discusses the importance of knowing the legal requirements for investigating, reporting, and emergency response.
- ✓ Explains what practices contribute to a safe and healthy work environment, the factors that contribute to incidents, identifying root causes, and how to prepare ahead of time for an incident investigation.
- ✓ Teaches how to conduct an incident investigation and the steps involved.

***Workplace Violence and Harassment Refresher Training (Ontario) | 31 min**

- ✓ Reviews topics covered in full violence and harassment training for employees and employers.
- ✓ Defines violence and harassment and reporting procedures.
- ✓ Teaches how to investigate complaints of violence and harassment.

Workplace Violence and Harassment Training (All Jurisdictions) | 32 min

- ✓ Details violence and harassment programs.
- ✓ Explains employee and employer responsibilities.
- ✓ Discusses work refusal due to violence and harassment.

Workplace Violence and Harassment Training (British Columbia) | 39 min

- ✓ Teaches how to recognize bullying, violence, and harassment in the workplace.
- ✓ Explains the responsibilities of employees and employers in terms of bullying, violence, and harassment.
- ✓ Provides practical advice towards making the workplace safe and respectful.

***Workplace Violence and Harassment Training (New Brunswick) | 25 min**

- ✓ Covers the roles and responsibilities of employers, supervisors, and workers.
- ✓ Reviews the elements of codes of practice for violence and harassment in the workplace.
- ✓ Covers the violence and harassment provisions of New Brunswick's *Occupational Health and Safety Act*.

***Workplace Violence and Harassment Training for All Audiences (Federal) | 33 min**

- ✓ Defines what constitutes workplace harassment and violence under the Canada Occupational Health and Safety Regulations, including an overview of violence regulations.
- ✓ Provides the step-by-step internal complaint resolution process under the Canada Labour Code for reporting, investigating, and responding to harassment and violence complaints.
- ✓ Identifies employer and employee responsibilities related to preventing workplace harassment and violence, including policy development, risk assessments, reviewing controls, and training.

***Workplace Violence and Harassment Training for Employees (Alberta) | 31 min**

- ✓ Explains violence and harassment in terms of health and safety legislation.
- ✓ Identifies the roles and responsibilities of employees and employers.
- ✓ Provides practical advice towards making the workplace safe and respectful.

***Workplace Violence and Harassment Training for Employees (Ontario) | 48 min**

- ✓ Teaches employees to recognize workplace violence and harassment.
- ✓ Explains how to handle and report situations of violence and harassment.
- ✓ Provides information on work refusals related to violence and harassment.

***Workplace Violence and Harassment Training for Managers (Ontario) | 1 h 9 min**

- ✓ Teaches employers responsibilities regarding workplace violence and harassment.
- ✓ Outlines violence and harassment policies and programs that should be in place.
- ✓ Teaches legislative requirements as per the Occupational Health and Safety Act.

Young Worker Health and Safety Awareness Training for Employees | 24 min

- ✓ Teaches importance of health and safety.
- ✓ Identifies risks and hazards for young workers.
- ✓ Explains health and safety rights of young workers.

Young Worker Health and Safety Awareness Training for Supervisors | 26 min

- ✓ Explains risks and hazards faced by young workers.
- ✓ Details responsibilities of employers regarding the training of young workers.
- ✓ Teaches how to implement a young worker health and safety program.

Leadership

Achieving Benefits Optimization Training | 44 min

- ✓ Teaches different perspectives and roles involved in benefits plans.
- ✓ Highlights the importance of strategic planning and benefits plans.
- ✓ Draws attention to the common benefit mistakes companies should avoid.

Coaching and Mentoring Training | 41 min

- ✓ Highlights the difference between coaching and mentoring.
- ✓ Teaches how to be a good mentor.
- ✓ Describes why mentoring and coaching are important to your organization.

Conflict Resolution Training | 24 min

- ✓ Identifies types of conflict and their sources.
- ✓ Describes essential steps in the conflict resolution process.
- ✓ Explains the responsibilities of various parties in conflict resolution.

Detecting and Deterring Money Laundering and Terrorist Financing Training | 41 min

- ✓ Explains what money laundering and terrorist financing are, and the importance of detecting and deterring both.
- ✓ Covers the purpose of the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) and the Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA).
- ✓ Provides guidance on FINTRAC reporting requirements.

Effective Communication Training | 40 min

- ✓ Differentiates between formal and informal communication.
- ✓ Identifies communication barriers and their solutions.
- ✓ Teaches simple ways to improve communication.

Ethics and Professionalism Training | 25 min

- ✓ Teaches the basics of ethics.
- ✓ Explains what is and isn't professional.

- ✓ Discusses individual responsibility and professional boundaries.

Handling Difficult Employee Conversations Training | 33 min

- ✓ Teaches how to approach and handle difficult conversations and reactions.
- ✓ Explains different non-verbal cues and responses employees might make.
- ✓ Outlines how to develop effective solutions with employees.

Interviewer Biases Training | 25 min

- ✓ Defines different types of interviewer biases.
- ✓ Explains how biases affect our decision-making.
- ✓ Teaches how to overcome personal biases.

***Introduction to Ontario's Employment Standards Act, 2000 Training for Leaders** | 42 min

- ✓ Explores the essential pieces of the Employment Standards Act, 2000.
- ✓ Outlines the updates from the Making Ontario Open for Business Act, 2018.
- ✓ Explains how to find answers to common questions in the legislation.

***Introduction to the Canada Labour Code Training for Leaders** | 37 min

- ✓ Teaches the basics of the Canada Labour Code.
- ✓ Informs of the rights of workers.
- ✓ Sets forth the duties of employers and management.

Lead by Example Training | 18 min

- ✓ Clarifies the difference between a vision and mission statement.
- ✓ Teaches how to see from perspective of the followers.
- ✓ Highlights importance of leading by example.

Motivating Employees from Within Training for Leaders | 28 min

- ✓ Explains the importance of employee motivation.
- ✓ Outlines in-depth strategies for employee motivation.
- ✓ Describes different methods and best practice tips to increase motivation.

***New Supervisor Training** | 25 min

- ✓ Explains the challenges supervisors face and how to overcome them.
- ✓ Explores the skills that new supervisors need to learn in order to adapt to and succeed in their new roles.
- ✓ Describes the legislative responsibilities of supervisors.

Personal Health Information Privacy Training (Ontario) | 1 h 9 min

- ✓ Outlines practices for protecting personal health information.
- ✓ Emphasizes the importance of obtaining consent concerning personal health information.
- ✓ Explains requirements for the proper collection, use, and disclosure of personal health information.

***PIPEDA Training | 46 min**

- ✓ Defines the collection, use, and disclosure of private information.
- ✓ Distinguishes what is considered private under the act and the essential principles of the act.
- ✓ Explains the responsibilities of organizations and the rights of individuals, including how to submit complaints and report breaches.

Problem-Solving and Decision-Making Training | 15 min

- ✓ Defines problem-solving and its relevance in the working environment.
- ✓ Builds upon skills by exploring four decision-making models.
- ✓ Defines decision-making and the types of decisions you will face as a leader.

Progressive Discipline Training | 43 min

- ✓ Teaches how to use progressive discipline as a formal approach to coaching.
- ✓ Informs of the benefits of progressive discipline for all involved parties.
- ✓ Describes a step-by-step approach to progressive discipline.

Retaining Employees and Reducing Turnover Training | 32 min

- ✓ Teaches how to calculate turnover costs.
- ✓ Explains how to determine and analyse turnover rates.
- ✓ Discusses causes of turnover and how to address them.

Top Five Hidden Costs of Employee Benefits Training | 11 min

- ✓ Explains the relationship between a group benefits plan and organizational performance.
- ✓ Describes how to get the most for your money from your benefit plan.
- ✓ Identifies the top five hidden costs of group benefits and how to reduce them.

Performance and Conduct

Conducting Performance Reviews Training for Leaders | 40 min

- ✓ Explains the uses and advantages of performance management systems.
- ✓ Describes different types of performance reviews, including their strengths and weaknesses.
- ✓ Provides best practices for conducting effective performance reviews that result in lasting improvement.

Goal-Setting in the Workplace Training for Leaders | 24 min

- ✓ Explains the significance of goals and their importance in the workplace.
- ✓ Demonstrates how to write effective goals that follow the SMART principle.
- ✓ Shows how to overcome barriers surrounding goal-setting.

Handling Change at Work Training for Employees | 23 min

- ✓ Describes the different types of change organizations undergo.
- ✓ Teaches employees the importance of communication during periods of change.
- ✓ Encourages employees to become agents of change who help shape workplace culture.

*IT Risk and Cybersecurity Training for Employees | 36 min

- ✓ Improves awareness of real threats posed by cyber risk and the various forms that cyberattacks can take in the workplace.
- ✓ Identifies the sources of cyber risks and how to avoid them.
- ✓ Helps employees recognize cyberattacks and become familiar with tricks for minimizing the risks of working with Internet-connected technology.

*Payment Card Industry Security Training for All Audiences | 25 min

- ✓ Discusses the PCI Security Standards Council and its security standards.
- ✓ Teaches how to recognize attacks and offers prevention strategies.
- ✓ Outlines how organizations can achieve PCI Data Security Standards compliance and protect cardholder data.

Professionalism in the Workplace Training for Supervisors | 34 min

- ✓ Explains the importance of professionalism in the workplace.
- ✓ Details how to manage professional relationships.
- ✓ Suggests best practices of professional ethics and handling professional challenges.

Protecting Confidential Information Training for Employees | 27 min

- ✓ Discusses the importance of protecting the personal information of clients and employees, accounts, and other sensitive or company data that is not meant for public knowledge.
- ✓ Explains how information can be compromised.
- ✓ Provides methods and tips for protecting confidential information.

Social Media Awareness Training for Employees | 23 min

- ✓ Informs employees of the risks of social media and how it can affect professional standing.
- ✓ Explains inappropriate social media use in the context of employment, and the consequences of misuse.
- ✓ Offers best practices to help employees manage and minimize the risks of social media and effectively manage their social media presence.

Telework Training for Employees | 26 min

- ✓ Explains the rights and responsibilities of teleworkers, particularly related to health and safety.
- ✓ Describes different types of telework and important features of telework agreements.
- ✓ Provides various best practice strategies for teleworkers.

***Unconscious Bias Training for All Audiences | 31 min**

- ✓ Explains the various types of biases, how unconscious biases develop, and where our unconscious biases come from.
- ✓ Discusses the importance of recognizing our own unconscious biases, and the effect our biases can have on interactions with others and decisions in the workplace.
- ✓ Teaches how to be consciously aware of biases, and provides methods and exercises to manage and control unconscious behaviours in order to prevent negative consequences.

Workplace Sensitivity Training for Employees | 49 min

- ✓ Explains what workplace sensitivity is and why it is important.
- ✓ Increases awareness about workplace discrimination and harassment.
- ✓ Provides strategies and tools to avoid inappropriate work behaviour.

Professional Skills

Managing Up Training for Professionals | 32 min

- ✓ Explains different management styles workers are likely to encounter in the workplace.
- ✓ Explores how to more efficiently work with supervisors by adapting to their management style.
- ✓ Describes different communication styles, and how to tailor communication to match them.

Mastering Effective Presentation Skills Training | 23 min

- ✓ Explores how to plan your presentation for your audience.
- ✓ Details the necessities for an engaging presentation.
- ✓ Advises how to stay calm and deliver presentations.

Mastering the Art of Business Writing Training for Professionals | 24 min

- ✓ Teaches practical skills for writing a variety of business documents.
- ✓ Distinguishes different types of business documents and their purposes.
- ✓ Exemplifies standards of excellent business writing.

Mastering the Art of E-mail Writing Training for Professionals | 35 min

- ✓ Describes e-mail layout, including address line, cc and bcc, salutation, and content.
- ✓ Teaches different types of business e-mail.
- ✓ Reviews proper e-mail etiquette and strategies.

Microsoft Excel 2010 Basic Training for Employees | 48 min

- ✓ Demonstrates how to navigate the Excel interface.
- ✓ Details various formatting tasks.
- ✓ Explains how to perform data management tasks.

Microsoft Outlook 2010 Basic Training for Employees | 37 min

- ✓ Demonstrates the mail view, including sending and responding to e-mail, creating a signature and mailbox management.
- ✓ Teaches trainees how to create meetings and use the calendar.
- ✓ Explains how to use the task view for creating and completing tasks.

Project Management Training for Professionals | 21 min

- ✓ Defines what project management is.
- ✓ Teaches different types of project management and different skills and techniques for project management.
- ✓ Examines a step-by-step approach to the phases and processes of project management.

Time Management Training for Professionals | 24 min

- ✓ Explains how to set SMART goals.
- ✓ Details how to create an effective schedule.
- ✓ Provides strategies to manage disruptions and procrastination.

Workplace Wellness

***Cannabis in the Workplace Training for Leaders | 25 min**

- ✓ Provides workplace leaders in all jurisdictions an overview of cannabis and its different uses.
- ✓ Describes misconceptions about cannabis in the workplace and considerations for the duty to accommodate.
- ✓ Identifies steps employers can take to prepare for potential cannabis use in the workplace.

Creating a Respectful Workplace Training | 18 min

- ✓ Defines respectful and disrespectful workplace behaviours.
- ✓ Explains the effects of disrespectful behaviours in the workplace.
- ✓ Provides ways to effectively create respect in the workplace and deal with disrespectful behaviours when they occur.

Crisis Intervention Training for All Audiences | 42 min

- ✓ Defines and explains crisis situations, warning signs, and different reactions people have to crisis situations.
- ✓ Familiarizes workers with steps for crisis intervention and strategies used to de-escalate crisis situations.
- ✓ Provides measures that can be implemented to prepare for and prevent crises.

Employee Transition Services: Interview Skills Training | 28 min

- ✓ Teaches employees how to conduct telephone interviews.
- ✓ Teaches employees how to prepare for, conduct, and conclude face-to-face interviews.
- ✓ Prepares employees for practical or employment tests required during the interview process.

Employee Transition Services: Job Search Skills Training | 18 min

- ✓ Teaches job seekers how to conduct an effective job search and where to look for job opportunities.
- ✓ Helps job seekers identify their transferable knowledge, skills, and abilities.
- ✓ Helps job seekers effectively set new goals, be prepared and organized, and persevere.

Employee Transition Services: Resume Writing Skills Training | 23 min

- ✓ Teaches employees the fundamentals of resume writing.
- ✓ Teaches employees how to develop critical sections of their resume.
- ✓ Teaches employees how to design effective cover letters.

Evolution of Human Rights in Canada Training for Leaders (Ontario focus) | 33 min

NOTE: This course is not intended to meet the requirements for human rights training under the Accessibility for Ontarians with Disabilities Act (AODA).

- ✓ Provides an overview of key components of the Canadian Human Rights Act.
- ✓ Reviews the Ontario Human Rights Code.
- ✓ Explains how these important pieces of legislation apply to the requirements outlined under the Accessibility for Ontarians with Disabilities Act (AODA).

***Financial Wellness Training | 40 min**

- ✓ Identifies strategies for creating a budget and spending money more effectively.
- ✓ Provides an understanding of borrowing and credit, and how to repay debt efficiently.
- ✓ Outlines several approaches to saving and planning for the future, including retirement.

***Gender and Sexual Diversity Training | 23 min**

- ✓ Provides an understanding of gender and sexual diversity in the workplace.
- ✓ Demonstrates how to identify inappropriate behaviour and language.
- ✓ Describes strategies for making workplaces more inclusive.

Human Rights in Canada Training (Federal Regulations) | 28 min

- ✓ Helps participants understand the background and basics of human rights legislation in Canada.
- ✓ Identifies the rights and responsibilities outlined in and applied by the Canadian Human Rights Act.
- ✓ Outlines obligations to which employers must adhere regarding policies, procedures and training, and provides resources on human rights in Canada.

