

Village of Innisfree
Regular Council Meeting
February 18, 2020
5:00 p.m.

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. [5:05 PM - ATCO Electric – Street Light Replacement Program](#) (Page 2-36)
4. Adoption of Minutes
 - a. [January 14, 2020 Regular Council Minutes](#) (Page 37-40)
5. Business Arising from the Minutes:
 - a. [Motion No. 2020-01-14/03 - Bylaw 646-20 – Amendment to Land Use Bylaw](#) (Page 41)
 - b. [Motion No. 2020-01-14/04 – Bylaw 647-20 – Municipal Emergency Management](#) (Page 42-48)
 - c. [Motion No. 2020-01-14/09 – Innisfree Emergency Plan/Emergency Management Program](#) (Page 49-54)
 - d. [Motion No. 2020-01-14/11 – Request to Install Security System/Camera’s – Firehall/Administration/Public Works](#) (Page 55-62)
6. Policies & Bylaws:
 - a.
7. New Business:
 - a. [2020 Annual Membership Renewal – AUJA](#) (Page 63-66)
 - b. [MMI FCSS 2020 Municipal Funding Contribution](#) (Page 67-74)
 - c. [Innisfree & District Agricultural Society – Annual Utility Billing](#) (Page 75)
8. Councillor Reports
 - a. [M.M.I FCSS Report – Deb McMann](#) (Page 78-80)
9. Administration Reports
 - a. [CAO Report & Action List](#) (Page 78-80)
 - b. Financials
 - i. [Revenue & Expense](#) (Page 81-86)
 - ii. [Tax Trial Balance](#) (Page 87)
 - iii. [Utility Trial Balance](#) (Page 88)
 - iv. [Accounts Payable Trial Balance](#) (Page 89-90)
 - c. [Website](#) (Page 91-92)
10. Correspondence
 - a. [Alberta Municipal Affairs Letter Received February 3, 2020](#) (Page 93-94)
 - b. [Alberta Health Services Letter dated January 15, 2020](#) (Page 95-98)
11. Adjournment



ATCO

Invested vs. Non-Invested Streetlights

What do the streetlights look like within your community?

Street Lights

- Street lights within your community primarily are:
 - Built within the scope of a development and turned over to the community to pay monthly distribution charges.
 - Owned by ATCO
 - Street light options are outlined in the Franchise Agreement between your community and ATCO.
 - Non-Invested Street light Rate (61E)
 - Invested Street light Rate (61B)
 - All rates are listed at

www.atco.com



Non-Invested Street Light Rate (61E)

- For lighting fixtures installed, owned and maintained by ATCO
- The customer is responsible for the full installation cost
- The customer is responsible for the full cost of replacement
- Includes maintenance only
- The community does not receive any Company Investment



Invested Street Light Rate (61B)

- For lighting fixtures installed, owned and maintained by ATCO
- The customer is responsible for the full installation cost
- ATCO is responsible for the full cost of replacement and maintenance.
- A Multiplier may be applied to the fixture charge for customers requesting lighting fixtures which incur higher than average lighting costs.
- The community receives Company investment, as per the AUC approved investment rate.



Street Light Rate Option Comparisons

Rate Option	Ownership & Maintenance	Installation Cost	Replacement Cost	Monthly Wires Cost
Invested 61B	ATCO Electric	ATCO Electric (up to a max. \$2,599 per light)	ATCO Electric	\$38.86
Non-invested 61E	ATCO Electric	Customer	Customer	\$16.70

Based on a 100 Watt HPS. Wires charges based on current approved 2020 base rates plus approved Rider B, Rider G and Rider S (Effective January 01, 2020). Rider A is not included in the monthly wires cost.

Current Number of Lights – Village of Innisfree

Wattage	Invested Option 61B	Non-Invested Option 61E
100W HPS	81	8
150W HPS	2	13

Convert Non-Invested to Invested

- Analysis of converting Non-Invested Lights to Invested

#/Wattage of Non- Invested	Monthly Charges per light as Invested	Difference in monthly charges (Non-Invested to Invested)	Available Investment per Light \$866.33
8 / 100W HPS	*\$38.86	*\$22.16	\$ 6,930.64
13 / 150W HPS	*\$40.16	*\$22.16	\$11,262.29
Total Lights 21	Total Invested \$832.96	Total difference \$465.36	Total Investment \$18,192.93

- Number of months Investment would pay for difference in monthly charges : 39
- Average cost savings for end of life replacement (average \$6000/light) : \$126,000.00

Review

- Innisfree has 21 Non-Invested 61E street lights
 - Approx. \$16.70 /month in distribution charges
 - Approx. \$126,000 in future replacement costs
- Future state of all Invested 61B street lights
 - Approx. \$38.86 /month in distribution charges
 - An investment provided to you of \$18,192.93
 - No future capital replacement cost
 - Available Multiplier rate option to convert HPS lights to LED technology

The ATCO logo is displayed in a bold, white, italicized sans-serif font. A thick yellow horizontal line is positioned directly beneath the letters. The logo is set against a background of a vast cornfield under a blue sky with scattered white clouds. The entire image has a semi-transparent blue overlay.

ATCO

Thank you



ATCO

LED STREET LIGHTS FOR Village of Innisfree

What is the LED Conversion Multiplier and how does it apply to you?

LED CONVERSION MULTIPLIER

- Alberta Utilities Commission (AUC) approved a multiplier rate for the conversion of HPS to LED
- D61B invested street lights
- LED Conversion Multiplier (LCM) applied in place of a capital contribution
- Contract will be filed with the AUC prior to construction
- Current LCM rate – 7.3%

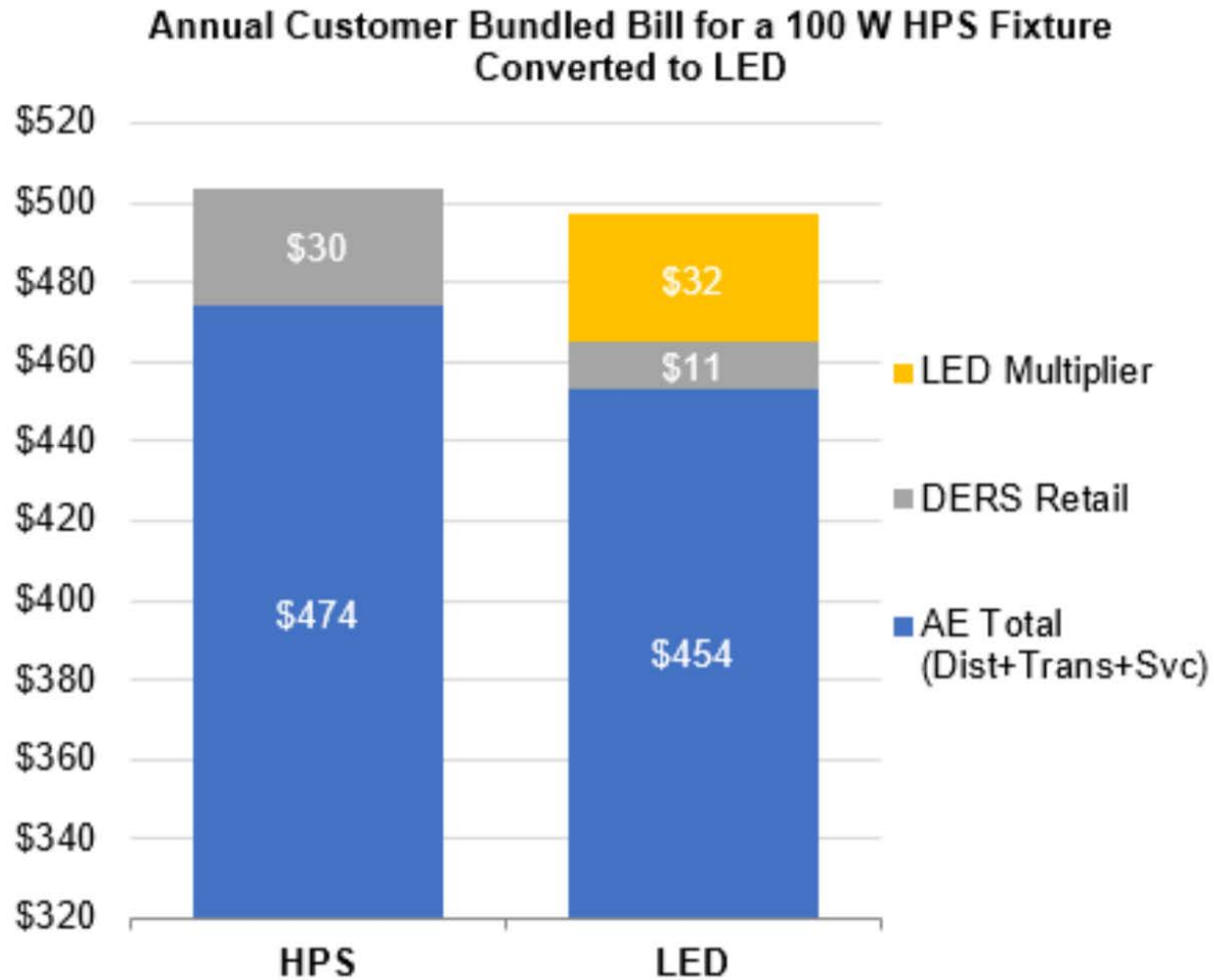


LED CONVERSION MAINTENANCE MULTIPLIER

LED Conversion bill adjustment	=	$\frac{\text{LED Conversion Cost} - \text{LED Maintenance Cost Savings}}{\text{Rate D61B Distribution Charge}}$
Where:		
D61B Fixture Charges	=	$\$1.2083/\text{fixture}/\text{day} * 365 \text{ days} * 1 \text{ fixture}$
	=	$\$441.03$
LED Capital Conversion Cost	=	$\frac{\text{Annualized conversion costs for all fixtures qualifying for LED conversion}}{\text{\# of qualifying fixtures}}$
	=	$\frac{\sim \$1,055,000 / \text{yr}}{20,379 \text{ Fixtures}} = \$51.74 \text{ per fixture per year}$
LED Maintenance Savings	=	$\frac{\text{Annualized cost savings for all fixtures qualifying for LED conversion}}{\text{\# of qualifying fixtures}}$
	=	$\frac{\sim \$399,000 / \text{yr}}{20,379 \text{ Fixtures}} = \$19.57 \text{ per fixture per year}$
Therefore:		
LED Conversion Multiplier	=	$\frac{\$51.74 - \$19.57}{\$441.03} = 7.3\%$
* Numbers above might vary due to rounding		

ATCO's calculation is based on the eligible 20,379 HPS D61B fixtures to be converted to LED technology.

MULTIPLIER CHANGE IN BILLING



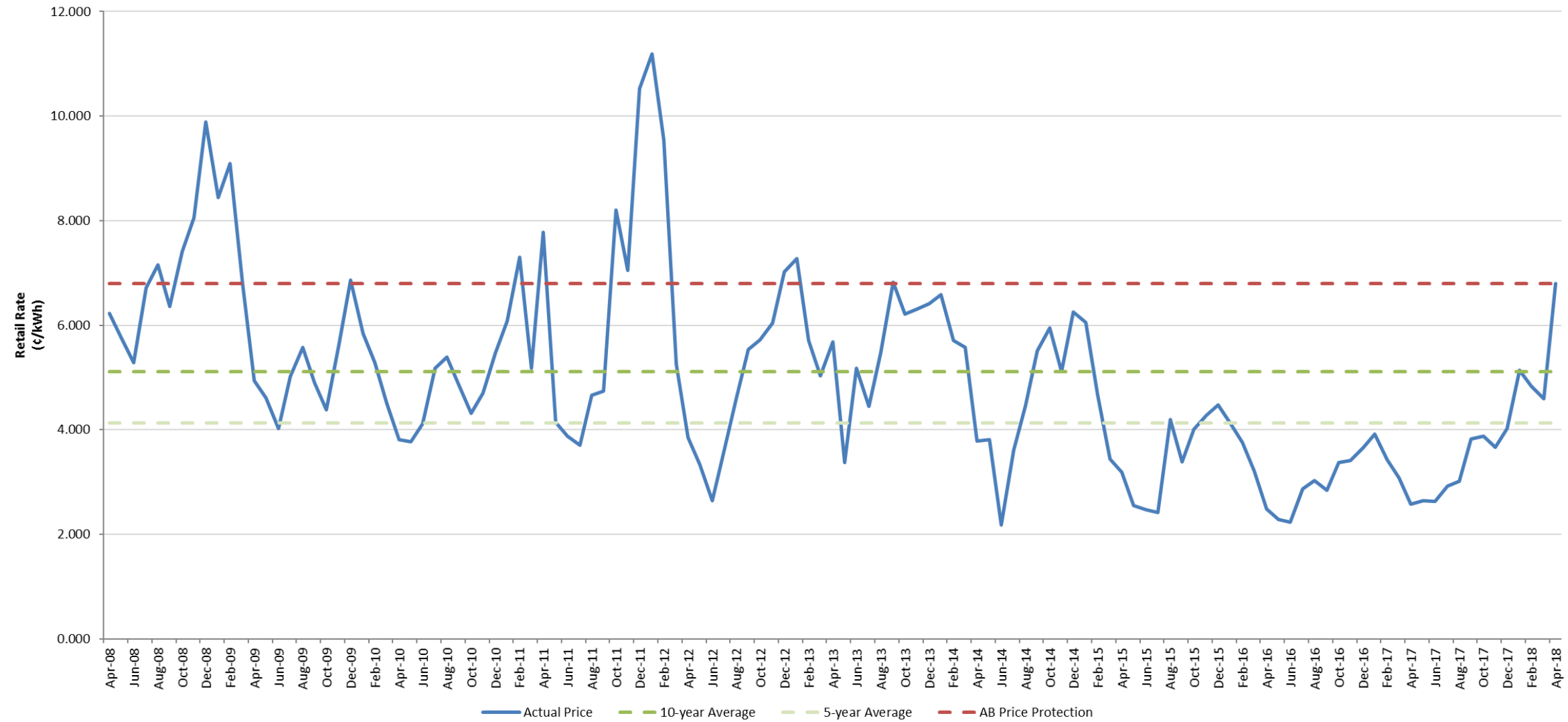
- 🪙 HPS annual total is **\$504**
- 🪙 LED annual total (with Multiplier) is **\$497**
- 🪙 Annual difference is **-\$7**

Based on 100W HPS and 38W LED Invested Street Light Rate. Wire charges based on current interim 2020 Distribution Rates (effective 01 Jan 2020) plus current approved Rider B, Rider G and Rider S (effective 01 Jan 2020). Retailer charges are based on retailer energy rate of 6.751 c/kWh(DERS RRO effective 01 Feb 2020)

*This year depiction is assuming the retailer energy rate stays at the above rate for a year. *All values used in the graphs have been rounded.

