

Village of Innisfree
Regular Council Meeting
March 17, 2020
5:30 p.m.

****Public Hearing @ 5:00 PM ****

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. 5:10 PM - Grant Bergman – Minimum Tax
4. Closed Session
 - a. FOIPP Section 27 - Privileged Information
 - i. 5:20 PM - Metrix Group LLP – 2019 Financial Statement Update
Jeff Alliston, Partner
5. Adoption of Minutes
 - a. [February 18, 2020 Regular Council Minutes \(Pages 3-5\)](#)
6. Business Arising from the Minutes:
 - a. [Bylaw 646-20 – Amendment to Land Use Bylaw 628-17 \(Pages 6-12\)](#)
 - b. [Bylaw 647-20 – Municipal Emergency Management \(Pages 13-18\)](#)
7. Policies & Bylaws:
 - a. [Bylaw 648-20 – Innisfree/Minburn Intermunicipal Development Plan \(Pages 19-83\)](#)
8. New Business:
 - a. Appointment of Subdivision Authority
 - b. [Assessment Services Renewal – Municipal Assessment Services Group Inc. \(Pages 84-85\)](#)
 - c. [Approval of Innisfree Library Board Application \(Pages 86-88\)](#)
 - d. [Approval of Intermunicipal Collaboration Framework \(Pages 89-97\)](#)
 - e. [2020 Proposed Utility Rates \(Pages 98-99\)](#)
9. Councillor Reports
 - a. [Innisfree Delnorte School Council – Deb McMann \(Page 100\)](#)
10. Administration Reports
 - a. [CAO Report & Action List \(Pages 101-103\)](#)
 - b. Financials
 - i. [Revenue & Expense \(Pages 104-109\)](#)
 - ii. [Tax Trial Balance \(Page 110\)](#)
 - iii. [Utility Trial Balance \(Page 111\)](#)
 - iv. [Accounts Payable Trial Balance \(Pages 112-113\)](#)
 - c. [Website \(Pages 114-115\)](#)
11. Correspondence
 - a. [Alberta Municipal Affairs Letter February 27, 2020 \(Pages 116-117\)](#)

11. Adjournment

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 February 18, 2020.

CALL TO ORDER

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

PRESENT

Deborah McMann	Mayor
Will Oudshoorn	Deputy Mayor
Aaron Cannan	Councillor

ALSO PRESENT

Brooke Magosse	Chief Administrative Officer
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AGENDA

2020-02-18/01

Moved by Councillor Cannan that the agenda be approved as amended:

Councillor Reports:

8(b): Library Board – Deputy Mayor Oudshoorn
8(c): MD of Minburn – Deputy Mayor Oudshoorn
8(d): ACE – Councillor Cannan

CARRIED.

DELEGATION – ATCO
ELECTRIC – STREET
LIGHT REPLACEMENT
PROGRAM
2020-02-18/02

Nola Davis, Customer Sales Representative and Kailyn Gillespie, Customer Connection Expeditor made a brief presentation on ATCO's Streetlight program they are offering all municipalities. The presentation outlined the cost savings municipalities would see when they convert their current non-invested streetlights to invested. Aside from cost savings, should the village convert their non-invested streetlights to invested, ATCO would cover all maintenance and repairs to the streetlights should they require. Currently the village is responsible for the maintenance of the 21 non-invested streetlights.

Nola Davis and Kailyn Gillespie left the Council chambers at 5:20 PM.

Moved by Deputy Mayor Oudshoorn that council direct administration to enter into a Customer Acknowledgement Project Acceptance Agreement to convert 21 non invested streetlights to invested streetlights.

CARRIED.

APPROVAL OF
COUNCIL MINUTES
2020-02-18/03

Moved by Mayor McMann that the January 14, 2020 Regular Council minutes be approved as presented.

CARRIED.

**PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
FEBRUARY 18, 2020.**

MOTION NO. 2020-01-14/03 – BYLAW 646-20 – AMENDMENT TO LAND USE BYLAW
2020-02-18/04

Moved by Councillor Cannan that the Amendment to Land Use Bylaw No. 646-17 be approved for FIRST reading this 18th day of February, 2020. Further that Council direct Administration to advertise for two (2) consecutive weeks in the Vegreville Advertiser. Furthermore, that a public hearing be held on March 17, 2020 at 5:00 PM in the Village of Innisfree Council chambers in respect to this item.

CARRIED.

-MOTION NO. 2020-01-14/04 – BYLAW 647-20 – MUNICIPAL EMERGENCY MANAGEMENT FIRST READING
2020-02-18/05

Moved by Councillor Cannan that the Municipal Emergency Management Bylaw 647-20 be given FIRST reading this 18th day of February, 2020. Further that this item be brought to the March 17, 2020 council meeting.

CARRIED.

MOTION NO. 2020-01-14/09 – INNISFREE EMERGENCY PLAN/EMERGENCY MANAGEMENT PROGRAM
2020-02-18/06

Moved by Councillor Cannan that the Innisfree Emergency Plan/Emergency Management Program Policy be approved as amended.

CARRIED.

MOTION NO. 2020-01-14/ REQUEST TO INSTALL SECURITY SYSTEMS/CAMERA'S – FIREHALL/ ADMINISTRATION/ PUBLIC WORKS
2020-02-18/07

Moved by Deputy Mayor Oudshoorn that council direct administration to enter into a 60 month agreement with Liberty Security to install security systems at the Fire Hall at an estimated cost of \$47.99/month, Public Works Building at an estimated cost of \$45.99/month and Administration Building at an estimated cost of \$40.99 per month not including the one time installation fee of \$149.00/building.

CARRIED.

2020 ANNUAL MEMBERSHIP RENEWAL – AUMA
2020-02-18/08

Moved by Deputy Mayor Oudshoorn that Council direct Administration to submit the 2020 Annual Membership for AUMA on behalf of the Village of Innisfree.

CARRIED.

MMI FCSS 2020 MUNICIPAL FUNDING CONTRIBUTION
2020-02-18/09

Moved by Councillor Cannan that Council direct Administration to submit the 2020 Municipal Funding Contribution to the MMI FCSS on behalf of the Village of Innisfree.

CARRIED.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
FEBRUARY 18, 2020.**

INNISFREE AND
DISTRICT
AGRICULTURAL
SOCIETY & INNISFREE
AND DISTRICT
SENIORS ASSOCIATION
- ANNUAL UTILITY
BILLING
2020-02-18/10

Moved by Deputy Mayor Oudshoorn that council direct administration to continue billing not-for-profit organizations monthly for water, sewer and garbage services. Further that not-for-profit organization be exempt from receiving monthly penalties for late payments.

CARRIED.

COUNCILLOR REPORTS
2020-02-18/11

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

CARRIED.

ADMINISTRATION
REPORTS
2020-02-18/12

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

CARRIED.

CORRESPONDENCE
2020-02-18/13

Moved by Councillor Cannan that the listed Correspondence be received as information.

CARRIED.

ADJOURNMENT

Councillor Cannan adjourned the meeting at 7:29 PM.

Mayor

Chief Administrative Officer

VILLAGE OF INNISFREE

BYLAW No. 646-20

BEING A BYLAW OF THE VILLAGE OF INNISFREE, IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF AMENDING LAND USE BYLAW #628-17

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw;

AND WHEREAS the Council of the Village of Innisfree wishes to amend its Land Use Bylaw 628-17 as it affects certain lands;

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

- (1) Bylaw #628-17, the Village of Innisfree Land Use Bylaw, as amended, is hereby further amended as follows:
 - a. **Section 1.3** revised by deleting the definitions for Entertainment Establishment; Greenhouse; Health Service; Home Occupation and Hotel; in their entirety.
 - b. **Section 1.3** is further revised by inserting the following definitions in alphabetical order:

Agriculture, Extensive means the use of large areas of land to raise crops or livestock either separately or in conjunction with one another and includes buildings and other structures incidental to the operations and **may include the outdoor cultivation of industrial hemp, Cannabis Production and Distribution,**

Agriculture, Intensive means the use of proportionately small areas of land to raise crops or livestock, poultry, or other animals, or their products for market and includes buildings and other structures incidental to the operations. **This use does not include Cannabis Production and Distribution or Industrial Hemp Production and Distribution Facilities,**

Alcohol Retail Sales means an establishment or that part of an establishment possessing a Class D liquor license which is used for the retail sales of any and all types of alcoholic beverages to the public for consumption off premises. This use may include, as well as the sale of alcohol, the retail sales of related products such as soft drinks and snack foods. **This does not include Cannabis Retail Sales,**

Bar and Neighbourhood Pub means the use of a building, or a portion of a building, for the sale of alcoholic beverages to the public for consumption within the premises; bars and neighbourhood pubs typically have a limited menu and minors are prohibited from the establishment; typical uses include neighbourhood pubs, bars, beverage rooms, and cocktail lounges. **This use does not include a Cannabis Lounge,**

Cannabis means cannabis as defined in the *Cannabis Act*, S.C. 2018, c. 16, as amended, or replaced.

A. Cannabis includes:

- i. Any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
- ii. Any substance or mixture of substances that contains or has on it any part of such a plant;
- iii. Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

B. Cannabis does not include:

- i. a non-viable seed of a cannabis plant;
- ii. a mature stalk (without leaves, flowers, seeds, or branches) of a cannabis plant;
- iii. fibre derived from a mature cannabis stalk as referred to in subsection (ii), above;

- iv. the root or any part of the root of a cannabis plant;
- v. industrial hemp;

Cannabis, medical means cannabis that is obtained for medical purposes in accordance with applicable federal law,

Cannabis Accessory means a thing that is commonly used in the consumption or production of cannabis. A cannabis accessory includes, but is not limited to, rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers,

Cannabis Accessory Retail Sales means a retail outlet which specializes in the sale of cannabis accessories, drug paraphernalia related to consumption of cannabis, other recreational drugs, and new age herbs, as well as counterculture art, magazines, music, clothing and home décor. This does not include cannabis retail sales or cannabis production and distribution,

Cannabis Lounge means a development where the primary purpose of the facility is the sale of cannabis to the eligible public, for the consumption within the premises that is authorized by provincial or federal legislation. This use does not include cannabis production and distribution,

Cannabis Production and Distribution means a development used principally for one or more of the following activities relating to cannabis:

- The licenced production, cultivation, and growth of cannabis;
- The licenced processing of raw materials;
- The licenced making, testing, manufacturing, assembling, or in any way altering the chemical or physical properties of semi-finished or finished cannabis goods or products;
- The licenced storage or shipping of materials, goods, or products, or;
- The licenced distribution and wholesale of materials, goods, and products to cannabis retail sales stores,

Cannabis Retail Sales means a licenced development used for the retail sales of cannabis that is authorized by provincial or federal legislation. This use may include retail sales of cannabis accessories, as defined in the *Cannabis Act*, S.C. 2018, c. 16, as amended or replaced. This use does not include cannabis production and distribution,

Club or Lodge means a building or a part of a building used as the premises of a social, cultural or entertainment organization, the use of which is open to the public, **but does not include a cannabis lounge,**

Club or Lodge, Private means a building or a part of a building used as the premises of a social, cultural or entertainment organization which is characterized by private and exclusive membership,

Convenience Retail Store means a retail store that has a limited quantity of food and consumer products, is small in size, and has extended hours of operation. **This use does not include Cannabis Retail Sales,**

Entertainment Establishment means a premises or a business establishment providing entertainment where the majority of patrons are seated and where food or beverage may be offered for sale as an ancillary use, typical uses include theatres, dinner theatres and comedy clubs, but does not include **a Cannabis Lounge,**

Farmer's Market means development used for sale of goods by multiple vendors renting tables or spaces in an enclosed building; vendors may vary from day to day, although the general layout of space to be rented remains the same; the goods sold are generally household items, crafts, food products or concessions, plants, clothing and furniture. **This use does not include Cannabis Retail Sales,**

Garden Centre means a building, a structure, and lands associated therewith, for the sale of plants, shrubs, trees or similar vegetation together with gardening tools and implements which are sold at retail from such building or lot to the general public. **This use does not include Cannabis Production and Distribution,**

Greenhouse means a building or structure intended for the cultivation of plants, shrubs and trees and is not a retail operation. **This use does not include Cannabis Production and Distribution;**

Health Services means the use of a building, or a portion of a building, for supplying physical and mental health services on an out-patient basis; typical uses include medical and dental offices, clinics, and counselling services, **and medical cannabis clinics,**

Home Occupation means any occupation trade, profession, or craft carried out by an occupant of a residential building as a use secondary to the residential use of the building, and which does not change the character thereof or have any exterior evidence of such secondary use other than a small name plate, not exceeding 0.2 metres in area. A home occupation does not include the keeping of a stock in trade, **Cannabis Production and Distribution, Cannabis Retail Sales**, or the employment of more than one paid assistant other than the occupant and the occupant's family,

Hotel means an establishment used primarily for sleeping accommodations provided for a fee on a daily basis, accessible only through a central lobby with on site parking; the building may also contain accessory commercial, and food and beverage service uses, **but shall not include a Cannabis Lounge or Cannabis Retail Sales**,

Industrial Hemp means a cannabis plant – or any part of that plant – in which the concentration of THC is 0.3% w/w or less in the flowering heads and leaves, as defined in *Industrial Hemp Regulations*, SOR/2018-145, as amended or replaced,