***Managing and Coping with Stress Training | 37 min**

- ✓ Discusses how stress looks and explores how dynamic the stress experience can be and the dangers of prolonged stress.
- ✓ Highlights the physical, emotional, and behavioural symptoms of stress.
- ✓ Reviews a variety of healthy strategies for coping with stress and preventing stress from worsening.

***Mental Health in the Workplace Training for Employees | 31 min**

- ✓ Teaches how mental health issues can affect the workplace, and ways to address issues and maintain good mental health.
- ✓ Explains how to address a co-worker who may be suffering from a mental illness.
- ✓ Provides guidance on employer and employee responsibilities towards mental health, including the accommodation process.

Mental Health in the Workplace Training for Leaders | 55 min

- ✓ Educates leaders on how to effectively identify and address mental health issues in their organization.
- ✓ Provides guidance on how to implement a psychological health and safety management system (PHSMS) by following the principles highlighted in the Psychological Health and Safety in the Workplace Standard.
- ✓ Teaches leaders how to address mental health issues and contribute to employee psychological well-being through real world scenarios.

Office Ergonomics Training | 22 min

- ✓ Defines and describes ergonomic hazards as they apply to the duties carried out in the workplace.
- ✓ Helps employees recognize ergonomic risks and hazards and ways to effectively deal with them.
- ✓ Defines the roles and responsibilities of employers and employees.

***Respect in the Workplace Training** | 51 min

- ✓ Explains what respect is, including its individuality, and the need for mutual respect.
- ✓ Covers how disrespect can become workplace harassment if left unchecked.
- ✓ Prepares employees to handle disrespectful behaviours in the workplace constructively, when and if they encounter them.

Substance Abuse Training | 17 min

- ✓ Outlines the dangers of substance abuse on individuals and the workplace.
- ✓ Helps employers and employees recognize the signs of substance abuse.
- ✓ Provides guidance on getting help or when to get involved.

Quote for Services

Date: May 12, 2020

Don Butler
Business Development Specialist

1 (877) 438.9763 Ext. 313

dbutler@hrdownloads.com

HRdownloads Inc.
195 Dufferin Ave, Suite 800
London, Ontario N6A 1K7

Quoted:

Brooke Yaremchuk
Village of Innisfree
Po Box 69
Innisfree, Alberta T0B 2G0
Canada

Thank you for contacting HRdownloads!

Thank you for your interest; please find your detailed quote below.

Qty	Description	Unit Price	Line Total
1	HRComplete 1-10	\$2,599.00	\$2,599.00
1	• HR Fundamentals		
1	• Live HR Advice		
1	• Online Employee Training		
1	• Survey Architect		
1	• Policy Manual Wizard		
1	• Job Description Generator		
		Subtotal:	\$2,599.00
		Tax (5%):	\$129.95
		Total:	\$2,728.95

* Prices based on a one year term.



This quote is valid for 30 days, excluding special discounts, which may expire at any time. Quotes and pricing terms are negotiated between the Customer and HRdownloads and may be unique to the Customer. Therefore, the Customer hereby agrees to keep the terms of this quote confidential. Customer will not use this information to further its business, or the business of anyone else, whether or not in competition with HRdownloads. This document is strictly confidential and intended solely for delivery to, and authorized use by, the identified addressee(s), because it may contain legally privileged and/or confidential information. If you have received the communication in error, please notify the sender immediately and delete the message, and any copies and printouts thereof, from your records.

Quote for Services

Date: May 12, 2020

Don Butler
Business Development Specialist

1 (877) 438.9763 Ext. 313

dbutler@hrdownloads.com

HRdownloads Inc.
195 Dufferin Ave, Suite 800
London, Ontario N6A 1K7

Quoted:

Brooke Yaremchuk
Village of Innisfree
Po Box 69
Innisfree, Alberta T0B 2G0
Canada

Thank you for contacting HRdownloads!

Thank you for your interest; please find your detailed quote below.

Qty	Description	Unit Price	Line Total
1	HRComplete 1-10	\$2,599.00	\$5,198.00
1	• HR Fundamentals		
1	• Live HR Advice		
1	• Online Employee Training		
1	• Survey Architect		
1	• Policy Manual Wizard		
1	• Job Description Generator		
	HR Complete Discount - 10%	(\$519.80)	(\$519.80)
		Subtotal:	\$4,678.20
		Tax (5%):	\$233.91
		Total:	\$4,912.11

* Prices based on a two year term.



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Village of Innisfree
Po Box 69
Innisfree, Alberta T0B 2G0
Canada

Thank you for contacting HRdownloads!

Thank you for your interest; please find your detailed quote below.

Qty	Description	Unit Price	Line Total
1	HRComplete 1-10	\$2,599.00	\$7,797.00
1	• HR Fundamentals		
1	• Live HR Advice		
1	• Online Employee Training		
1	• Survey Architect		
1	• Policy Manual Wizard		
1	• Job Description Generator		
	HR Complete Discount - 20%	(\$1,559.40)	(\$1,559.40)
		Subtotal:	\$6,237.60
		Tax (5%):	\$311.88
		Total:	\$6,549.48

* Prices based on a three year term.



This quote is valid for 30 days, excluding special discounts, which may expire at any time. Quotes and pricing terms are negotiated between the Customer and HRdownloads and may be unique to the Customer. Therefore, the Customer hereby agrees to keep the terms of this quote confidential. Customer will not use this information to further its business, or the business of anyone else, whether or not in competition with HRdownloads. This document is strictly confidential and intended solely for delivery to, and authorized use by, the identified addressee(s), because it may contain legally privileged and/or confidential information. If you have received the communication in error, please notify the sender immediately and delete the message, and any copies and printouts thereof, from your records.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

RECEIVED

APR 23 2020

AR100499

April 17, 2020

Her Worship Deborah McMann
Mayor
Village of Innisfree
PO Box 69
Innisfree, AB T0B 2G0

Dear Mayor McMann and Council,

Thank you for all of your efforts to keep municipal staff and residents safe during this unprecedented public health emergency. The Government of Alberta is exploring a wide range of options to support municipalities during this uncertain time.

As you are likely aware, I was pleased to provide extensions for most legislated timelines in the *Municipal Government Act* through Ministerial Order MSD:022/20. As a municipality that has undergone a viability review, you have an existing obligation to provide an annual progress report due June 1, 2020, on viability directives made under ministerial order. I understand the pressures you and your administration are under at this time. With this in mind, I have decided to provide a similar time extension to October 1, 2020 for the progress report. Please see the attached Ministerial Order No. MSD:028/20 which authorizes this extension.

When the time comes, please send your progress support submission, along with a copy of the council meeting minutes indicating approval of the submission, to viabilityreview@gov.ab.ca. Should you have questions, please contact a Viability Advisor at the email above, or by phone, toll-free at 310-0000, then 780-427-2225.

Yours very truly,

Kaycee Madu, QC
Minister

Attachment: Ministerial Order No. MSD:028/20

cc: **Brooke Magosse**
Chief Administrative Officer, Village of Innisfree



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

MINISTERIAL ORDER NO. MSD:028/20

I, Kelechi Madu, QC, Minister of Municipal Affairs,

1. Pursuant to Section 130.1(a) of *Municipal Government Act (MGA)*, make the following order, that Schedule A attached to:
 - Ministerial Order No. MSL:054/16 is amended to extend the completion date for Directive 2e to October 1, 2020.
 - Ministerial Order No. MSL:122/17 is amended to extend the completion date for Directive 3a and 3b to October 1, 2020.
 - Ministerial Order No. MSL:072/18 is amended to extend the completion date for Directive 3a and 3b to October 1, 2020.
 - Ministerial Order No. MSL:089/18 is amended to extend the completion date for Directive 3a and 3b to October 1, 2020.
2. Pursuant to Section 130.2(3) of *MGA* make the following order, that Schedule A attached to:
 - Ministerial Order No. MSL:055/18 is amended to extend the completion date for Directive 3a and 3b to October 1, 2020.
 - Ministerial Order No. MSL:056/18 is amended to extend the completion date for Directives 3a and 3b to October 1, 2020.
 - Ministerial Order No. MSL:095/18 is amended to extend the completion date for Directive 3a and 3b to October 1, 2020.

Dated at Edmonton, Alberta, this 15th day of April, 2020.


Kelechi Madu, QC
Minister of Municipal Affairs



Village of Innisfree

2020 - 2024 Budget and Budget Forecast

Amended on: May 19, 2020
Motion No.: 2020-05-19/___

****DRAFT****

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
TAXATION							
1-00-00-110	Taxes Residential	173,837.39	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00
1-00-00-111	Taxes Non-Residential	47,790.64	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
1-00-00-112	Taxes M & E	1,793.65	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
1-00-00-190	Taxes Linear	20,742.42	20,750.00	20,750.00	20,750.00	20,750.00	20,750.00
1-00-00-230	Taxes Federal GIL	881.03	900.00	900.00	900.00	900.00	900.00
1-00-00-250	Taxes Minimum Levy	(1,400.00)	0.00	0.00	0.00	0.00	0.00
1-00-00-321	ASFF Residential Levy	25,389.82	26,500.00	27,000.00	27,000.00	27,000.00	27,000.00
1-00-00-322	ASFF Non-Residential Levy	10,343.89	11,000.00	11,500.00	11,500.00	11,500.00	11,500.00
1-00-00-330	Seniors Housing Levy	1,890.86	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00
* TOTAL TAXATION		281,269.70	287,850.00	288,850.00	288,850.00	288,850.00	288,850.00
REQUISITIONS							
2-00-00-321	ASFF Requisition Residential	36,632.45	36,700.00	36,700.00	36,700.00	36,700.00	36,700.00
2-00-00-322	ASFF Requisition Non-Residential	0.00	0.00	0.00	0.00	0.00	0.00
2-00-00-330	Seniors Foundation Requisition	1,889.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00
* TOTAL REQUISITIONS		38,521.45	38,600.00	38,600.00	38,600.00	38,600.00	38,600.00
**P TAX AVAILABLE FOR MUNICIPAL		242,748.25	249,250.00	250,250.00	250,250.00	250,250.00	250,250.00
GENERAL REVENUE							
1-00-00-510	Penalties Taxes	26,879.31	26,900.00	26,900.00	26,900.00	26,900.00	26,900.00
1-00-00-540	Franchise Fees - Natural Gas	23,425.66	23,500.00	23,500.00	23,500.00	23,500.00	23,500.00
1-00-00-541	Franchise Fees - Electricity	20,695.75	20,700.00	20,700.00	20,700.00	20,700.00	20,700.00
1-00-00-550	Bank Interest	3,705.74	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00
1-01-00-590	Other Revenue Own Sources Invest	80.00	100.00	100.00	100.00	100.00	100.00
1-11-00-152	Council Health Benefit Cost	2,296.10	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00
** TOTAL GENERAL REVENUE		77,082.56	77,200.00	77,200.00	77,200.00	77,200.00	77,200.00
ADMIN REVENUE							
1-12-00-135	Contract Refunds (WCB, AMSC,	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
1-12-00-401	Sales Photocopies, Faxes, Services	976.75	975.00	975.00	975.00	975.00	975.00
1-12-00-402	Flower Pots	(63.33)	0.00	0.00	0.00	0.00	0.00
1-12-00-430	Sales Hats, Pins, Promotional	3.26	25.00	25.00	25.00	25.00	25.00
1-12-00-511	Wild Pink Yonder Revenues	(960.00)	0.00	0.00	0.00	0.00	0.00
1-12-00-560	Rental Revenue Adm	8,845.50	8,845.00	8,845.00	8,845.00	8,845.00	8,845.00
1-12-00-590	Other Revenue Own Sources Adm	5,627.35	5,630.00	5,630.00	5,630.00	5,630.00	5,630.00
1-12-00-840	Grants Conditional Provincial Adm	0.00	160,000.00	160,000.00	160,000.00	160,000.00	160,000.00
1-12-00-911	LTO Cost Recovery	115.00	250.00	250.00	250.00	250.00	250.00
**	TOTAL ADMIN REVENUE	14,544.53	175,725.00	175,725.00	175,725.00	175,725.00	175,725.00

FINE REVENUE

**	TOTAL FINE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
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FIRE REVENUE

1-23-00-410	Fees Fire Fighting	14,367.07	14,500.00	14,500.00	14,500.00	14,500.00	14,500.00
1-23-00-415	Fire Dept Donations	225.00	300.00	300.00	300.00	300.00	300.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,425.60	20,500.00	20,500.00	20,500.00	20,500.00	20,500.00
**	TOTAL FIRE REVENUE	35,017.67	35,300.00	35,300.00	35,300.00	35,300.00	35,300.00

BYLAW REVENUE

1-26-00-522	License Animal	420.00	450.00	450.00	450.00	450.00	450.00
1-26-00-523	Business Licenses	340.00	350.00	350.00	350.00	350.00	350.00
1-26-00-590	Fines Bylaw	(550.00)	150.00	150.00	150.00	150.00	150.00
**	TOTAL BYLAW REVENUE	210.00	950.00	950.00	950.00	950.00	950.00

PUBLIC WORKS REVENUE

1-32-00-430	Sales Service (Grass,Snow)	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00	1,450.00
1-32-00-560	PW Rental Revenue	(300.00)	200.00	200.00	200.00	200.00	200.00
1-32-00-830	Grants Federal (CSJ) PW	2,100.00	6,300.00	6,300.00	6,300.00	6,300.00	6,300.00
**	TOTAL PUBLIC WORKS REVENUE	3,250.00	7,950.00	7,950.00	7,950.00	7,950.00	7,950.00

STORMWATER REVENUE

1-37-00-410	Stormwater Infrastructure Renewal	4,913.58	4,915.00	4,915.00	4,915.00	4,915.00	4,915.00
**	TOTAL STORMWATER REVENUE	4,913.58	4,915.00	4,915.00	4,915.00	4,915.00	4,915.00

WATER REVENUE

1-41-00-410	Water Consumption	40,021.92	40,020.00	40,020.00	40,020.00	40,020.00	40,020.00
1-41-00-411	Regional Water Fund	24,201.50	24,200.00	24,200.00	24,200.00	24,200.00	24,200.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
1-41-00-412	Water Base Fee	31,615.73	31,615.00	31,615.00	31,615.00	31,615.00	31,615.00
1-41-00-510	Penalties Water	2,444.31	2,445.00	2,445.00	2,445.00	2,445.00	2,445.00
1-41-00-511	Penalties-Regional Water Fund	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL WATER REVENUE	98,283.46	98,280.00	98,280.00	98,280.00	98,280.00	98,280.00
SEWER REVENUE							
1-42-00-410	Billings Sewer	35,865.57	35,870.00	35,870.00	35,870.00	35,870.00	35,870.00
1-42-00-510	Sanitary Sewer Penalties	0.00	0.00	0.00	0.00	0.00	0.00
1-42-00-830	Grants Conditional Federal Sewer	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL SEWER REVENUE	35,865.57	35,870.00	35,870.00	35,870.00	35,870.00	35,870.00
SOLID WASTE							
1-43-00-410	Billings Garbage	51,312.93	51,320.00	51,320.00	51,320.00	51,320.00	51,320.00
1-43-00-411	Regional SWM Infrastructure Fee	18,654.20	18,650.00	18,650.00	18,650.00	18,650.00	18,650.00
1-43-00-510	Penalties - Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00
1-43-00-511	Penalties SWM Fee	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL SOLID WASTE	69,967.13	69,970.00	69,970.00	69,970.00	69,970.00	69,970.00
COMMUNITY REVENUE							
**	TOTAL COMMUNITY REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
LAND REVENUE							
1-61-00-522	Permits (Development, Subdivision)	125.00	125.00	125.00	125.00	125.00	125.00
1-61-00-840	Grants - Provincial	20,000.00	10,000.00	0.00	0.00	0.00	0.00
**	TOTAL LAND REVENUE	20,125.00	10,125.00	125.00	125.00	125.00	125.00
RECREATION REVENUE							
1-72-00-590	Fees Park Grounds	22,317.27	22,320.00	22,320.00	22,320.00	22,320.00	22,320.00
1-72-00-591	Fees Park Concession	1,853.95	0.00	0.00	0.00	0.00	0.00
1-72-00-830	Federal Conditional Grants	1,915.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL RECREATION REVENUE	26,086.22	22,320.00	22,320.00	22,320.00	22,320.00	22,320.00
CULTURAL REVENUE							
1-74-00-557	Museum Cost Recovery	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL CULTURAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
***	TOTAL REVENUE	628,093.97	787,855.00	778,855.00	778,855.00	778,855.00	778,855.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
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COUNCIL EXPENSE