CONVERSION COST OR CREDIT

Direct Energy Regulated Services
10 year Historical Retail Rate for Lighting



*Direct Energy Regulated Services retailer rates for lights
<http://www.auc.ab.ca/Pages/current-rates-electric.aspx>

STREETLIGHT INVENTORY IN INNISFREE

HPS WATTAGE	LED WATTAGE	NON-INVESTED STREET LIGHTS	INVESTED STREET LIGHTS
100	38	8	81
150	73	13	2

Estimated impact to billing for conversion of *invested* streetlights - \$785.19

- This estimated annual bill impact is based on retailer charges based on retailer energy rate of 6.751 c/kWh (DERS RRO effective 01 Feb 2020)



PROGRAM AVAILABILITY

- Approximately 20,379 invested street lights
- Majority must be converted to LED
- Estimating 3 to 5 years
- AUC approval is required to remove multiplier
- After multiplier is removed, invested street light rate will be adjusted to reflect any remaining capital costs and maintenance savings

QUESTIONS



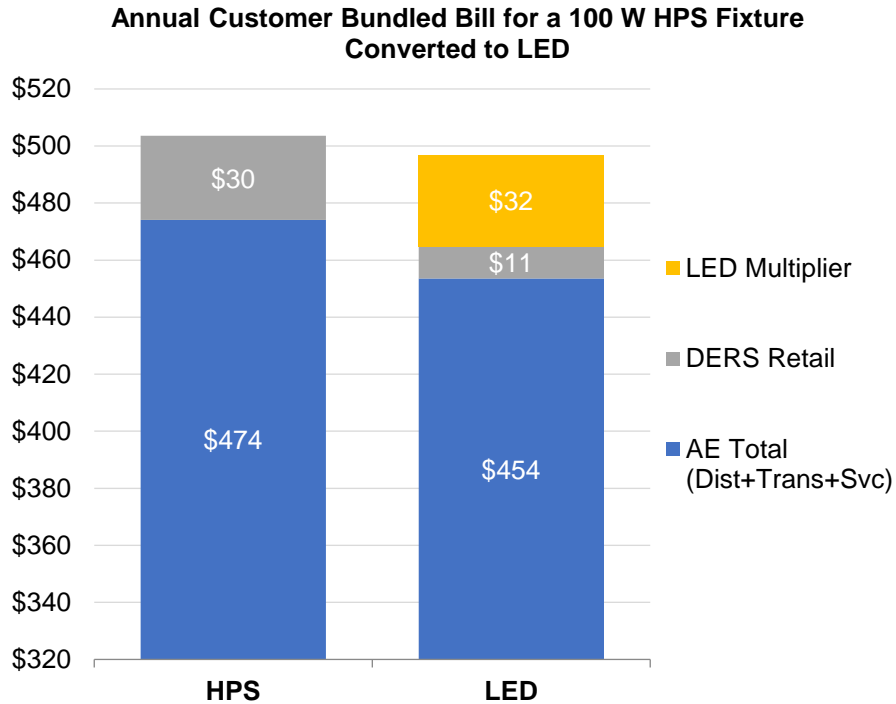
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ATCO

Thank you

Bill Analysis for the Village of Innisfree

The graph & summary represents an annual bill using the rate of 6.751 ¢/kWh is DERS RRO for lighting as of Feb 01, 2020. **Actual customer retail rate may vary.



The summary below shows the operating costs of the current HPS wattage versus the new LED Wattage.

SUMMARY

HPS W	LED W	HPS \$	LED \$	Difference per Light\$	# of Lights	TOTAL\$
100	38	\$ 502.97	\$ 496.76	\$ (6.21)	89	\$ (552.69)
150	73	\$ 533.94	\$ 518.44	\$ (15.50)	15	\$ (232.50)
				\$ -		\$ -
				\$ -		\$ -
Total Difference						\$ (785.19)

The Village of Innisfree could save approximately \$785.19 annually.



LED Conversion Multiplier

Q&A for Village of Innisfree

FREQUENTLY ASKED QUESTIONS

Why does ATCO offer LED street lights?

Light-emitting diode (LED) street lighting is considered one of the most effective solutions to help municipalities reduce their energy consumption, emissions and maintenance costs. To keep pace with industry standards and meet market demand, we updated our standard street light offering in 2016 from high-pressure sodium (HPS) to LED. Leading up to 2016, HPS was more cost effective, but with wide LED adoption, costs decreased and are now comparable with HPS.

What is an LED Conversion Multiplier?

ATCO's LED Conversion Multiplier provides an opportunity for municipalities to complete a full-scale conversion of street lights to LED technology, without putting forward large capital costs. With the LED Conversion Multiplier, capital costs, less maintenance savings of approximately \$32.23 per year, will be recovered through a 7.3 per cent multiplier rate. This means a city can make an immediate and extensive upgrade to LED street lights, with the costs and savings incorporated into the municipality's bill once the retrofit has completed.

Why has ATCO introduced the LED Conversion Multiplier?

LED lighting offers many benefits compared to traditional HPS, including reductions in energy consumption, carbon emissions, light pollution and the frequency of maintenance and associated costs. Municipalities are aware of the positive impact on their communities and are eager to undertake a full scale retrofit, but capital costs can be prohibitive. ATCO is committed to improving the lives of our customers and supports the delivery of lighting innovations to enhance our communities and environment. We introduced the LED Conversion Multiplier to address the financial barrier and realize the benefits from a conversion at scale.

How is the LED Conversion Multiplier rate determined?

ATCO applied and was granted approval by the Alberta Utilities Commission (AUC) to offer an LED conversion program for their municipal customers. We estimated the net cost (after maintenance savings) to change the fixture to LED at \$32.17 per year. This amount, divided by the forecast fixture revenue for the year, is 7.3 per cent. Once a municipality decides to undergo a conversion using the LED Conversion Multiplier, the contract and rate will be filed with the AUC prior to implementation.

How long will the LED Conversion Multiplier be offered?

Our LED Conversion Multiplier will be offered until most of the invested street lights in the communities we serve have completed conversion from HPS to LED. Currently we're estimating that this will take three to five years. At that point, we will apply to the Alberta Utilities Commission (AUC) to adjust our D61B invested street light rate, paid

January 2019

by all communities, to include any remaining capital costs and maintenance savings associated with the conversion projects, and remove the Multiplier.

Will the LED Conversion Multiplier rate change?

The rate is designed to recover approximately \$32.17. The rate can potentially be influenced by factors like fluctuating conversion costs, the level of conversion adoption or annual base rate changes. ATCO will evaluate the rate at a minimum annually, to ensure the rate remains fair.

Does the LED Conversion Multiplier apply to all street lights?

The LED Conversion Multiplier only applies to invested street lights. Non-invested street lights, decorative fixtures and yard lights are excluded from using the LED Conversion Multiplier program.

What is an invested street light?

Street lights within our service area are classified into two rate categories: invested and non-invested.

- Invested street lights - ATCO owns the street light asset and the municipality pays a fee ensuring the replacement or repair of damaged or deficient lights without expense to the municipality.
- Non-invested street lights - ATCO owns the street light asset, but the municipality *does not* pay a fee and will incur costs related to the replacement or repair of damaged or deficient lights.

The LED Conversion Multiplier only applies to invested street lights. If a city with non-invested street lights wishes to utilize the LED Conversion Multiplier, a municipality must first recategorize their non-invested street lights to invested status.

How long will it take to complete a conversion project?

Every conversion project is unique with many variables impacting project timelines. Once an offer acceptance letter has been signed by the municipality and then reviewed and approved by the AUC, an ATCO representative from the local office will evaluate the project scope and communicate timelines to the municipality.

What are the benefits of LED?

- *Improved visibility:* LEDs provide better color rendering index and uniform, quality light which reduces glare for drivers, pedestrians and cyclists.
- *Savings:* The long, reliable life reduces a need for frequent maintenance and expenses. The efficient lighting can cut 40 – 60 per cent of energy consumption and reduce the carbon footprint.

January 2019

- *Dark Sky compliant:* ATCO's LED meets the standard of the International Dark Sky Association (IDA), the global authority on light pollution.
- *Future proof:* LED street lights are the first step towards Smart City applications - the use of technology in infrastructure to improve the operation and management of cities and the lives of citizens.

What kind of street lights are offered by ATCO?

ATCO's standard street light is LED with 3000K color temperature, the current recommendation of the International Dark Sky Association. At this level, the night sky is protected, glare is minimal and there's a reduced effect on humans and wildlife.

Within our standard street light offering, we have three wattage levels used to replace HPS:

- 38 watt LED fixture will replace a 100 watt HPS fixture
- 73 watt LED fixture will replace a 150 watt HPS fixture
- 106 watt LED fixture will replace a 250 watt HPS fixture

What happens if a municipality does not scale-up to LED?

Municipalities not participating in full-scale conversions will continue with the existing replacement program where HPS lights are converted to LED at end of product life.

Contact Information

For more information on the LED Conversion Multiplier program, contact:

Nola Davis
Customer Sales Representative
(587) 217-5748
Nola.Davis@atco.com

For media inquiries, contact:

Nazima Rayani
Senior Advisor, Marketing & Communications
780-860-8935
Nazima.Rayani@atco.com

January 2019



February 18, 2020

Village of Innisfree
ATTN: Brooke Magosse, CAO
5116 50th Avenue
Innisfree, AB T0B 2G0

Dear Ms. Brooke Magosse:

RE: Streetlight LED Conversion Option

In 2016, ATCO Electric changed its streetlight engineering standard from high pressure sodium (HPS) fixtures to a light-emitting diode (LED) fixture. The change in standard was due to the following benefits offered by LED technology:

- Reduced energy consumption;
- Reduced maintenance costs;
- Increased fixture lifespan; and
- Equal or better lighting quality

At your request, ATCO Electric is pleased to assess your needs and offer an LED conversion solution for your community. Upon acceptance of this offer, ATCO Electric will identify existing HPS fixtures that qualify for conversion to LED fixtures. Qualifying fixtures include those that are currently billed on the invested Street Lighting Service Rate D61B, and are not decorative-style streetlights, yard lights or streetlights owned and operated by your municipality.

Estimated Cost

ATCO Electric undertook a cost analysis to determine what the incremental distribution capital costs and maintenance cost savings would be on an average per-fixture basis, if all of ATCO Electric's estimated eligible 20,379 HPS fixtures were converted to LED technology. The incremental distribution cost of converting streetlights to LED technology will be addressed by applying an *LED Conversion Maintenance Multiplier* to the existing Rate D61B daily fixture charge, an increase of 7.3%. The *LED Conversion Maintenance Multiplier* will allow the conversion of the HPS fixtures in your community to LED technology in a timely manner.

The *LED Conversion Maintenance Multiplier* is specifically calculated on an average per-fixture cost basis, on the expectation that all eligible D61B fixtures will be converted to LED technology within the next five years without any additional customer contribution. ATCO Electric expects the *LED Conversion Maintenance Multiplier* will continue to apply over the next three to five years as ATCO's eligible 20,379 HPS fixtures are converted to LED technology



The calculation is set out as follows:

LED Conversion bill adjustment	=	LED Conversion Cost – LED Maintenance Cost Savings	
		Rate D61B Distribution Charge	
Where:			
D61B Fixture Charges	=	\$1.2083/fixture/day * 365 days * 1 fixture	
	=	\$441.03	
LED Capital Conversion Cost	=	Annualized conversion costs for all fixtures qualifying for LED conversion	
		# of qualifying fixtures	
	=	~\$1,055,000 / yr	= \$51.74 per fixture per year
		20,379 Fixtures	
LED Maintenance Savings	=	Annualized cost savings for all fixtures qualifying for LED conversion	
		# of qualifying fixtures	
	=	~\$399,000 / yr	= \$19.57 per fixture per year
		20,379 Fixtures	
Therefore:			
LED Conversion Multiplier	=	$\frac{\$51.74 - \$19.57}{\$441.03}$	= 7.3%
* Numbers above might vary due to rounding			

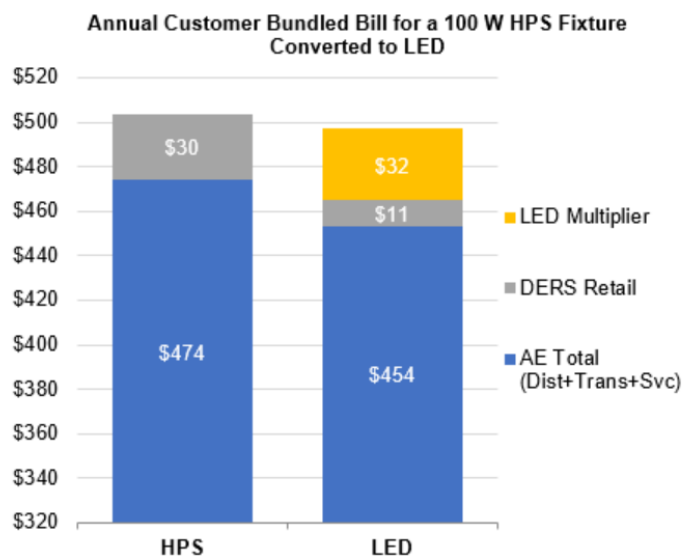
The total LED Capital Conversion Cost represents the estimated revenue requirement associated with the LED installation cost and the LED cost of removal. The installation cost is the estimated capital cost to convert all fixtures to LED technology and includes materials, labour, engineering, and overhead costs necessary to convert 20,379 fixtures to LED technology, and is approximately \$9,856,000. Based on the approved financing costs for 2018¹ and an estimated useful life of 25 years for the LED fixtures, the LED installation cost translates to a revenue requirement of \$49.99 per fixture per year. The estimated cost of removal is 10% of the installation cost and recovered over the 25 years of the fixtures expected life. This cost is estimated at \$1.76 per fixture per year.

ATCO Electric anticipates the conversion of HPS fixtures to LED technology will result in LED Maintenance Savings due to a reduced need for replacing HPS fixtures that are no longer working, and avoided capital costs related to relamping old HPS fixtures. ATCO Electric proposes to pass these savings on to LED conversion customers through the Maintenance Multiplier. ATCO Electric estimates the annual cost savings to be approximately \$19.57 per fixture per year.

¹ AUC Decision 20622-D01-20169 and AED 2018 AUC Rule 005 Annual Reporting

Bill Impact

With respect to bill impacts to the LED customer, the following figure illustrates the estimated bundled bill impact by component for a typical 100W HPS fixture being converted to an LED fixture. While the LED conversion customers will experience a 7.3% increase to their fixed charges, the reduced energy consumption of the LED fixtures will provide savings that will be reflected in the variable wires costs (including transmission riders) and retailer energy portions of your electricity bill. Using Direct Energy Regulated Services' current retail rate of 6.751¢/kWh², the estimated annual bill impact for a 100W HPS streetlight converted to LED technology is a slight decrease of 1.3%. (\$497 per fixture per year for LED versus \$504 per fixture per year for HPS). Please see the following figure.



***Note:** Actual customer retail rate may vary
6.751 ¢/kWh is DERS RRO for lighting as of Feb 01, 2020

ATCO Electric will review the costs and savings associated with LED conversions annually and adjust the multiplier as required.

To proceed with the conversion, please review and sign the attached acknowledgement form. This signed document will be shared with the Alberta Utilities Commission.