Industrial Hemp Production and Distribution Facility means the use of land, buildings or structures licensed and/or authorized to process, sell, provide, ship, deliver, transport, destroy, export and/or import industrial hemp, including indoor production and related research, under the *Industrial Hemp Regulations*, SOR/2018-145, as amended or replaced. This use does not include: cannabis retail sales establishments, cannabis production and distribution, or the outdoor cultivation of industrial hemp,

Manufacturing means the use of land, buildings or structures for the purpose of assembly, making, preparing, inspecting, finishing, treating, altering, repairing, storing or adapting for sale of any goods, substance, article, thing or service, **and may include medium or large scale Cannabis Production and Distribution and a medium or large scale Industrial Hemp Production and Distribution Facility**,

Manufacturing, Light means the limited range of manufacturing activities which do not involve the use of large scale industrial equipment or operations **and may include small scale Cannabis Production and Distribution or a small scale Industrial Hemp Production and Distribution Facility**,

Recreation Facility, Indoor means facilities which are available to the public for sports and active recreation conducted indoors; typical uses include athletic clubs, health and fitness clubs, curling, roller skating and hockey rinks, public swimming pools, bowling alleys, racquet clubs, arenas, and billiard halls. **This use does not include a Cannabis Lounge**,

Restaurant, Fast Food means an establishment that includes the preparation and sale of food for consumption on the premises or by take-out, is not licensed by the Alberta Gaming, Liquor, and Cannabis Commission, does not provide entertainment, and usually incorporates a drive through window. **This use does not include a Cannabis Lounge**,

Restaurant, Major means an establishment that is equipped with a full kitchen and preparation area and provides prepared foods and beverages for consumption on the premises or by take-out, that is licensed by the Alberta Gaming, Liquor, and Cannabis Commission, and that does not prohibit minors from any portion of the establishment. **This use does not include a Cannabis Lounge**,

Restaurant, Minor means as establishment that provides limited types of food and beverage for consumption on the premises or by take-out, that is not licensed by the Alberta Gaming, Liquor, and Cannabis Commission, and that typically relies on walk-in clientele; typical uses include coffee, donut, bagel, sandwich, ice cream and dessert shops. **This use does not include a Cannabis Lounge**,

Retail Store means a building, or part of a building, where goods, wares, merchandise, substances, articles or things are stored and are for sale at retail price and includes storage on the premises of limited quantities of such goods, wares, merchandise, substances, articles, or things sufficient only to service such store but does not include **Alcohol Retail Sales, Cannabis Retail Sales** or any retail outlet otherwise defined in this Bylaw,

- c. **PART 3 – ADMINISTRATIVE** – is hereby amended by inserting the following parts after **Section 3.1.1**:

“3.1.2 In addition to the information requirements indicated in **Section 3.1.1**, the Development Authority may require an applicant for a subdivision or development permit for **Cannabis Production and Distribution** to submit any or all of the following information, prepared by a qualified professional, with the application:

- (a) Waste Management Plan;
- (b) Environmental Assessment;
- (c) Traffic Impact Assessment;
- (d) Water/Wastewater Report;
- (e) Storm Water Management Plan; and/or
- (f) Any additional study or assessment necessary to address specific concerns at the discretion of the Subdivision or Development Authority.”

“3.1.3 In addition to the information requirements indicated in **Section 3.1.2**, the Development Authority or Subdivision Authority shall require an applicant for subdivision or a development permit for **Cannabis Retail Sales**, to include with the application the following information:

- (a) a map identifying the distance from the proposed development to all property boundaries of:
 - (i) buildings containing a school or a boundary of a parcel of land on which a school is located;
 - (ii) parcels of land that are designated as School Reserve or Municipal and School Reserve under the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended;
 - (iii) provincial health care facilities or the boundary of a parcel of land on which the facilities are located; and
 - (iv) any other development or land use required by the Alberta Gaming, Liquor, and Cannabis Commission;”

“3.1.4 In addition to the information requirements indicated in **Section 3.1.3**, the Development Authority or Subdivision Authority may require an applicant for subdivision or a development permit for the development of an **Industrial Hemp Production and Distribution Facility** to provide the following information, prepared by a qualified professional, with the application:

- (a) Waste Management Plan;
- (b) Environmental Assessment;
- (c) Traffic Impact Assessment;
- (d) Water/Wastewater Report;
- (e) Storm Water Management Plan; and
- (f) Any additional study or assessment necessary to address specific concerns identified by the Development Authority and/or Subdivision Authority in the course of their review of the application.”

- d. **PART 9.10 – CANNABIS PRODUCTION AND DISTRIBUTION** – is hereby amended by inserting the following sections after Section 9.9.4:

“(1) Special Requirements for Cannabis Production and Distribution

Regulations within this section apply to the production and development of licensed cannabis for medical and non-medical purposes.

- (a) Cannabis production and distribution developments shall not be permitted unless all applicable licensing and approvals have been provided by the provincial and federal governments.
- (b) A copy of the current license(s) and/or approvals for a proposed cannabis production and distribution development, as issued by the provincial and/or federal government, shall be provided to the Development Authority with the development permit application or as a condition of development permit approval.
- (c) The design of buildings on the site shall be consistent with the characteristics and appearance of the surrounding neighbourhood.
- (d) Hours of operation may be restricted as a condition of the development permit issued by Development Authority.

- (e) The illumination of parking areas, walkways, signs, and other structures associated with cannabis production and distribution development shall be arranged to meet the requirements under municipal, provincial and federal regulations.
- (f) The minimum required lot size shall be at the discretion of the Development Authority.
- (g) Parking and loading requirements for cannabis production and distribution developments shall be provided based on the requirements for an industrial use in **Section 9.4** of this Bylaw, and any applicable requirements in provincial and federal regulations, as amended.
- (h) Solid waste material shall be secured in accordance with provincial and federal regulations until destroyed.
- (i) Applications for subdivision of land for this use may be required to include the information required by the Development Authority in **Section 4.1**.
- (j) Landscaping requirements shall be at the discretion of the Development Authority.
- (k) On site buffering measures may be required for all cannabis production and distribution facilities. Buffers may include a combination of: setbacks, landscaping, and fencing to mitigate the impacts on adjacent lots.
- (l) The minimum required setback from any watercourse or water body shall be 30.0 m (98.0 ft.).
- (m) The development shall be designed to minimize any exposure or disturbance to the surrounding area including, but not limited to, dust, pollution, noise, odour, or any other related land use nuisance effects.
- (n) A building or structure used for security purposes for a cannabis production and distribution development may be located in the front yard and must comply with the required minimum setbacks in the applicable district.
- (o) No outdoor storage of goods, material, or supplies shall be permitted.
- (p) Cannabis production and distribution developments shall meet security and premises requirements as required under provincial and federal legislation.
- (q) All activities related to the cannabis production and distribution shall occur within fully enclosed stand-alone building(s), including but not limited to loading, receiving, and shipping of cannabis and any other goods, materials, and supplies.”

“(2) Special Requirements for Cannabis Retail Sales Establishments

- (a) Cannabis retail sales developments shall not be permitted unless all applicable licensing and approvals have been provided by the provincial and federal governments.
- (b) A copy of the current license(s) and/or approvals for a proposed cannabis retail sales development, as issued by the provincial and/or federal government, shall be provided to the Development Authority with the development permit application or as a condition of development permit approval.
- (c) The design of buildings on the site shall be consistent with the characteristics and appearance of the surrounding neighbourhood.
- (d) Hours of operation may be restricted as a condition of the development permit issued by Development Authority.
- (e) The illumination of parking areas, walkways, signs, and other structures associated with cannabis production and distribution development shall be arranged to meet the requirements under municipal, provincial and federal regulations.
- (f) The minimum required lot size shall be at the discretion of the Development Authority.
- (g) Parking and loading requirements for cannabis retail sales shall be provided based on the requirements for a commercial use in **Section 9.4 and 9.5** of this Bylaw,

and any applicable requirements in provincial and federal regulations, as amended.

- (h) Solid waste material shall be secured in accordance with provincial and federal regulations until destroyed.
- (i) Applications for subdivision of land for this use may be required to include the information required by the Development Authority in **Section 4.1**.
- (j) Landscaping requirements shall be at the discretion of the Development Authority.
- (k) No outdoor storage of goods, material, or supplies shall be permitted.
- (l) Cannabis retail sales developments shall meet security and premises requirements as required under provincial and federal legislation.
- (m) Cannabis retail sales establishments, as defined in this Bylaw, shall be prohibited from locating within 100.0 m (328.1 ft.) of a public education facility, a provincial health care facility, or a parcel of land that is designated School Reserve, or Municipal and School Reserve.
- (n) A public education facility, a provincial health care facility, or a parcel of land that is designated as School Reserve, or Municipal and School Reserve shall not be approved within 100.0 m (328.1 ft.) of an approved cannabis retail sales establishment.
- (o) The separation distance between the cannabis retail sales establishment and the uses listed in **Section 2(m)** and **2(n)** shall be determined by measuring a straight line from the outer wall of the proposed cannabis retail sales establishment to the closest point on the lot containing the sensitive use."

"(3) Special Requirements for Industrial Hemp Production & Distribution Facility

- (a) Industrial hemp production and distribution facilities shall not be permitted unless all applicable licensing and approvals have been provided by the provincial and federal governments.
- (b) A copy of the current license(s) and/or approvals for a proposed industrial hemp production and distribution facility, as issued by the federal government, shall be provided to the Development Authority with the development permit application or as a condition of development permit approval.
- (c) The design of buildings on the site shall be consistent with the characteristics and appearance of the surrounding neighbourhood.
- (d) Hours of operation may be restricted as a condition of the development permit issued by Development Authority.
- (e) The illumination of parking areas, walkways, signs, and other structures associated with industrial hemp production and distribution development shall be arranged to meet the requirements under municipal, provincial and federal regulations.
- (f) The minimum required lot size shall be at the discretion of the Development Authority.
- (g) Parking and loading requirements for an industrial hemp production and distribution facility shall be provided based on the requirements for an industrial use in **Section 9.4 and 9.5** of this Bylaw, and any applicable requirements in provincial and federal regulations, as amended.
- (h) Solid waste material shall be secured in accordance with provincial and federal regulations until destroyed.
- (i) Applications for subdivision of land for this use may be required to include the information required by the Development Authority in **Section 4.1**.
- (j) Landscaping requirements shall be at the discretion of the Development Authority.
- (k) On site buffering measures may be required for all industrial hemp production and distribution facilities. Buffers may include a combination of: setbacks, landscaping, and fencing to mitigate the impacts on adjacent lots.

- (l) Minimum setback from any watercourse or water body shall be 30.0 m (98.0 ft.).
 - (m) The development shall be designed to minimize any exposure or disturbance to the surrounding area including, but not limited to, dust, pollution, noise, odour, or any other related land use nuisance effects.
 - (n) A building or structure used for security purposes for a hemp production and distribution facility may be located in the front yard and must comply with the required minimum setbacks in the applicable district.”
- e. **Section 6.4.2** – Central Business District Commercial (C1) is revised by inserting the following Permitted Uses in alphabetical order:
 Alcohol Retail Sales;
 Cannabis Accessory Retail Sales; and
 Cannabis Retail Sales;
 - f. **Section 9.5.2** – Regional Commercial District (C2) is revised by inserting the following Permitted Uses in alphabetical order:
 Alcohol Retail Sales;
 Cannabis Accessory Retail Sales; and
 Cannabis Retail Sales;
 - g. **Section 9.7.3** – Industrial Business Park District (IB-1) is revised by inserting the following Discretionary Uses in alphabetical order:
 Cannabis Production and Distribution; and
 Industrial Hemp Production and Distribution Facility;

READ a first time this ____ day of _____, 2020.

PUBLIC HEARING held on this ____ day of _____, 2020.

READ a Second time this ____ day of _____, 2020.

READ a Third time this ____ day of _____, 2020.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Village of Innisfree
Bylaw # 647-20
Emergency Management Bylaw

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

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

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

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

1. This Bylaw may be cited as the **Emergency Management Bylaw**.
2. **Definitions**
 - (a) "**Act**" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta.
 - (b) "**Agency**" means the Village of Innisfree Emergency Management Agency established under this Bylaw.
 - (c) "**Village**" means the Village of Innisfree.
 - (d) "**Council**" means the Council of the Village of Innisfree.
 - (e) "**Committee**" means the Village of Innisfree Emergency Management Advisory Committee established under this Bylaw.
 - (f) "**Disaster**" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment.
 - (g) "**Emergency**" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment.
 - (h) "**Minister**" means the Minister charged with administration of the Act.
 - (i) "**Training**" means the training requirements prescribed by the Local Authority Emergency Management Regulation.
3. **Council's Responsibilities**
 - (a) Council is responsible for the direction and control of the Village of Innisfree emergency management response unless the Province of Alberta assumes direction and control under provisions of the Act,
 - (b) Council is responsible to oversee the preparation of emergency plans and programs,
 - (c) Council must approve emergency plans and programs,

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

7. Duties of the Committee

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

8. Emergency Management Agency

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

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

- (d) The Innisfree Emergency Management Agency shall be comprised of one or more of the following as stated in the MEP and with an AEMA Field Officer as an advisor:
- i. the Director of Emergency Management,
 - ii. the Deputy Director of Emergency Management,
 - iii. ~~the Assistant Deputy Director of Emergency Management,~~
 - iv. ~~a member of Village of Innisfree RCMP Detachment,~~
 - v. the Director of Public Services (aka Public Works Foreman),
 - 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 National 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~~ **Chief Administrative Officer** is the DEM and shall prepare and coordinate the Village of Innisfree MEP, related plans and programs.
- (b) The DEM will cause the MEP or any related plans or programs to be put into operation.
- (c) If the DEM is absent the Deputy DEM or designate is responsible to undertake the duties of the DEM.