2-11-00-130	Employer Cont Source	0.00	500.00	500.00	500.00	500.00	500.00
2-11-00-135	WCB Council	0.00	0.00	0.00	0.00	0.00	0.00
2-11-00-151	Fees Council	7,177.50	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
2-11-00-152	Benefits Council	1,964.60	1,965.00	1,965.00	1,965.00	1,965.00	1,965.00
2-11-00-211	Travel/Subsistence Council	983.54	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2-11-00-212	Conventions/Seminars Council	704.88	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2-11-00-274	Council Insurance	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
**	TOTAL COUNCIL EXPENSE	12,830.52	15,165.00	15,165.00	15,165.00	15,165.00	15,165.00

ADMIN EXPENSE

2-12-00-110	Salaries & Wages Adm	60,154.71	62,466.00	64,123.00	65,800.40	67,116.41	68,458.74
2-12-00-111	Honorarium (Admin)	500.00	750.00	750.00	750.00	750.00	750.00
2-12-00-130	Employer Contributions Source Adm	711.86	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-12-00-131	Employer Benefits Adm	11,198.31	11,200.00	11,200.00	11,200.00	11,200.00	11,200.00
2-12-00-135	Workers Compensation ADM	1,641.33	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00
2-12-00-211	Travel/Subsistence Adm	1,043.72	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00
2-12-00-212	Education Adm	614.25	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
2-12-00-215	Telecommunications	5,811.46	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00
2-12-00-216	Postage & Freight	2,313.11	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00
2-12-00-220	Membership Dues Adm	1,289.08	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
2-12-00-221	Advertising/Printing/Subscriptions	21,256.93	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-12-00-230	Audit/Assessor Fees Adm	20,131.88	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
2-12-00-250	Contracted Services Adm	23,760.64	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-12-00-274	Insurance Adm	3,264.32	3,275.00	3,275.00	3,275.00	3,275.00	3,275.00
2-12-00-290	Election/Census Expense Adm	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-510	Goods & Services Adm	15,323.04	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
2-12-00-540	Utilities Heat Adm	1,569.08	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
2-12-00-541	Utilities Power Adm	2,465.83	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2-12-00-650	Provision Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-765	Transfer to Reserves Adm	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-790	Amortization	0.00	600.00	600.00	600.00	600.00	600.00
2-12-00-810	Bank Charges Adm	1,514.68	1,520.00	1,520.00	1,520.00	1,520.00	1,520.00
2-12-00-910	Outages/Account for Penny Loss	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-911	Land Title Charges	731.00	750.00	750.00	750.00	750.00	750.00
2-12-00-920	Tax Adjustments Council Adm	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-995	Legal Expenses	30,934.99	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
2-12-00-770	Grants to Organizations Adm	140.00	150.00	150.00	150.00	150.00	150.00
**	TOTAL ADMIN EXPENSE	206,370.22	216,411.00	218,068.00	219,745.40	221,061.41	222,403.74
****	LESS AMORTIZATION	206,370.22	215,811.00	217,468.00	219,145.40	220,461.41	221,803.74

FIRE EXPENSE

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-23-00-120	Salaries & Wages Fire	20,690.73	20,700.00	20,700.00	20,700.00	20,700.00	20,700.00
2-23-00-135	WCB Fire	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-211	Travel & Subsistence Fire	0.00	500.00	500.00	500.00	500.00	500.00
2-23-00-215	Telecommunications Fire	2,899.35	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00
2-23-00-217	Freight & Postage Fire	17.00	0.00	0.00	0.00	0.00	0.00
2-23-00-234	Training Fire	1,815.75	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-23-00-250	Contracted Services Fire	9,253.95	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
2-23-00-274	Insurance Fire	1,906.50	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
2-23-00-510	Supplies & Equipment Fire	8,638.93	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
2-23-00-521	Fuel & Oil Fire	553.56	0.00	0.00	0.00	0.00	0.00
2-23-00-540	Utilities Heat Fire	2,456.49	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2-23-00-541	Utilities Power	1,880.73	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00
2-23-00-762	Transfer to Capital Reserves Fire	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
2-23-00-792	Amortization	0.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00
**	TOTAL FIRE EXPENSE	50,112.99	65,025.00	65,025.00	65,025.00	65,025.00	65,025.00
****	LESS AMORTIZATION	50,112.99	62,500.00	62,500.00	62,500.00	62,500.00	62,500.00

EMERGENCY SERVICE EXPENSE

2-25-00-310	911 Requisition	1,427.20	1,430.00	1,430.00	1,430.00	1,430.00	1,430.00
**	TOTAL EMERGENCY SERVICE EXPENS	1,427.20	1,430.00	1,430.00	1,430.00	1,430.00	1,430.00

BYLAW EXPENSE

2-26-00-221	Bylaw Advertising	0.00	150.00	150.00	150.00	150.00	150.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00	500.00	500.00	500.00	500.00
2-26-00-510	Animal Control Goods & Services	0.00	250.00	250.00	250.00	250.00	250.00
**	TOTAL BYLAW EXPENSE	0.00	900.00	900.00	900.00	900.00	900.00

PUBLIC WORKS EXPENSE

2-32-00-110	Salaries & Wages PW	23,352.78	26,460.00	27,396.88	28,339.76	28,906.56	29,484.69
2-32-00-111	Honorarium (PW)	500.00	750.00	750.00	750.00	750.00	750.00
2-32-00-115	Salaries & Wages Casual PW	0.00	0.00	0.00	0.00	0.00	0.00
2-32-00-130	Employer Contributions Source PW	3,264.51	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
2-32-00-131	Employer Benefits PW	7,532.27	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-32-00-135	WCB	0.00	0.00	0.00	0.00	0.00	0.00
2-32-00-211	Travel & Subsistence PW	34.40	100.00	100.00	100.00	100.00	100.00
2-32-00-215	Telecommunications PW	2,572.52	2,575.00	2,575.00	2,575.00	2,575.00	2,575.00
2-32-00-217	Freight & Postage PW	0.00	0.00	0.00	0.00	0.00	0.00
2-32-00-250	Contracted Services PW	106,014.69	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
2-32-00-270	CN Services PW	130.00	130.00	130.00	130.00	130.00	130.00
2-32-00-274	Insurance PW	5,204.58	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-32-00-510	Goods & Services PW	23,582.62	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
2-32-00-521	Fuel & Oil PW	7,129.08	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
2-32-00-540	Utilities Heat PW	1,656.02	1,675.00	1,675.00	1,675.00	1,675.00	1,675.00
2-32-00-541	Utilities Power (Street/Shop) PW	55,651.44	55,650.00	55,650.00	55,650.00	55,650.00	55,650.00
2-32-00-762	Transfer to Capital PW	0.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
2-32-00-790	Amortization	0.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00
**	TOTAL PUBLIC WORKS EXPENSE	236,624.91	197,740.00	198,676.88	199,619.76	200,186.56	200,764.69
****	LESS AMORTIZATION	236,624.91	185,240.00	186,176.88	187,119.76	187,686.56	188,264.69

STORM DRAINAGE EXPENSE

2-37-00-510	Goods & Equipment Repairs - Storm	0.00	750.00	750.00	750.00	750.00	750.00
**	TOTAL STORM DRAINAGE EXPENSE	0.00	750.00	750.00	750.00	750.00	750.00

WATER EXPENSES

2-41-00-110	Salaries & Wages Water	8,362.67	11,340.00	11,741.52	12,145.61	12,388.52	12,636.29
2-41-00-130	Employer Contributions Source	1,290.54	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
2-41-00-131	Employer Benefits Water	211.89	250.00	250.00	250.00	250.00	250.00
2-41-00-215	Telecommunications - Water	657.40	660.00	660.00	660.00	660.00	660.00
2-41-00-217	Freight & Postage - Water	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-250	Contracted Services Water	7,351.55	7,350.00	7,350.00	7,350.00	7,350.00	7,350.00
2-41-00-274	Insurance Water	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	60,677.04	60,500.00	60,500.00	60,500.00	60,500.00	60,500.00
2-41-00-510	Goods & Services Water	2,603.26	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00
2-41-00-540	Utilities Heat Water Plant	1,508.64	1,510.00	1,510.00	1,510.00	1,510.00	1,510.00
2-41-00-541	Utilities Power Water Plant	6,158.71	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00
2-41-00-790	Amortization	0.00	66,900.00	66,900.00	66,900.00	66,900.00	66,900.00
2-41-00-840	750-Capital ACE Water Contribution	0.00	24,140.00	24,140.00	24,140.00	24,140.00	24,140.00
*	TOTAL WATER EXPENSES	92,221.70	186,110.00	186,511.52	186,915.61	187,158.52	187,406.29
****	LESS AMORTIZATION	92,221.70	119,210.00	119,611.52	120,015.61	120,258.52	120,506.29

SEWER EXPENSE

2-42-00-110	Salaries & Wages Sewer	6,815.67	6,426.00	6,554.52	6,685.61	6,819.32	6,955.71
2-42-00-130	Employer Contributions Source	1,131.75	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00
2-42-00-131	Employer Benefits Sewer	0.00	850.00	850.00	850.00	850.00	850.00
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00	50.00	50.00	50.00	50.00
2-42-00-250	Contracted Services Sewer	1,693.71	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
2-42-00-274	Insurance Sewer	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00
2-42-00-510	Goods & Services Sewer	25,082.11	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
2-42-00-541	Utilities Power Sewer Lift Stations	5,172.12	5,175.00	5,175.00	5,175.00	5,175.00	5,175.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2-42-00-790	Amortization	0.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00
2-42-00-840	MSI Capital Grant Sewer	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL SEWER EXPENSE	41,170.36	82,626.00	82,754.52	82,885.61	83,019.32	83,155.71
****	LESS AMORTIZATION	41,170.36	56,626.00	56,754.52	56,885.61	57,019.32	57,155.71

GARBAGE EXPENSE

2-43-00-110	Salaries & Wages Garbage	17,450.09	19,908.00	20,480.88	21,059.76	21,480.96	21,910.58
2-43-00-130	Employer Contributions Source	2,799.62	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00
2-43-00-131	Employer Benefits Garbage	211.95	250.00	250.00	250.00	250.00	250.00
2-43-00-250	Contracted Services Garbage	28,348.52	28,500.00	28,500.00	28,500.00	28,500.00	28,500.00
2-43-00-274	Insurance Garbage	360.00	360.00	360.00	360.00	360.00	360.00
2-43-00-510	Goods & Services Garbage	0.00	500.00	500.00	500.00	500.00	500.00
2-43-00-762	Transfer to Capital Garbage	0.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00
2-43-00-790	Amortization	0.00	2,165.00	2,165.00	2,165.00	2,165.00	2,165.00
**	TOTAL GARBAGE EXPENSE	49,170.18	72,983.00	73,555.88	74,134.76	74,555.96	74,985.58
****	LESS AMORTIZATION	49,170.18	70,818.00	71,390.88	71,969.76	72,390.96	72,820.58

FCSS EXPENSE

2-51-00-351	FCSS Requisition	1,837.75	1,850.00	1,850.00	1,850.00	1,850.00	1,850.00
**	TOTAL FCSS EXPENSE	1,837.75	1,850.00	1,850.00	1,850.00	1,850.00	1,850.00

PLANNING EXPENSE

2-61-00-510	General Goods & Services	0.00	500.00	500.00	500.00	500.00	500.00
2-61-00-250	Contracted Services	5,579.51	5,580.00	5,580.00	5,580.00	5,580.00	5,580.00
2-61-00-840	Grants - Provincial	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
**	TOTAL PLANNING EXPENSE	15,579.51	16,080.00	16,080.00	16,080.00	16,080.00	16,080.00

LAND PURCHASES EXPENSE

**	TOTAL LAND PURCHASES EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
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RECREATION EXPENSES

2-72-00-130	Employer Contributions Source	102.31	110.00	110.00	110.00	110.00	110.00
2-72-00-135	WCB Rec Park	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	734.11	750.00	750.00	750.00	750.00	750.00
2-72-00-221	Printing/Advertising/Subscriptions	395.00	400.00	400.00	400.00	400.00	400.00
2-72-00-250	Contracted Services Recreation	12,271.25	3,500.00	7,500.00	7,500.00	7,500.00	7,500.00

General Ledger	Description	2019 Actual	2020 Budget	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
2-72-00-255	Maintenance Sports Grounds	0.00	750.00	750.00	750.00	750.00	750.00
2-72-00-274	Insurance Recreation	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
2-72-00-510	Goods & Services Recreation	6,057.07	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
2-72-00-511	Rec Park Float	0.00	100.00	100.00	100.00	100.00	100.00
2-72-00-521	Fuel and Oil Park	0.00	500.00	500.00	500.00	500.00	500.00
2-72-00-540	Utilities Heat Park Building	776.47	775.00	775.00	775.00	775.00	775.00
2-72-00-541	Utilities Power Park Grounds	5,636.38	5,650.00	5,650.00	5,650.00	5,650.00	5,650.00
2-72-00-591	Concessions Park Grounds	0.00	850.00	850.00	850.00	850.00	850.00
2-72-00-762	Transfer to Capital Recreation	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-72-00-790	Amortization	0.00	8,450.00	8,450.00	8,450.00	8,450.00	8,450.00
**	TOTAL RECREATION E XPENSES	28,972.59	37,835.00	41,835.00	41,835.00	41,835.00	41,835.00
****	LESS AMORTIZATION	28,972.59	29,385.00	33,385.00	33,385.00	33,385.00	33,385.00

CULTURE EXPENSES

2-74-00-250	Contracted Services	93.11	100.00	100.00	100.00	100.00	100.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
2-74-00-300	Regional Library Requisition	1,148.45	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00
2-74-00-350	Local Municipal Library Grant	7,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-74-00-510	Goods & Services	0.00	0.00	0.00	0.00	0.00	0.00
2-74-00-540	Utilities Heat Museum	2,725.56	2,726.00	2,726.00	2,726.00	2,726.00	2,726.00
2-74-00-541	Utilities Power Museum	1,354.88	1,355.00	1,355.00	1,355.00	1,355.00	1,355.00
**	CULTURE EXPENSES	12,322.00	10,431.00	10,431.00	10,431.00	10,431.00	10,431.00
***	TOTAL EXPENSES	748,639.93	786,196.00	793,892.80	797,627.14	800,307.77	803,042.01
****	SUPLUS/(DEFICIT)	-120,545.96	1,659.00	-15,037.80	-18,772.14	-21,452.77	-24,187.01