Yours truly,

Nola Davis

Customer Sales Representative

² Direct Energy Regulated Services' Current retail rate for lights
http://www.auc.ab.ca/Shared%20Documents/Current_RRO.pdf

ATCO

On behalf of the Community, the undersigned hereby acknowledges and agrees that:

- a) Your acceptance of this proposal will constitute a formal request to ATCO Electric to proceed to the next steps of an LED conversion option outlined for your community;
- b) This acceptance will form part of our submission to the Alberta Utilities Commission to acknowledge your acceptance of the implementation of the *LED Conversion Maintenance Multiplier*;
- c) The acceptance of this proposal confirms that charges equal to 7.3% of the existing Rate 61B Distribution fixture charge will be added to the monthly bill, which is amended and approved by the Commission from time to time, to arrive at the distribution charges for all fixtures that have been converted to LEDs in your community;
- d) This acceptance confirms your understanding that the *LED Conversion Maintenance Multiplier* may be amended and approved by the AUC from time to time. The adjustment factor may also be discontinued as a result of further application to the AUC;
- e) ATCO Electric will proceed with the implementation of this offer if and when the AUC acknowledges and approves the use of the *LED Conversion Maintenance Multiplier* for the purpose of converting fixtures from HPS to LED;
- f) In its capacity as an electric distribution service provider to the Municipality, ATCO Electric has presented all material required to make an informed decision;
- g) The costs and savings presented in this offer, along with other materials presented, are estimates only and are for illustrative purposes. The electricity service costs and savings will ultimately depend on the AUC-approved ATCO Electric distribution tariff, which is adjusted and approved by the Commission periodically, as well as, the retail energy costs as set by your retailer.

Village of Innisfree

Chief Administrative Officer

Date

Summary of Streetlights for Village of Innisfree

Site ID #	Service	Price Schedule	Site Reference	New LED Wattage
0010466106317	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010468351315	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466771714	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466173416	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466150812	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466810610	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466082815	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466277716	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466641511	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466074511	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466058812	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466537815	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466448214	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466011712	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010465971315	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466519112	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
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0010469668716	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010469831911	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
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0010469255216	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
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0010467216713	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
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0010468157815	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010468169418	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010468245710	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010468460610	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010467053610	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W

0010462170412	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464501210	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
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0010464812811	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464869317	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464412416	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464888316	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010460663813	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464988417	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010460615815	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463273913	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463706911	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463655215	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463830514	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463905017	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463932218	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463631814	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464821615	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464003811	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463014415	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010462866318	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464289518	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463582213	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010460246913	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010465011918	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010465671810	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010224186522	100W HPS Street Co Invested	61BT	LITE 4830 53 ST INNISFREE AB	38 W
0010465236615	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010465556417	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010465799316	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010465168312	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010465063011	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010465142918	100W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010463787912	150W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	73 W
0010462463412	150W HPS Street Co Invested	61BT	STREET LIGHTS INNISFREE INNISFREE AB	73 W

The Village of Innisfree would like proceed with conversion of the above HPS lights to LED lights. We understand that an LED Conversion Multiplier will be applied to the Streetlight Price Schedule D61B in accordance with the approval from the Alberta Utility Commission (AUC).

Municipality Approval (Please print name)

Date

Municipality Approval (Signature)

February 18, 2020

Village of Innisfree
5116 50th Avenue
Innisfree, AB T0B 2G0

Attention: Brooke Magosse, CAO

Dear Ms. Brooke Magosse

**RE: Village of Innisfree – Street Light Rate Conversion
'Non-Investment' Rate to 'Investment' Rate**

Within the Village of Innisfree municipal limits there are 104 street lights. Of the 104 lights, 21 are currently on the ATCO non-invested streetlight rate (61E).

ATCO would like to offer the Village of Innisfree the opportunity to change the non-invested streetlights to the investment rate. The invested rate places responsibility for all end of life costs on ATCO, in addition, the Village of Innisfree will receive \$18,192.93 in investment to convert 21 lights. Please find attached a copy of our current price schedules for lights for your information.

New monthly wires charges rate will be approximately \$38.86/fixture/month* for 100HPS street lights and \$40.16/fixture/month* for 150HPS street lights.

If you wish to proceed with the proposed conversion, please sign this proposal and return to us by March 28, 2020.

If you have any questions or concerns, please call me at (587) 217-5748

Yours truly



Nola Davis
Customer Sales Representative
East Central Region

February 18, 20

Page 2 of 2

CUSTOMER ACKNOWLEDGEMENT
PROJECT ACCEPTANCE

Project Acceptance

I _____ am legally authorized to execute this agreement on behalf of
Print Name

On behalf of the Village of Innisfree, I request ATCO Electric to proceed with the conversion of 21 lights to the Investment Option. I acknowledge that I have reviewed this Proposal for Electric Service in its entirety and understand these Terms and Conditions, Additional Terms of Agreement, Project Scope and Commercial Terms and agree to be bound by them.

Customer Signature: _____ Date: _____

Nola Davis
Customer Sales Representative
Box 11590, 620 63 Avenue
Lloydminster, AB T9V 3B8
Email: nola.davis@atco.com

* The monthly wire charges based on current approved 2020 Distribution Rates (effective January 1, 2020) plus current approved Rider B, Rider G and Rider S (effective January 1, 2020)

Summary of Streetlights for Village of Innisfree

Site ID #	Service	Price Schedule	Site Reference	New LED Wattage
0010468993116	100W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010467385117	100W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010467845112	100W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010466154612	100W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010467759015	100W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010464903616	100W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010017508173	100W HPS Street Non Invested	61ET	LITE 5051 51 ST INNISFREE AB	38 W
0010465324111	100W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	38 W
0010469175217	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010469600912	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010469992512	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010468400313	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010460538513	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010464820113	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010464424418	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010462100013	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010464945312	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010464822718	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010463522417	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010465861613	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W
0010460313510	150W HPS Street Non Invested	61ET	STREET LIGHTS INNISFREE INNISFREE AB	73W

The Village of Innisfree would like proceed with conversion of the above HPS lights to LED lights. We understand that an LED Conversion Multiplier will be applied to the Streetlight Price Schedule D61B in accordance with the approval from the Alberta Utility Commission (AUC).

Municipality Approval (Please print name)

Date

Municipality Approval (Signature)

Investment Option (61 B)

- For lighting fixtures installed, owned, and maintained by the Company.
- A *Maintenance Multiplier* may be applied to the fixture charge for customers that request levels of maintenance above the normal service level, or for customers that request lighting fixtures which incur higher than average lighting costs.

All Lamps		
	Customer Charge	Demand Charge
Transmission	-	0.037 ¢/W/day
Distribution	\$1.1619 /fixture/day	0.050 ¢/W/day
Service	4.64 ¢/fixture/day	-
TOTAL PRICE	\$1.2083 /fixture/day [x Multiplier, if other than 1.00]	0.087 ¢/W/day

Distribution Investment Option (61 C)

- For customer owned and installed fixtures.
- For installation and maintenance of distribution facilities up to, but not including the customer owned conductor serving the fixtures.
- The Company may require that the Point of Service be metered and served on Price Schedule D21, if the load requirements change over time, or if loads that are not lighting loads are served from the same Point of Service.

	All Fixtures	
	Customer Charge	Demand Charge
Transmission	-	0.037 ¢/W/day
Distribution	55.87 ¢/fixture/day	0.050 ¢/W/day
Service	4.64 ¢/fixture/day	-
TOTAL PRICE	60.51 ¢/fixture/day	0.087 ¢/W/day

No Investment Option (61 E)

- Available for new installations only.
- For lighting fixtures installed, owned and maintained by the Company.
- The customer is responsible for the full cost of installation.
- The customer is responsible for the full cost of replacement.
- Includes maintenance only.

	All Lamps	
	Customer Charge	Demand Charge
Transmission	-	0.037 ¢/W/day
Distribution	42.32 ¢/fixture/day	0.050 ¢/W/day
Service	4.64 ¢/fixture/day	-
TOTAL PRICE	46.96 ¢/fixture/day	0.087 ¢/W/day

Application

1. **Price Option** - the following price option may apply:
Idle Service (Option F)

2. **Price Adjustments** – the following price adjustments (riders) may apply:
Municipal Assessment (Rider A)
Balancing Pool Adjustment (Rider B)
Temporary Adjustment (Rider G)
Interim Adjustment (Rider J)
SAS Adjustment (Rider S)

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 January 14, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:06 PM.

PRESENT

Deborah McMann Mayor
Will Oudshoorn Deputy Mayor
Aaron Cannan Councillor

ALSO PRESENT

Brooke Magosse Chief Administrative Officer

AGENDA
2020-01-14/01

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

Bylaws/Policies

- a. BYLAW 646-20 – Amendment to LUB
- b. BYLAW 647-20 – Municipal Emergency Services

Correspondence

- h. Minister of Municipal Affairs Letter January 2, 2020

CARRIED.

APPROVAL OF
COUNCIL MINUTES
2020-01-14/02

Moved by Mayor McMann that the December 17, 2019 Regular Council minutes be approved as presented.

CARRIED.

BYLAW 646-20 –
AMENDMENT TO LAND
USE BYLAW
2020-01-14/03

Moved by Deputy Mayor Oudshoorn that this item be tabled to the February 18, 2020 Regular Council meeting for further review and discussion.

CARRIED.

BYLAW 647-20 –
MUNICIPAL
EMERGENCY
MANAGEMENT
FIRST READING
2020-01-14/04

Moved by Mayor McMann that this item be tabled to the February 18, 2020 Regular Council Meeting for further review and discussion.

CARRIED.

PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF JANUARY 14, 2020.

TAX ARREARS
AGREEMENT (5015 –
RAILWAY AVENUE
SOUTH)
2020-01-14/05

Moved by Deputy Mayor Oudshoorn that this item be tabled to Closed Session in regards to FOIPP Section 17 & 27.

CARRIED.

Councillor Cannan arrived to the meeting at 5:20 PM.

AMENDED 2020
INTERIM BUDGET AND
2021-2023 BUDGET
FORECAST; 2020
CAPITAL BUDGET; 5
YEAR CAPITAL PLAN
2020-01-14/06

Moved by Councillor Cannan that the 2020 Interim Budget and 2021-2023 Budget Forecast; 2020 Capital Budget; and 5 Year Capital Plan be approved as amended.

CARRIED.

RESCIND MOTION NO.
2019-12-17/11 – TAX
FORGIVENESS PLAN
4175R, BLOCK 8, LOT 14
2020-01-14/07

Moved by Mayor McMann that motion no. 2019-12-17/11 be rescinded.

CARRIED.

CHUDOVYI
UKRAINIAN DANCERS
OF INNISFREE
MALANKA – REQUEST
FOR DONATION
2020-01-14/08

Moved by Councillor Cannan that the Village of Innisfree donate two (2) bottles of wine, four (4) baseball caps, pins and \$50.00 to the Chudovyi Ukrainian Dancers of Innisfree Malanka event taking place on January 18, 2020.

CARRIED.

INNISFREE
EMERGENCY
PLAN/EMERGENCY
MANAGEMENT
PROGRAM
2020-01-14/09

Moved by Mayor McMann that the Innisfree Emergency Plan and Emergency Management Program be amended. Further that this item be tabled to the February 18, 2020 Regular Council meeting for further discussion.

CARRIED.

PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF JANUARY 14, 2020.

AMHSA LEADERSHIP
IN SAFETY
EXCELLENCE COURSE
– FEB 10-11, 2020
2020-01-14/10

Moved by Councillor Cannan that Council allow Brooke Magosse, Bobbi Jo Jackson and Justin Fleming attend the AMHSA Leadership in Safety Excellence Course hosted by the County of Minburn on February 10-11, 2020.

CARRIED.

REQUEST TO INSTALL
SECURITY
SYSTEM/CAMERA’S –
FIREHALL
ADMINISTRATION/
PUBLIC WORKS
2020-01-14/11

Moved by Deputy Mayor Oudshoorn that Council direct Administration to conduct further research and obtain quotes on Security System/Camera’s for the Administration Office, Museum, Public Works Shop and Fire Hall. Further that this item be brought back to the February 18, 2020 Regular Council meeting.

CARRIED.

ALBERTA MUNICIPAL
AFFAIRS LETTER
JANUARY 2, 2020
2020-01-14/12

Moved by Deputy Mayor Oudshoorn that this item be received as information.

CARRIED.

COUNCILLOR REPORTS
2020-01-14/13

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

CARRIED.

NO STOPPING SIGNS –
INNISFREE DELNORTE
SCHOOL / ALBERTA
TRANSPORTATION
2020-01-14/14

Moved by Mayor McMann that Council direct Administration to contact Alberta Transportation to advise that Council has approved Alberta Transportation’s offer to provide six (6) “No Stopping” signs to be installed along Highway 870 adjacent to Innisfree Delnorte School. Further that Public Works be directed to install the signs in the spring of 2020.

CARRIED.

ADMINISTRATION
REPORTS
2020-01-14/15

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

CARRIED.

Mayor McMann called for a recess at 7:00 PM.

Mayor McMann reconvened the meeting at 7:07 PM.

PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF JANUARY 14, 2020.

**CORRESPONDENCE
2020-01-14/16**

Moved by Councillor Cannan that all correspondence and received as information.

CARRIED.

**CLOSED SESSION
ATTENDANCE**

Mayor Deborah McMann
Deputy Mayor Will Oudshoorn
Councillor Oudshoorn

Chief Administrative Officer Brooke Magosse

**CLOSED SESSION
2020-01-14/17**

Moved by Mayor McMann that the meeting go into Closed Session at 7:19 PM in accordance with FOIPP Section 17 & 27.

CARRIED.

**CLOSED SESSION
2020-01-14/18**

Moved by Mayor McMann that the meeting come out of Closed Session at 7:29 PM.

CARRIED.

**TAX ARREARS
AGREEMENT (5015 –
RAILWAY AVENUE)
2020-01-14/19**

Moved by Councillor Cannan that Council direct Administration to seek legal advice regarding a Tax Arrear's Repayment Agreement for Plan 4175R, Block 1, Lot PT 38 (5015 – Railway Avenue).

CARRIED.

ADJOURNMENT

Councillor Cannan adjourned the meeting at 7:30 PM.

Mayor

Chief Administrative Officer

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 January 14, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:06 PM.

PRESENT

Deborah McMann	Mayor
Will Oudshoorn	Deputy Mayor
Aaron Cannan	Councillor

ALSO PRESENT

Brooke Magosse	Chief Administrative Officer
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AGENDA

2020-01-14/01

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

Bylaws/Policies

- a. BYLAW 646-20 – Amendment to LUB
- b. BYLAW 647-20 – Municipal Emergency Services

Correspondence

- h. Minister of Municipal Affairs Letter January 2, 2020

CARRIED.

APPROVAL OF
COUNCIL MINUTES
2020-01-14/02

Moved by Mayor McMann that the December 17, 2019 Regular Council minutes be approved as presented.

CARRIED.

**BYLAW 646-20 –
AMENDMENT TO LAND
USE BYLAW
2020-01-14/03**

Moved by Deputy Mayor Oudshoorn that this item be tabled to the February 18, 2020 Regular Council meeting for further review and discussion.

CARRIED.

BYLAW 647-20 –
MUNICIPAL
EMERGENCY
MANAGEMENT
FIRST READING
2020-01-14/04

Moved by Mayor McMann that this item be tabled to the February 18, 2020 Regular Council Meeting for further review and discussion.