10. Training and Qualifications

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

11. Command, Control and Coordination System

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

12. Declaration of a State of Local Emergency

- (a) A state of local emergency (SOLE) may be declared by the Mayor and the Village Manager when they agree that a state of local emergency exists.
- (b) In the event the Mayor is unable to act, the current Deputy Mayor shall exercise the mayor's powers under this section.
- (c) In the event the Mayor and Deputy Mayor are unable to act, the current Acting Mayor shall exercise the Mayor's powers under this section.
- (d) When a state of local emergency is declared, Council must identify the nature of the emergency and the area of the Village in which it exists.
- (e) Immediately after a declaration of a state of local emergency, Council shall cause the details of the declaration to be published by any means of communication that they consider is most likely to make 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

VILLAGE BYLAW XXXX-XX
COUNTY BYLAW XXXX-XX

Village of Innisfree – County of Minburn No. 27

Intermunicipal Development Plan



Village of Innisfree - County of Minburn No. 27

Intermunicipal Development Plan

Table of Contents

1.0	Introduction	1
1.1	Location & Context	1
1.2	Plan Boundary	2
1.3	Purpose & Scope	2
1.4	Enabling Legislation	4
1.5	Interpretation	5
2.0	Innisfree Community Profile	6
2.1	History	6
2.2	Population & Demographics	7
2.3	Education & Occupation	8
2.4	Economy	8
3.0	Intermunicipal Programs	9
3.1	Economic Development	9
3.2	Recreation & Culture	10
3.3	Family and Community Support Services	11
4.0	Analysis of Plan Area	12
4.1	Natural Environment	12
4.2	Built Environment	16
5.0	Future Land Use Concept	24
5.1	Future Residential	26
5.2	Future Commercial & Future Industrial/Commercial	26
5.3	Joint Planning Areas	27

6.0	Land Use Policies	28
6.1	General	28
6.2	Future Residential	29
6.3	Future Commercial & Future Industrial/Commercial	30
6.4	Joint Planning Areas	31
6.5	Environment	32
6.6	Reserves	32
6.7	Municipal Infrastructure	33
6.8	Oil and Gas	34
6.9	Urban Growth and Sustainability	35
6.10	Economic Development	36
7.0	Plan Implementation	37
7.1	Intermunicipal Committee	37
7.2	Statutory Plan Consistency	40
7.3	Discretion and Variance	40
7.4	Joint Area Structure Plans	41
7.5	Implementation Tasks	42
8.0	Plan Administration	43
8.1	Review, Amendment & Repeal	43
8.2	Dispute Resolution	45
8.3	Enactment	50
9.0	Public and Agency Input	51
A1	Appendix 1 – General Terms of Reference	54

List of Maps

MAP 1	IDP Boundary	3
MAP 2	Natural Environment	13
MAP 3	Transportation Systems	17
MAP 4	Existing Land Use Designations	19
MAP 5	Existing Municipal Utilities	21
MAP 6	Future Land Use Concept	25

Prepared by:
Red Willow Planning

All photos:
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1.0 Introduction

1.1 Location & Context

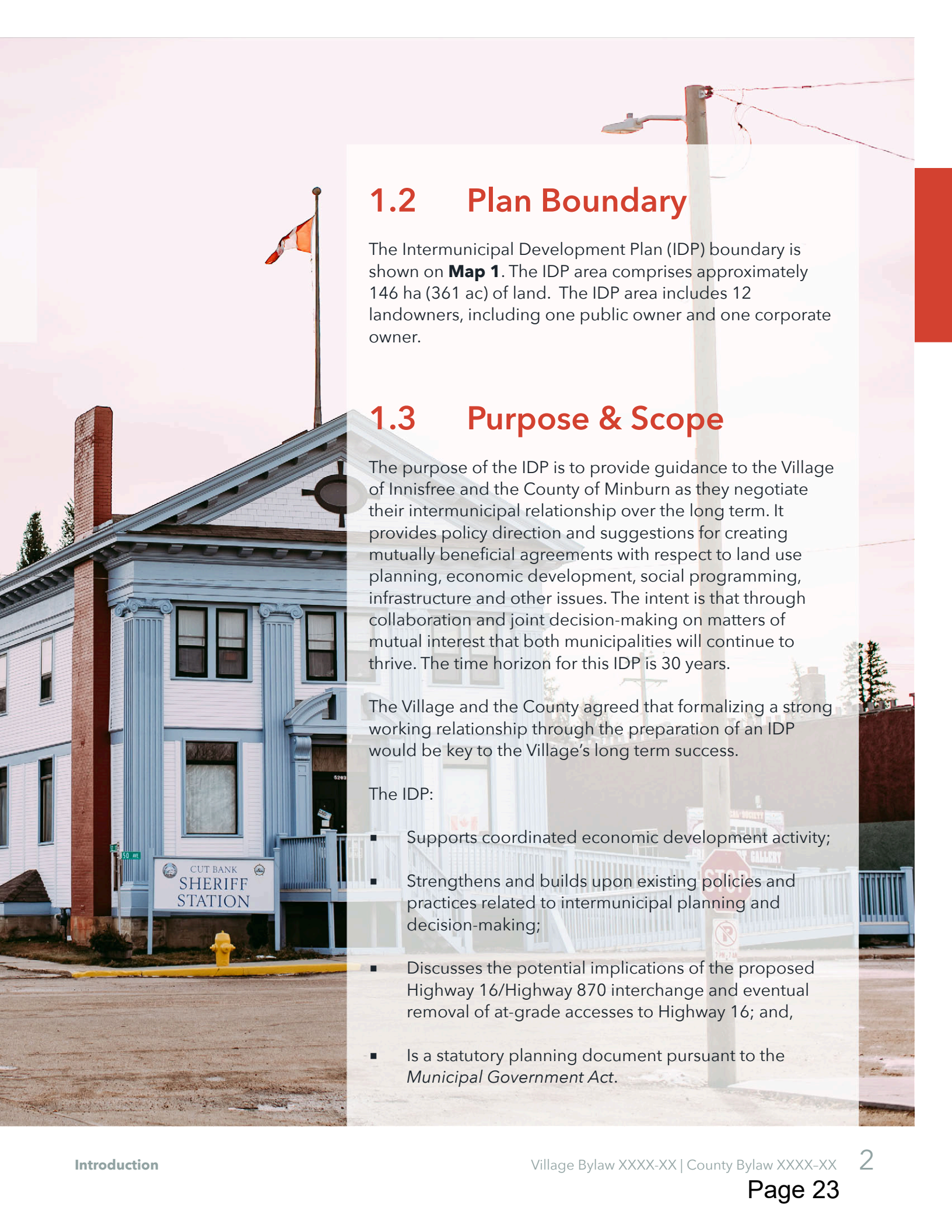
The County of Minburn No. 27 (the County) is located in the east-central portion of the Province of Alberta (see **Map 1**). According to the 2016 Federal Census, the County comprises approximately 2,913 km² of land with a population of 3,188 and with a median age of 43.3.

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

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

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





1.2 Plan Boundary

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

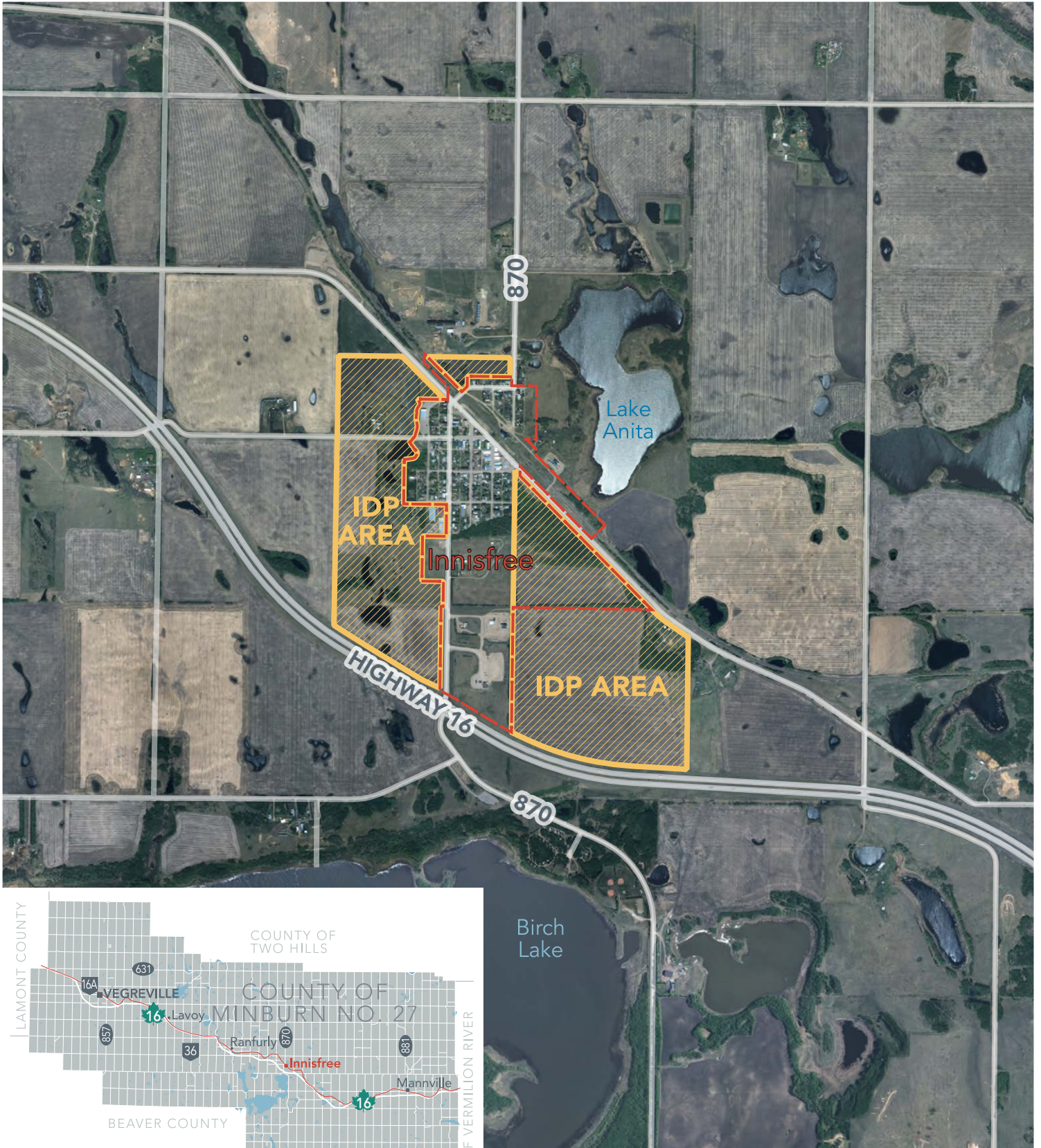
1.3 Purpose & Scope

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

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

The IDP:

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



LEGEND

-  Village Boundary
-  IDP Boundary

MAP 1  
**INTERMUNICIPAL
 DEVELOPMENT PLAN BOUNDARY**

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

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

1.4 Enabling Legislation

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

An IDP must address:

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

Further, an IDP must include:

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

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

1.5 Interpretation

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

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

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

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



2.0 Innisfree Community Profile

2.1 History

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

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

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

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

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

2.2 Population & Demographics

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

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

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

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

7. Village of Innisfree Municipal Development Plan Bylaw

2.3 Education & Occupation

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

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

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

2.4 Economy

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

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

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

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

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

3.0 Intermunicipal Programs

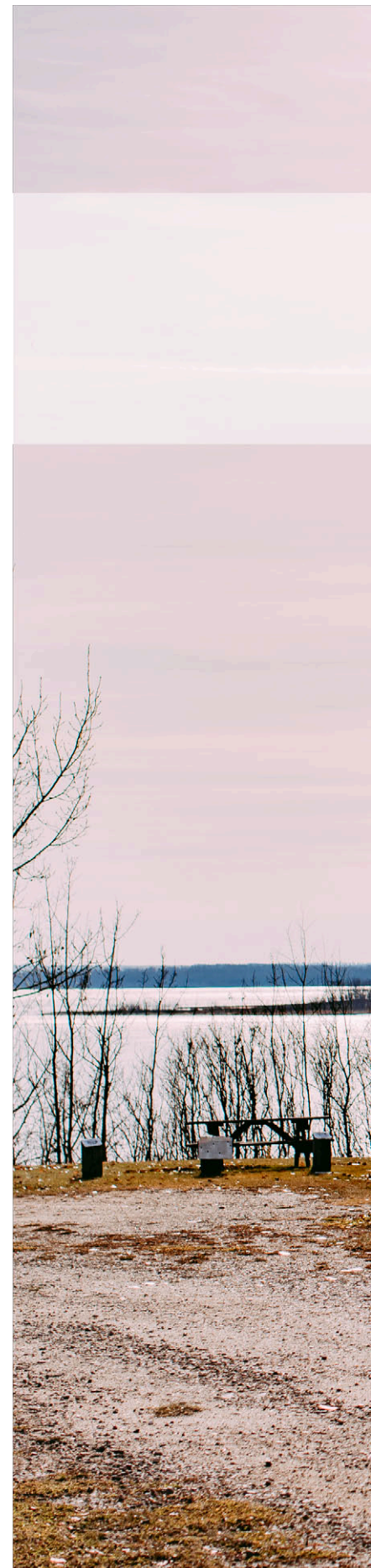
3.1 Economic Development


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

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

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

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





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

3.2 Recreation & Culture

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

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

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

3.3 Family and Community Support Services

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

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

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



4.0 Analysis of Plan Area

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

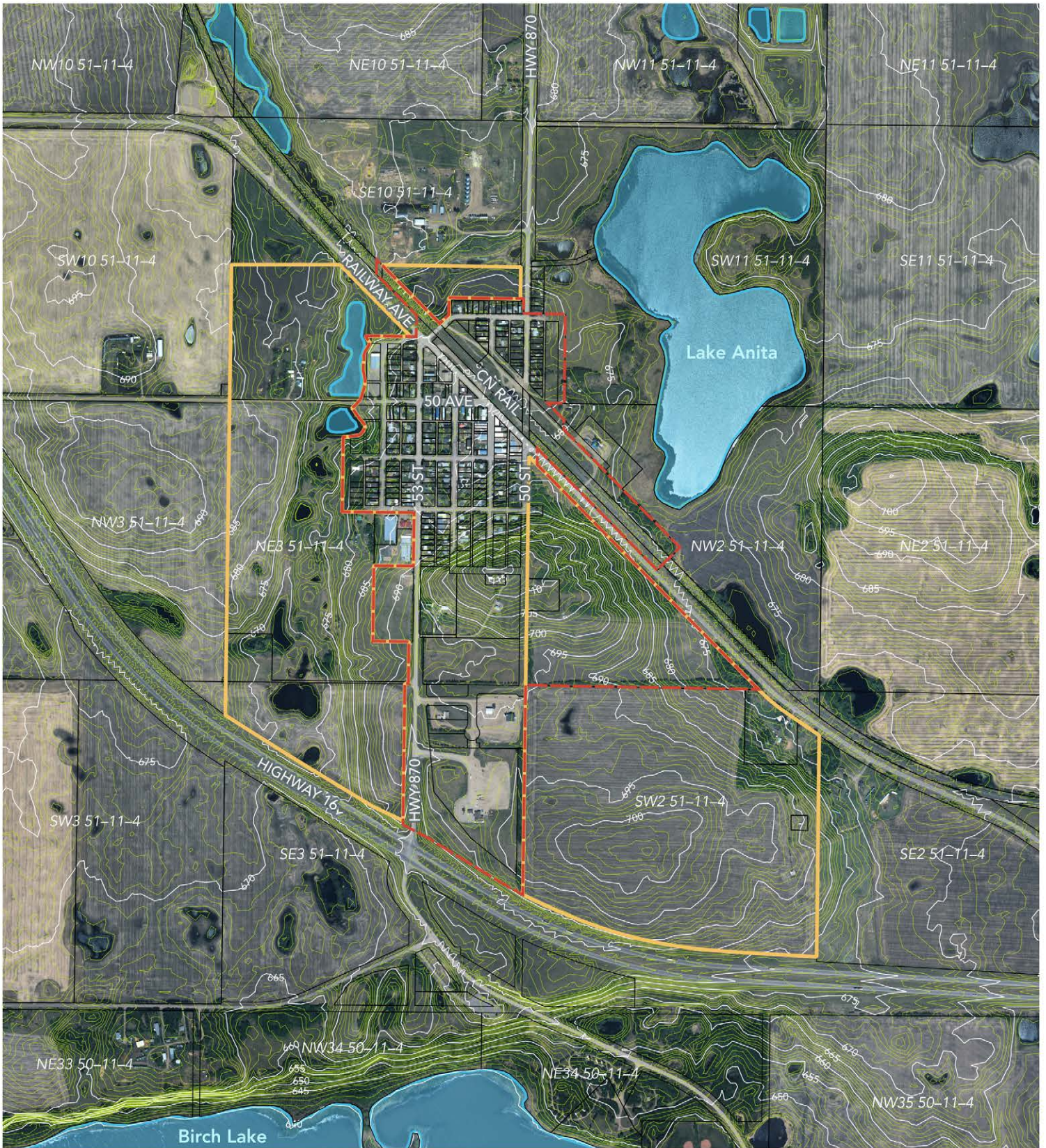
4.1 Natural Environment

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

4.1.1 Topography

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

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



LEGEND

-  Village Boundary
-  IDP Boundary
-  1.0 m Contour Interval

MAP 2
NATURAL ENVIRONMENT



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

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

4.1.2 Soils

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

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

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

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

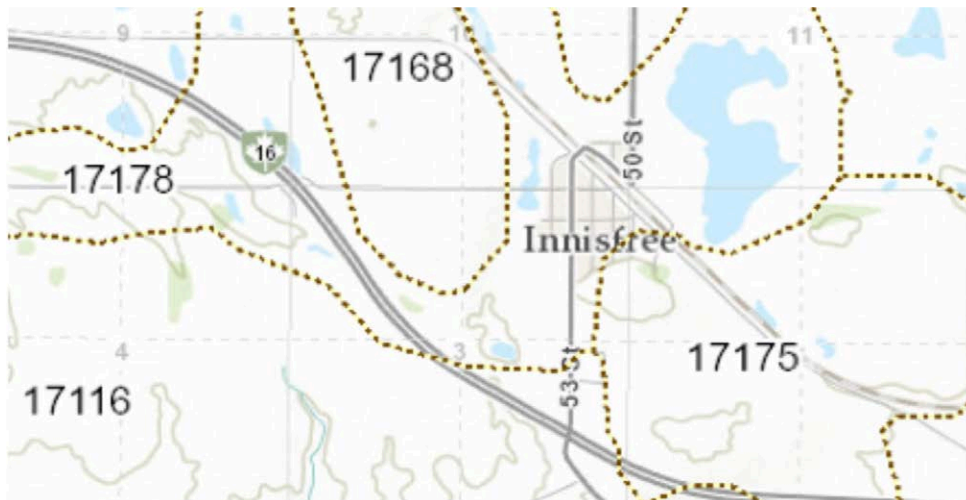
That portion of land not covered by polygon 17175 above is covered by polygon 17116. This polygon enters the IDP boundary from the south crossing over Highway 16 and extending east just across Highway 870. Its primary landform classification is U1h - undulating - high relief.

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

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

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

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



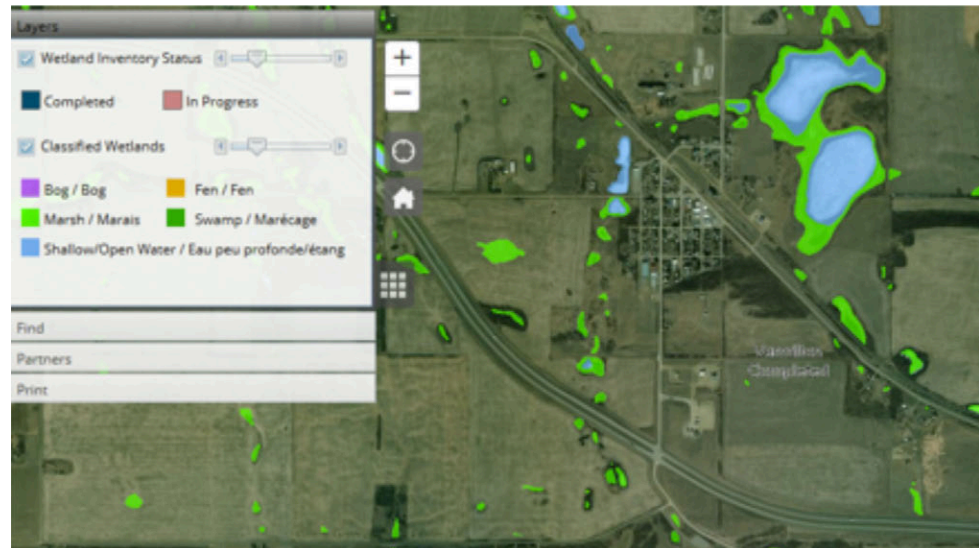
4.1.3 Recreation Lakes & Wetlands

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

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

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

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



4.2 Built Environment

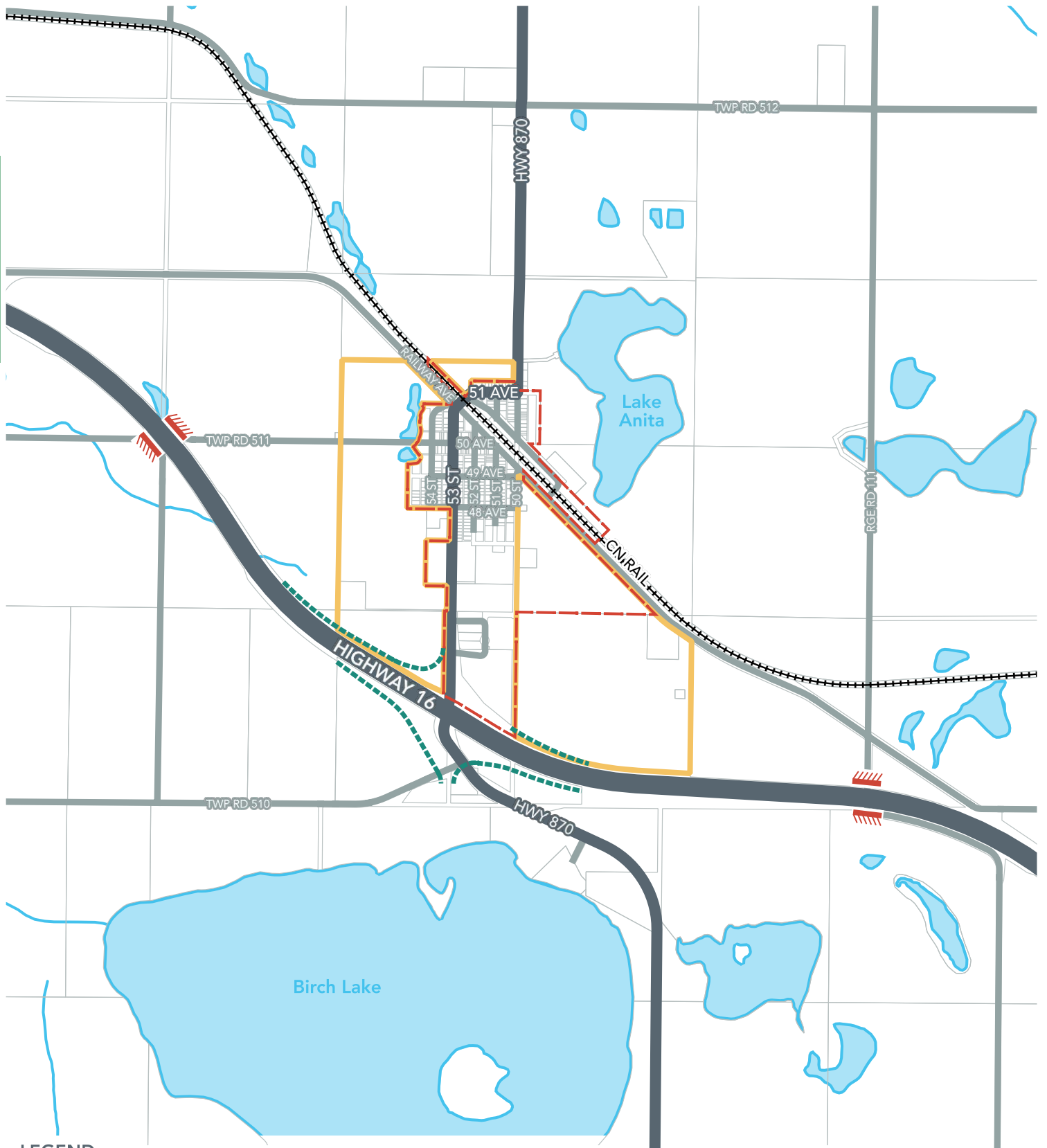
The built environment comprises all aspects of the landscape that would not normally be found in the absence of human settlement or influence. These features can heavily influence future development potential, and are therefore discussed below.