2020 CAPITAL BUDGET

****DRAFT****

DETAILS			BUSINESS SAVINGS / RESERVES							
INFRASTRUCTURE AUDIT - ITEM NO.	PROJECT	DESCRIPTION	MSI CAPITAL	OTHER AND PROVINCIAL/	CANADA SUMMER	FEDERAL GAS TAX FUND -	CARES GRANT - \$10,000.00	MSI OPERATING	OPERATING (CHEQUING) -	TOTAL 2020 PROJECT
N/A	MUNIWARE	NEW ACCOUNTING SOFTWARE - 24 INSTALLMENTS @ \$1,416.78/M						2019 - 17,000.00		\$17,000.00
1.02.01-1.02.05	Smoke Detectors/CO2/Emergency Lighting and Fire Extinguishers	Admin Office/Seniors/Museum/Fire Hall and WTP							\$10,000.00	\$10,000.00
2.02	Administration Building	Building Porch, Steps and Railings at side door						\$10,000.00		\$10,000.00
6.01	Tranfer to Savings	Funds towards Water Reservoir Upgrades							\$8,500.00	\$8,500.00
2.3	Road Rehabilitation & Drainage	Road Repairs to 50 Street from Railway Avenue N to 51 Ave and 50 Street / flooding on west side of 50 Avenue				\$75,000.00				\$75,000.00
N/A	Administration Building	Barrier Free Ramp - Front Door Access	\$30,000.00							\$30,000.00
N/A	Skid Steer Accessories	Tracks to improve mobility for winter plowing. Also prevent wear and tear on tires. Also, the village is in need of a salt and sand spreader.	\$10,000.00							\$10,000.00
n/a	Old Public Works Building	Demolition of Old Public Works Building	30,000.00							\$30,000.00
N/A	Zero Turn Lawn Mower	PENDING - Replacement of old zero turn lawn mower.	\$5,500.00							\$5,500.00
n/a	Canada Summer Jobs	Administration applied for 3 Public Works Labourer positions with CSJ. We are waiting for approval.				-\$8,662.50			\$17,325.00	\$8,662.50
			\$75,500.00	\$0.00	-\$8,662.50	\$75,000.00	\$0.00	\$27,000.00	\$35,825.00	\$204,662.50

FIVE YEAR CAPITAL PLAN

Projects are based off of Capital Budget and 10 Year Capital Plan

2020		
N/A	Muniware Software Installation Plan	\$17,000.00
N/A	Barrier Free Ramp - Administration Office	\$30,000.00
1.02.01	Smoke Detect/CO2 detect/Emerg Lighting - Admin Office	\$2,000.00
1.02.02	Smoke Detect/CO2 detect/Emerg Lighting - Seniors	\$2,000.00
1.02.03	Smoke Detect/CO2 detect/Emerg Lighting - Museum	\$2,000.00
1.02.04	Smoke Detect/CO2 detect/Emerg Lighting - Fire Hall	\$2,000.00
1.02.05	Smoke Detect/CO2 detect/Emerg Lighting - WTP	\$2,000.00
2.02	Building porch, steps and railings at side door - Admin Office	\$10,000.00
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00
N/A	Skid Steer Accessories - Tracks & Salt/Sand Spreader	\$10,000.00
2.3	Road Rehabilitation and Drainage	\$75,000.00
N/A	Demolition of Old Public Works Building	\$30,000.00
N/A	Replacement of Zero Turn Lawn Mower	\$5,500.00
N/A	Canada Summer Job - 3 Public Works Labourers	\$8,662.50
Subtotal		\$204,662.50
2021		
	Muniware Software Installation Plan	\$14,200.00
3.05	Correct Multiple Plumbing issues - Seniors	\$2,000.00
4.01	Install Fire Hydrant - 54 Street at the Rec Centre	\$10,000.00
4.02	Install Fire Hydrant - 54 Street at 49 Avenue	\$10,000.00
2	Sidewalk Connections to Roadways	\$18,800.00
3	Curb Ramps	\$23,600.00
6.01	Transfer to Savings -Funds towards Water Reservoir Upgrades	\$8,500.00
3.01-3.05	Immediate Manhole Repairs requiring immediate attention	\$15,500.00
Subtotal		\$102,600.00
2022		
6.01	Museum - Brick Chimney Reconstruction	\$30,000.00
6.01	Transfer to Savings -Funds towards Water Reservoir Upgrades	\$8,500.00
Subtotal		\$38,500.00
2023		
6.06	Museum - Re-plumb drainage lines and correct venting probler	\$18,000.00
7	Birch Lake change house - Electrical connections	\$1,000.00
9	Birch Lake Picnic Shelter - Ball Diamonds - Electrical Conn.	\$1,000.00
10	Birch Lake Wood Shed - Replace wood shed	\$6,000.00
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00
Subtotal		\$34,500.00
2024	2023	
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00
6.04	Museum - Remove and re-do wooden subfloor in basement	\$8,000.00
1	Replace Sidewalk on 48 Avenue - Part 1	\$41,280.00
1	Replace Sidewalk on 48 Avenue - Part 2	\$20,000.00
Subtotal		\$77,780.00
Grand Total		\$458,042.50

2020				
*Estimated \$200,000/year in Grant Funding and an estimated \$200,000/year in operating for the Village.				
Item #	Project Name/Description	Amount	Proposed Funding	Details
1.02 Smoke detectors, carbon Monoxide detectors, emergency lighting and fire extinguishers				
1.02.01	Administration Office	\$2,000.00	Village Expense - 100%	This item has been completed.
1.02.02	Seniors Drop-in Centre	\$2,000.00	Village Expense - 100%	
1.02.03	Prairie Bank Museum	\$2,000.00	Village Expense - 100%	
1.02.04	Fire Hall	\$2,000.00	Village Expense - 100%	
1.02.05	Water Treatment Plan	\$2,000.00	Village Expense - 100%	
2 Inspection and Maintenance of Storm Pipes				
2.02	Building Porch, steps and rainings at side door	\$10,000.00	Village Expense - 100%	
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Administration Office				
	Barrier Free Ramp and Widening of Doorway	\$30,000.00	MSI Funding - 100%	Approved funding. Obtaining quotes.
Road Rehabilitation and Drainage - Railway Ave N & 50 Street				
	Reconstruction of Road and installation of culvert to prevent flooding of residential properties.	\$75,000.00	GTF Funding - 100%	Approved funding. Pending engineering proposal.
Old Public Works Building				
	Demolition of Old Public Works Building	\$30,000.00	MSI Funding - 100%	Pending funding.
TOTAL		\$163,500.00		
2021				
3 Seniors Drop-in Centre				
3.05	Correct Multiple Plumbing Issues	\$2,000.00	Village Expense - 100%	
4 Install Fire Hydrants to Increase Coverage				
4.01	54 Street at the Recreation Centre	\$10,000.00	Grant Funding - 100%	
4.02	53 Street at 49 Avenue	\$10,000.00	Grant Funding - 100%	
Sidewalk Upgrades				
2	Sidewalk connections to roadways	\$18,800.00	Grant Funding - 100%	MSI Capital
3	curb ramps	\$23,600.00	Grant Funding - 100%	MSI Capital
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set
MH Defects Requiring Immediate Repair				
3.01	MH 18 Broken concrete bench and missing pieces	\$500.00	Village Expense - 100%	
3.02	MH 22 Severe Corroded Bottom	\$13,000.00	Grant Funding - 100%	

3.03	MH 21 Bench Broken, Corroded Concrete Surface	\$500.00	Village Expense - 100%	
3.04	MH 19 Misaligned and failing neck bricks, unknown object in MH	\$500.00	Village Expense - 100%	
3.05	MH 7 Severe Misaligned Manhole cover and ring	\$1,000.00	Village Expense - 100%	
TOTAL		\$88,400.00		
2022				
Pipe Repair due to Structural Defects				
1.02	MH18-16 50 Ave - East of 54 Street Large joint offset, Severe pipe	\$116,000.00	Grant Funding - 100%	
Municipal Building Upgrades				
5	Old Public Works Shop - Demolition	\$30,000.00	Grant Funding - 100%	The Village has applied for funding through Federal Gas Tax
Prairie Bank of Commerce				
6.01	Brick Chimney reconstruct	\$30,000.00	Grant Funding - 100%	
6.02	Back Steps, balcony and railings (not including roof membrane)	\$18,000.00	Village Expense - 100%	This item has been completed.
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
TOTAL		\$202,500.00		
2023				
Prairie Bank of Commerce				
6.06	re-plumb drainage lines and correct venting problems	\$18,000.00	Grant Funding - 100%	
7	Birch lake change house - electrical connections	\$1,000.00	Village Expense - 100%	
9	Birch lake picnic shelter - ball diamonds - electrical corrections at panel	\$1,000.00	Village Expense - 100%	
10	Birch lake wood shed - replace wood shed	\$6,000.00	Grant Funding - 100%	
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
TOTAL		\$87,500.00		
2024				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Prairie Bank of Commerce				
6.04	Remove and redo wooden subfloor basement	\$8,000.00	Grant Funding - 100%	
Sidewalk Upgrades				
1	Replace Sidewalk on 48 Avenue - Part 1	\$41,280.00	Grant Funding - 100%	Expense is large - Project will be split into numerous parts (over 4 years)

10 Year Infrastructure/Capital Plan

1	Replace Sidewalk on 48 Avenue - Part 2	\$20,000.00	Village Expense - 100%	Expense is large - Project will be split into numerous parts (over 4 years)
TOTAL		\$77,780.00		
2025				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Prairie Bank of Commerce				
6.07	Remove and replace boiler, associated piping in basement complete with new zone controls	\$45,000.00	Grant Funding - 100%	
Sidewalk Upgrades				
1	Replace Sidewalk on 48 Avenue - Part 3	\$41,280.00	Grant Funding - 100%	Expense is large - Project will be split into numerous parts (over 5 years)
1	Replace Sidewalk on 48 Avenue - Part 4	\$20,000.00	Village Expense - 100%	Expense is large - Project will be split into numerous parts (over 4 years)
TOTAL		\$114,780.00		
2026				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Sidewalk Upgrades				
1	Replace Sidewalk on 48 Avenue - Part 5	\$43,840.00	Grant Funding - 100%	Expense is large - Project will be split into numerous parts (over 4 years)
Municipal Fire Hall				
4.01	Remediation and Repair from leak damage	\$12,000.00	Grant Funding - 100%	
4.02	New Hot Water Tank	\$1,500.00	Village Expense - 100%	
TOTAL		\$65,840.00		
2027				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.

Prairie Bank of Commerce			
8	Birch Lake Camp Kitchen - Replace Wood Stove	\$6,000.00	Grant Funding - 100%
	TOTAL	\$14,500.00	
2028			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Prairie Bank of Commerce			
6.08	Replace Radiators for entire radiator systems and piping	\$40,000.00	Grant Funding - 100%
Road Network Upgrades			
1.02	50 Avenue from 54 Street West	\$26,330.00	Grant Funding - 100%
	TOTAL	\$74,830.00	
2029			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Road Network Upgrades			
1.03	50 Street from Railway Ave N to 51 Avenue	\$79,000.00	Grant Funding - 100%
	TOTAL	\$87,500.00	

20 Year Infrastructure/Capital Plan

2030				
*Estimated \$200,000/year in Grant Funding and an estimated \$200,000/year in operating for the Village.				
Item #	Project Name/Description	Amount	Proposed Funding	Details
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Road Rehabilitation				
2.01	54 Street from 49 Ave to 51 Ave	\$6,000.00	Village Expense - 100%	
2.02	50 Avenue from 53 St to 54 St	\$6,000.00	Village Expense - 100%	
2.03	53 St from 50 Ave to 51 Ave	\$6,000.00	Village Expense - 100%	
2.04	48 Avenue from 52 St to 53 St	\$6,000.00	Village Expense - 100%	
2.05	52 Street from 47 Ave to 48 Ave	\$6,000.00	Grant Funding - 100%	
2.06	52 Street from 49 Ave to 50 Ave	\$6,000.00	Grant Funding - 100%	
2.07	51 Street from Railway Ave N to 51 Ave	\$6,000.00	Grant Funding - 100%	
2.08	54 Street from 48 Ave to 49 Ave	\$6,000.00	Grant Funding - 100%	
TOTAL		\$56,500.00		
2031				
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Road Rehabilitation				
2.09	48 Ave from 53 St to 54 St	\$6,000.00	Village Expense - 100%	
2.10	49 Ave from 53 St to 54 St	\$6,000.00	Grant Funding - 100%	
2.11	51 Aveneue from 53 st to 54 st	\$6,000.00	Grant Funding - 100%	
Ditch Repair				
2.01	SE Corner of 54 Street and 49 Ave - fill and rip-rap	\$500.00	Village Expense - 100%	
Pipe Repair due to Structural Defects				
1.05	MH37-38 4725-52 st broken pipe	\$22,000.00	Grant Funding - 100%	
1.06	MH38-23 48 Ave - 52 St broken pipe	\$27,000.00	Grant Funding - 100%	
1.07	MH26-25 4739 - 51 St Broken liner	\$22,000.00	Grant Funding - 100%	
TOTAL		\$92,000.00		

2032			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Grading around most of the building to improve expected life cycle			
1.01.01	Administrative Office	\$2,000.00	Village Expense - 100%
1.01.02	Seniors Drop in Centre	\$2,000.00	Village Expense - 100%
1.01.03	Prairie Bank Museum	\$2,000.00	Village Expense - 100%
1.01.04	Fire Hall	\$2,000.00	Grant Funding - 100%
1.01.05	Birch Lake Change House	\$2,000.00	Grant Funding - 100%
1.01.06	Birch Lake Picnic Shelters	\$2,000.00	Grant Funding - 100%
3.02	Seniors Drop in Centre - Down Spout Extensions	\$500.00	Village Expense - 100%
3.03	Seniors Drop In Centre - Foundation Fix Grade	\$2,000.00	Grant Funding - 100%
Pipe Repair due to Structural Defects			
1.08	MH25-24 4832 - 51 Street under cut liner at service, broken liner	\$12,000.00	Grant Funding - 100%
1.09	MH13-12 49 Ave - 51 St Broken pipe and void	\$12,000.00	Grant Funding - 100%
TOTAL		\$47,000.00	
2033			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Road Network Upgrades			
2.12	53 St from 47 Ave to 48 Ave	\$6,000.00	Grant Funding 100%
2.13	53 st from 49 Ave to 50 Ave	\$6,000.00	Grant Funding 100%
2.14	50 Ave from 52 St to 53 St	\$6,000.00	Grant Funding 100%
2.15	52 St from 48 Ave to 49 Ave	\$6,000.00	Grant Funding 100%
2.16	48 Ave from 50 St to 52 St	\$6,000.00	Village Expense - 100%
2.17	Railway Ave S from 51 St to 52 St	\$6,000.00	Village Expense - 100%
New Construction			
4.01	Installation of two catch basin and storm pipe - Railway Ave S	\$48,400.00	Grant Funding 100%
TOTAL		\$92,900.00	

2034			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Road Network Upgrades			
2.18	51 St from 47 Ave to 49 Ave	\$6,000.00	Grant Funding - 100%
2.19	50 St from 47 Ave to 49 Ave	\$6,000.00	Grant Funding - 100%
Prairie Bank of Commerce Museum			
6.05	Structural Engineer to evaluate foundation	\$3,000.00	Village Expense - 100%
Driveway Crossings			
3.01	Reconstruct two (2) driveway crossings	\$6,800.00	Village Expense - 100%
Road Construction			
1.01	Railway Avenue S from 50 St to 51 Street	\$52,670.00	Grant Funding - 100%
TOTAL		\$82,970.00	
2035			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Pipe Repair due to Structural Defects			
1.01	MH35-plug 4813-54st broken pipe and large joint offset	\$14,000.00	Village Expense - 100%
1.03	MH22-21 4723-53 Street Broken pipe	\$12,000.00	Village Expense - 100%
1.04	MH36-37 4721 - 52 St large joint offset (displaced)	\$18,000.00	Village Expense - 100%
Road Rehabilitation			
3.01	53 Street South of 47 Avenue	\$202,000.00	Grant Funding - 100%
TOTAL		\$254,500.00	
2036			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Pipe Repair Due to Structural Defects			
1.10	MH33-6 51 Ave -West of 51 St Broken Pipe and Void	\$108,000.00	Grant Funding - 100%
Road Rehabilitation			