CARRIED.

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 January 14, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:06 PM.

PRESENT

Deborah McMann	Mayor
Will Oudshoorn	Deputy Mayor
Aaron Cannan	Councillor

ALSO PRESENT

Brooke Magosse	Chief Administrative Officer
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AGENDA

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

2020-01-14/01

Bylaws/Policies

- a. BYLAW 646-20 – Amendment to LUB
- b. BYLAW 647-20 – Municipal Emergency Services

Correspondence

- h. Minister of Municipal Affairs Letter January 2, 2020

CARRIED.

APPROVAL OF
COUNCIL MINUTES
2020-01-14/02

Moved by Mayor McMann that the December 17, 2019 Regular Council minutes be approved as presented.

CARRIED.

BYLAW 646-20 –
AMENDMENT TO LAND
USE BYLAW
2020-01-14/03

Moved by Deputy Mayor Oudshoorn that this item be tabled to the February 18, 2020 Regular Council meeting for further review and discussion.

CARRIED.

* BYLAW 647-20 –
MUNICIPAL
EMERGENCY
MANAGEMENT
FIRST READING
2020-01-14/04

Moved by Mayor McMann that this item be tabled to the February 18, 2020 Regular Council Meeting for further review and discussion.

CARRIED.

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 two (2) 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 Assistant Deputy Director of Emergency Management,
 - iv. a member of Village of Innisfree RCMP Detachment,
 - v. the Director of Public Services,
 - vi. the Director of Intergovernmental Affairs and Corporate Performance,
 - vii. the Manager of Communications and Marketing,
 - viii. the Director of Finance,
 - ix. the Director of Human Resources,
 - x. the Director of Planning and Development,
 - xi. the Director of Engineering,
 - xii. the Director of Facility and Property Services,
 - xiii. the Director of Family and Community Support Services and Enforcement Services,
 - xiv. the Director of Recreation and Community Development,
 - xv. the Director of Business and Project Development,
 - xvi. member of the Chamber of Commerce,
 - xvii. 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. Solicitor General’s office,
 - iv. Canadian Pacific Railway,
 - v. Fortis Alberta,
 - vi. Alta Gas,
 - vii. the Community Development Manager or designate,
 - viii. the Health Unit Manager or designate,
 - ix. the Hospital Director or designate,
 - x. the Recreational Director or designate,
 - xi. the School Board Chairman or designate,
 - xii. the Social Services Manager or designate,
 - xiii. representative(s) from local business or Chamber of Commerce,
 - xiv. representative(s) from mutual aid partners,
 - xv. representative(s) from TELUS,
 - xvi. representative(s) from local industry or industrial associations,
 - xvii. representative(s) from Alberta Environment and Water,
 - xviii. representative(s) from Alberta Municipal Affairs and Housing,
 - xix. anybody else who might serve a useful purpose in the preparation or implementation of the MEP.

- 9. Director of Emergency Management (DEM)**
- (a) The Fire Chief 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 know 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 _____ day of _____, 20____.

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

Council has authorized THIRD reading this _____ day of _____, 20____.

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

Mayor

Chief Administrative Officer

PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF JANUARY 14, 2020.

TAX ARREARS
AGREEMENT (5015 –
RAILWAY AVENUE
SOUTH)
2020-01-14/05

Moved by Deputy Mayor Oudshoorn that this item be tabled to Closed Session in regards to FOIPP Section 17 & 27.

CARRIED.

Councillor Cannan arrived to the meeting at 5:20 PM.

AMENDED 2020
INTERIM BUDGET AND
2021-2023 BUDGET
FORECAST; 2020
CAPITAL BUDGET; 5
YEAR CAPITAL PLAN
2020-01-14/06

Moved by Councillor Cannan that the 2020 Interim Budget and 2021-2023 Budget Forecast; 2020 Capital Budget; and 5 Year Capital Plan be approved as amended.

CARRIED.

RESCIND MOTION NO.
2019-12-17/11 – TAX
FORGIVENESS PLAN
4175R, BLOCK 8, LOT 14
2020-01-14/07


Moved by Mayor McMann that motion no. 2019-12-17/11 be rescinded.

CARRIED.

CHUDOVYI
UKRAINIAN DANCERS
OF INNISFREE
MALANKA – REQUEST
FOR DONATION
2020-01-14/08

Moved by Councillor Cannan that the Village of Innisfree donate two (2) bottles of wine, four (4) baseball caps, pins and \$50.00 to the Chudovyi Ukrainian Dancers of Innisfree Malanka event taking place on January 18, 2020.

CARRIED.

 INNISFREE
EMERGENCY
PLAN/EMERGENCY
MANAGEMENT
PROGRAM
2020-01-14/09

Moved by Mayor McMann that the Innisfree Emergency Plan and Emergency Management Program be amended. Further that this item be tabled to the February 18, 2020 Regular Council meeting for further discussion.

CARRIED.

Emergency Plan for Village of Innisfree

Contact Person	Community / Agency	Address	Copy Number / Format
Water Operator Randy Cyba	Town of Vegreville	4829 – 50 Street, Vegreville AB T9C 1R7	1-780-632-9489 (C)
Nutrien Ag Solutions	Innisfree Business	4427 Delnorte Street, Innisfree AB T0B 2G0	780-592-2490
Petro Can Truck Stop	Innisfree Business	HWY 16 & HWY 870, Innisfree AB T0B 2G0	780-592-3777
CN Rail – CN Police Emergency	Railway Services	Montreal (Headquarters) 935 de La Gauchetière Street West Montreal, Quebec, Canada H3B 2M9	1-800-465-9239
Alberta Environment	Environment Complaint Emergency	9915 108 Street, NW Edmonton AB	1-800-222-6514
Alberta Forest Service		10725 120 Ave NW Edmonton AB, T5G 0S8	780-427-6822
Telus Communications			1-800-223-0300
Mannville MMI FCSS	Village of Mannville	5127 50 Street, Box 180 Mannville, AB T0B 2W0	780-763-3500
Vegreville FCSS	Town of Vegreville	4829 50 Street, Box 640 Vegreville, AB T9C 1R7	780-632-2606
Vermilion Public Health	Town of Vermilion	5021 49 Avenue Vermilion, AB T9X 1X1	780-853-5358
Vegreville Public Health	Town of Vegreville	4829 50 Street, Box 640 Vegreville, AB T9C 1R7	780-632-2606
Vermilion Food Bank	Town of Vermilion	5021 49 Avenue Vermilion, AB T9X 1X1	780-853-5358

Emergency Plan for Village of Innisfree

Contact Person	Community / Agency	Address	Copy Number / Format
Vegreville Food Bank	Town of Vermilion	4829 50 Street, Box 640 Vegreville, AB T9C 1R7	780-632-2606
Mannville Food Bank	Village of Mannville	5127 50 Street, Box 180 Mannville, AB T0B 2W0	780-763-3500
Innisfree Delnorte School	Buffalo Trail Public School	Central Office: 1041 – 10a Street, Wainwright, AB T9W 2R4 Location of School: Along HWY 870, Innisfree AB (4728 – 53b Street)	780-842-6144 780-592-3963
Innisfree Recreation Centre / Arena	Innisfree & District Ag Society	5024 – 54 Street, Innisfree AB T0B 2G0	780-720-3623 780-592-3786

2 NOTIFICATION

Effective communication is achieved through truth and transparency. Information will be shared based on timely collection, analysis and an understanding of what information is needed by the various stakeholders.

Notification of an imminent or emerging situation will be done according to the following general principles:

1. Begin immediate actions to communicate facts as quickly as possible.
2. Update information regularly as circumstances change.
3. Use multiple mediums to reach as many stakeholders / community members as possible.

The (DEM, DDEM, CAO) will be responsible to provide communication during and after a disaster.

The (DEM, DDEM, CAO) will provide notification of the emergency as soon as possible after activating the Emergency Plan.

- Notify the Emergency Agency and request they meet at their designated location if safe to do so, and instigate the call notification.

* SECTION 2.1 – EM Agency - Contacts/Messaging

- Inform the Alberta Emergency Management Agency (AEMA), Field Officer that the plan has been activated.
- Notify of the situation as appropriate:

- District Councillors (Local Authority)

Mayor Deborah McMann – 780-275-0101 / Email: debcmcom@yahoo.ca

Deputy Mayor Oudshoorn – 780-991-6984 / Email: will.oudshoorn@gmail.com

Councillor Cannan – 780-603-3202 / Email: aaroncannan@gmail.com

- Create AEA Alert notification

* SECTION 4 - Alerting

- Community Citizens

* SECTION 2.2 – Public Messaging

- Any other groups pre-agreed

Emergency Plan for Community
VILLAGE OF INNISFREE

#4

NAME:	Eldon Kostynuk, Innisfree Fire Chief		
Work Cell:	780-581-4597		
Email:	eldonarts@gmail.com		
Land Line:	n/a	Personal Cell:	n/a
Address:			

#8

NAME:	Mike Fundytus, County of Minburn Fire Chief		
Work Cell:	780-208-6434		
Email:	mfundytus@minburncounty.ab.ca		
Land Line:		Personal Cell:	
Address:			

#9

NAME:	Bobbi Jo Jackson		
Work Cell:	n/a		
Email:	admin@innisfree.ca		
Land Line:	780-592-3886	Personal Cell:	1-780-581-0599
Address:			

#7

NAME:			
Work Cell:			
Email:			
Land Line:			
Address:			

#8

NAME:			
Work Cell:			
Email:			
Land Line:			
Address:			

#9

NAME:			
Work Cell:			
Email:			
Land Line:			
Address:			

3 ALERTING - AEA & FREQUENCIES

ALBERTA EMERGENCY ALERT - AEA

The following community members are authorized to issue an alert on behalf of the community:

1. Mayor, Deborah McMann
2. ~~Deputy Mayor, William Oudshoorn~~ **CAO, Brooke Magosse**
3. ~~CAO, Brooke Magosse~~

Alerts will be issued as per AEA protocol.

EMERGENCY SERVICES FREQUENCIES COMMUNICATIONS PROFILE

Chan	Rx	Tone	Tx	Tone	Scan	Display	Description
1							
2							
3							
4							
5							
6							
7							
8							
9							

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
JANUARY 14, 2020.**

AMHSA LEADERSHIP
IN SAFETY
EXCELLENCE COURSE
– FEB 10-11, 2020
2020-01-14/10

Moved by Councillor Cannan that Council allow Brooke Magosse, Bobbi Jo Jackson and Justin Fleming attend the AMHSA Leadership in Safety Excellence Course hosted by the County of Minburn on February 10-11, 2020.

CARRIED.

**REQUEST TO INSTALL
SECURITY
SYSTEM/CAMERA'S –
FIREHALL
ADMINISTRATION/
PUBLIC WORKS
2020-01-14/11**

Moved by Deputy Mayor Oudshoorn that Council direct Administration to conduct further research and obtain quotes on Security System/Camera's for the Administration Office, Museum, Public Works Shop and Fire Hall. Further that this item be brought back to the February 18, 2020 Regular Council meeting.

CARRIED.

ALBERTA MUNICIPAL
AFFAIRS LETTER
JANUARY 2, 2020
2020-01-14/12

Moved by Deputy Mayor Oudshoorn that this item be received as information.

CARRIED.

COUNCILLOR REPORTS
2020-01-14/13

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

CARRIED.

NO STOPPING SIGNS –
INNISFREE DELNORTE
SCHOOL / ALBERTA
TRANSPORTATION
2020-01-14/14

Moved by Mayor McMann that Council direct Administration to contact Alberta Transportation to advise that Council has approved Alberta Transportation's offer to provide six (6) "No Stopping" signs to be installed along Highway 870 adjacent to Innisfree Delnorte School. Further that Public Works be directed to install the signs in the spring of 2020.

CARRIED.

ADMINISTRATION
REPORTS
2020-01-14/15

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

CARRIED.

Mayor McMann called for a recess at 7:00 PM.






Mayor McMann reconvened the meeting at 7:07 PM.

ALARM SYSTEM QUOTE (PUBLIC WORKSHOP)

Date: February 5, 2020

Customer Name: Village of Innisfree
 Location: Innisfree, AB
 Phone: (780) 592-3886
 Email: admin@innisfree.ca

Liberty Representative: Robert Welsh
 Phone: (780) 700-8199
 Office: 1 (866) 926-7233 Ext. 144
 Email: rwelsh@libertysecurity.ca

ALARM EQUIPMENT		
Quantity	Description	Customer Price
1	 Touchscreen Panel w/ Built in Siren	\$0.00
1	 Cellular/GSM Module (Liberty Live App)	
2	 Wireless Door/Window Sensor (MaxLife)	
2	 Wireless Motion Sensor	
1	 Wireless Glass Break Sensor	
Total		\$0.00

INSTALLATION		
Quantity	Description	Customer Price
1	Installation of Alarm System	\$149.00
Total		\$149.00 + GST






Package Type: Liberty Live + App Access
 Monthly Rate: \$45.99 + GST
 Agreement Length: 60 Months
 One Time Alarm System Activation Fee: \$0.00

ALARM SYSTEM QUOTE (FIRE HALL)

Date: February 5, 2020

Customer Name: Village of Innisfree
 Location: Innisfree, AB
 Phone: (780) 592-3886
 Email: admin@innisfree.ca

Liberty Representative: Robert Welsh
 Phone: (780) 700-8199
 Office: 1 (866) 926-7233 Ext. 144
 Email: rwelsh@libertysecurity.ca

ALARM EQUIPMENT		
Quantity	Description	Customer Price
1	 Touchscreen Panel w/ Built in Siren	\$0.00
1	 Cellular/GSM Module (Liberty Live App)	
2	 Wireless Door/Window Sensor (MaxLife)	
2	 Wireless Motion Sensor	
2	 Wireless Glass Break Sensor	
Total		\$0.00

INSTALLATION		
Quantity	Description	Customer Price
1	Installation of Alarm System	\$149.00
Total		\$149.00 + GST




Package Type: Liberty Live + App Access
 Monthly Rate: \$47.99 + GST
 Agreement Length: 60 Months
 One Time Alarm System Activation Fee: \$0.00

ALARM SYSTEM QUOTE (VILLAGE OFFICE)

Date: February 5, 2020

Customer Name: Village of Innisfree
 Location: Innisfree, AB
 Phone: (780) 592-3886
 Email: admin@innisfree.ca

Liberty Representative: Robert Welsh
 Phone: (780) 700-8199
 Office: 1 (866) 926-7233 Ext. 144
 Email: rwelsh@libertysecurity.ca

ALARM EQUIPMENT		
Quantity	Description	Customer Price
1	 Touchscreen Panel w/ Built in Siren	\$0.00
1	 Cellular/GSM Module (Liberty Live App)	
1	 Takeover Module	
Total		\$0.00

INSTALLATION		
Quantity	Description	Customer Price
1	Installation of Alarm System	\$149.00
Total		\$149.00 + GST

Package Type: Liberty Live + App Access
 Monthly Rate: \$40.99 + GST
 Agreement Length: 60 Months
 One Time Alarm System Activation Fee: \$0.00

AGREEMENT OPTIONS

Don't like the length of the industry standard 60 Month agreement? We also offer the following shorter agreement lengths.