4.2.1 Transportation Systems

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

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

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



MAP 3
TRANSPORTATION SYSTEMS

0 250 500 m 1:25,000



LEGEND

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

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

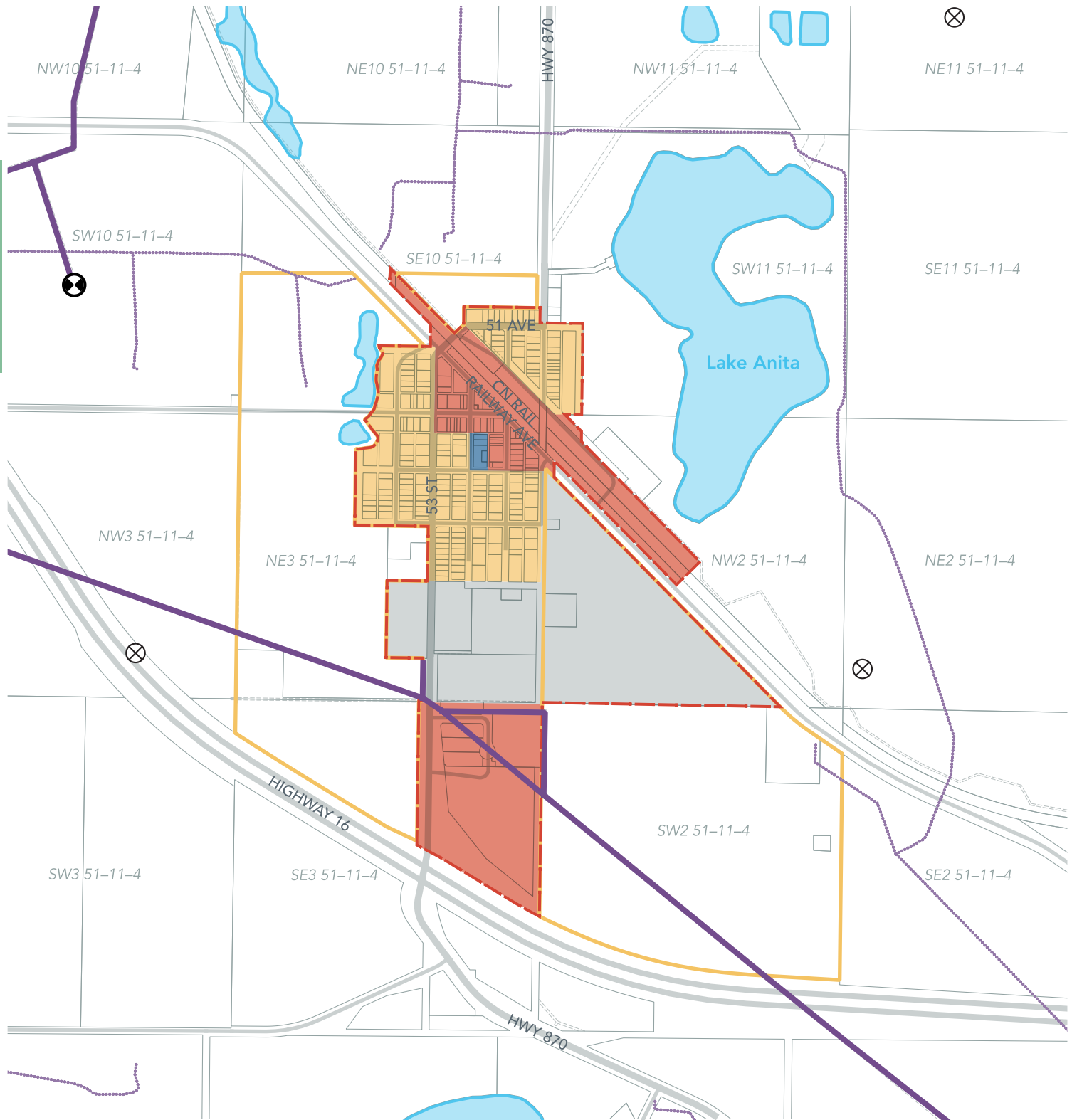
Alberta Transportation developed a series of access management plans and functional planning studies¹² for Highway 16 between Jasper to Lloydminster to support conversion of Highway 16 to freeway status. One result is that access on and off of the highway will be limited to interchange locations only.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

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












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

There is no local or regional transit service in Innisfree.

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



LEGEND

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

MAP 4
EXISTING LAND USE
DESIGNATIONS

0 150 300 m 1:15,000



4.2.2 Existing Land Use

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

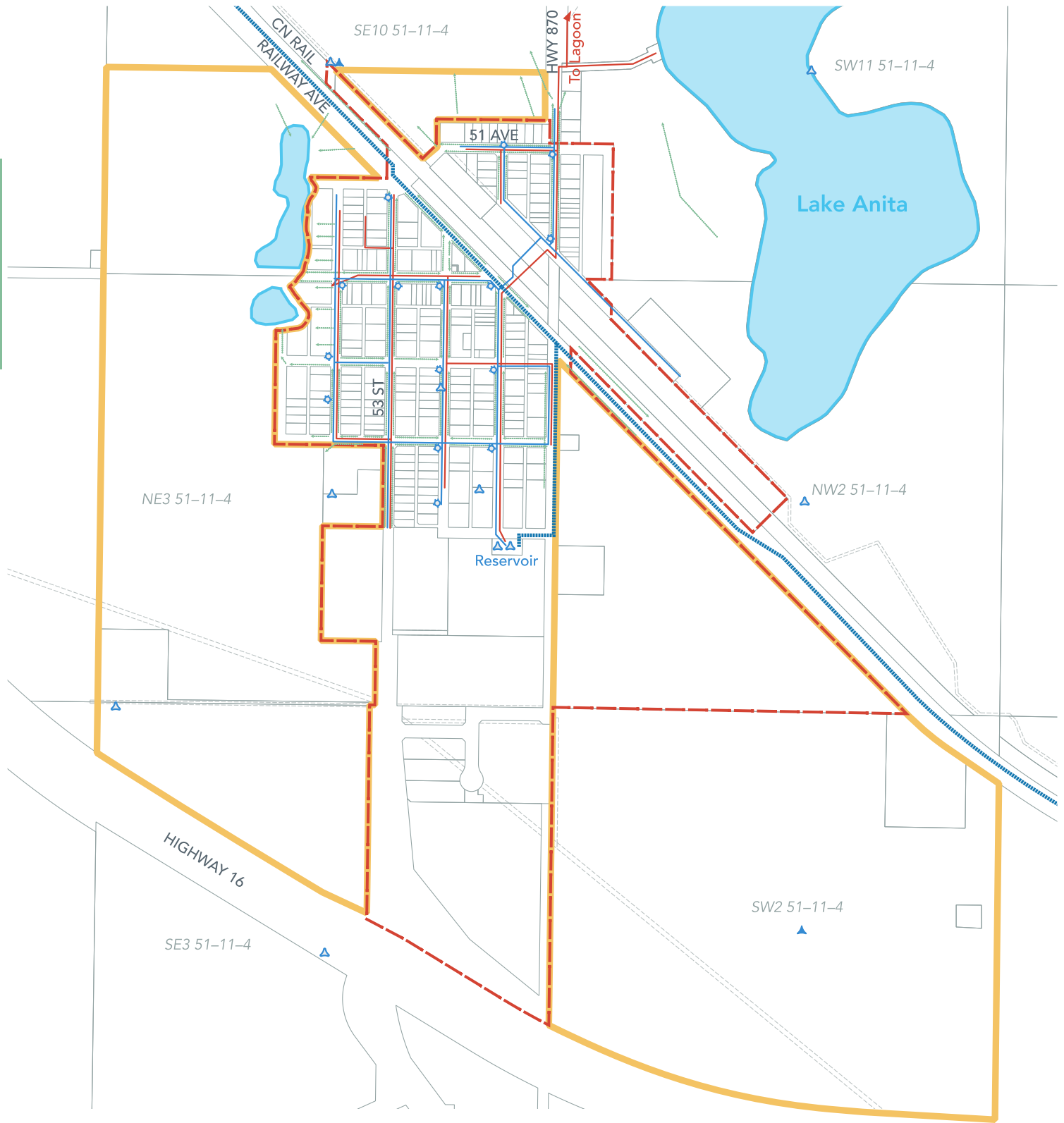
Village lands within the IDP boundary are identified for future growth, "Village Growth Area," in the Village's Municipal Development Plan.

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

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

4.2.3 Oil & Gas

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



LEGEND

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

MAP 5
EXISTING MUNICIPAL
UTILITIES

0 100 200 m 1:10,000



4.2.4 Utility Infrastructure

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

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

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

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

Water

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

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

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

Sanitary Sewer

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

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

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

Stormwater Management

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

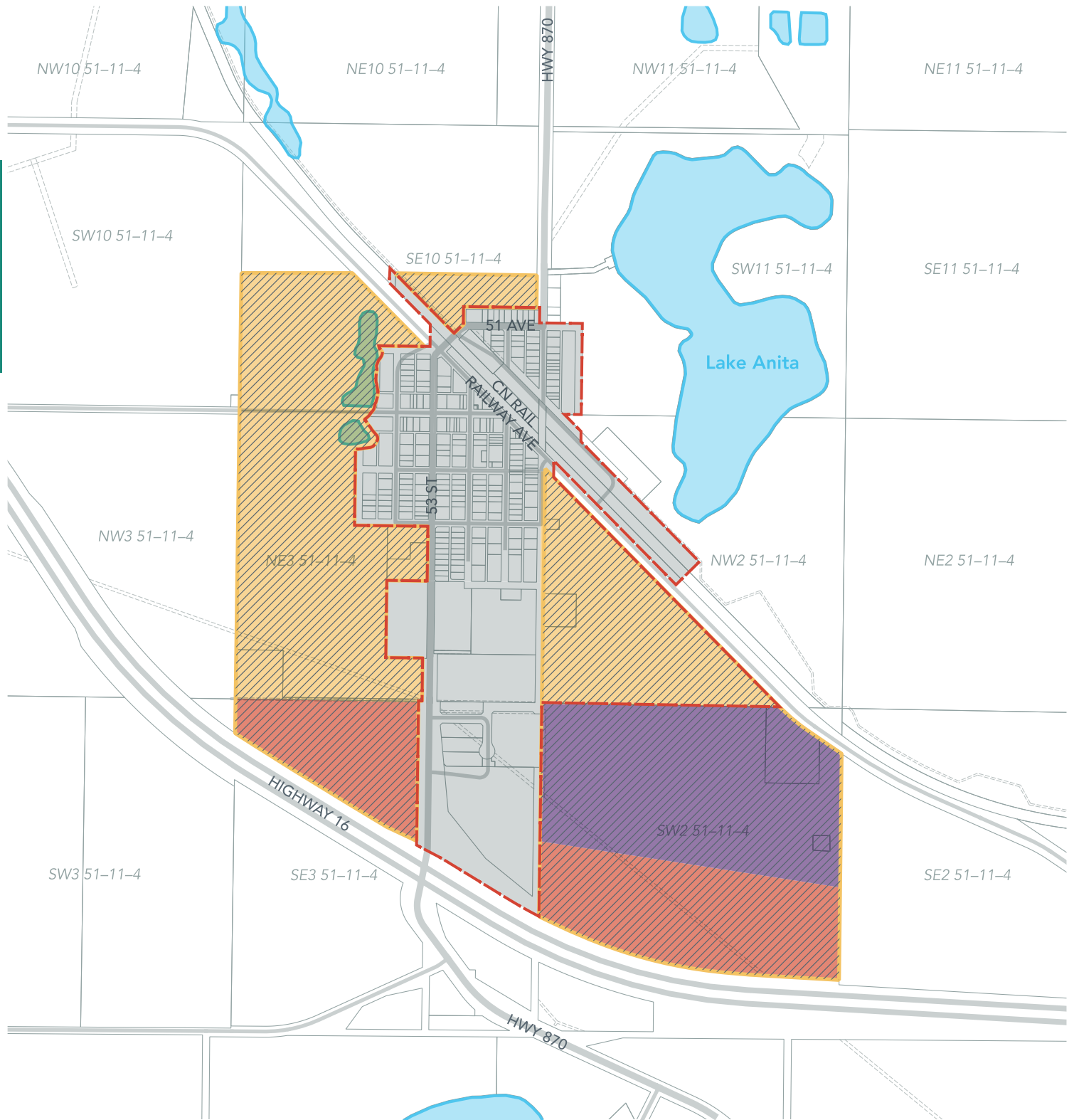
Stormwater management will be a key issue when considering future development.