3.02	53 Street from 48 Ave to 49 Ave	\$102,000.00	Grant Funding - 100%	
	TOTAL	\$218,500.00		
2037				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Pipe Repair Due to Structural Defects				
1.11	MH8-5 Railway Ave North - 50St broken pipe	\$213,000.00	Grant Funding/Village	\$200,000 - Grant / \$21,500 - Village
	TOTAL	\$221,500.00		
2038				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Pipe Repair Due to Structural Defects				
1.12	MH5-4 51 Ave - 50 St broken pipe, cracks at multiple locations	\$268,000.00	Grant Funding/Village	\$200,000 - Grant / \$68,000 - Village
	TOTAL	\$276,500.00		
2039				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Pipe Repair Due to Structural Defects				
1.13	MH4-3 51 Ave - 50 St broken pipe, cracks at multiple locations	\$208,000.00	Grant Funding/Village	\$190,000 - Grant / \$18,000 - Village
	TOTAL	\$216,500.00		

30 Year Infrastructure/Capital Plan

2040				
*Estimated \$200,000/year in Grant Funding and an estimated \$200,000/year in operating for the Village.				
Item #	Project Name/Description	Amount	Proposed Funding	Details
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.03	49 Ave from 53 Street to 52 Street	\$52,000.00	Grant Funding - 100%	
3.04	49 Ave from 52 Street to 51 Street	\$52,000.00	Grant Funding - 100%	
TOTAL		\$166,300.00		
2041				
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Inspection and Maintenance of Storm Pipes				
2.01	Stripping, Painting and caulking of exterior wall cladding	\$10,000.00	Grant/Village - 50/50	
Seniors Drop-in Centre				
3.01	New Shingles	\$10,000.00	Grant Funding - 100%	
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
TOTAL		\$82,300.00		

30 Year Infrastructure/Capital Plan

2042			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Inspection and Maintenance of Storm Pipes			
1.01	CCTV and Flushing Pipes	\$10,000.00	Village Expense - 100%
Further Investigation			
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100% Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum			
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100% Expense is large - Project will be completed over 10 years.
TOTAL		\$72,300.00	
2043			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Further Investigation			
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100% Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum			
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100% Expense is large - Project will be completed over 10 years.
Road Rehabilitation			
3.05	51 Street from 49 Ave to Railway Ave S	\$102,000.00	Grant Funding - 100%
TOTAL		\$164,300.00	
2044			
Water Storage			

30 Year Infrastructure/Capital Plan

6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.06	50 Ave from Railway Ave S to 52 Street	\$52,000.00	Grant Funding - 100%	
3.07	52 Street from 50 Ave to Railway Ave S	\$52,000.00	Grant Funding - 100%	
TOTAL		\$166,300.00		
2045				
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.08	Railway Ave S from 52 St to 53 St	\$102,000.00	Grant Funding - 100%	
TOTAL		\$164,300.00		
2046				
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				

30 Year Infrastructure/Capital Plan

5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.09	51 Ave from Railway Ave S to 51 St	\$102,000.00	Grant Funding - 100%	
TOTAL		\$164,300.00		
2047				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.10	51 Ave from 51 Street to 50 Street	\$52,000.00	Grant Funding - 100%	
TOTAL		\$114,300.00		
2048				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.

30 Year Infrastructure/Capital Plan

Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
TOTAL		\$62,300.00		
2049				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
TOTAL		\$62,300.00		

Viability Review Team Recommendations in the Viability Plan	What will be done to achieve the recommendation	Who will do what? Responsibility of:		What action may be required at Council Meeting?	Progress Report	Timeline						
		Admin	Council			Resolution/Bylaw/Policy	When	2020	2021	2022	2023	2024
1 – undertake a strategic planning process, with residential participation, to develop a three – year strategic plan that incorporates a service levels assessment, an operational needs assessment, and an infrastructure/capital plan	<ul style="list-style-type: none"> - <i>The Village of Innisfree will hold a public meeting, mid-April, or early May, with residential participation, to develop a three-year strategic plan that incorporates a service level assessment, an operational needs assessment and an infrastructure/capital plan</i> - <i>The Village will continue to hold Strategic Planning Sessions every 2 years.</i> 	<ul style="list-style-type: none"> - <i>Advertise and promote meeting</i> - <i>Prepare documents for meeting</i> - <i>Meet with consultant or engineer to develop an infrastructure /capital plan</i> 	<ul style="list-style-type: none"> - <i>Direct administration on how the Village can better their service levels, operational need, and infrastructure.</i> 	<i>Resolution will be required by Council to approve the strategic plan for Administration to implement and enforce.</i>	<i>Mid April – Early May</i>		X		X			x

Updates: The Village of Innisfree held a public meeting on June 11, 2019 to discuss operational needs as well as the Village’s infrastructure/Capital Plan. While the village did not host a Strategic Planning session, we did allow the public to bring forward any ideas and/or concerns they had to help the Village move forward. The Village of Innisfree also developed a Strategic and Tactical Plan which will help Mayor, Council and Administrative move forward. The Strategic & Tactical plan was brought forward, and a motion was made to approve the plan as presented. Once updated, Administration will bring forward the revised documents for Council’s approval at their May 19, 2020 Council meeting.

<p>2 – Village should assess the administrative requirements to determine staffing needs to address the operational requirements as established by Council and the MGA</p>	<p><i>The Village will continue to apply for Canada Summer Job's and STEP Funding through the province every year. Should the Village not receive funding through these grants, the Village will consider hiring casual or part-time staff to address staffing needs.</i></p>	<ul style="list-style-type: none"> - Apply for STEP & C.S.J. as needed. - Hire staff or summer students as part of the STEP & CSJ Funding. - Report to council all staffing needs that may be required. 	<ul style="list-style-type: none"> - Review Administrations report and provide instructions if needed. 	<p><i>Resolutions to hire additional staff.</i></p>	<p>Yearly</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>
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The Village of Innisfree has hired a full-time Administrative/Public Works Assistant as of September 1, 2020.

The Village had 3 summer works through CSJ work in 2019. One of the positions turned into a full-time position as an Administrative/Public Works Assistant.

The Village continues to apply for CSJ workers every year. So far, for 2020, we have applied for 3 Public Works Labourers.

3 – Council should budget for staffing increases based on the results of the needs assessment.	<i>Once the Strategic Plan is completed in Mid-April or Early May, the Village will have a clear understanding on what to budget for staffing. This will be brought forward every year for consideration.</i>	<ul style="list-style-type: none"> - Update and revise budget if necessary 	<ul style="list-style-type: none"> - Review updated budget and approve. - Determine if an increase in staffing is necessary based on results of the needs assessment 	<i>Motion to approve budget if updates and/or revisions are made.</i>	Yearly	X	X	X	X	X	X
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The 2020 Budget (Presented to Council at their May 19, 2020 Council Meeting) was adjusted to show a 2% wage increase to all positions.

Currently there are 3 full-time positions within the Village. As the Village grows, we hope to add more part-time / full-time positions.

<p>4 – The Village should develop a 10-year capital plan to address items in the Infrastructure study.</p>	<p><i>Met with an Engineer that will assist the Village in developing a 5-10-year Capital plan to address all items in the infrastructure study. This will be updated when needed.</i></p>	<p><i>Meet with engineer to give them the Villages vision and goals as per the infrastructure audit. Bring the 10-year capital plan to Council meeting</i></p>	<p><i>Approve the Capital plan and provide changes and updates if necessary.</i></p>	<p><i>Motion to approve and/or amend the 10 Year Capital plan.</i></p>	<p><i>Yearly</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>x</i></p>
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Administration has developed a 10, 20 and 30-year infrastructure plan to address items mentioned in the infrastructure study.

With a lot of the upgrades being quite large, the Village had to separate the projects into a 30-year period - ranging from high, medium, and low priority.

The Village has been approved for MSI and GTF Funding to be allocated towards upgrades mentioned in the 10-year Infrastructure/Capital Plan.

Administration continues to update the Infrastructure plans as items are being actioned.

<p>5 – The Village should engage residents in the development of the operational and capital budgets.</p>	<p><i>Village is advertising Council meetings in Utility Newsletters and Social media. The Village will continue to advertise for all Council meetings, as well as meetings that involve the operational and capital budgets. The Village can also hold a public meeting dedicated to the Operational & Capital Budgets with public participation.</i></p>	<p><i>Promote the Council meetings more to the public. Encourage residents that their opinions and concerns are appreciated when developing the yearly budgets.</i></p>	<p><i>Promote and encourage residents to attend council meetings.</i></p>	<p><i>n/a</i></p>	<p><i>Monthly</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>x</i></p>
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The village continues to advertise ALL council meetings held within our municipality. We will continue to advertise these meetings.

The village advertises on Facebook, Website, Local Newspaper as well as in our office.

With the COVID-19 pandemic in our midst, the Village has advertised new ways that residents can attend our meetings without putting themselves at risk.

<p>6 – The Village should annually discuss its capital projects with neighbouring municipalities to identify potential collaborative request for proposals (RFP) that provide cost-efficiencies.</p>	<p><i>The Village will continue to work with neighbouring municipalities to identify potential collaborative RFP that provide cost-efficiencies.</i></p> <p><i>The Village of Innisfree will also annually discuss capital projects with our neighbouring municipalities.</i></p>	<ul style="list-style-type: none"> • <i>Identify potential collaborative opportunities with other municipalities</i> 	<ul style="list-style-type: none"> • <i>Assist with identifying collaborative opportunities.</i> 	<p><i>Bylaws/Resolutions & possibly Policies</i></p>	<p><i>Yearly</i></p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>x</p>
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The Village of Innisfree continues to collaborate with our neighbouring municipalities in this regard.

Currently the village is working with the County of Minburn in the development of an Inter-Municipal Development Plan as well as an Inter-Municipal Collaboration Framework.

The Village is also working with the County of Minburn to conduct a Fire Services Study which is currently being funded through an ACP Grant.

7 – The Village should look at long-term debt, special levies, and other funding opportunities for capital projects.	<i>The Village will continue to look at funding opportunities to for capital projects.</i>	<i>Seek funding opportunities that fit capital projects that are being done in each fiscal year.</i>			Yearly	X	X	X	X	X	x
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The village continues to look at funding opportunities for all capital projects that take place within the Village of Innisfree.

<p>8 – Utility Rates should continue to be reviewed annually to ensure fill cost recovery is maintained.</p>	<p><i>Utility Rates will be brought forward yearly for review by Council and Administration.</i></p> <p><i>New water meters to be installed early April and the Village will have a better understanding of how much water each resident is using and will be able to charge accordingly.</i></p>	<p><i>Ensure item is brought forward yearly for review. Administration will also provide recommendations to Council.</i></p>	<p><i>Council will review and make appropriate motions/resolution</i></p>	<p><i>Motions/resolution to approve changes.</i></p>	<p><i>Yearly</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>X</i></p>	<p><i>x</i></p>
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The village is currently working towards lowering the 2020 Utility Rates.

Administration will be presenting a 2% decrease to the Water Consumption rate at the May 19, 2020 Regular Council Meeting. Currently the rate is \$4.12/m3.

<p>9 – The Village should develop a campground surplus reserve policy to offset years when campground operating deficits result.</p>	<p><i>Research will be conducted regarding campground surplus reserve policies.</i></p>	<ul style="list-style-type: none"> • <i>Research</i> • <i>Prepare draft policy for council to review.</i> • <i>Implement</i> 	<ul style="list-style-type: none"> • <i>Council will review and approve.</i> 	<p><i>Research to develop policy. Motion to pass and implement.</i></p>		<p>X</p>					
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Administration is currently conducting research on how to develop a campground surplus reserve policy.

VILLAGE OF INNISFREE
2020
STRATEGIC PLAN



INTRODUCTION

Innisfree is a friendly, community driven Village, nestled in the heart of Kalyna Country. Innisfree is sometimes called “The Hidden Village”, as it is tucked away on the side of a ridge, north of the Yellowhead Highway (Highway 16). Located 1 hour, 15 minutes east of Edmonton and 1 hour west of Lloydminster, Innisfree is perfect for a day-trip or weekend retreat, a leisurely break while enroute on the yellowhead Highway or a memorable holiday in a distinctive part of the Canadian Prairies. 100 years strong, Innisfree is a community rich with history and pride. Innisfree has a rural district population of 1250, a Village population of 220 and economic activity that revolves around the agriculture and oil and gas industries.

VISION

“Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles.”

MISSION

“Innisfree, a progressive community supported by local partnerships – committed to better living”

VALUES			
TRUST <i>is our mutual goal.</i>	EFFICIENCY <i>is the best use of our resources.</i>	COLLABORATION <i>is working together for a common goal.</i>	INTEGRITY <i>is acting with honesty.</i>



Strategic Priority #1 – Partnerships and Collaboration

Key Objectives:

1. Conduct a Fire Services Study, in partnership with the County of Minburn and Town of Vegreville, regarding the Fire Department(s).
2. Partner with the Innisfree Fire Department to utilize the department members to benefit our community (Village Cleanup, Inspecting CO2 & Smoke Detectors, etc.).
3. Collaborate with local organizations in the community (Ag Society, Ukrainian Dance, Library, Etc.).

Strategic Priority #2 – Safe, Healthy and Fun Community

Key Objectives:

1. Support and advocate for RCMP.
2. Host events that promote the Village, but also involve the community (Canada Day, Pizza Nights, Etc.).
3. Research the possibility of developing a Community Garden.

Strategic Priority # 3 – Ensure Viability

Key Objectives:

1. Update the timeline outlining the nine recommendations found in the Viability Plan
2. Update and promote a 10 Year Capital Plan outline failing Infrastructure as per the 2016 AMEC/Foster Audit Report.
3. Follow up with Municipal Affairs on June 1 of each year, for 4 consecutive years, to report completed or none completed tasks mentioned in the timeline set out in objective 1 and 10 year capital plan set out in objective 2.

Strategic Priority #4 – Resident Communication and Engagement

Key Objectives:

1. Hold at least 1 Public Hearings every year, to allow taxpayers & residents to voice concerns (preferably in June and November).
2. Ensure all Social Media is current and up to date (i.e. Website, Facebook, etc.)
3. Promote monthly Council meeting highlights in the Innisfree Informer, Utility Newsletter as well as all social media sources.



See attached:

Schedule “A” – Tactical Plan

Village of Innisfree

5016 – 50 Avenue

Box 69

Innisfree, AB

T0B 2G0

Phone: (780) 592-3886

Strategic Priority #1 – Partnerships and Collaboration

1.1 Conduct a Fire Services Study, in partnership with the County of Minburn and Town of Vegreville, regarding the Fire Department(s).
1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Sent out an advertisement asking for proposal submissions.
2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Currently reviewing submitted proposals.• A steering committee will be created to review the top 3 selections.
3 rd Quarter Update (July – Sept):
4 th Quarter Update (Oct – Dec):

Strategic Priority #1 – Partnerships and Collaboration

1.2 Partner with the Innisfree Fire Department to utilize the department members to benefit our community.

1st Quarter Update (Jan-Mar):

2nd Quarter Update (April-June):

- Administration plans to ask the Fire Department members to assist with the cleaning of unsightly premises (should it be required).

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Strategic Priority #1 – Partnerships and Collaboration

1.3 Collaborate with local organizations in the community.

1st Quarter Update (Jan-Mar):

- Supported the Ukrainian Dancers event “Malanka” but gifting wine as well as pins and other goodies.