- 48 Month Agreement = One-time Fee of \$100.00 + GST
- 42 Month Agreement = One-time Fee of \$150.00 + GST
- 36 Month Agreement = One-time Fee of \$200.00 + GST or add \$3.00 to the Monthly Rate

MONTHLY MONITORING RATE PAYMENT METHOD

Securtek

Basic Bundle

The Basic Bundle is perfect for anyone wanting traditional business security and who has their own phone line.

Our Basic Bundle includes:

- Intrusion monitoring
- Environmental monitoring (fire/smoke, carbon monoxide, temperature detection and moisture detection)
- Enhanced Call Verification
- The Basic Kit with **\$500** worth of equipment
- First year manufacturers' warranty

The Basic Kit includes:

- A control panel with keypad
- A power transformer
- A backup battery
- 2 door or window sensors
- 1 motion detector
- 1 smoke detector
- Signage (SecurTek window stickers, lawn signage and panel sticker)

Interactive Bundle

Keep tabs on what's going on at your business from your smartphone with the Interactive Bundle.

Our Interactive Bundle includes:

- Intrusion monitoring
- Environmental monitoring (fire/smoke, carbon monoxide, temperature detection and moisture detection)
- Enhanced Call Verification

- The Basic Kit (see above) with **\$1000** worth of equipment + **cellular radio**
- SecurTek-provided cellular access
- Interactive Services
- First year manufacturers' warranty

Our Interactive Services include:*

- Wireless alarm communications
- Remote monitoring and control from your smart device
- Customized notifications

Purchase

Security & Monitoring from
\$25.95/mo.*

[LEARN MORE](#)

Bundle

Security & Monitoring from
\$34.95/mo.*
+ free equipment

[LEARN MORE](#)

**For the most accurate pricing information please contact your local SecurTek Authorized Dealer as regional pricing may vary*

ADT - Telus Mobility

	Convenient	Connected <small>Most Popular</small>	Peace of Mind
<p>*Requires 36-month monitoring contract. Must be a TELUS mobility customer. Eligibility for TELUS mobility customer offers is subject to validation. Excludes taxes and fees. Installation & early termination fees apply. See terms and pricing here.</p> <p>†Requires 36-month monitoring contract. Excludes taxes and fees. Installation & early termination fees apply. See terms and pricing here.</p>	<p>TELUS mobility customer: \$30 / month</p> <p>Non-TELUS mobility customer: \$40 / month</p> <ul style="list-style-type: none"> The ability to control and monitor your business from your mobile or smart device. <p>Get a free quote</p>	<p>TELUS mobility customer: \$35 / month</p> <p>Non-TELUS mobility customer: \$45 / month</p> <ul style="list-style-type: none"> Everything from the Convenient package, PLUS The ability to set up automatic schedules for lights, thermostats, video and more! <p>Get a free quote</p>	<p>TELUS mobility customer: \$45 / month</p> <p>Non-TELUS mobility customer: \$55 / month</p> <ul style="list-style-type: none"> The most comprehensive package from ADT. Includes smart business automation and interactive video. View footage from your indoor and/or outdoor cameras. <p>Get a free quote</p>

24/7 monitoring + tech support ⓘ	✓	✓	✓
Professional installation ⓘ	✓	✓	✓
Smoke and fire monitoring (optional) ⓘ	✓	✓	✓
Carbon monoxide monitoring (optional) ⓘ	✓	✓	✓
ADT Smart Generation Panel ⓘ	✓	✓	✓
Exterior guard service* ⓘ	✓	✓	✓
Control from your smart device ⓘ	✓	✓	✓
Business Automation OR Remote Video ⓘ		Business Automation OR Remote Video	Business Automation AND Remote Video

Monitor

◆ Bundled rate
\$ 28 /mo³
(3 yr. term⁴)

When bundled with TELUS Business services. Regular price \$48/mo.

This security monitoring package is the perfect solution for businesses looking for a basic security system.

[Order Monitor Plan](#)

- 2 motion sensors
- 3 door sensors
- 1 indoor or outdoor video camera

Protect

◆ Bundled rate
\$ 38 /mo³
(3 yr. term⁴)

When bundled with TELUS Business services. Regular price \$58/mo.

A plan that shows what's happening in or around your premise, integrating security, safety and automation.

[Order Protect Plan](#)

- 3 motion sensors
- 3 door sensors
- 1 indoor or outdoor video camera
- Video analytics
- One of: Smart Lock, Smart Thermostat, or Additional Camera

Control

◆ Bundled rate
\$ 48 /mo³
(3 yr. term⁴)

When bundled with TELUS Business services. Regular price \$68/mo.

The most comprehensive protection and monitoring solution that lets you store even more video for longer.

[Order Control Plan](#)

- 4 motion sensors
- 4 door sensors
- 1 indoor or outdoor video camera
- Video analytics
- One of: Smart Lock, Smart Thermostat, or Additional Camera
- 1 TB video recorder

Telus Communications Business Services



Alberta Urban Municipalities Association

300, 8616 - 51 Ave, Edmonton, Alberta T6E 6E6
Tel: (780) 433-4431
Toll Free: 1-800-661-2862
Fax: (866) 652-2985
e-mail: accounting@auma.ca
www.auma.ca

INVOICE

Innisfree, Village of
Box 69
Innisfree, AB
T0B 2G0

Date: January 10, 2020
Invoice #: 20200236
Account #: 2420A

AUMA Membership Basic Fee		\$	835.00
Per Capita Fee - Based on population	1 to 3,500 @ \$0.8395	\$	187.21
223	3,501 to 10,000 @ \$0.9215	\$	0.00
==>	10,001 to 20,000 @ \$0.6963	\$	0.00
==>	20,001 to 30,000 @ \$0.4311	\$	0.00
==>	30,001 to 600,000 @ \$0.2866	\$	0.00
==>	600,001 and over @ \$0.1434	\$	0.00

Sub-total \$ **1,022.21**

GST @ 5.00 % (GST # R106694623) **51.11**

Total \$ **1,073.32**

Terms: Net 30 Days - Interest on overdue accounts will be charged at 1.5% per month (19.56% per annum)

We accept Visa and MasterCard payments (up to \$2,500.00) on our website at www.auma.ca

----- Keep upper portion for your records - Please return lower portion with your payment -----

Please Remit Payment to:

ALBERTA URBAN MUNICIPALITIES ASSOCIATION (AUMA)
300, 8616 - 51 Avenue
Edmonton, Alberta T6E 6E6

For inquiries email: accounting@auma.ca

Remittance Section:

Innisfree, Village of
Statement Date: January 10, 2020
Account #: 2420A
Invoice Number: 20200236
Total Due: \$1,073.32
Total Paid: _____



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED



WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

FORWARDED

JAN 21 2020

January 8, 2019

Village of Innisfree
Box 69
Innisfree, AB T0B 2G0

Hello Village of Innisfree:

2020 Annual Membership Renewal

Greetings from the dedicated team at the Alberta Urban Municipalities Association (AUMA). Please find enclosed your 2020 AUMA membership invoice. We are delighted to notify you that AUMA is holding its membership rates unchanged this year. For reference, the invoiced population totals are based on the September 2019 data as provided by Municipal Affairs.

We greatly appreciate your participation in Alberta's largest municipal government network, which exists because of our member municipalities. The collective power of our members enables us to support your municipality as it builds a thriving community. We do that through our advocacy and municipally-focused business services.

Advocacy Services

Your membership helps unify the municipal voice, capturing the attention of other orders of government. Over the past year we succeeded in advocating key issues affecting Alberta municipalities. We worked together to achieve:

- The announced fair property taxes on industrial-scale cannabis operations.
- Altering the population-based allocation of Gas Tax Funds in 2019, ensuring small to medium sized municipalities received the intended doubling of these funds.
- Regulatory amendments to improve the viability of recycling programs for designated materials.
- A legislated commitment for stable and predictable infrastructure funding through the Local Government Fiscal Framework (LGFF) which will replace the Municipal Sustainability Initiative (MSI).

We recognize that there is a great deal more work to be done to strengthen municipalities in these challenging fiscal times. Your municipality's membership and active participation will ensure our collective efforts will continue.

Business Services

AUMA's business services help sustain the advocacy activities we conduct for our members. Like unifying the municipal voice, our business services use the combined purchasing power of our members to address municipal needs. This means we focus on tailored specialized services for you, not profits for shareholders. As a result, here are just some of the benefits we can offer our members like you:

- **Shielded Insurance Premiums.** Members who are part of our insurance reciprocal are shielded from the market and pricing shocks being experienced by other entities in Alberta. Our 2020 General Insurance renewals will be sent out by the end of January, with insurance rates increasing less than 5% in 2020, well below the 20-50% increases experience by others.
- **Best Doctors.** Subscribers to our Employee Benefits Group Disability program receive access to *free* second opinions on their health and psychological treatments for them and their family members.
- **Attractive Interest Rates.** In partnership with the Government Financial Officers Association (GFOA) of Alberta and CIBC, we offer HISA, a pooled high interest savings account program.

Enclosed is more information on these services. If you have any questions, please call us at **310-AUMA (2862)** or e-mail us at **clientdevelopment@auma.ca**.

We thank you for your continued commitment to AUMA, and we look forward to working with you in 2020.

Yours truly,

A handwritten signature in black ink, appearing to read 'Dan Rude', with a long horizontal flourish extending to the right.

Dan Rude, AUMA CEO



**Mannville – Minburn – Innisfree
Family and Community Support Services**
[Yellowhead Community Support Society]

5004 - 49 Street Suite # 4 Box 534 Mannville AB T0B 2W0
Phone: 780-763-3005 or 3004 Fax: 780-763-3004
E-Mail: mmifcss@mannville.com Website: www.mannville.com
<http://mmifcss.wixsite.com/mmifcss>

A MULTI MUNICIPAL PROJECT

	Invoice Number:	MUN -INN – 2020	
	Billing Date:	Jan 17, 2020	
Send To:	Village of Innisfree		
Quantity	Description	Unit Price	Amount
Year 2020	F.C.S.S. Municipal Funding Contribution – [20%]	1837.75	1,837.75
Total Amount Due:	Balance Due		\$ 1,837.75
<i>Thank You</i>			
<i>Please retain as your receipt</i>			
	Date Paid		
	Method of Payment	Cash	Cheque #
	Initials		

- (a) The Minister shall provide the Municipality ninety (90) days' written notice of any proposed reduction.
 - (b) Upon receipt of the Minister's notice to reduce funding, the Annual Funding Amounts, or scheduled payments of Funding, the Municipality shall have thirty (30) days to either accept the reduction or terminate this Agreement. The Municipality's decision shall be communicated to the Minister in writing.
 - (c) If the Municipality chooses to terminate this Agreement, termination shall be effective thirty (30) days after the date of the notice of termination by the Municipality.
7. If the Minister determines there is unexpended Funding ("Surplus") during the Term or at any time following the expiry or termination of this Agreement, the Minister, in the Minister's sole discretion, may:
- (a) demand repayment of all or part of the Surplus by the Municipality to the Government of Alberta within ninety (90) days of the demand or the expiry or termination of this Agreement;
 - (b) adjust the total amount of Funding by withholding payment of any portion of Funding equal to the Surplus amount, or by setting-off the Surplus amount against any future scheduled payments of Funding in the Term;
 - (c) authorize the Municipality to retain the Surplus and redistribute the Surplus amount across the remaining year(s) of the Term; or
 - (d) apply the Surplus to any payment made by the Minister pursuant to a further grant agreement with the Municipality for the same or similar purpose.
8. The Municipality shall:
- (a) provide for the establishment, administration, and operation of a Family and Community Support Services Program (the "Program") in accordance with the *Family and Community Support Services Act* ("Act") and Family and Community Support Services Regulation ("Regulation").
 - (b) use the total anticipated Funding of \$119,291 including a required municipal contribution of at least \$23,858 to deliver the Program. The Municipality's Contribution for the Term is allocated as follows:
 - (i) \$7,953 for the first year of the Term (January 1, 2020 to December 31, 2020);
 - (ii) \$7,953 for the second year of the Term (January 1, 2021 to December 31, 2021);
 - (iii) \$7,953 for the third year of the Term (January 1, 2022 to December 31, 2022);
 - (c) prepare and submit Program and financial information required under the Act, within one-hundred and twenty (120) days of the end of the Municipality's fiscal year, or if the agreement with the Minister is terminated, within a period of time determined by the Minister.
 - (d) ensure that required program and financial information is collected, maintained, used, and disclosed in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*; and records identified as necessary under the Act must be kept for a period of five (5)

- years, in accordance with the retention schedule under which the Ministry operates.
9. If a disagreement arises between the parties regarding the expenditure of funding under the Act, the decision of the Minister to resolve the disagreement shall be final and conclusive.
 10. If, in the opinion of the Minister,
 - (a) The Municipality's program fails to meet the requirements of the Regulation; or
 - (b) the financial report of the Municipality,
 - (i) has not been submitted to the Minister within one-hundred twenty (120) days of the end of the Municipality's fiscal year;
 - (ii) does not meet the requirements of the Regulation; or
 - (iii) shows that the Municipality has wrongfully used funds provided to it under the Act,
 the Minister may withhold amounts of funding under any new agreement or require the Municipality to repay the amounts of funding that in the opinion of the Minister are equivalent to the value of the program components not met or the funds wrongfully used.
 11. Where 2 or more municipalities have entered into an agreement to provide joint Family and Community Support Services programs, the Municipality represents that pursuant to the agreement with the other municipalities, it has the authority to agree to the terms of this Agreement on their behalf.
 12. This Agreement may be terminated:
 - (a) at any time upon mutual written agreement of the parties; or
 - (b) by either party for any reason by providing one-hundred and eighty (180) days written notice to the other party.
 13. If this Agreement is terminated for any reason, the Municipality's obligations under clauses 7, 8(c), 8(d), and 10 continue.

The Municipality has signed this Agreement on the 18th day of December, 2019.
 The Minister has signed this Agreement on the 23rd day of December, 2019.

Signatures (Affix municipal corporate seal if applicable):

Jody Quickstad on behalf of
 Municipality's duly authorized signing
 officer(s)
 (Mayor, Reeve as the case may be)

Ken Dropko on behalf of the Minister
 Minister of Community and Social
 Services

Participating Municipalities

Title of **VILLAGE OF MANNVILLE**
 Program:

For the Period:

January 1, 2020 to December 31,
2022

Scope of Program: Multiple Municipality

List all participating municipalities.

MANNVILLE	\$73,380.00	
INNISFREE	\$22,053.00	

Funding Proportions:

\$95,433	\$23,858	\$119,291
Committed Provincial Contribution	Required Municipal Contribution	Total Sum
(\$0.25 per Committed Provincial \$1.00, which represents 20% of the Total Sum)		

Document History:

Time	User	Action	Comment
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RECEIVED

FEB 12 2020

Innisfree & District
Agricultural Society

P.O. Box 227 Innisfree, AB T0b 2G0

Jan. 24, 2020

Dear Village of Innisfree Council,

At the Annual Meeting held Jan.22, 2020 the members and board of the Innisfree & District Agricultural Society, passed a motion to write to the council of the Village of Innisfree and ask that the billing of utilities for our 3 buildings be returned to annual billing as it had in the past.