5.0 Future Land Use Concept

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

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



LEGEND

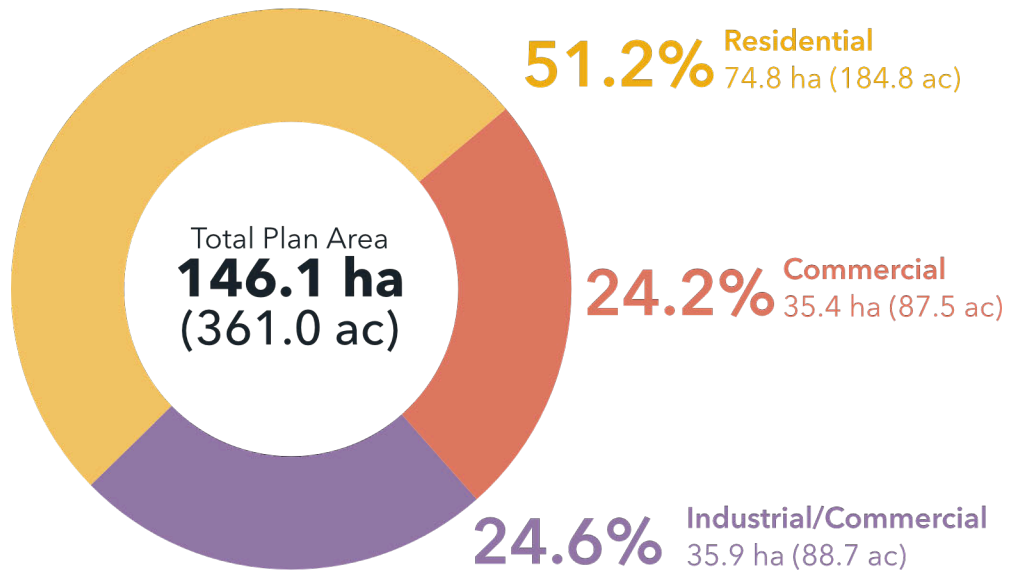
- Agricultural
- Existing Village Land Use
- Future Residential
- Future Commercial
- Future Commercial/Industrial
- Village Boundary
- IDP Boundary
- Joint Planning Area

MAP 6
FUTURE LAND USE
CONCEPT

0 150 300 m 1:15,000



Future Land Use Concept Designations by Area



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

5.1 Future Residential

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

5.2 Future Commercial & Future Industrial/Commercial

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

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

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

5.3 Joint Planning Areas

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





6.0 Land Use Policies

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

6.1 General

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

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

6.2 Future Residential

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

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

- POLICY 6.2.1** The County shall not support redistricting land within the IDP boundary identified as Future Residential to Country Residential.
- POLICY 6.2.2** The Village and the County shall allow independent servicing of single detached dwellings on land in the County within the IDP boundary identified for Future Residential uses.
- POLICY 6.2.3** The County shall refrain from approving rural residential subdivisions and developments, or uses incompatible with residential development, immediately adjacent to the Village’s boundary.
- POLICY 6.2.4** The Village and the County shall ensure an area structure plan is prepared prior to multi-lot residential development on land identified for Future Residential on **Map 6**.

6.3 Future Commercial & Future Industrial/Commercial

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

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

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

6.4 Joint Planning Areas

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

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

6.5 Environment

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

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

6.6 Reserves

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

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

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

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

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

6.7 Municipal Infrastructure

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

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

6.8 Oil and Gas

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

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

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

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

6.9 Urban Growth and Sustainability

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

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

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

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

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

6.10 Economic Development

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

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

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

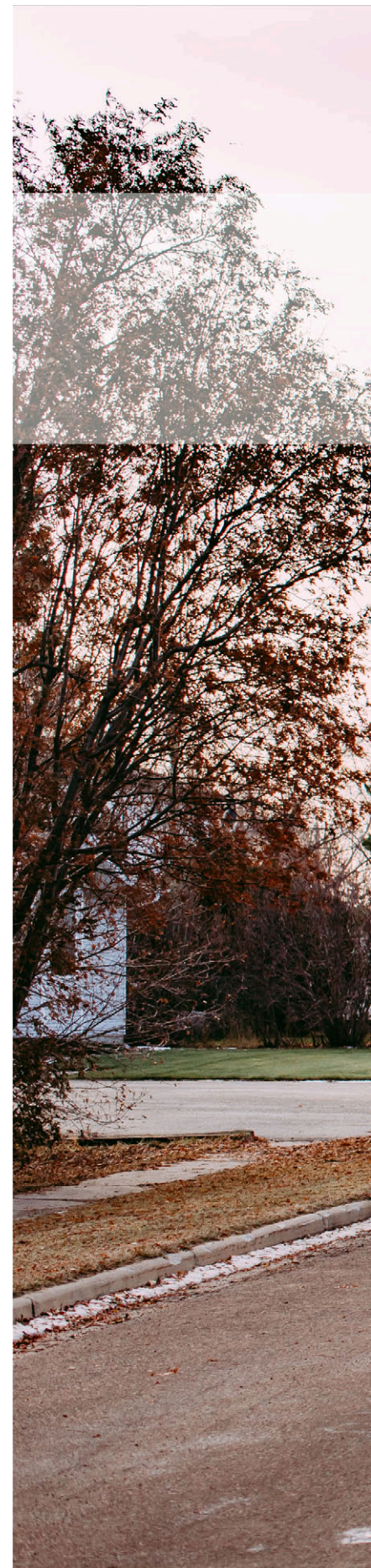
7.0 Plan Implementation


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

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

7.1 Intermunicipal Committee

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



A photograph of a residential street with a large evergreen tree and a road with a yellow diamond-shaped sign.

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

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

POLICY 7.1.1

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

POLICY 7.1.2

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

POLICY 7.1.3

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

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

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

7.2 Statutory Plan Consistency

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

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

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

7.3 Discretion and Variance

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

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

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

7.4 Joint Area Structure Plans

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

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

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

7.5 Implementation Tasks

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

Table 1. IDP Implementation Tasks

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

8.0 Plan Administration

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

8.1 Review, Amendment & Repeal

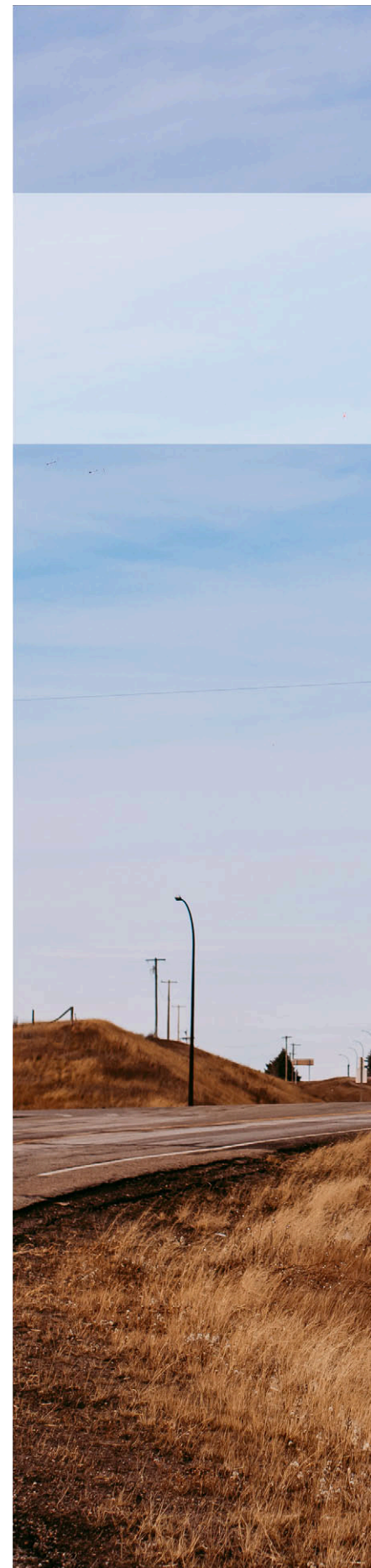
The IDP requires regular review to ensure it aligns with the evolving needs of the Village and the County. If through a review process it is found that particular policies or principles are no longer required or should be augmented, or that new policies and principles are needed, then the Bylaws can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

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

Review & Amendment

POLICY 8.1.1

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





POLICY 8.1.2

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

POLICY 8.1.3

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

Repeal

POLICY 8.1.4

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

POLICY 8.1.5

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

POLICY 8.1.6

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

POLICY 8.1.7

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

POLICY 8.1.8

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

8.2 Dispute Resolution

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

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

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

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

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

POLICY 8.2.1

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

Administrative Review

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

Intermunicipal Committee

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

Municipal Councils

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

Mediation

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

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

MGB Appeal Process

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

Courts

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

8.3 Enactment

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

9.0 Public and Agency Input

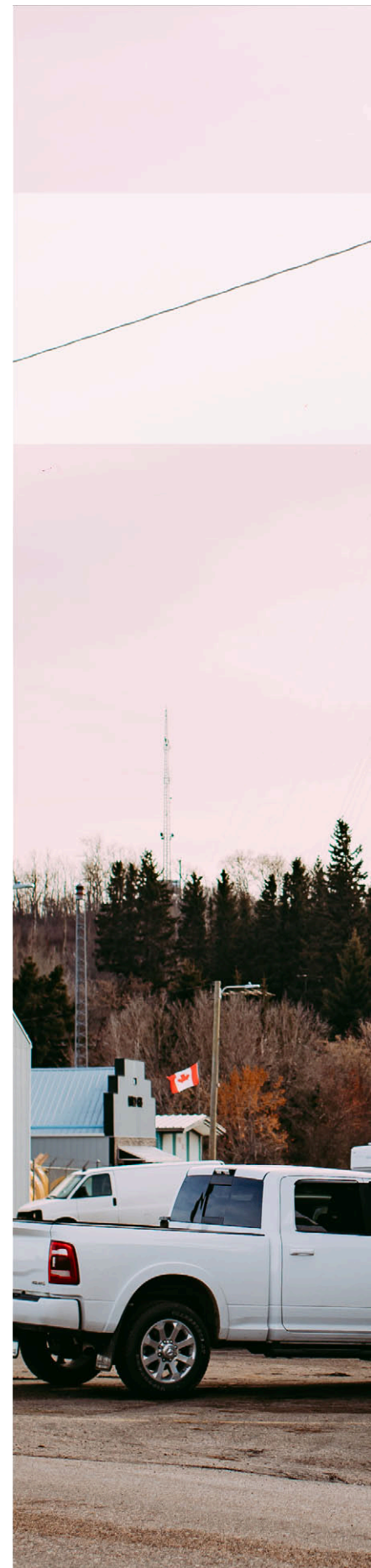
There were 12 affected landowners within the IDP boundary. Affected landowners have the right to be informed of and contribute to the production of an IDP that affects their land. Throughout the project, landowners, general public and agencies were provided opportunities to obtain additional information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

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

Open House

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

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





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

One-On-One Interviews

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

Public Hearing

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

Agencies

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

Conclusions

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





A1

Appendix 1 General Terms of Reference

for the Preparation of a Conceptual Scheme or Area Structure Plan

1) Introduction

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

2) General

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

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

3) Plan Boundary

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

4) Land Use and Density

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

5) Hazard Lands and Development Constraints

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

6) Traffic Circulation

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

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

7) Utility Servicing

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

8) Reserve Lands for Parks and Schools & Environmental Reserve

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

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

9) Community Services

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

10) Staging

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

11) Graphics

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

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

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

12) Implementation

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

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

13) Process

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

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

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

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

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

IDP

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



Prepared by Red Willow Planning
All photos by Davin Gegolick

Municipal Assessment Services Group Inc.

10404-100 Avenue

Morinville, Alta. T8R 1S2

Ph. 780-939-3310

Fax 780-939-3350



March 10, 2020

Brooke Yaremchuk
Chief Administrative Officer
Village of Innisfree
Box 69
Innisfree, AB T0B 2G0

Dear Brooke

RE: VILLAGE OF INNISFREE ASSESSMENT SERVICES RENEWAL

Municipal Assessment Services Inc. is pleased to offer the Village of Innisfree a renewal of the existing contract that expired March 31, 2020. We appreciate the opportunity to offer you this renewal for your review for continued assessment services.

Please note the proposed new pricing arrangement based on a 5 year contract term:

Five Year TERM

First Year of Term Price @

**\$4,520/ Year * 1.02= \$4,600 / Annum
(For period April 1, 2020 - March 31, 2021)**

Second Year of Term Price @

**\$4,600 / Year * 1.00 = 4,600 / Annum
(For period April 1, 2021 - March 31, 2022)**

Third Year of Term Price @

**\$4,600 / Year * 1.00= \$4,600 / Annum
(For period April 1, 2022 - March 31, 2023)**

Fourth Year of Term Price @

**\$4,600 / Year * 1.00 = \$4,600 / Annum
(For period April 1, 2023 - March 31, 2024)**

Fifth Year of Term Price @

**\$4,600 / Year * 1.00 = \$4,600 / Annum
(For period April 1, 2024 - March 31, 2025)**

***(Please note that prices do not include GST)**

Municipal Assessment Services Group Inc.

10404-100 Avenue

Ph. 780-939-3310

Morinville, Alta. T8R 1S2

Fax 780-939-3350

We have had substantial increases in operating costs due to the economy, CAMA system costs, ASSET, and fuel, insurance costs and general costs of living which we have to pass on so we can continue operating in the manner we have in the past..

Due to our understanding of Innisfree's tight financial situation we are offering a reduced cost to the contract to make it more affordable at this time.

In summary, I feel Municipal Assessment Services Group will continue to provide the Village of Innisfree with the highest quality alternative for your assessment delivery service. Municipal Assessment Services Group is proud of the track record it has developed of meeting all its contracts and obligations.

Respectfully,

Raymond Crews, A M A A

Innisfree Library Board

Application Form

Thank you for your interest in the Innisfree Library Board. Please take a moment to fill out this application form and we will get back to you as soon as possible. Be sure to place your signature and date at the bottom of page 3.

Name: Debbie McMann

Phone: 780-592-2116
780-275-0101

Email: debmemeom@yahoo.com

Address: Box 227 Innisfree, AB. T0B 2G0

Relevant experience and/or Employment (resume may be attached if desired)

I was on Library Board for several years
40 years Banking Experience

Why are you interested in servicing our library as a Board trustee?

I am a strong believer in the Library

Please list the area(s) of expertise/contribution you feel you can make.

Experience in meeting and planning.

Please list other current and past volunteer commitments.