2nd Quarter Update (April-June):

- With the COVID-19 pandemic effecting all summer events, there is currently nothing to report at this time.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Strategic Priority #2 –Safe, Healthy and Fun Community

2.1 Support and advocate for RCMP
1 st Quarter Update (Jan-Mar):
2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Administration will continue to work the RCMP to provide semi-annual reports to Council.
3 rd Quarter Update (July – Sept):
4 th Quarter Update (Oct – Dec):

Strategic Priority #2 –Safe, Healthy and Fun Community

2.2 Host events that promote the Village, but also involves the community.
1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• No events took place in this quarter.
2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Administration had plans to host a Pizza Night to kick off summer. Unfortunately due to COVID-19, this event had to be cancelled.
3 rd Quarter Update (July – Sept):
4 th Quarter Update (Oct – Dec):

Strategic Priority #2 –Safe, Healthy and Fun Community

2.3 Research the possibility of developing a community garden.

1st Quarter Update (Jan-Mar):

2nd Quarter Update (April-June):

- Idea was brought forward in May. Administration will continue to conduct research to ensure if this is a project the Village can proceed with.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Strategic Priority #3 – Ensure Viability

3.1 Update the timeline outlining the nine recommendations found in the Viability Plan.

1st Quarter Update (Jan-Mar):

2nd Quarter Update (April-June):

- Updates were made and will be presented to Council at the May 19, 2020 Regular Council meeting for approval.
- Deadline to submit Timeline to Municipal Affairs is June 1, 2020.
- Extensions to the deadline passed by the Minister of Municipal Affairs. New deadline is October 1, 2020.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Strategic Priority #3 – Ensure Viability

3.2 Update and promote a 10 Year Capital plan outlining failing infrastructure as per the 2016 AMEC/Foster Audit Report.

1st Quarter Update (Jan-Mar):

2nd Quarter Update (April-June):

- Updates were made to the 10, 20 and 30 Year Capital/Infrastructure Plan and will be brought to the May 19, 2020 Regular Council meeting for approval.
- Deadline to report the 10, 20 and 30 Year Capital/Infrastructure Plan is June 1, 2020.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Strategic Priority #3 – Ensure Viability

3.3 Follow up with Municipal Affairs on June 1 of each year for 4 consecutive years, to report completed or none completed tasks mentioned in the timeline set out in objective 1 and the 10 year Capital Plan set out in objective 2.

1st Quarter Update (Jan-Mar):

2nd Quarter Update (April-June):

- Follow-up will be made by May 29, 2020 to ensure the Village is in compliance with the Minister of Municipal Affairs Ministerial Order MSL:095/18.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Strategic Priority #4 – Resident Communication and Engagement

4.1 Hold at least 1 Public Meeting every year, to allow taxpayers and residents to voice concerns (preferably in June and November).

1st Quarter Update (Jan-Mar):

2nd Quarter Update (April-June):

- Public Meeting will be scheduled for Early June 2020.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Strategic Priority #4 – Resident Communication and Engagement

4.2 Ensure all Social Media is current and up to date (i.e. Website, Facebook Page, etc.)
1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Updates have been made thoroughly by Administration.
2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Social media remains current and up to date at this time.
3 rd Quarter Update (July – Sept):
4 th Quarter Update (Oct – Dec):

Strategic Priority #4 – Resident Communication and Engagement

4.3 Promote monthly Council meeting highlights in the Innisfree Informer, Utility Newsletter as well as all social media sources.
1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Unfortunately Council meeting highlights were not advertised in the quarter.
2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Administration was able to submit April Council meeting highlights in the Utility Newsletter.• Administration will continue to submit the Council meeting highlights in the Innisfree Informer, Utility Newsletter as well as all social media sources.
3 rd Quarter Update (July – Sept):
4 th Quarter Update (Oct – Dec):

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICERS REPORT
APRIL 21, 2020 – May 19, 2020

Administration

- **Finances:**
 - **Year end**
 - i. Administration has not been able to close 2019 as our auditor has not completed our audit for the 2019 Fiscal Year. Due to COVID-19, deadline to submit financial statements have been extended to October 1, 2020 in accordance with Ministerial Order MSD:028/20.
 - **Budget**
 - i. Final Budget as well as Capital Budget and a 5 Year Capital plan has been presented to Council.
 - **Minister Directives – MSL:095/18**
 - i. The deadline to report to Municipal Affairs has been extended to October 1, 2020. Administration is confident that all submission will be made by the original June 1, 2020 deadline.
- **Events**
 - All events planned for June/July have been cancelled due to Covid-19.
- **Tax Sale**
 - There is one property that has not been compliant with their Tax Repayment Plan. Administration is requesting that the Village please set a date for Tax Sale of the lands listed at:

5030 – 50 Street (SW 11-51-11-W4M) at a reserve bid of \$47,150.00.

Please be advised that Administration has sent out numerous reminders to this resident regarding the Tax Repayment Plan. As per the agreement, signed by the landowner, failure to comply with the agreement results in the sale of their lands.

Unfortunately, due to the COVID-19 virus, the Village is unable to host a Tax Auction in respect to this property. Administration will continue to mail our reminders to this landowner in hopes they can clear any outstanding payments in the meantime.

- **Tax Forfeiture Properties**

Locks have been added to all properties consumed by the village due to Tax Forfeiture. Administration has sent out letters to these landowners advising that the landowners have a total of 30 days to remove items off their property (the must make arrangements with Administration & public works before hand). Administration is also in the process of adding these properties under our insurance as directed by our legal counsel.

- **Community Meeting**

Administration feels that it may be time to hold a Town Meeting to discuss items such as complaints, budget, projects, etc.? How does Council feel about this?

Administrations suggestion would be to hold a meeting in early June – possibly the first or second week? Preferably before the June 16, 2020 Council meeting.

Public Works

- **Flowers & Planters**

Administration has purchased 20 new flowerpots as mentioned at a previous meeting. They have no been planted and distributed around Innisfree.

- **Innisfree Campground Cleanup & Inventory**

Public Works and Administration have gone down to the campground to scope out what needs to be done before the campground is opened and ready for use. We have also done a brief inventory of tools and equipment.

Bylaw Enforcement

Administration has started doing a weekly drive around Innisfree for unsightly premises. We want to be mindful of the fact people are still cleaning from winter.

I have instructed Public Works to set out traps to capture stray cats that are roaming around Innisfree. Last year we did not have much luck in capturing them. However, we will keep trying.

UPCOMING EVENTS:

- June 16, 2020 – Regular Council Meeting

ACTION LIST

1. See pages 3 and 4.

ACTION LIST

MOTION #	TITLE	DEPARTMENT	ACTIONED	ON-GOING
2019-03-19/20	Personnel – CAO Evaluation	Admin/Council		X
2019-04-23/04	Solar Ninja’s Quote Dated June 29, 2018	Admin/Council		X
2019-07-16/04	Traffic in Back alley & Collapsed Retaining Wall	Admin/PW		X
2019-11-19/05	Training – Innisfree Fire Department	Admin		X
2019-11-19/04	Innisfree/Minburn Fire Department – Agreement Analysis	Admin		X
2019-12-17/18	Innisfree Delnotre School – No Parking Signs	Admin		X
2020-01-14/03	Bylaw 646-20 – Amendment to Land Use Bylaw	Admin		X
2020-01-14/03	Bylaw 647-20 – Municipal Emergency Management	Admin		X
2020-01-14/11	Request to Install Security System/Camera’s – Firehall/Administration/Public Works	Admin	X	
2020-04-21/06	Delegation – Grant Bergman – Request for Deferral or Property Taxes	Admin		X
2020-04-21/12	Bylaw 648-20 – Innisfree/Minburn Intermunicipal Development Plan	Admin		X
2020-04-21/13	Appointment of Subdivision Authority	Admin	X	
2020-04-21/14	Assessment Services Renewal – Municipal Assessment Services Group Inc.	Admin	X	

MOTION #	TITLE	DEPARTMENT	ACTIONED	ON-GOING
2020-04-21/18	2020 Proposed Utility Rates	Admin		X
2020-04-21/19	Invigorate Innisfree Update – Economic Development	Admin	X	
2020-04-21/20	Birch Lake Recreation Facility – COVID-19 Update/Impact	Admin		X
2020-04-21/21	Innisfree Fire Department – Request to Purchase Industrial/Heavy Duty Washing Machine	Admin	X	
2020-04-21/27	Request to Waive Utility Penalties – COVID 19	Admin		x



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
TAXATION				
1-00-00-110	Taxes Residential	173,837.39	175,000.00	0.00
1-00-00-111	Taxes Non-Residential	47,790.64	50,000.00	(375.00)
1-00-00-112	Taxes M & E	1,793.65	1,800.00	0.00
1-00-00-190	Taxes Linear	20,742.42	20,750.00	0.00
1-00-00-230	Taxes Federal GIL	881.03	900.00	0.00
1-00-00-250	Taxes Minimum Levy	(1,400.00)	0.00	0.00
1-00-00-321	ASFF Residential Levy	25,389.82	26,500.00	0.00
1-00-00-322	ASFF Non-Residential Levy	10,343.89	11,000.00	0.00
1-00-00-330	Seniors Housing Levy	1,890.86	1,950.00	0.00
*	TOTAL TAXATION	281,269.70	287,900.00	(375.00)
REQUISITIONS				
2-00-00-321	ASFF Requisition Residential	36,632.45	36,700.00	9,158.11
2-00-00-330	Seniors Foundation Requisition	1,889.00	1,950.00	0.00
*	TOTAL REQUISITIONS	38,521.45	38,650.00	9,158.11
**P	TOTAL TAX AVAILABLE FOR MUNICI	242,748.25	249,250.00	(9,533.11)
GENERAL REVENUE				
1-00-00-510	Penalties Taxes	26,879.31	26,900.00	20,507.01
1-00-00-540	Franchise Fees - Natural Gas	23,425.66	24,750.00	11,822.61
1-00-00-541	Franchise Fees - Electricity	20,695.75	24,750.00	5,282.62
1-00-00-550	Bank Interest	3,705.74	3,500.00	1,231.81
1-01-00-590	Other Revenue Own Sources Invest	80.00	100.00	70.00
1-11-00-152	Council Health Benefit Cost Recovery	2,296.10	2,300.00	0.00
**	TOTAL GENERAL REVENUE	77,082.56	82,300.00	38,914.05
ADMIN REVENUE				
1-12-00-401	Sales Photocopies, Faxes, Services	976.75	975.00	314.00
1-12-00-402	Flower Pots	(63.33)	300.00	0.00
1-12-00-430	Sales Hats, Pins, Promotional	3.26	25.00	0.00
1-12-00-511	Wild Pink Yonder Revenues	(960.00)	0.00	0.00
1-12-00-560	Rental Revenue Adm	8,845.50	8,845.00	2,430.00
1-12-00-590	Other Revenue Own Sources Adm	5,627.35	5,630.00	0.00
1-12-00-840	Grants Conditional Provincial Adm	0.00	169,209.00	158,612.00
1-12-00-911	LTO Cost Recovery	115.00	250.00	250.00
**	TOTAL ADMIN REVENUE	14,544.53	185,234.00	161,606.00
FINE REVENUE				
**	TOTAL FINE REVENUE	0.00	0.00	0.00
FIRE REVENUE				
1-23-00-410	Fees Fire Fighting	14,367.07	14,500.00	5,264.50
1-23-00-415	Fire Dept Donations	225.00	300.00	0.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,425.60	20,500.00	10,365.02
**	TOTAL FIRE REVENUE	35,017.67	35,300.00	16,629.52



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
BYLAW REVENUE				
1-26-00-522	License Animal	420.00	450.00	400.00
1-26-00-523	Business Licenses	340.00	350.00	350.00
1-26-00-590	Fines Bylaw	(550.00)	150.00	0.00
** TOTAL BYLAW REVENUE		210.00	950.00	750.00
PUBLIC WORKS REVENUE				
1-32-00-430	Sales Service (Grass,Snow)	1,450.00	1,450.00	0.00
1-32-00-560	PW Rental Revenue	(300.00)	200.00	0.00
1-32-00-830	Grants Federal (CSJ) PW	2,100.00	4,200.00	0.00
** TOTAL PUBLIC WORKS REVENUE		3,250.00	5,850.00	0.00
STORMWATER REVENUE				
1-37-00-410	Stormwater Infrastructure Renewal	4,913.58	4,500.00	1,647.88
** TOTAL STORMWATER REVENUE		4,913.58	4,500.00	1,647.88
WATER REVENUE				
1-41-00-410	Water Consumption	40,021.92	36,750.00	11,032.25
1-41-00-411	Regional Water Fund	24,201.50	22,300.00	8,071.50
1-41-00-412	Water Base Fee	31,615.73	29,500.00	9,593.96
1-41-00-510	Penalties Water	2,444.31	2,450.00	644.39
** TOTAL WATER REVENUE		98,283.46	91,000.00	29,342.10
SEWER REVENUE				
1-42-00-410	Billings Sewer	35,865.57	33,100.00	11,707.44
** TOTAL SEWER REVENUE		35,865.57	33,100.00	11,707.44
SOLID WASTE				
1-43-00-410	Billings Garbage	51,312.93	47,475.00	15,756.31
1-43-00-411	Regional SWM Infrastructure Fee	18,654.20	17,175.00	6,231.60
** TOTAL SOLID WASTE		69,967.13	64,650.00	21,987.91
COMMUNITY REVENUE				
** TOTAL COMMUNITY REVENUE		0.00	0.00	0.00
LAND REVENUE				
1-61-00-522	Permits (Development, Subdivision)	125.00	125.00	0.00
1-61-00-840	Grants - Provincial	20,000.00	10,000.00	0.00
** TOTAL LAND REVENUE		20,125.00	10,125.00	0.00
RECREATION REVENUE				
1-72-00-590	Fees Park Grounds	22,317.27	22,350.00	0.00
1-72-00-591	Fees Park Concession	1,853.95	1,850.00	0.00
1-72-00-830	Federal Conditional Grants	1,915.00	2,100.00	0.00
** TOTAL RECREATION REVENUE		26,086.22	26,300.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
CULTURAL REVENUE				
**	TOTAL CULTURAL REVENUE	0.00	0.00	0.00
***	TOTAL REVENUE	628,093.97	788,559.00	272,051.79
COUNCIL EXPENSE				
2-11-00-130	Employer Cont Source Dec=ductions	0.00	0.00	2.80
2-11-00-151	Fees Council	7,177.50	9,500.00	1,687.50
2-11-00-152	Benefits Council	1,964.60	1,975.00	182.47
2-11-00-211	Travel/Subsistence Council	983.54	2,000.00	134.52
2-11-00-212	Conventions/Seminars Council	704.88	3,500.00	725.00
2-11-00-274	Council Insurance	2,000.00	2,000.00	0.00
**	TOTAL COUNCIL EXPENSE	12,830.52	18,975.00	2,732.29
ADMIN EXPENSE				
2-12-00-110	Salaries & Wages Adm	60,154.71	68,500.00	20,276.36
2-12-00-111	Honorarium (Admin)	500.00	750.00	0.00
2-12-00-130	Employer Contributions Source Adm	711.86	5,500.00	1,430.32
2-12-00-131	Employer Benefits Adm	11,198.31	10,000.00	3,567.04
2-12-00-135	Workers Compensation ADM	1,641.33	1,650.00	699.15
2-12-00-211	Travel/Subsistence Adm	1,043.72	1,100.00	0.00
2-12-00-212	Education Adm	614.25	750.00	260.00
2-12-00-215	Telecommunications	5,811.46	5,800.00	1,938.25
2-12-00-216	Postage & Freight	2,313.11	2,300.00	178.13
2-12-00-220	Membership Dues Adm	1,289.08	1,300.00	1,022.21
2-12-00-221	Advertising/Printing/Subscriptions Adm	21,256.93	10,000.00	1,757.24
2-12-00-230	Audit/Assessor Fees Adm	20,131.88	15,250.00	6,280.00
2-12-00-250	Contracted Services Adm	23,760.64	10,000.00	4,017.98
2-12-00-274	Insurance Adm	3,264.32	3,275.00	0.00
2-12-00-510	Goods & Services Adm	15,323.04	30,000.00	2,305.93
2-12-00-540	Utilities Heat Adm	1,569.08	1,450.00	752.28
2-12-00-541	Utilities Power Adm	2,465.83	2,220.00	862.83
2-12-00-810	Bank Charges Adm	1,514.68	1,520.00	479.17
2-12-00-911	Land Title Charges	731.00	750.00	335.00
2-12-00-995	Legal Expenses	30,934.99	25,000.00	4,072.39
2-12-00-770	Grants to Organizations Adm	140.00	150.00	0.00
2-12-00-790	Amortization Expense Adm	0.00	600.00	0.00
**	TOTAL ADMIN EXPENSE	206,370.22	197,865.00	50,234.28
FIRE EXPENSE				
2-23-00-120	Salaries & Wages Fire	20,690.73	20,700.00	5,607.00
2-23-00-211	Travel & Subsistence Fire	0.00	500.00	0.00
2-23-00-215	Telecommunications Fire	2,899.35	2,900.00	1,515.83
2-23-00-217	Freight & Postage Fire	17.00	0.00	26.90
2-23-00-234	Training Fire	1,815.75	6,000.00	2,333.19
2-23-00-250	Contracted Services Fire	9,253.95	3,000.00	206.84
2-23-00-274	Insurance Fire	1,906.50	2,000.00	0.00
2-23-00-510	Supplies & Equipment Fire	8,638.93	10,000.00	10,933.74
2-23-00-521	Fuel & Oil Fire	553.56	0.00	0.00
2-23-00-540	Utilities Heat Fire	2,456.49	2,150.00	1,026.40
2-23-00-541	Utilities Power Fire	1,880.73	1,700.00	463.28
2-23-00-762	Transfer to Capital Reserves Fire	0.00	4,000.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
2-23-00-790	Amortization Expense Fire	0.00	2,525.00	0.00
** TOTAL FIRE EXPENSE		50,112.99	55,475.00	22,113.18
EMGERENCY SERVICE EXPENSE				
2-25-00-310	911 Requisition	1,427.20	1,430.00	1,427.20
** TOTAL EMGERENCY SERVICE EXPENS		1,427.20	1,430.00	1,427.20
BYLAW EXPENSE				
2-26-00-221	Bylaw Advertising	0.00	150.00	0.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00	0.00
2-26-00-510	Animal Control Goods & Services	0.00	250.00	0.00
** TOTAL BYLAW EXPENSE		0.00	900.00	0.00
PUBLIC WORKS EXPENSE				
2-32-00-110	Salaries & Wages PW	23,352.78	22,950.00	8,509.68
2-32-00-111	Honorarium (PW)	500.00	750.00	0.00
2-32-00-130	Employer Contributions Source PW	3,264.51	3,000.00	592.12
2-32-00-131	Employer Benefits PW	7,532.27	5,000.00	1,167.58
2-32-00-211	Travel & Subsistence PW	34.40	100.00	0.00
2-32-00-215	Telecommunications PW	2,572.52	2,575.00	770.54
2-32-00-250	Contracted Services PW	106,014.69	20,000.00	204.74
2-32-00-270	CN Services PW	130.00	130.00	0.00
2-32-00-274	Insurance PW	5,204.58	5,200.00	0.00
2-32-00-510	Goods & Services PW	23,582.62	50,000.00	3,153.81
2-32-00-521	Fuel & Oil PW	7,129.08	7,000.00	2,229.80
2-32-00-540	Utilities Heat PW	1,656.02	1,500.00	810.53
2-32-00-541	Utilities Power (Street/Shop) PW	55,651.44	50,500.00	14,628.75
2-32-00-762	Transfer to Capital PW	0.00	9,500.00	0.00
2-32-00-790	Amortization Expense PW	0.00	12,500.00	0.00
** TOTAL PUBLIC WORKS EXPENSE		236,624.91	190,705.00	32,067.55
STORM DRAINAGE EXPENSE				
2-37-00-510	Goods & Equipment Repairs - Storm Draina	0.00	750.00	0.00
** TOTAL STORM DRAINAGE EXPENSE		0.00	750.00	0.00
WATER EXPENSES				
2-41-00-110	Salaries & Wages Water	8,362.67	8,000.00	3,647.00
2-41-00-130	Employer Contributions Source Water	1,290.54	1,200.00	253.80
2-41-00-131	Employer Benefits Water	211.89	850.00	381.91
2-41-00-215	Telecommunications - Water	657.40	660.00	280.85
2-41-00-250	Contracted Services Water	7,351.55	7,000.00	1,626.29
2-41-00-274	Insurance Water	3,400.00	3,400.00	0.00
2-41-00-350	ACE Regional Water Purchase	60,677.04	51,500.00	18,814.95
2-41-00-510	Goods & Services Water	2,603.26	2,500.00	5,076.07
2-41-00-540	Utilities Heat Water Plant	1,508.64	1,375.00	589.32
2-41-00-541	Utilities Power Water Plant	6,158.71	5,450.00	1,939.52
2-41-00-840	750-Capital ACE Water Contribution	0.00	24,140.00	0.00
2-41-00-790	Amortization Expense Water	0.00	66,900.00	0.00
** TOTAL WATER EXPENSES		92,221.70	172,975.00	32,609.71