Yours sincerely,

Your Name



Tracy Rudolf

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	MMI FCSS
Meeting Date & Time:	Feb. 4, 2020 9:00 a.m.
Attendees:	Jannette Reidel, Doreen Ockerman, Val Mytz, Jocelyne Lenovaz, Deb McMann
Discussion:	Co-op Community Connector - Trailer Food Bank - some changes made Each One - Teach One - in Mannville in Feb Money Mentors Grade 9 Innisfree Babysitters Course - in Mannville Roots of Empathy - Innisfree & Mannville Volunteer AB Funding - Applying
Actions:	Awaiting funding \$ Blue Cross - spouses coverage ceases - under 65
Future Items:	- Looking at purchasing supplies - inventory for kids → seniors. - Engagement review to be completed Canada Summer Jobs - apply NOW
Submitted By:	 Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICERS REPORT

JANUARY 14, 2020 – FEBRUARY 18, 2020

Administration

○ **Finances:**

- **Year end**

i. Once our Audit is completed, Administration will finalize Year End Reporting.

- **Budget**

i. Finalized Budget will be presented after audit is completed in March 2020.

ii. Water Rate Scenarios will be presented in March/April with the budget. Would be best to incorporate it with the Tax Rate Bylaw.

- **Grant Funding**

i. SFE's for MSI and Gas Tax have been completed and certified. This is great news. The Village will now get their grant funding.

ii. Administration is going to submit an application for new Flower Pots. The current flower pots being used are falling apart and should be replaced. We have found some nice pots for around \$30-\$50. We would like to purchase around 20 pots. Not all will be used, however would be beneficial to have replacements available. **Pease pass a motion to approve Administration to purchase new Flower pots.**

- **Audit**

i. Auditors are currently at the Administration Office.

○ **Events**

- Planning for Canada Day event will begin in mid-late February. Stay posted.

○ **December 12, 2019 Tax Sale**

- The Village contacted our Legal Counsel on the 4 properties that have been consumed by the Village. This letter informs the landowners that the Village has taken over and their property is currently in Tax Forfeiture. Also, this letter outlines what the landowner can do to recovery their property and also what the Village can do in order to recover outstanding taxes.

Administration would like Councils approval to contact a realtor in order to list all properties that the Village have consumed. Please pass a motion.

- **AMHSA Course – Vegreville (February 10-11, 2020)**
 - Administration and Public works attended the AMHSA Course in Vegreville on February 10-11, 2020. This course talked about Work Place Health and Safety, OH&S regulations, Reporting and investigating incidents in the Work Place. This course was extremely beneficial and Administration learnt a lot. There are a lot of Policies that should be in place that aren't.
Administration will be bringing forward an amended Health and Safety Manual/Policy that will need to be reviewed and approved by Council.

Public Works

- **General**
 - Public works has been doing an excellent job with snow removal. Keep up the good work.
- **Water Meter Replacement**
 - Public Works will be going door to door to replace water meters to those residents that have not be scheduled.

Bylaw Enforcement

Bylaw Enforcement is on-going.

UPCOMING EVENTS:

- March 17, 2020 – Regular Council meeting

ACTION LIST

1. **Please see attached.**

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
2019-07-16/07	Request for Decision – Proposed Utility Rates	Admin		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
2020-01-14/03	Innisfree Emergency Plan/Emergency Management Program	Admin		X
2020-01-14/11	Request to Install Security System/Camera’s – Firehall/Administration/Public Works	Admin		X



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
TAXATION			
1-00-00-110	Taxes Residential	175,000.00	0.00
1-00-00-111	Taxes Non-Residential	50,000.00	(375.00)
1-00-00-112	Taxes M & E	1,800.00	0.00
1-00-00-190	Taxes Linear	20,750.00	0.00
1-00-00-230	Taxes Federal GIL	900.00	0.00
1-00-00-321	ASFF Residential Levy	26,500.00	0.00
1-00-00-322	ASFF Non-Residential Levy	11,000.00	0.00
1-00-00-330	Seniors Housing Levy	1,950.00	0.00
*	TOTAL TAXATION	287,900.00	(375.00)
REQUISITIONS			
2-00-00-321	ASFF Requisition Residential	36,700.00	0.00
2-00-00-330	Seniors Foundation Requisition	1,950.00	0.00
*	TOTAL REQUISITIONS	38,650.00	0.00
**P	TOTAL TAX AVAILABLE FOR MUNICI	249,250.00	(375.00)
GENERAL REVENUE			
1-00-00-510	Penalties Taxes	26,900.00	20,507.01
1-00-00-540	Franchise Fees - Natural Gas	24,750.00	2,976.95
1-00-00-541	Franchise Fees - Electricity	24,750.00	1,317.80
1-00-00-550	Bank Interest	3,500.00	285.64
1-01-00-590	Other Revenue Own Sources Invest	100.00	0.00
1-11-00-152	Council Health Benefit Cost Recovery	2,300.00	0.00
**	TOTAL GENERAL REVENUE	82,300.00	25,087.40
ADMIN REVENUE			
1-12-00-401	Sales Photocopies, Faxes, Services	975.00	74.00
1-12-00-402	Flower Pots	300.00	0.00
1-12-00-430	Sales Hats, Pins, Promotional	25.00	0.00
1-12-00-560	Rental Revenue Adm	8,845.00	900.00
1-12-00-590	Other Revenue Own Sources Adm	5,630.00	0.00
1-12-00-840	Grants Conditional Provincial Adm	169,209.00	158,602.00
1-12-00-911	LTO Cost Recovery	250.00	0.00
**	TOTAL ADMIN REVENUE	185,234.00	159,576.00
FINE REVENUE			
**	TOTAL FINE REVENUE	0.00	0.00
FIRE REVENUE			
1-23-00-410	Fees Fire Fighting	14,500.00	818.50
1-23-00-415	Fire Dept Donations	300.00	0.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,500.00	5,182.51
**	TOTAL FIRE REVENUE	35,300.00	6,001.01



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
BYLAW REVENUE			
1-26-00-522	License Animal	450.00	420.00
1-26-00-523	Business Licenses	350.00	375.00
1-26-00-590	Fines Bylaw	150.00	0.00
** TOTAL BYLAW REVENUE		950.00	795.00
PUBLIC WORKS REVENUE			
1-32-00-430	Sales Service (Grass,Snow)	1,450.00	0.00
1-32-00-560	PW Rental Revenue	200.00	0.00
1-32-00-830	Grants Federal (CSJ) PW	4,200.00	0.00
** TOTAL PUBLIC WORKS REVENUE		5,850.00	0.00
STORMWATER REVENUE			
1-37-00-410	Stormwater Infrastructure Renewal	4,500.00	820.38
** TOTAL STORMWATER REVENUE		4,500.00	820.38
WATER REVENUE			
1-41-00-410	Water Consumption	36,750.00	5,771.70
1-41-00-411	Regional Water Fund	22,300.00	3,915.00
1-41-00-412	Water Base Fee	29,500.00	4,581.25
1-41-00-510	Penalties Water	2,450.00	294.21
** TOTAL WATER REVENUE		91,000.00	14,562.16
SEWER REVENUE			
1-42-00-410	Billings Sewer	33,100.00	5,733.50
** TOTAL SEWER REVENUE		33,100.00	5,733.50
SOLID WASTE			
1-43-00-410	Billings Garbage	47,475.00	7,841.25
1-43-00-411	Regional SWM Infrastructure Fee	17,175.00	3,031.00
** TOTAL SOLID WASTE		64,650.00	10,872.25
COMMUNITY REVENUE			
** TOTAL COMMUNITY REVENUE		0.00	0.00
LAND REVENUE			
1-61-00-522	Permits (Development, Subdivision)	125.00	0.00
1-61-00-840	Grants - Provincial	10,000.00	0.00
** TOTAL LAND REVENUE		10,125.00	0.00
RECREATION REVENUE			
1-72-00-590	Fees Park Grounds	22,350.00	0.00
1-72-00-591	Fees Park Concession	1,850.00	0.00
1-72-00-830	Federal Conditional Grants	2,100.00	0.00
** TOTAL RECREATION REVENUE		26,300.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
CULTURAL REVENUE			
**	TOTAL CULTURAL REVENUE	0.00	0.00
***	TOTAL REVENUE	788,559.00	223,072.70
COUNCIL EXPENSE			
2-11-00-151	Fees Council	9,500.00	472.50
2-11-00-152	Benefits Council	1,975.00	182.47
2-11-00-211	Travel/Subsistence Council	2,000.00	0.00
2-11-00-212	Conventions/Seminars Council	3,500.00	0.00
2-11-00-274	Council Insurance	2,000.00	0.00
**	TOTAL COUNCIL EXPENSE	18,975.00	654.97
ADMIN EXPENSE			
2-12-00-110	Salaries & Wages Adm	68,500.00	5,069.09
2-12-00-111	Honorarium (Admin)	750.00	0.00
2-12-00-130	Employer Contributions Source Adm	5,500.00	357.58
2-12-00-131	Employer Benefits Adm	10,000.00	1,561.54
2-12-00-135	Workers Compensation ADM	1,650.00	0.00
2-12-00-211	Travel/Subsistence Adm	1,100.00	0.00
2-12-00-212	Education Adm	750.00	0.00
2-12-00-215	Telecommunications	5,800.00	840.55
2-12-00-216	Postage & Freight	2,300.00	0.00
2-12-00-220	Membership Dues Adm	1,300.00	0.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	10,000.00	1,036.76
2-12-00-230	Audit/Assessor Fees Adm	15,250.00	1,130.00
2-12-00-250	Contracted Services Adm	10,000.00	1,907.31
2-12-00-274	Insurance Adm	3,275.00	0.00
2-12-00-510	Goods & Services Adm	30,000.00	347.95
2-12-00-540	Utilities Heat Adm	1,450.00	0.00
2-12-00-541	Utilities Power Adm	2,220.00	0.00
2-12-00-810	Bank Charges Adm	1,520.00	90.56
2-12-00-911	Land Title Charges	750.00	0.00
2-12-00-995	Legal Expenses	25,000.00	305.34
2-12-00-770	Grants to Organizations Adm	150.00	0.00
2-12-00-790	Amortization Expense Adm	600.00	0.00
**	TOTAL ADMIN EXPENSE	197,865.00	12,646.68
FIRE EXPENSE			
2-23-00-120	Salaries & Wages Fire	20,700.00	1,622.00
2-23-00-211	Travel & Subsistence Fire	500.00	0.00
2-23-00-215	Telecommunications Fire	2,900.00	290.39
2-23-00-234	Training Fire	6,000.00	0.00
2-23-00-250	Contracted Services Fire	3,000.00	0.00
2-23-00-274	Insurance Fire	2,000.00	0.00
2-23-00-510	Supplies & Equipment Fire	10,000.00	783.75
2-23-00-540	Utilities Heat Fire	2,150.00	0.00
2-23-00-541	Utilities Power Fire	1,700.00	0.00
2-23-00-762	Transfer to Capital Reserves Fire	4,000.00	0.00
2-23-00-790	Amortization Expense Fire	2,525.00	0.00
**	TOTAL FIRE EXPENSE	55,475.00	2,696.14



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
EMGERENCY SERVICE EXPENSE			
2-25-00-310	911 Requisition	1,430.00	1,427.20
**	TOTAL EMGERENCY SERVICE EXPENS	1,430.00	1,427.20
BYLAW EXPENSE			
2-26-00-221	Bylaw Advertising	150.00	0.00
2-26-00-222	Bylaw Enforcement Costs	500.00	0.00
2-26-00-510	Animal Control Goods & Services	250.00	0.00
**	TOTAL BYLAW EXPENSE	900.00	0.00
PUBLIC WORKS EXPENSE			
2-32-00-110	Salaries & Wages PW	22,950.00	2,127.42
2-32-00-111	Honorarium (PW)	750.00	0.00
2-32-00-130	Employer Contributions Source PW	3,000.00	148.03
2-32-00-131	Employer Benefits PW	5,000.00	446.83
2-32-00-211	Travel & Subsistence PW	100.00	0.00
2-32-00-215	Telecommunications PW	2,575.00	195.19
2-32-00-250	Contracted Services PW	20,000.00	0.00
2-32-00-270	CN Services PW	130.00	0.00
2-32-00-274	Insurance PW	5,200.00	0.00
2-32-00-510	Goods & Services PW	50,000.00	627.50
2-32-00-521	Fuel & Oil PW	7,000.00	0.00
2-32-00-540	Utilities Heat PW	1,500.00	0.00
2-32-00-541	Utilities Power (Street/Shop) PW	50,500.00	0.00
2-32-00-762	Transfer to Capital PW	9,500.00	0.00
2-32-00-790	Amortization Expense PW	12,500.00	0.00
**	TOTAL PUBLIC WORKS EXPENSE	190,705.00	3,544.97
STORM DRAINAGE EXPENSE			
2-37-00-510	Goods & Equipment Repairs - Storm Draina	750.00	0.00
**	TOTAL STORM DRAINAGE EXPENSE	750.00	0.00
WATER EXPENSES			
2-41-00-110	Salaries & Wages Water	8,000.00	911.75
2-41-00-130	Employer Contributions Source Water	1,200.00	63.45
2-41-00-131	Employer Benefits Water	850.00	73.00
2-41-00-215	Telecommunications - Water	660.00	140.43
2-41-00-250	Contracted Services Water	7,000.00	0.00
2-41-00-274	Insurance Water	3,400.00	0.00
2-41-00-350	ACE Regional Water Purchase	51,500.00	0.00
2-41-00-510	Goods & Services Water	2,500.00	0.00
2-41-00-540	Utilities Heat Water Plant	1,375.00	0.00
2-41-00-541	Utilities Power Water Plant	5,450.00	0.00
2-41-00-840	750-Capital ACE Water Contribution	24,140.00	0.00
2-41-00-790	Amortization Expense Water	66,900.00	0.00
**	TOTAL WATER EXPENSES	172,975.00	1,188.63
SEWER EXPENSE			
2-42-00-110	Salaries & Wages Sewer	7,600.00	525.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual
2-42-00-130	Employer Contributions Source Sewer	1,000.00	36.88
2-42-00-131	Employer Benefits Sewer	850.00	0.00
2-42-00-215	Freight/Phone/Postage Sewer	50.00	0.00
2-42-00-250	Contracted Services Sewer	3,500.00	0.00
2-42-00-274	Insurance Sewer	1,275.00	0.00
2-42-00-510	Goods & Services Sewer	5,000.00	0.00
2-42-00-541	Utilities Power Sewer Lift Stations	4,700.00	0.00
2-42-00-762	Transfer to Capital Sewer	10,000.00	0.00
2-42-00-790	Amortization Expense Sewer	26,000.00	0.00
** TOTAL SEWER EXPENSE		59,975.00	561.88
GARBAGE EXPENSE			
2-43-00-110	Salaries & Wages Garbage	18,500.00	1,611.74
2-43-00-130	Employer Contributions Source Garbage	2,500.00	112.61
2-43-00-131	Employer Benefits Garbage	2,000.00	72.98
2-43-00-250	Contracted Services Garbage	24,500.00	0.00
2-43-00-274	Insurance Garbage	360.00	0.00
2-43-00-510	Goods & Services Garbage	500.00	0.00
2-43-00-762	Transfer to Capital Garbage	18,500.00	0.00
2-43-00-790	Amorization Expense Garbage	2,165.00	0.00
** TOTAL GARBAGE EXPENSE		69,025.00	1,797.33
FCSS EXPENSE			
2-51-00-351	FCSS Requisition	2,100.00	0.00
** TOTAL FCSS EXPENSE		2,100.00	0.00
PLANNING EXPENSE			
2-61-00-510	General Goods & Services	500.00	0.00
2-61-00-250	Contracted Services	5,500.00	0.00
2-61-00-840	Grants - Provincial	10,000.00	0.00
** TOTAL PLANNING EXPENSE		16,000.00	0.00
LAND PURCHASES EXPENSE			
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00
RECREATION E XPENSES			
2-72-00-130	Employer Contributions Source Recreation	100.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	750.00	180.43
2-72-00-221	Printing/Advertising/Subscriptions	400.00	0.00
2-72-00-250	Contracted Services Recreation	12,275.00	0.00
2-72-00-255	Maintenance Sports Grounds	750.00	0.00
2-72-00-274	Insurance Recreation	3,000.00	0.00
2-72-00-510	Goods & Services Recreation	11,000.00	0.00
2-72-00-511	Rec Park Float	100.00	0.00
2-72-00-521	Fuel and Oil Park	500.00	0.00
2-72-00-540	Utilities Heat Park Building	700.00	0.00
2-72-00-541	Utilities Power Park Grounds	5,530.00	0.00
2-72-00-591	Concessions Park Grounds	850.00	0.00
2-72-00-762	Transfer to Capital Recreation	5,000.00	0.00
2-72-00-790	Amortization Expense Recreation	8,450.00	0.00