Previously I was a library board member
I am involved with Seniors Groups and
4-H Groups.

Innisfree Library Board
Box 69
Innisfree, Alberta T0B 2G0
innisfree@telus.net
Ph: 780-592-3886

Nominee has had a personal meeting with either the chief executive, board chair, or other board member.

Nominee reviewed by the committee.

Nominee attended a board meeting.

Nominee interviewed by the board.

Innisfree Library Board Trustee _____

The Innisfree Library Board strives to meet those guidelines and standards set forth by the professional library associations that the Library has active membership in. Please read the following guidelines from the Alberta Library Trustees Association Handbook and then, if you are in agreement with these statements, please sign your name in the space provided at the bottom of this page.

(Please note: only those applications that are signed will be considered for membership as a Innisfree Library Board trustee).

Introduction

By agreeing to become a public library trustee, you have consented to undertake several legal and moral obligations. The moral obligations include a belief in the importance and value of libraries, and a desire to contribute to their growth and development. The legal obligations are more complex.

The Public Trust

As a library trustee, you are trusted by your community to be responsible for your library. You represent the public interest of this and future generations in the management of that library and the services it provides. You are a creator of policy, employer of personnel, controller of finances and advocate of libraries. You are expected to take the same care in managing the library's affairs as you would your own. You must not manipulate the library's affairs to your own advantage, and you may not agree in advance to turn a decision in a particular direction. If you are negligent or in breach of your duty as a trustee or knowingly collaborate on a breach committed by another trustee, you are liable for any loss sustained by the library as a result.

Responsibilities of Trustees

By consenting to serve as a trustee, you are participating in the responsibilities of the board and may agree to do the following:

- Believe in and support the mission of your library.
- Be aware of your legal responsibilities as a trustee.
- Contribute knowledge or expertise in a major management area: financial personnel, program, policy or advocacy.
- Be aware of issues affecting your library.
- Handle board business effectively and fairly.
- Participate in development framework, governance and operational policies.
- Help to develop goals and objectives congruent with the library's mission, designed to carry out board policies.

- Regularly evaluate and review policies, goals and objectives and amend as required.
- Help to secure adequate funds from government and alternate sources to carry out the goals and objectives.
- Participate in the financial management of the library.
- Develop awareness of the difference between board and staff roles.
- Participate in lobbying all levels of government for positive action for libraries.
- Increase your own and other trustees knowledge of library matters through discussion, ongoing orientation and attendance at workshops and conferences.
- Sit on at least one board committee.
- Participate in the organization and implementation of marketing plans and activities.
- Assist in the formation of partnerships with other community organizations.
- Comply with the *Alberta Libraries Act and Regulation*.
- Embrace the Alberta Library Trustees Association Code of Ethics and Canadian Library Associations Statement of Intellectual Freedom.

It is vital to remember that, as a trustee, you will always be perceived as representing the library in your community. Even though you may personally disagree with a board decision and are free to debate it during board meetings, you must endorse it in public.



Signature

MAR - 9 2020

Date

VILLAGE OF INNISFREE- COUNTY OF MINBURN

Intermunicipal Collaboration Framework

DRAFT

Bylaw ____

Prepared by Red Willow Planning

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Table of Contents

1. Definitions 1

2. Term and Review..... 1

3. Intermunicipal Cooperation 2

4. Municipal Services..... 3

5. Future Projects and Agreements 4

6. Indemnity..... 4

7. Dispute Resolution 5

8. Correspondence 6

9. Authorizations 6

DRAFT

WHEREAS, the Village of Innisfree and the County of Minburn No. 27 share a common border; and

WHEREAS, the Village of Innisfree and the County of Minburn No. 27 share common interests and are desirous of working together to provide services to their ratepayers; and

WHEREAS, the *Municipal Government Act* stipulates that Parties that have a common boundary must create a framework with each other that identifies the services provided that serve both municipalities' residents; and, for each of these services, identify which municipality provides the service, how it will be delivered and how it will be funded.

NOW THEREFORE, by mutual covenant of the Parties hereto it is agreed as follows:

1. Definitions

1. In this Agreement
 - a. "Committee" – means the Intermunicipal Committee as defined in Section 4 of this Agreement.
 - b. "Service agreement" means a legally binding agreement such as a Contract, Agreement, Memorandum of Agreement or Memorandum of Understanding that is signed by both Parties.
 - c. "Capital Costs" means new facilities, expansions to existing facilities and intensification of use of existing facilities.
 - d. "The Parties" – means the Village of Innisfree and the County of Minburn No. 27.
 - e. "Year" means the calendar year beginning on January 1st and ending on December 31st.

2. Term and Review

1. In accordance with the *Municipal Government Act*, this is a permanent Agreement and shall come into force on the passing of the bylaws by both Parties.
2. This Agreement may be amended by mutual consent of both Parties unless specified otherwise in this Agreement. Amended copies of this agreement shall come into force on the passing of bylaws by both Parties.
3. Amended versions to this agreement shall supersede and replace all previous versions of this agreement.
4. It is agreed that the Village of Innisfree and the County of Minburn No. 27 shall meet at least once every four years, or upon request by either party, commencing no earlier than 90 calendar days and no later than 180

calendar days after a municipal election to review the terms and conditions of the agreement.

5. This agreement will be in place until such time that either party or both Parties decide otherwise. It shall be reviewed every five (5) years. The agreement will be rescinded though the passing of bylaws by both Parties.

3. Intermunicipal Cooperation

1. The Village of Innisfree and the County of Minburn No. 27 agree to create a recommending body known as the Intermunicipal Committee (hereinafter referred to as the Committee).
2. The Committee will meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting Town and County residents, except matters where other current operating structures and mechanisms are operating successfully. Services to be considered in this agreement for potential future joint-cost sharing or management include:
 - a. Economic Development
 - b. GIS Sharing
 - c. Bylaw Enforcement
 - d. Regionalization of Mutual Aid/Fire Services
3. Where the Committee desires a joint cost sharing or management agreement on any of the items identified 3.2 above, a service agreement shall be required to be developed on that specific item.
4. The Committee shall consist of eight members, being three elected officials and Chief Administrative Officers from each municipality.
5. The Chief Administrative Officers will be advisory to the Committee and responsible for developing agendas and recommendations on all matters. Chief Administrative Officers will be responsible for forwarding all recommendations from the Committee to their respective Councils. The Chief Administrative Officers are non-voting members of the Committee.
6. Meeting requests will be directed by the initiating municipality's Chief Administrative Officer to the other municipality's Chief Administrative Officer.

4. Municipal Services

1. The Village of Innisfree and the County of Minburn No. 27 have worked collaboratively to develop the following agreements to serve residents of both municipalities:
 - a. Road Maintenance
 - The Parties agree to provide year-round no-fee road maintenance on certain roads they do not control but that are within their respective jurisdictions for mutual benefit. There is no term to this agreement.
 - b. Landfill Agreement
 - A 1989 agreement between the County and the Village of Innisfree, Village of Mannville and former Village of Minburn details costs sharing for development/digging and for operational/miscellaneous costs. It identifies the Village of Mannville as the managing party. The Agreement is self renewing annually with a one-year termination notification requirement.
 - c. Regional Transfer Station Authority Agreement
 - A 2018 Agreement between the County of Minburn and the Villages of Mannville and Innisfree amends a 2012 Regional Waste Transfer Authority Agreement, as amended, details cost break down on a per capita basis. The costs are adjusted annually on January 1 of the year following the year in which a census is conducted for each of the parties.
 - d. Emergency Services Mutual Aid
 - An agreement to provide mutual aid in the event of a disaster or emergency. The party requesting mutual aid is responsible for all costs incurred by the responding party in coming to the requesting party's aid. The term of the agreement is indefinite and ends only when a party gives notice to withdraw.
 - e. Fire Services
 - The County provides apparatus and equipment to the Village and the Village agrees to maintain and operate said apparatus and equipment. If the Village provides fire services support to the County using its apparatus and equipment for a period greater than 2 hours, it will be compensated by the County at an hourly rate of \$100. Training and other annually defined costs will be shared. The agreement is self-renewing requiring a one-year termination notice by either party.
 - f. Family and Community Support Services (FCSS)

- The County contributes annually to the Mannville-Minburn-Innisfree FCSS. The existing agreement is under review and will be updated to reflect recent Provincial requirements for 3-year funding terms.

g. Potable Water (Third Party Agreement)

- The Village of Innisfree and the County of Minburn are parties to the Unanimous Shareholder Agreement with the Alberta Central East (ACE) Water Corporation. The Agreement defines the parties' respective rights and obligations to each other and the terms and conditions under which they will carry on their activities under the corporate structure of the ACE Water Corporation.

5. Future Projects and Agreements

1. In the event that either Party initiates the development of a new project and/or service that may require a new cost-sharing agreement, the initiating municipality's Chief Administrative Officer will notify the other municipality's Chief Administrative Officer.
2. Once either municipality has received written notice of a new project, an Intermunicipal Committee meeting must be held within 30 calendar days of the date the written notice was received, unless the municipalities' respective Chief Administrative Officers agree otherwise.
3. The Intermunicipal Committee will be the forum used to address and develop future mutual aid agreements and/or cost sharing agreements. In the event that the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section 7 of this document.

6. Indemnity

1. The Village of Innisfree shall indemnify and hold harmless the County of Minburn No. 27, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Village of Innisfree, its employees or agents in the performance of this Agreement.
2. The County of Minburn No. 27 shall indemnify and hold harmless the Village of Innisfree, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County of Minburn No. 27, its employees or agents in the performance of this Agreement.
3. The County of Minburn No. 27 shall manage the administration associated with this agreement including but not limited to managing amended versions of the agreement, the preparation of agreement copies and any

associated Freedom of Information and Protection of Privacy (FOIP) requests which may occur.

7. Dispute Resolution

1. The Village of Innisfree and the County of Minburn No. 27 commit to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
2. Both Parties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations
3. Any dispute arising out of the implementation of this Agreement will firstly be addressed by the administrations of both the Village of Innisfree and the County of Minburn No. 27. Where a dispute cannot be resolved to the satisfaction of both Parties after thirty (30) calendar days, the dispute will be referred to the municipalities' respective Chief Administrative Officers.
4. Where a dispute cannot be resolved to the satisfaction of the municipalities' respective Chief Administrative Officers after thirty (30) calendar days, the dispute will be referred to the Intermunicipal Committee.
5. Where a dispute cannot be resolved to the satisfaction of the Intermunicipal Committee after thirty (30) calendar days, the dispute will be referred to the Mayor/Reeve and Council of each municipality.
6. Where a dispute cannot be resolved to the satisfaction of the Mayor/Reeve and Council of each municipality, the Parties will seek the assistance of a mediator acceptable to both Parties. The costs of mediation shall be shared equally between the Parties.
7. In the event that a dispute cannot be resolved through steps outlined above, the dispute may be referred to a single arbitrator mutually acceptable to both Parties. Failing mutual agreement, either party may apply to a Judge of the Court of Queen's Bench of Alberta to appoint an arbitrator whose decision shall be final and binding upon both Parties.
8. The costs of arbitration shall be shared equally between the Parties.
9. For all development, subdivision or planning matters intermunicipal disputes shall follow agreed to processes outlined in an approved Intermunicipal Development Plan between both Parties and in the *Municipal Government Act*. In situations where an approved Intermunicipal Development Plan is in conflict with the *Municipal*

Government Act as it pertains to intermunicipal disputes, provisions in the Municipal Government Act shall prevail.

8. Correspondence

1. Written notice under this Agreement shall be addressed as follows:

a. In the case of the Village of Innisfree to:

Village of Innisfree
c/o Chief Administrative Officer
5116 50th Avenue,
Innisfree, AB T0B 2G0

b. In the case of the County of Minburn No. 27 to:

County of Minburn No. 27
c/o Chief Administrative Officer
4909 50 Street, Box 550
Vegreville, AB T9C 1R6

9. Authorizations

Signed and dated on:

Brooke Magosse, CAO, Village of Innisfree

Brent Williams, CAO, County of Minburn

Date

Date

Deborah McMann, Mayor, Village of Innisfree

Roger Konieczny, Reeve, County of Minburn No. 27

Date

Date

Request for Decision (RFD)

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

Purpose(s):

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

Background:

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

Key Issues/Concepts:

1.1 Metered – Current

Garbage Flat	Joint Landfill	Sewer Flat	Storm Water	Water Flat	Water Regional Fund	Rate (m3)	Cons.	Total
29.25	12.00	21.50	3.39	13.00	15.00	4.12	10.00	135.34
29.25	12.00	21.50	3.396	13.00	15.00	4.12	3.00	106.50

1.2 Metered - Proposed

Garbage Flat	Joint Landfill	Sewer Flat	Storm Water	Water Flat	Water Regional Fund	Rate (m3)	Cons.	Total
25.00	10.00	25.00	3.00	0.00	12.00	4.12	10.00	98.60
25.00	10.00	25.00	3.00	0.00	12.00	4.12	3.00	78.00

Residents pay lower basic fees and are only charged when over 5m3.