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
SEWER EXPENSE				
2-42-00-110	Salaries & Wages Sewer	6,815.67	7,600.00	2,100.00
2-42-00-130	Employer Contributions Source Sewer	1,131.75	1,000.00	147.52
2-42-00-131	Employer Benefits Sewer	0.00	850.00	89.91
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00	0.00
2-42-00-250	Contracted Services Sewer	1,693.71	3,500.00	0.00
2-42-00-274	Insurance Sewer	1,275.00	1,275.00	0.00
2-42-00-510	Goods & Services Sewer	25,082.11	5,000.00	740.00
2-42-00-541	Utilities Power Sewer Lift Stations	5,172.12	4,700.00	1,731.24
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00	0.00
2-42-00-790	Amortization Expense Sewer	0.00	26,000.00	0.00
** TOTAL SEWER EXPENSE		41,170.36	59,975.00	4,808.67
GARBAGE EXPENSE				
2-43-00-110	Salaries & Wages Garbage	17,450.09	18,500.00	6,446.96
2-43-00-130	Employer Contributions Source Garbage	2,799.62	2,500.00	450.44
2-43-00-131	Employer Benefits Garbage	211.95	2,000.00	501.74
2-43-00-250	Contracted Services Garbage	28,348.52	24,500.00	4,765.10
2-43-00-274	Insurance Garbage	360.00	360.00	0.00
2-43-00-510	Goods & Services Garbage	0.00	500.00	0.00
2-43-00-762	Transfer to Capital Garbage	0.00	18,500.00	0.00
2-43-00-790	Amorization Expense Garbage	0.00	2,165.00	0.00
** TOTAL GARBAGE EXPENSE		49,170.18	69,025.00	12,164.24
FCSS EXPENSE				
2-51-00-351	FCSS Requisition	1,837.75	2,100.00	1,837.75
** TOTAL FCSS EXPENSE		1,837.75	2,100.00	1,837.75
PLANNING EXPENSE				
2-61-00-510	General Goods & Services	0.00	500.00	0.00
2-61-00-250	Contracted Services	5,579.51	5,500.00	0.00
2-61-00-840	Grants - Provincial	10,000.00	10,000.00	0.00
** TOTAL PLANNING EXPENSE		15,579.51	16,000.00	0.00
LAND PURCHASES EXPENSE				
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00	0.00
RECREATION EXPENSES				
2-72-00-130	Employer Contributions Source Recreation	102.31	100.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	734.11	750.00	360.85
2-72-00-221	Printing/Advertising/Subscriptions	395.00	400.00	380.00
2-72-00-250	Contracted Services Recreation	12,271.25	12,275.00	0.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00	0.00
2-72-00-274	Insurance Recreation	3,000.00	3,000.00	0.00
2-72-00-510	Goods & Services Recreation	6,057.07	11,000.00	0.00
2-72-00-511	Rec Park Float	0.00	100.00	0.00
2-72-00-521	Fuel and Oil Park	0.00	500.00	0.00
2-72-00-540	Utilities Heat Park Building	776.47	700.00	247.14
2-72-00-541	Utilities Power Park Grounds	5,636.38	5,530.00	444.44



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
2-72-00-591	Concessions Park Grounds	0.00	850.00	0.00
2-72-00-762	Transfer to Capital Recreation	0.00	5,000.00	0.00
2-72-00-790	Amortization Expense Recreation	0.00	8,450.00	0.00
**	TOTAL RECREATION EXPENSES	28,972.59	49,405.00	1,432.03
 CULTURE EXPENSES				
2-74-00-221	Printing/Advertising/Subscriptions	0.00	500.00	0.00
2-74-00-250	Contracted Services Library/Museum	93.11	100.00	0.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00	0.00
2-74-00-300	Regional Library Requisition	1,148.45	1,200.00	1,166.29
2-74-00-350	Local Municipal Library Grant	7,000.00	7,000.00	0.00
2-74-00-510	Goods & Services Library/Museum/Culture	0.00	0.00	75.00
2-74-00-540	Utilities Heat Museum	2,725.56	2,350.00	1,324.22
2-74-00-541	Utilities Power Museum	1,354.88	1,250.00	365.82
**	CULTURE EXPENSES	12,322.00	14,000.00	2,931.33
***	TOTAL EXPENSES	748,639.93	849,580.00	164,358.23
****	(SUPLUS)/DEFICIT	120,545.96	61,021.00	(107,693.56)

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-05-13

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	284,706.07		Local Improvement Levy		0.00			
		Additional Tax Levy	0.00		Accumulated Penalty		20,507.01			
					Outstanding Penalty		19,533.30			
Sub Ledger					General Ledger					
		Current	14,010.11							
		1 Year	63,530.81			3-00-00-211	14,010.11			
		2 Years	41,142.86			3-00-00-212	153,592.31			
		3 Years	21,991.62			Totals	<u>167,602.42</u>			
		Over 3	26,927.02							
		Outstanding	<u>167,602.42</u>							
						Total GL	167,602.42			
						Total SL	167,602.42			
						Proof	<u>0.00</u>			

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2020-05-13

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	11,594.92		
Overdue 1	3,936.40	3-00-00-274	23,790.75
Overdue 2	2,664.15		
Overdue 3	1,576.47		
Overdue 4	4,018.81		
Outstanding	23,790.75	Totals	23,790.75
		Total GL	23,790.75
		Total SL	23,790.75
		Proof	0.00

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

2020-May-13
4:42:03PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200158	2020-04-17	ACE	2-41-00-350	INN-03312020	PAYMENT MARCH 2020 WATER CONSUMPTION	6,893.01	6,893.01
20200159	2020-04-17	County of Minburn	2-12-00-212	28793	PAYMENT FEB 10-11, 2020 LEADERSHIP FOR S	273.00	273.00
20200160	2020-04-17	Desjardins Card Services	2-12-00-510	25-03-2020	PAYMENT OFFICE SUPPLIES	120.74	120.74
20200161	2020-04-17	Digital Connection Inc.	2-12-00-250 2-12-00-250	250776 250777	PAYMENT LIBRARY PHOTOCOPIER ADMIN PHOTOCOPIER	14.26 268.46	282.72
20200162	2020-04-17	Municipal Assessment Services	2-12-00-230	V00990	PAYMENT 2020 ASSESSMENT SERVICES Q2 AI	1,207.50	1,207.50
20200163	2020-04-17	Suncor Energy Products Partnersl	2-32-00-521	20-04-01	PAYMENT PW FUEL	713.24	713.24
20200164	2020-04-17	Telus Communications Company	2-12-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215 2-12-00-215	Mar 28 - Apr 27 Mar 28 - Apr 27 Mar 28 - Apr 27 Mar 28 - Apr 27 Mar 28 - Apr 27 Mar 28 - Apr 27	PAYMENT 2 Cable Mileage 780-592-2010 780-592-2414 (Rec Park) 780-592-3729 (Admin Fax) 780-592-3886 (Admin Phone) 780-592-3939 (Firehall Fax)	45.82 73.72 94.72 160.03 121.50 73.72	569.51
20200165	2020-04-23	Christina's Home Furnishings	2-23-00-510	730954	PAYMENT SAMSUNG FRONTLOAD WASHER - F	892.50	892.50
20200172	2020-04-28	Alberta Municipal Services Corpor	2-32-00-540 2-41-00-540 2-74-00-540 2-23-00-540 2-12-00-540 2-32-00-541 2-41-00-541 2-32-00-541 2-74-00-541 2-23-00-541 2-12-00-541 2-42-00-541 2-42-00-541 2-42-00-541 2-72-00-541 2-32-00-541	20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162 20-1033162	PAYMENT PW GAS WTP GAS MUSEUM GAS FIRE HALL GAS ADMIN OFFICE GAS PW POWER WTP POWER PW POWER MUSEUM POWER FIRE HALL POWER ADMIN OFFICE POWER LIFT STATION POWER LIFT STATION POWER LIFT STATION POWER REC PARK POWER STREET/XMAS LIGHTS	268.42 214.66 427.34 332.77 457.24 312.48 592.43 21.00 119.63 146.76 214.96 312.76 130.44 181.80 129.89 4,191.66	8,054.24
20200173	2020-04-28	Alberta One-Call Corporation	2-12-00-250	IN158134	PAYMENT MARCH 2020 NOTIFICATIONS	6.30	6.30
20200174	2020-04-28	Alta-Wide Builders	2-32-00-510 2-32-00-510	623536 623819	PAYMENT SCREWS AND LUMBER BOLTS AND WASHERS - PW	268.81 11.93	280.74
20200175	2020-04-28	ATB Financial MasterCard	2-12-00-221 2-12-00-510 2-32-00-215 2-23-00-215 2-12-00-510 2-32-00-510 2-32-00-510 2-12-00-810	APRIL 2020 APRIL 2020 APRIL 2020 APRIL 2020 APRIL 2020 APRIL 2020 APRIL 2020 APRIL 2020	PAYMENT CANADA POST - MAIL ADOBE PDF VIEWER INTERNET - PW INTERNET - FIRE TEAMVIEWER YEARLY SUB, AXE PICK & SLEDGE HAMMER FORD F350 MAINTENANCE/OIL CHAI MASTERCARD ANNUAL FEE	167.48 45.31 104.95 104.95 696.00 76.09 146.17 65.00	1,405.95
20200176	2020-04-28	Brownlee LLP	2-12-00-995	496503	PAYMENT GRANT BERGMAN - TAX BYLAW CH/	2,323.29	2,323.29
20200177	2020-04-28	CANADA REVENUE AGENCY	4-00-00-237	APRIL 2020	PAYMENT APRIL 2020 SOURCE DEDUCTIONS	2,890.41	2,890.41