Village of Innisfree

Revenue & Expense Report

Page 6 of 6
2020-Feb-13
1:03:00PM

General Ledger	Description	2020 Budget	2020 Actual
**	TOTAL RECREATION E XPENSES	49,405.00	180.43
	CULTURE EXPENSES		
2-74-00-221	Printing/Advertising/Subscriptions	500.00	0.00
2-74-00-250	Contracted Services Library/Museum	100.00	0.00
2-74-00-274	Insurance Cultural Organization	1,600.00	0.00
2-74-00-300	Regional Library Requisition	1,200.00	1,166.29
2-74-00-350	Local Municipal Library Grant	7,000.00	0.00
2-74-00-540	Utilities Heat Museum	2,350.00	0.00
2-74-00-541	Utilities Power Museum	1,250.00	0.00
**	CULTURE EXPENSES	14,000.00	1,166.29
***	TOTAL EXPENSES	849,580.00	25,864.52
****	(SUPLUS)/DEFICIT	61,021.00	(197,208.18)

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-02-12

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		20,499.25			
Sub Ledger					General Ledger					
		Current	16,039.81							
		1 Year	72,070.43			3-00-00-211	16,039.81			
		2 Years	49,681.39			3-00-00-212	174,944.22			
		3 Years	25,244.05			Totals	<u>190,984.03</u>			
		Over 3	27,948.35							
		Outstanding	<u>190,984.03</u>							
						Total GL	190,984.03			
						Total SL	190,984.03			
						Proof	<u>0.00</u>			

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2020-02-12

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	12,407.78		
Overdue 1	4,979.13	3-00-00-274	27,055.51
Overdue 2	2,256.85		
Overdue 3	1,747.30		
Overdue 4	5,664.45		
Outstanding	27,055.51	Totals	27,055.51
		Total GL	27,055.51
		Total SL	27,055.51
		Proof	0.00

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200004	2020-01-13	Nedzielski, Karen	3-00-00-211	202001131	PAYMENT CREDIT BALANCE PAID	375.00	375.00
20200005	2020-01-16	East Central 911 Call Answer Soc	2-25-00-310	20-019	PAYMENT DISPATCH FEES: JANUARY-DECEME	1,427.20	1,427.20
20200006	2020-01-16	Innisfree Curling Club	2-12-00-221	29	PAYMENT ICE DECAL ADVERTISING 2020 SEA€	100.00	100.00
20200007	2020-01-16	Innisfree Ukrainian Dancers	2-12-00-415	2020-01-14	PAYMENT Motion 2020-01-14/08 - Malanka Donat	50.00	50.00
20200008	2020-01-16	Municipal Assessment Services	2-12-00-230	V00983	PAYMENT 2020 ASSESSMENT SERVICES Q1 J/	1,186.50	1,186.50
20200009	2020-01-16	Securtek - A SaskTel Company	2-12-00-250	R0010239396	PAYMENT 2020 MONITORING SERVICES	302.40	302.40
20200010	2020-01-16	Telus Communications Company	2-12-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215 2-23-00-215	Dec28 - Jan27 Dec28 - Jan27 Dec28 - Jan27 Dec28 - Jan27 Dec28 - Jan27 Dec28 - Jan27	PAYMENT 2 Cable Mileage 780-592-2010 780-592-2414 780-592-3729 (Fax) 780-592-3886 (Office) 780-592-3939 (Fire Hall)	45.82 73.73 94.73 74.26 120.56 73.73	482.83
20200011	2020-01-16	Telus Communications Company	2-12-00-215	Dec28 - Jan27	PAYMENT CHARGES FOR 780-592-2041	105.15	105.15
20200012	2020-01-16	Telus Mobility	2-12-00-215 2-32-00-215	Jan02 - Feb01 Jan02 - Feb01	PAYMENT 780-581-3380 (Admin) 780-787-0568 (PW)	105.67 94.75	200.42
20200013	2020-01-16	ACE	2-41-00-350	INN-12312019	PAYMENT DECEMBER 2019 CONSUMPTION	9,265.92	9,265.92
20200014	2020-01-16	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 2-32-00-541 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 2-32-00-541	20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929 20-1031929	PAYMENT New PW Shop WTP Museum Fire Hall Village Office Sentinel Lights New PW Shop WTP Old PW Shop Musuem Fire Hall Village Office Lift Station Lift Station Lift Station Rec Park Xmas Lights Street Lights	178.95 155.51 390.46 331.63 139.45 46.33 445.13 744.13 21.00 129.51 185.14 262.66 245.91 117.49 167.00 112.68 181.79 4,755.19	8,609.96
20200015	2020-01-16	Brownlee LLP	2-12-00-995	491743	PAYMENT FOIP REQUEST FOR REVIEW - GRAI	321.37	321.37
20200016	2020-01-16	Cornerstone Co-Operative	2-12-00-510	Dec1 - Dec31	PAYMENT HOTDOGS AND BUNS FOR CHRISTM	95.74	95.74
20200017	2020-01-16	County of Minburn	2-43-00-250	28447	PAYMENT TIPPAGE AND TRUCKING	1,746.43	1,746.43
20200018	2020-01-16	Desjardins Card Services	2-12-00-510 2-12-00-510	24-12-2019 24-12-2019	PAYMENT Coloured Papers Coffee Pods	96.02 18.99	115.01
20200019	2020-01-16	Hiway 16 News	2-12-00-221	3524	PAYMENT 1/8 Colour Dec 18 - Fire Department R€	141.75	913.50



Village of Innisfree

Cheque Listing For Council

2020-Feb-12

4:02:54PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200019	2020-01-16	Hiway 16 News	2-12-00-221 2-12-00-221 2-12-00-221	3524 3524 3524	1/8 Colour Dec 18 - Holiday Message QPage Colour Dec 11 & 18 - IDP Land 1/8 B&W Nov 27 & Dec 4 - Notice to Te	141.75 420.00 210.00	913.50
20200020	2020-01-16	Metrixs Group LLP	2-12-00-230	Dec31-2019	PAYMENT 1ST AUDIT BILLING FOR THE YEAR I	4,200.00	4,200.00
20200021	2020-01-16	Minco Gas Co-op Ltd.	2-72-00-540	Dec31, 2019	PAYMENT REC PARK GAS	81.95	81.95
20200022	2020-01-16	Suncor Energy Products Partnersl	2-32-00-521	20-01-01	PAYMENT PUBLIC WORKS FUEL	183.36	183.36
20200023	2020-01-16	Town of Vegreville	2-41-00-250	IVC55260	PAYMENT WTP SUPERVISON DECEMBER 2019	517.36	517.36
20200024	2020-01-29	ATB Financial MasterCard	2-12-00-221 2-12-00-510 2-32-00-215	Dec13-Jan13 Dec13-Jan13 Dec13-Jan13	PAYMENT Canada Post - Mail Adobe PDF Viewer MCSNet-PW Shop	586.76 21.38 104.95	713.09
20200025	2020-01-29	Brownlee LLP	2-12-00-995 2-12-00-995 2-12-00-995	492164 492188 492667	PAYMENT GRANT BERGMAN-TAX BYLAW CHAI GRANT BERGMAN-TAX NOTICE CHA AUDIT LETTERS	1,355.47 2,127.48 320.61	3,803.56
20200026	2020-01-29	County of Minburn	2-43-00-250	28462	PAYMENT 2019 GROUNDWATER MONITORING	534.51	534.51
20200027	2020-01-29	Kostynuk, Eldon	2-23-00-215	January2020	PAYMENT FIRE CHIEF CELL PHONE COVERAG	50.00	50.00
20200028	2020-01-29	McEwen, Darlene	2-12-00-250	January2020	PAYMENT JANUARY CLEANING SERVICES	270.00	270.00
20200029	2020-01-29	MCSNET	2-23-00-215	Jan15,2020	PAYMENT FIREHALL WIFI	104.95	104.95
20200030	2020-01-29	Municipal Information Systems Inc	2-12-00-250	20192380	PAYMENT SOFTWARE INSTALLATION PLAN 17.	1,416.78	1,416.78
20200031	2020-01-29	Northern Lights Library System	2-74-00-300	8978	PAYMENT NLLS MUNICIPAL LEVY	1,166.29	1,166.29
20200032	2020-01-29	Tim's Locksmithing	2-23-00-510	9071	PAYMENT FIRE HALL CODE CHANGE AND DOC	171.15	171.15

Total 38,510.43

*** End of Report ***

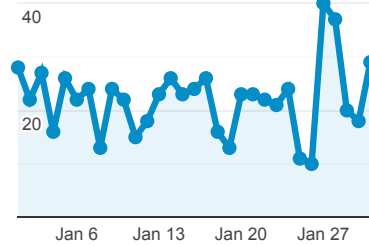
Village of Innisfree Monthly Stats

Jan 1, 2020 - Jan 31, 2020

All Users
100.00% Sessions

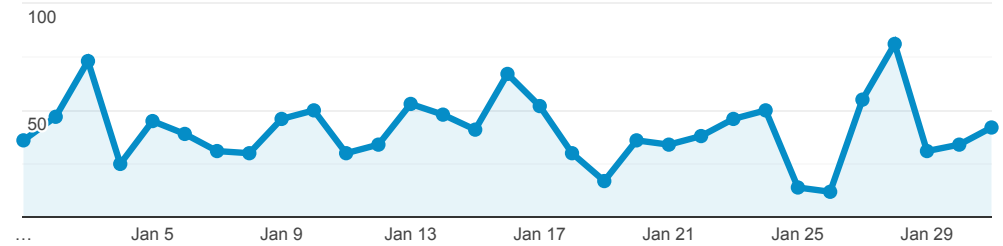
Visits

● Sessions



Pageviews

● Pageviews



Visits and Pages/Visit by Source/M...

Source / Medium	Sessions	Pages / Session
google / organic	355	2.27
(direct) / (none)	260	1.27
m.facebook.com / referral	26	1.42
bing / organic	15	2.93
yahoo / organic	9	1.67
townlife.com / referral	4	2.50
en.wikipedia.org / referral	3	3.00
ca.search.yahoo.com / referral	2	1.00
duckduckgo / organic	2	1.50
qwant.com / referral	2	1.00

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Innisfree-Recreation-Centre_12449	15	14
/places/Innisfree-Hotel_12463	12	11
/places/Innisfree-Petro-Canada_12461	7	5
/places/Greg-s-Truck-Stop-Cafe_12462	4	3
/places/Nutrien-Ag-Solutions_12465	4	4
/places/Ron-s-Auto--Ag_12451	3	3
/places/Minco-Gas_12466	2	2
/places/Prairie-Rose-Veterinary-Clinic_12599	2	2
/places/VM-Systems_12454	2	1
/places/ATB-Financial-Agency_12457	1	1

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	417	347
/Employment	88	63
/About-Innisfree	48	38
/115/businesses	46	28
/page/contact/422	41	34
/search/Canada/Alberta/Innisfree/422?site_id=422&commit=SEARCH	36	26
/document/library/402/category/2587/Council-Minutes	26	22
/bylaw/library/52	21	13
/blogs/show_entry/13032/Innisfree-Malanka-January-18-2020	19	13
/115/businesses/12447/255/Innisfree-Recreational-Park	18	16

Map Overlay

Country	Sessions	Pages / Session
Canada	516	2.03
United States	99	1.23
South Korea	11	1.00
Japan	6	1.00
China	5	1.00
India	5	1.40
Philippines	4	2.25
Vietnam	4	1.25
Italy	3	1.00

Visits and Pages/Visit by Browser

Browser	Sessions	Pages / Session
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Malaysia	3	1.33
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Chrome	344	1.97
Safari	176	1.53
"	38	1.00
Firefox	33	2.76
Internet Explorer	32	2.47
Edge	21	2.29
Safari (in-app)	21	1.52
Samsung Internet	16	1.56
Android Webview	3	1.67
e.ventures Investment Crawler	1	1.00

Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
No	408	1.85
Yes	278	1.85

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	26	37

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	551	1.65
Returning Visitor	135	2.65

Visits by Keyword

Keyword	Sessions
(not provided)	363
(not set)	2
innisfree ab	2
2020 malanka celebrations in alberta	1
bill osadiuk innisfree alberta	1
innisfree alberta	1
innis free	1
innisfree	1
innisfree canada	1
innisfree canada jobs	1

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	146	1.49
Apple iPad	15	2.13
(not set)	6	1.83
Samsung SM-G960W Galaxy S9	6	3.17
Samsung SM-A520W Galaxy A5 (2017)	5	1.40
Samsung SM-G950F Galaxy S8	4	4.00
Samsung SM-G965W Galaxy S9+	4	1.75
Apple iPhone 8	3	1.00
Apple iPhone XR	3	2.67
LG H873 G6	3	1.00



Deputy Minister
18th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR99654

Dear Chief Administrative Officers:

With the April 1, 2020 completion date for intermunicipal collaboration frameworks (ICFs) and intermunicipal development plans (IDPs) approaching, I want to thank you for the work that is being done to meet the legislated requirements.

For those who have completed their ICFs and IDPs, I congratulate you and trust that you have found the discussions with your neighbours to be a useful review of your shared service and planning arrangements. For those that are still in the process of finalizing your ICFs and IDPs, I would like to share some information that may assist you, especially in light of recent amendments to the *Municipal Government Act (MGA)*.

In November 2019, the Minister wrote to all municipalities to announce amendments to the ICF and IDP requirements. The amendments have focused ICF negotiations on services that benefit residents in more than one of the municipalities. The ICF must describe these services, identify which municipality is responsible for providing which service, and outline how the services will be delivered and funded. To the extent that both municipalities are satisfied with how these services are delivered and funded, completion of the ICF should be straightforward and can reference existing agreements.

Where one or both municipalities are not satisfied with current delivery and/or funding arrangements, some work will be required. Ideally, the two municipalities are able to fully negotiate the details of an acceptable agreement by April 1. However, there are other creative ways to meet the upcoming deadline. For example, the two municipalities could agree to maintain existing arrangements for a set period of time (e.g. 1-2 years) and write into their ICF agreement a commitment to renegotiate the terms of that specific service by the end of that time period. This would still allow the ICF requirements to technically be met by April 1, 2020.

.../2

Amendments to the MGA have also significantly streamlined IDP requirements. Going forward, an ICF will now be considered complete even if an IDP is not in place. In addition, municipalities can now opt out of completing an IDP as long as the parties agree that they do not require one. If one or both municipalities believe that an IDP is required, the IDP must be in place by April 1, 2020.

If the ICF is not completed by April 1, 2020, arbitration is mandatory and municipalities will need to jointly select an arbitrator. If an IDP is required and is not completed by April 1, 2020, the Minister must refer the matter to the Municipal Government Board for recommendations, and may subsequently order the municipalities to establish an IDP in accordance with those recommendations.

In all cases, a locally developed ICF and IDP solution is the preferred approach – both the arbitration process and the MGB process remove the decision from local control, and can be time consuming and costly. As such, I encourage you to continue negotiations with an openness to reasonable compromise.

The Minister has indicated that he is generally not prepared to support extensions to the deadline, except in exceptional circumstances, or where municipalities simply need an additional one to two months to complete the process. In any case, requests for extensions will only be considered if both municipalities indicate their support by council resolution.

One-year extensions to April 1, 2021, were previously approved for ICFs and IDPs between rural municipalities (municipal districts, counties, special areas, improvement districts and rural specialized municipalities), between members of the same growth management board, and between a growth management board member and a non-member located within its boundary, on the condition that both parties agree and file supporting council resolutions with the Minister. These extensions continue to be available.

If you require information on the ICF or IDP requirements or have any additional questions, please contact an intermunicipal relations advisor toll-free at 310-0000, then 780-427-2225, or by email at icf@gov.ab.ca.

Sincerely,



Paul Wynnyk
Deputy Minister

January 15, 2020

Dear Municipal Elected Officials and Leaders

Re: Legalization of Edibles, Extracts and Topicals (EET) - Information for Municipalities

I am pleased to provide you with the attached resource titled: *Phase Two of Cannabis Legalization - Edibles, Extracts and Topicals, Public Health Information for Municipalities*. Phase 2 of the federal government plan to legalize and regulate Edibles, Extracts and Topical (EET) forms of cannabis began on October 17, 2019, when the Cannabis Act was amended. Legal EET products are expected to be available in regulated cannabis retail stores by mid-January 2020. The legalization of EETs, three new and/or expanded classes of cannabis products, will have an impact on your existing local bylaws regarding consumption of cannabis in public places.

Alberta Health Services (AHS) advises that a precautionary approach be taken to minimize substance use harms and unintended consequences. This approach recognizes that it is easier to relax or remove restrictions at a later date than to tighten them after decisions have been announced, bylaws have been enacted, and investments have been made. This precautionary approach is consistent with the recommendations of the Federal Task Force on the Legalization and Regulation of Cannabis (Government of Canada, 2016). It applies the wisdom and lessons learned from alcohol and tobacco policy, which is to begin with more restrictive regulations and ease restrictions only as evidence becomes available.

AHS has developed the attached resource for municipalities to provide relevant information to assist in developing or revising local bylaws. This document outlines how EET may impact local regulations and how you can use this opportunity to strengthen or create new bylaws, based on a public health approach. It addresses consumption in public places, medical exemptions, multi-unit housing and festivals.

The location, method and accumulated volume of cannabis consumption can create a number of concerns, including increased youth access and increased normalization among youth due to increased visibility and exposure. Public consumption bylaws have the potential to protect the community and its citizens. Effective regulation, as identified in the intent behind federal legalization, supports federal and provincial goals to keep cannabis out of the hands of youth and to protect public health and safety.

AHS recognizes municipalities as important partners in public health. If you would like more information or support as you and your Council consider the impact of EET on your local bylaws, please feel free to contact me directly.

Sincerely,

Dr. Ifeoma Achebe
Lead Medical Officer of Health, Central Zone
Alberta Health Services

Attached: Phase Two of Cannabis Legalization - Edibles, Extracts and Topicals, Public Health Information for Municipalities

Phase 2 of Cannabis Legalization – Edibles, Extracts and Topicals

PUBLIC HEALTH INFORMATION FOR MUNICIPALITIES

Alberta Health Services (AHS) recognizes that municipalities have options for their cannabis-related bylaws now that Edibles, Extracts and Topicals are included in the federal Cannabis Act. To assist in making these complex decisions, AHS encourages municipalities to consider social and health harms. Overall, because we know so little about the impacts of cannabis on the health of communities and Albertans, we support a more restrictive environment until a larger body of research can tell us more. **In this document you will find information about the public health approach to public consumption that addresses multi-unit housing, vaping, medical exemptions, and festivals.**

PUBLIC CONSUMPTION

Restricting consumption of cannabis in public places sets up a regulatory environment that can help achieve the federal and provincial objectives of legalization, which include: protecting public health, restricting youth access, and protecting safety on roads, and in workplaces and public spaces.

ALBERTA HEALTH SERVICES ADVISES MUNICIPALITIES TO RESTRICT CONSUMPTION IN PUBLIC PLACES (INDOORS AND OUTDOORS) COMPLETELY

What does a complete restriction mean?

- It means cannabis consumption is prohibited in public places, limiting use to private residences only, for:
 - Combustibles (smoking/vaping/dabbing)
 - Edibles (beverages/food)
 - Extracts (sprays/capsules/ high potency concentrates)
- It means the protective measures that society has worked diligently for years to put in place for alcohol and tobacco will be the minimum for cannabis. This approach recognizes the decades of lessons learned from other intoxicating substances.

AHS recognizes there are special considerations related to multi-unit housing, medical users and festivals. We have provided additional information about these issues on the following page.

**SUBSTANCE USE COSTS
ALBERTANS \$5.5 BILLION PER
YEAR OR \$1,332 PER PERSON
PER YEAR REGARDLESS OF AGE.¹**

Best practices in substance use help to reduce these costs and harms.

Why restrict public consumption?

- Restricting public consumption helps to limit public intoxication and reduce health and social harms in the community. This is best achieved through policy.
 - The Netherlands found less restrictive regulations caused health and social issues and are now implementing more restrictive regulations, including closing “coffee shops”.²
- Occupational Health & Safety regulates both alcohol and cannabis (intoxicating substances) in the workplace to prevent workplace harms.^{3,4} In addition, public policies regulate alcohol consumption in public places to prevent harms. Restricting cannabis consumption in public places aligns with alcohol restrictions and mirrors the Occupational Health and Safety approach.
- It aligns with alcohol regulations. This means open bottles/cans of either cannabis or alcoholic beverages would not be allowed in public spaces.⁵ This helps to prevent an increase of cannabis and alcohol-related harms and associated costs.
 - While there may be practical challenges to regulation enforcement (e.g., proof edibles contain cannabis), having regulations in place supports public health and safety.
- It prevents harm from second-hand cannabis smoke/vapour.^{6, 7, 8, 9, 10, 11}
- Children tend to copy what they observe and are influenced by the normality of any type of smoking behavior around them. Thus public consumption risks increasing cannabis use and associated harms.¹¹
- All jurisdictions that have legalized cannabis advise starting with stricter regulations.¹²
- In all U.S. legalized states, decision makers banned public consumption at onset.

SPECIFIC CONSIDERATIONS IMPACTING PUBLIC CONSUMPTION DECISIONS

MULTI-UNIT HOUSING RESIDENTS

If cannabis consumption is only allowed in private units/ residences, some of which have no-smoking/vaping rules, does this disadvantage multi-unit housing residents' ability to consume cannabis?

- All residents have the option of consuming other forms of cannabis in their private units, such as: edibles, drinks, capsules, sprays, or tinctures.
- As with tobacco, multi-unit housing complexes are advised to have smoke-free and vape-free indoor spaces and provide outdoor designated areas on common property for smoked or vaped products, five or more meters away from doors, windows and fresh-air intakes. If the complex is not smoke free, residents can request designated outdoor smoking and vaping areas to ensure the health and safety of all residents.

What if residents want the fast-acting effects that smoking/vaping cannabis provides?

- There are alternative products that have similar effects without the harmful effects of second-hand smoke or vapour.
- Residents can use outdoor designated consumption areas as recommended above.

VAPING

Is vaping a safer form of consumption?

- Vaping is not without risks and the health impacts are not fully understood. Vaping may also result in more frequent use and use of higher THC products.¹³
- Harms related to vaping may include severe lung disease, however at the time of this writing not enough is known about these emerging cases to understand the cause or full extent of the risks and harm.
- There is no evidence that second-hand exposure to vapour is safe, thus a precautionary approach is advised.

MEDICAL EXEMPTIONS ARE REQUIRED

- There are many different forms of cannabis products that medical users can choose from, particularly that do not involve smoking or vaping of the product.
- The Canadian Medical Association does not support combustible products as initial prescribed product for medical purposes, as alternative forms are available that minimize health risks to the patient and second hand exposure risks to those around them.¹⁵

FESTIVALS

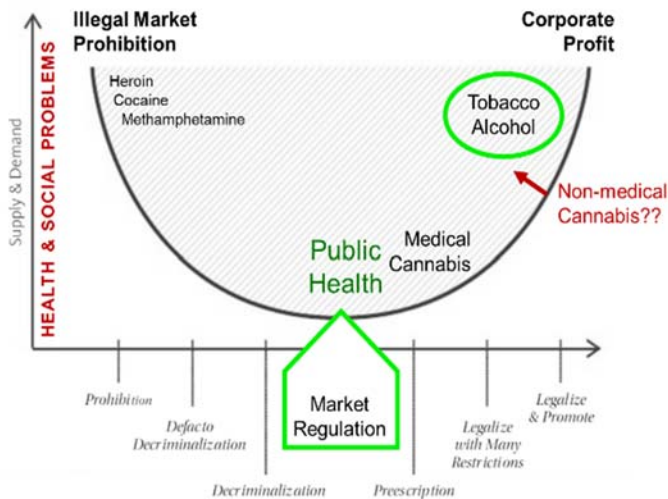
Should festivals allow public consumption in the form of "cannabis gardens" (similar to beer gardens)?

- The most protective option and best way to reduce short and long-term health and social harms is to not allow cannabis gardens, because:
 - It normalizes consumption. Normalization means that a behavior or activity becomes a 'normal part' of leisure and lifestyle and is no longer considered potentially harmful. The more often use is normalized and permitted, particularly in public spaces, the greater the risk of health and social harms to communities.
 - Children tend to copy what they observe and normalizing smoking behaviour is of particular concern. As seen with alcohol and tobacco, normalization leads to increases in rates of use, including associated harms.
 - Of potential noise and nuisance complaints. For example, the City of Hague, Netherlands now restricts public consumption because of the many complaints from residents and visitors regarding smell and noise.² The Calgary Stampede has designated their event as family friendly, by banning on-site consumption.¹⁶ The Vancouver Park Board has banned 4/20 events because of the negative impact on residents, parks and facilities.¹⁷
- There may be liability for festival organizers due to risk of harm related to intoxication.

Since people will smoke/vape in the general festival space anyway, wouldn't having a designated space for smoking/vaping be a better option?

- The most protective option for the public is to prohibit public consumption.
- AHS, in collaboration with municipalities, will review and monitor harms over time. Recommendations and practices could shift as we learn more.

WHAT IS A PUBLIC HEALTH APPROACH TO CANNABIS LEGALIZATION?



A public health approach strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease negative impacts on vulnerable populations, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves.⁷ Key considerations when developing bylaws and the practices that support them include:

- Taking a precautionary approach with stricter regulations to reduce health and social problems over time.
- Begin with a more restrictive framework and ease restrictions as evidence becomes available.
- Regulations allow for enforcement when needed and are not intended to shift burden of legalization to marginalized groups. Controls and education can be put in place to ensure an equitable approach to enforcement.

**FOR MORE INFORMATION PLEASE CONTACT YOUR LOCAL MEDICAL OFFICER OF HEALTH
403 356 6412**

REFERENCES

- 1 Canadian Substance Use Costs and Harms Scientific Working Group. (2018). *Canadian substance use costs and harms in the provinces and territories (2007-2014)*. Prepared by the Canadian Institute for Substance Use Research and the Canadian Centre on Substance Use and Addiction. Ottawa, Ont.: Canadian Centre on Substance Use and Addiction.
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- 4 Occupational and Environmental Medical Association of Canada. (2018), Position Statement on the Implications of Cannabis Use for Safety-Sensitive Work. Available from: <https://oemac.org/wp-content/uploads/2018/09/Position-Statement-on-the-Implications-of-cannabis-use.pdf>
- 5 Giesbrecht, N., Wettlaufer, A., April, N., Asbridge, M., Cukier, S., Mann, R., McAllister, J., Murie, A., Plamondon, L., Stockwell, T., Thomas, G., Thompson, K., & Vallance, K. (2013). *Strategies to Reduce Alcohol-Related Harms and Costs in Canada: A Comparison of Provincial Policies*. Toronto: Centre for Addiction and Mental Health.
- 6 Chief Medical Officers of Health of Canada & Urban Public Health Network. (2016). *Public health perspectives on cannabis policy and regulation*. Available from <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>
- 7 Cone E., Bigelow G., and Herrmann E., et al. (2011) Non Smoker exposure to Secondhand cannabis Smoke. III Oral Fluid and Blood Drug Concentrations and Corresponding Subjective Effects. *Journal of Analytical Toxicology*, 39(7), 497-509
- 8 Marrtens R., White P., Willams A., and Yauk C. (2013) A global toxicogenomic analysis investigating the mechanistic differences between tobacco and marijuana smoke condensates in vitro. *Toxicology*, 308, 60-73
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- 11 D'Amico, E. J., Miles, J. N., & Tucker, J. S. (2015). Gateway to curiosity: Medical marijuana ads and intention and use during middle school. *Psychology of Addictive Behaviors*, 29(3), 613.
- 12 Canadian Centre on Substance Abuse, (2015). *Cannabis Regulations: Lessons Learned in Colorado and Washington State*. Available from: <https://www.ccsa.ca/sites/default/files/2019-04/CCSA-Cannabis-Regulation-Lessons-Learned-Report-2015-en.pdf>
- 13 Budney, A.J., Sargent, J.D., Dee, D.C. (2015). Confirmation of the Trials and Tribulations of Vaping. *Addiction*, 110, 1705–1711
- 14 Centers for Disease Control and Prevention (2019). Outbreak of Severe Pulmonary Disease Associated with Using E-cigarette Products. August 30, 2019. Available online: https://www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease.html
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