Village of Innisfree

Cheque Listing For Council

2020-May-13

4:42:03PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200178	2020-04-28	County of Minburn			PAYMENT		14,161.41
			2-43-00-250	28904	HAULING AND TIPPAGE - MARCH 20	1,344.33	
			2-43-00-250	28905	TIPPAGE SHORTFALL - APR19-MAR2	1,526.18	
			2-23-00-510	28924	HYDROTEST FOR SCBA BOTTLES	116.00	
			2-23-00-234	28924	NORQUEST TRAINING - J FLEMING	2,149.50	
			2-23-00-510	28924	BULLARD FIRE HELMETS	652.28	
			2-23-00-510	28924	K1 FLIR THERMAL CAM	266.67	
			2-23-00-234	28924	PUMP OPERATOR BOOKS	159.82	
			2-23-00-217	28924	SHIPPING FOR PUMP OPERATOR BO	6.04	
			2-23-00-234	28924	ESSENTIALS 7 BOOK FOR NFPA 100	23.87	
			2-23-00-510	28924	TURN OUT GEAR	3,880.73	
			2-23-00-510	28924	TEcGE n RESCUE GEAR	1,341.48	
			2-23-00-510	28924	FAIR AIR FIRE MASK	500.00	
			2-23-00-217	28924	SHIPPING FOR FAIR AIR FIRE MASK	6.23	
			2-23-00-217	28924	SHIPPING - WFR	14.63	
			2-23-00-510	28932	JAN 1- APR 22/20 MANN WTS COSTS	2,173.65	
20200179	2020-04-28	Doug's Backhoe & Bobcat Service			PAYMENT		5,916.75
			2-41-00-510	7429	HELP LOCATED WATER LEAK - HWY	1,338.75	
			2-41-00-510	7430	HELP LOCATED WATER LEAK - 52 S'	3,412.50	
			2-42-00-510	7431	STEAM OUT PLUGGED SEWER MAIN	777.00	
			2-41-00-510	7432	THAW FROZEN WATERLINE - PW SF	388.50	
20200180	2020-04-28	Kostynuk, Eldon			PAYMENT		50.00
			2-23-00-215	APRIL 2020	FIRE CHIEF CELL PHONE COVERAG	50.00	
20200181	2020-04-28	Lakeland Fire & Safety Supply			PAYMENT		186.74
			2-23-00-510	81034	INNISFREE FIRE DEPARTMENT - INS	186.74	
20200182	2020-04-28	Maverick Downhole Technologies			PAYMENT		225.75
			2-12-00-510	INV-2512	HAND SANITIZER/GLOVES/MASKS -	225.75	
20200183	2020-04-28	McEwen, Darlene			PAYMENT		293.27
			2-12-00-250	april 2020	APRIL 2020 - JANITORIAL SERVICES	250.00	
			2-12-00-510	APRIL 2020-1	CLEANING SUPPLIES	23.88	
			2-12-00-510	APRIL 2020-2	CLEANING SUPPLIES	19.39	
20200184	2020-04-28	Metrix Group LLP			PAYMENT		4,200.00
			2-12-00-230	EJA5116	2ND AUDIT BILLING FOR YEAR DEC	4,200.00	
20200185	2020-04-28	Minco Gas Co-op Ltd.			PAYMENT		68.27
			2-72-00-540	APRIL 2020	REC PARK GAS	68.27	
20200186	2020-04-28	Telus Mobility			PAYMENT		200.00
			2-12-00-215	APRIL 2020	CAO CELL PHONE	105.67	
			2-32-00-215	APRIL 2020	PW CELL PHONE	94.33	
20200187	2020-04-28	Town of Vegreville			PAYMENT		388.02
			2-41-00-250	IVC56690	WTP SUPERVISION - MARCH 2020	388.02	
20200188	2020-04-28	Veg Auto & Industrial Supply 2013			PAYMENT		842.90
			2-32-00-510	375410	HYD CYLINDER Q/ COUPLER & ROLI	842.90	
20200189	2020-04-28	Vegreville News Advertiser			PAYMENT		399.00
			2-12-00-221	217005	NOTICE OF PUBLIC HEARING - MAR	199.50	
			2-12-00-221	217005	NOTICE OF PUBLIC HEARING - MAR	199.50	
20200203	2020-05-05	Dafoe-Clarke, Sam			PAYMENT		33.00
			2-23-00-120	20190272	RE-ISSUING OF STILL-DATED CHEQ	33.00	
20200204	2020-05-05	Fleming, Justin			PAYMENT		22.50
			2-23-00-120	20190551	RE-ISSUING OF STILL-DATED CHEQ	22.50	

Total 52,900.76

*** End of Report ***

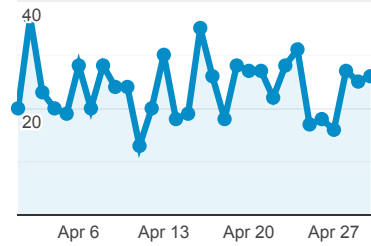
Village of Innisfree Monthly Stats

Apr 1, 2020 - Apr 30, 2020

All Users
100.00% Sessions

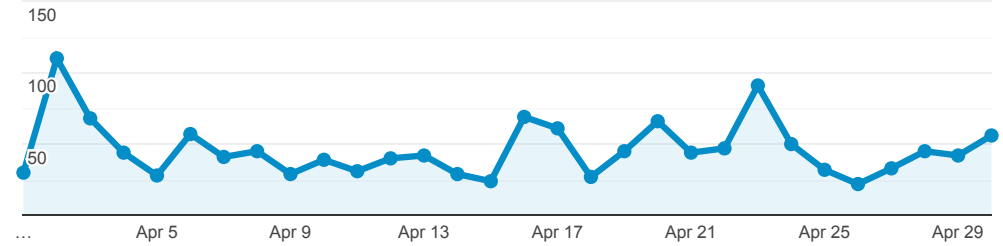
Visits

● Sessions



Pageviews

● Pageviews



Visits and Pages/Visit by Source/M...

Source / Medium	Sessions	Pages / Session
google / organic	358	2.26
(direct) / (none)	278	1.33
bing / organic	19	3.00
townlife.com / referral	12	2.42
yahoo / organic	11	5.09
ca.search.yahoo.com / referral	10	2.20
en.wikipedia.org / referral	4	2.75
m.facebook.com / referral	3	1.00
Rural Health Beat / email	3	1.33
TravelAlberta-ATIS / TravelAlberta	3	2.67

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Greg-s-Truck-Stop-Cafe_12462	6	6
/places/Innisfree-Hotel_12463	6	5
/places/Innisfree-Petro-Canada_12461	6	6
/places/Hiway-16-News_12548	5	5
/places/Nutrien-Ag-Solutions_12465	4	3
/places/Prairie-Rose-Veterinary-Clinic_12599	4	4
/places/HughesNet-Innisfree_12455	3	3
/places/Innisfree-Public-Trout-Pond_12448	3	3
/places/Ron-s-Auto-Ag_12451	3	2
/places/Innisfree-Recreational-Park_12447	2	2

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	504	424
/page/contact/422	63	45
/About-Innisfree	52	45
/115/businesses/12447/255/Innisfree-Recreational-Park	44	36
/Employment	43	30
/search/Canada/Alberta/Innisfree/422?site_id=422&commit=SEARCH	41	27
/115/businesses	37	26
/document/library/402/category/2587/Council-Minutes	22	9
/Village-Council	20	16
/bylaw/library/52	18	12

Map Overlay

Country	Sessions	Pages / Session
Canada	622	2.01
United States	39	1.49
South Korea	9	1.00
Malaysia	7	1.14
India	4	1.50
China	3	1.00
Australia	2	7.00
Germany	2	1.00
Spain	2	1.00
United Kingdom	1	1.00

Visits and Pages/Visit by Browser

Browser	Sessions	Pages / Session
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Unlinked King 2 1.00

Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
No	401	1.92
Yes	313	1.97

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	5	5

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	594	1.85
Returning Visitor	120	2.41

Visits by Keyword

Keyword	Sessions
(not provided)	372
innisfree canada	4
village of innisfree	2
amazon	1
facebook хаалттай группэ эс бичлэг татах	1
innisfree	1
innisfree alberta canada	1
innisfree curling club	1
innisfree home	1
INNISFREE PUBLIC WORKS	1

Chrome	366	2.01
Safari	244	1.85
Firefox	22	2.45
Internet Explorer	22	2.36
Edge	20	1.40
Samsung Internet	19	2.42
Safari (in-app)	12	1.00
Mozilla Compatible Agent	2	1.00
Amazon Silk	1	1.00
Android Webview	1	1.00

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	177	1.68
Apple iPad	37	3.14
Samsung SM-G960W Galaxy S9	8	2.25
Samsung SM-A530W Galaxy A8 2018	7	3.43
Samsung SM-G973W Galaxy S10	7	2.14
Samsung SM-A505W Galaxy A50	4	2.75
Samsung SM-A520W Galaxy A5 (2017)	4	3.25
Google Pixel 3	3	1.00
Huawei CLT-L04 P20 Pro	3	1.67
Huawei EML-L09 P20	3	1.00

Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – May 8, 2020

The state of the COVID-19 pandemic and its impact on municipalities continues to change on a daily basis. As we navigate these challenging times together, Municipal Affairs will continue to support municipalities and provide regular updates addressing frequently asked questions and providing information on new tools as they become available.

Municipal Affairs Updates

Previous COVID-19 updates are available at www.alberta.ca/municipal-government-resources.aspx

Economic Relaunch

The province has established a cross-ministry Pandemic Response Planning Team (PPRT) to lead efforts to coordinate and develop medium to long-term plans for responding to and recovering from the COVID-19 pandemic. This includes critical initiatives such as the province's Relaunch Strategy announced on April 30.

The province is aware of the fluidity of the COVID-19 pandemic and acknowledges there is still a lot of planning, communication, and action required to resolve the issues emerging as a result of the pandemic. The Pandemic Response Planning Team (PPRT) will continue to provide new information to all stakeholders as soon as it is available.

With Stage 1 of the Alberta relaunch starting as early as May 14, 2020, does this mean we must open our municipal facilities and bring staff back to work?

NO. Councils must remain vigilant and ensure safety is a main consideration. All social distancing and public health precautions remain in place and this will remain the case for some time yet. Stage 1 still recommends that working remotely be encouraged where at all possible. In addition, public attendance at businesses, facilities and events that have close physical contact will not be permitted, including arts and culture festivals as well as movie theatres. Pools, recreation centers, arenas, spas, gyms and nightclubs are also to remain closed.

Some of the services listed in Stage 1 of the relaunch strategy are located in municipal facilities (e.g., daycares, summer camps, restaurants, personal services). Does this mean we must open our municipal facilities and bring staff back to work too?

NO. At this time, municipalities are not required to open facilities, but may choose to if it is possible to follow and respect the guidelines outlined by the chief medical officer of health.

In conjunction with your business continuity plan, municipalities should have, or should be preparing, their own phased community relaunch strategy to be implemented when it is safe to do so.

Can municipalities choose to keep certain municipally-controlled properties closed even if they are allowed to be open under the provincial approach?

YES. The decision to open facilities remains a local council decision. Municipalities and the public must continue to put safety first while gradually reopening businesses, resuming activities and getting people back to work.

With the Alberta Relaunch Strategy now in effect resulting in the relaxation of restrictions on boat launches and campgrounds, and visits to cottage properties, will there be a coordination of relaunch provisions in provinces that share borders with Alberta?

YES. The province recognizes the strong relationships that exist with communities and regions between Alberta, British Columbia and Saskatchewan. As a result, Premier Jason Kenney has already had discussions with the BC and SK Premiers. As much as is possible, the three provinces will coordinate their relaunch strategies to avoid any huge differences in neighbouring communities.

Is there a resource available for residents asking for more information about boat launches and parks?

YES. Alberta Parks has more information available at <https://albertaparks.ca/albertaparksca/news-events/response-to-covid-19/boat-launches-open/> and is encouraging all Albertan's to visit their [Response to COVID-19](#) webpage before visiting Alberta Parks.



Are municipalities able to open municipal golf courses while keeping club houses and pro shops closed?

YES. Golf courses can open as of May 2 as long as prevention and control measures are still in place. Municipal courses should implement precautionary measures to ensure the health and safety of staff, members and guests, including ensuring staff and patrons are able to book tee times online or via phone and physical distancing is practiced upon arrival and during play. The province has developed a factsheet providing guidance for golf course operators to support this relaunch phase available at <https://www.alberta.ca/assets/documents/covid-19-fact-sheet-golf-course-operators.pdf>.

Municipal Sustainability Initiative

The Minister of Municipal Affairs announced some temporary changes to the 2020 Municipal Sustainability Initiative (MSI) Program last week to support local governments in responding to the impact of the COVID-19 pandemic. Will capital funding be available to municipalities when it is needed to advance projects that are ready to proceed?

YES. In light of the significant urgent spending pressures on the provincial government, spending must be as efficient as possible, while ensuring that capital funding is available as soon as it is needed to advance projects that are ready to proceed. The province has implemented a new step in the payment process for the MSI capital program.

Every month, Municipal Affairs will send an email to each municipality that qualifies for an MSI capital payment and did not receive an email in a previous month. To access their payment, each municipality must respond to the email indicating if they intend to spend the payment on a new or existing MSI capital project this year after spending any carry-forward amount from previous years. If a municipality does not intend to spend their payment this year or does not respond to the email, the payment will be

withheld until February 2021. If a municipality initially indicated they did not need the payment this year, and their project plans change so that a payment is required, they can email a grant advisor at ma.msicapitalgrants@gov.ab.ca and their payment will be processed in the next payment batch.

Are municipalities able to use MSI operating for any local government expenditure in the 2020 program year?

YES. The province has also expedited payment of 2020 MSI operating allocations to qualifying local governments. This will give municipalities flexibility to manage operating funding in a way that best addresses unique community needs. Additional information on the changes is available in the [2020 Addendum to the MSI Operating Program Guidelines](#).

Do these changes impact on the amount of funding local governments will receive?

NO. The changes announced are temporary measures to help communities and the province deal with the extremely difficult situation at hand. Additional information regarding any stimulus funding for shovel-ready projects will be made available as soon as possible.

Additional MSI Information

Connect with the MSI program at 780-422-7125 or toll-free by first dialing 310-0000 or email ma.msicapitalgrants@gov.ab.ca (MSI Capital Grants) or ma.msiooperatinggrants@gov.ab.ca (MSI Operating Grants)

Are these program changes only in effect for the 2020 year?

YES. These changes are in place for the 2020 program year only and local governments will continue to be required to meet their annual SFE reporting obligations. These are outlined in the [2020 Addendum to the MSI Operating Program Guidelines](#).

General Questions

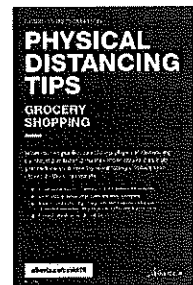
Does the province support the placement of blockades to stop casual travelers from coming off highways into various communities?

NO. While the province understands the desires for councils to act on behalf of residents, we encourage decisions made by leaders to balance fundamental rights and public safety. Blocking provincial highways is unlawful and a risk to public safety. Municipal Affairs suggests that municipalities remain consistent with provincial public health guidance to reduce public confusion and increase compliance. If you have questions about legal impacts, you should seek appropriate advice.

Are there resources available to ensure municipal messages are consistent with the provincial public health guidance?

YES. Posters and fact sheets are available for download at <https://www.alberta.ca/covid-19-information-posters.aspx>.

Municipalities are encouraged to post in public places and share with local businesses to help reduce public confusion and increase compliance.



Municipal Advisory Services

If you have further questions, please contact us at:

780-427-2225

or toll-free by first dialing 310-0000

or email ma.lgsmall@gov.ab.ca

Are there options for councillors who are struggling to remain on council during the current pandemic as they deal with personal matters or small business affairs?

YES. Section 174(2) of the *Municipal Government Act* permits a councillor to be absent from all regular meetings held during any period of eight consecutive weeks without disqualification if the absence is authorized by a resolution of council.

Are there other resources that can support councillors during the current pandemic?

YES. Municipal elected officials should be encouraged to reach out to their peers, connect with other peer mentors for advice and assistance through the [Peer Network](#), and the [Alberta Urban Municipalities Association](#) and [Rural Municipalities of Alberta](#) board members.

Councillors should also be encouraged to take advantage of existing Municipal Health & Safety Association mental health webinars available at <https://maintainingmentalfitness.com/>.

Many municipal elected officials are small business owners. Their businesses have been significantly impacted as a result of the COVID-19 pandemic. The Federal Government put in place the Canada Emergency Business Account (CEBA) to ensure that small businesses have access to the capital they need to see them through the current challenges by providing interest-free loans to small businesses. This impacts many municipal councillors in Alberta, who may consider resigning in order to access capital for their business. Are entities owned by individuals holding political office now eligible to access the program?

YES. Based on advocacy by the Alberta Urban Municipalities Association (AUMA) and the Rural Municipalities of Alberta (RMA) and with support of other municipal associations, the Government of Canada is currently updating agreements with banking institutions to clarify that members of parliament and senators are the only political office holders to be excluded from CEBA. As such, entities owned by provincial, territorial, municipal, and Indigenous political office holders are now eligible for the program. For more program information visit <https://ceba-cuec.ca/>.

Further Updates

We will continue to examine ways to support municipalities in navigating through this situation, and will provide further updates as new tools become available.

If you have a specific question you would like answered in an upcoming update, please email your request to ma.lgsmall@gov.ab.ca.