2.1 Non- Metered – Current

Garbage Flat	Joint Landfill	Sewer Flat	Storm Water	Water Flat	Water Non Metered	Water Regional Fund	Rate (m3)	Cons.	Total
29.25	12.00	21.50	3.39	13.00	33.00	15.00	0.00	0.00	127.14

2.2 Non-Metered - Proposed

Garbage Flat	Joint Landfill	Sewer Flat	Storm Water	Water Flat	Water Regional Fund	Rate (m3)	Cons.	Total
25.00	10.00	25.00	3.00	0.00	12.00	4.12	5.0	98.60

Residents pay lower basic fees, plus a standard consumption of 5.0 m3.

3.1 Non-Residential - Current

Garbage Flat	Joint Landfill	Sewer Flat	Storm Water	Water Flat	Water Regional Fund	Rate (m3)	Cons.	Total
15.00	12.00	21.50	3.39	25.00	15.00	4.12	10.0	133.09
15.00	12.00	21.50	3.39	25.00	15.00	4.12	5.0	112.49

3.2 Non-Residential - Proposed

Garbage Flat	Joint Landfill	Sewer Flat	Storm Water	Water Flat	Water Regional Fund	Rate (m3)	Cons.	Total
12.50	10.00	25.00	3.00	0.00	12.00	4.12	10.0	104.20
12.50	10.00	25.00	3.00	0.00	12.00	4.12	5.0	67.12

Business Owners will pay lower basic fees and will only be charged when over 5m3. For those charged non-metered fees, they will be charged a minimum consumption of 5m3.

4.1 Organizations – Current

Garbage Flat	Joint Landfill	Sewer Flat	Storm Water	Non-metered	Water Flat	Water Regional Fund	Rate (m3)	Cons.	Total
17.25	7.50	17.00	3.39		25.00	15.00	4.12	5.00	105.74
16.50	7.50	17.00		32.00	10.50	15.00	4.12		98.50

Top is metered / bottom is non-metered

4.2 Organizations - Proposed

Garbage Flat	Joint Landfill	Sewer Flat	Storm Water	Non-metered	Water Flat	Water Regional Fund	Rate (m3)	Cons.	Total
15.00	5.00	20.00	3.00	0.00	22.50	12.00	4.12	10.0	98.10
12.00	5.00	20.00	3.00	0.00	7.50	12.00	4.12	5.0	80.10

Organizations will pay lower basic fees, plus a standard consumption of 5.0 m3 (unless they are metered). If they are metered, they will pay the basic fees and will only be charged consumption when over 5m3.

Option(s):

- As directed by Council.
- That this item be received as information
- That Council approve the Metered – Scenario No. 1.2, 2.2, 3.2 and 4.2 as the new Utility Rates effective May 1, 2020 (April Consumption). Further that Administration be directed to advertise the proposed Utility Rate Changes in the local newspaper and on all Social Media Pages. Furthermore, that Council engage the public, by holding a public hearing on _____, 2020.
- That Council approve Metered – Scenario No. 3.5 and Non-Metered – Scenario No. 3.6 as the new Utility Rates effective June 1, 2020 (May Consumption). Further that Administration be directed to advertise the proposed Utility Rate Changes in the local newspaper and on all Social Media Pages. Furthermore, that Council engage the public, by holding a public hearing on _____, 2020.

Financial Implication(s):

- n/a

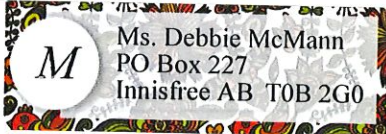
Relevant Policy/Legislation:

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

RECOMMENDATION(s):

- As directed by Council.

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Innisfree Del Norte School Council
Meeting Date & Time:	Feb. 25, 2020 7:00pm.
Attendees:	Rose Gornjak, Marilyn Newton, Amberlynn Mystkowiak, Vanessa Fendytus, Tina Lindballe, Bobbi Boudier, April Pentichuk, Lori Feschuk, Debbie McMann
Discussion:	Hired New Teacher from Newfoundland - lives in town Money Mentors coming April 9 - School Speeches - April 30 to BPT Music Lessons - being set up Shop Classes - Piggy Banks - Jr. High Fire Presentation in April - from County March - Students and Seniors together 1st Nations instruction planned - Funding Grants have decreased but funding will be known earlier. Vibe in the school
Actions:	Village should ask AB Transportation about handicapped area
Future Items:	30 hour famine has been postponed. Tower Gardens well started up again - looking into setting up sensory paths
Submitted By:	 <p>Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p>

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICERS REPORT
JANUARY 14, 2020 – FEBRUARY 18, 2020

Administration

○ **Finances:**

- **Year end**

i. Auditors made a presentation “in-camera” regarding the status of the Village’s Financial Statement.

- **Budget**

i. Finalized Budget will be presented after audit is completed.

ii. Water Rate Scenarios have been presented to Council.

○ **Events**

- Administration is preparing for Canada Day Event. Some of the events happening on July 1 are as follows:

i. Petting Zoo

ii. Live Entertainment

iii. Beer Gardens & Food

iv. Dig for Gold

v. Possibly a dunk tank, etc.

○ **Tax Sale**

- There is one property that has not been compliant with their Tax Repayment Plan. Administration is requesting that the Village please set a date for Tax Sale of the lands listed at:

5030 – 50 Street (SW 11-51-11-W4M) at a reserve bid of \$47,150.00.

Please be advised that Administration has sent out numerous reminders to this resident regarding the Tax Repayment Plan. As per the agreement, signed by the landowner, failure to comply with the agreement results in the sale of their lands.

- Administration gathered quotes from some Local Real Estate companies regarding the sale of the 4 Tax Forfeiture properties. Please see attached.

○ **LGAA Conference – April 22-24, 2020 located in Red Deer**

- Administration is seeking Council’s approval to allow both the CAO and Administrative Assistant to attend the LGAA Conference in Red Deer on April 22-24, 2020.

- The LGAA has a new event they have announced which is LGAA Got Talent. This gives municipalities an opportunity to showcase their talent for the chance to win \$1,000 for their municipality.

Public Works

- o **Water Meter Replacement**
 - We have started going door to door and replacing the water meters in residents' houses that have not been replaced. We are confident we will be able to replace most of the meters by Spring 2020.

Bylaw Enforcement

Bylaw Enforcement is on-going.

UPCOMING EVENTS:

- April 10, 2020 - Office Closed (Good Friday)
- April 13, 2020 – Office Closed (Easter Monday)
- April 22-24, 2020 – LGAA Conference

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 Actual	2020 Budget
TAXATION			
1-00-00-110	Taxes Residential	0.00	175,000.00
1-00-00-111	Taxes Non-Residential	(375.00)	50,000.00
1-00-00-112	Taxes M & E	0.00	1,800.00
1-00-00-190	Taxes Linear	0.00	20,750.00
1-00-00-230	Taxes Federal GIL	0.00	900.00
1-00-00-321	ASFF Residential Levy	0.00	26,500.00
1-00-00-322	ASFF Non-Residential Levy	0.00	11,000.00
1-00-00-330	Seniors Housing Levy	0.00	1,950.00
*	TOTAL TAXATION	(375.00)	287,900.00
REQUISITIONS			
2-00-00-321	ASFF Requisition Residential	0.00	36,700.00
2-00-00-330	Seniors Foundation Requisition	0.00	1,950.00
*	TOTAL REQUISITIONS	0.00	38,650.00
**P	TOTAL TAX AVAILABLE FOR MUNICI	(375.00)	249,250.00
GENERAL REVENUE			
1-00-00-510	Penalties Taxes	20,507.01	26,900.00
1-00-00-540	Franchise Fees - Natural Gas	6,293.92	24,750.00
1-00-00-541	Franchise Fees - Electricity	2,764.19	24,750.00
1-00-00-550	Bank Interest	774.18	3,500.00
1-01-00-590	Other Revenue Own Sources Invest	0.00	100.00
1-11-00-152	Council Health Benefit Cost Recovery	0.00	2,300.00
**	TOTAL GENERAL REVENUE	30,339.30	82,300.00
ADMIN REVENUE			
1-12-00-401	Sales Photocopies, Faxes, Services	198.75	975.00
1-12-00-402	Flower Pots	0.00	300.00
1-12-00-430	Sales Hats, Pins, Promotional	0.00	25.00
1-12-00-560	Rental Revenue Adm	1,350.00	8,845.00
1-12-00-590	Other Revenue Own Sources Adm	0.00	5,630.00
1-12-00-840	Grants Conditional Provincial Adm	158,612.00	169,209.00
1-12-00-911	LTO Cost Recovery	0.00	250.00
**	TOTAL ADMIN REVENUE	160,160.75	185,234.00
FINE REVENUE			
**	TOTAL FINE REVENUE	0.00	0.00
FIRE REVENUE			
1-23-00-410	Fees Fire Fighting	2,485.00	14,500.00
1-23-00-415	Fire Dept Donations	0.00	300.00
1-23-00-850	Grants Conditional Local Gov't Fire	5,182.51	20,500.00
**	TOTAL FIRE REVENUE	7,667.51	35,300.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
BYLAW REVENUE			
1-26-00-522	License Animal	400.00	450.00
1-26-00-523	Business Licenses	350.00	350.00
1-26-00-590	Fines Bylaw	0.00	150.00
** TOTAL BYLAW REVENUE		750.00	950.00
PUBLIC WORKS REVENUE			
1-32-00-430	Sales Service (Grass,Snow)	0.00	1,450.00
1-32-00-560	PW Rental Revenue	0.00	200.00
1-32-00-830	Grants Federal (CSJ) PW	0.00	4,200.00
** TOTAL PUBLIC WORKS REVENUE		0.00	5,850.00
STORMWATER REVENUE			
1-37-00-410	Stormwater Infrastructure Renewal	823.77	4,500.00
** TOTAL STORMWATER REVENUE		823.77	4,500.00
WATER REVENUE			
1-41-00-410	Water Consumption	5,216.30	36,750.00
1-41-00-411	Regional Water Fund	4,035.00	22,300.00
1-41-00-412	Water Base Fee	4,904.50	29,500.00
1-41-00-510	Penalties Water	645.98	2,450.00
** TOTAL WATER REVENUE		14,801.78	91,000.00
SEWER REVENUE			
1-42-00-410	Billings Sewer	5,896.00	33,100.00
** TOTAL SEWER REVENUE		5,896.00	33,100.00
SOLID WASTE			
1-43-00-410	Billings Garbage	8,031.75	47,475.00
1-43-00-411	Regional SWM Infrastructure Fee	3,103.00	17,175.00
** TOTAL SOLID WASTE		11,134.75	64,650.00
COMMUNITY REVENUE			
** TOTAL COMMUNITY REVENUE		0.00	0.00
LAND REVENUE			
1-61-00-522	Permits (Development, Subdivision)	0.00	125.00
1-61-00-840	Grants - Provincial	0.00	10,000.00
** TOTAL LAND REVENUE		0.00	10,125.00
RECREATION REVENUE			
1-72-00-590	Fees Park Grounds	0.00	22,350.00
1-72-00-591	Fees Park Concession	0.00	1,850.00
1-72-00-830	Federal Conditional Grants	0.00	2,100.00
** TOTAL RECREATION REVENUE		0.00	26,300.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
CULTURAL REVENUE			
**	TOTAL CULTURAL REVENUE	0.00	0.00
***	TOTAL REVENUE	231,198.86	788,559.00
COUNCIL EXPENSE			
	2-11-00-151 Fees Council	1,042.50	9,500.00
	2-11-00-152 Benefits Council	182.47	1,975.00
	2-11-00-211 Travel/Subsistence Council	134.52	2,000.00
	2-11-00-212 Conventions/Seminars Council	725.00	3,500.00
	2-11-00-274 Council Insurance	0.00	2,000.00
**	TOTAL COUNCIL EXPENSE	2,084.49	18,975.00
ADMIN EXPENSE			
	2-12-00-110 Salaries & Wages Adm	10,138.18	68,500.00
	2-12-00-111 Honorarium (Admin)	0.00	750.00
	2-12-00-130 Employer Contributions Source Adm	715.16	5,500.00
	2-12-00-131 Employer Benefits Adm	2,230.04	10,000.00
	2-12-00-135 Workers Compensation ADM	0.00	1,650.00
	2-12-00-211 Travel/Subsistence Adm	0.00	1,100.00
	2-12-00-212 Education Adm	0.00	750.00
	2-12-00-215 Telecommunications	1,351.23	5,800.00
	2-12-00-216 Postage & Freight	0.00	2,300.00
	2-12-00-220 Membership Dues Adm	1,022.21	1,300.00
	2-12-00-221 Advertising/Printing/Subscriptions Adm	1,217.74	10,000.00
	2-12-00-230 Audit/Assessor Fees Adm	1,130.00	15,250.00
	2-12-00-250 Contracted Services Adm	3,093.23	10,000.00
	2-12-00-274 Insurance Adm	0.00	3,275.00
	2-12-00-510 Goods & Services Adm	369.12	30,000.00
	2-12-00-540 Utilities Heat Adm	166.37	1,450.00
	2-12-00-541 Utilities Power Adm	424.28	2,220.00
	2-12-00-810 Bank Charges Adm	229.91	1,520.00
	2-12-00-911 Land Title Charges	235.00	750.00
	2-12-00-995 Legal Expenses	769.98	25,000.00
	2-12-00-770 Grants to Organizations Adm	0.00	150.00
	2-12-00-790 Amortization Expense Adm	0.00	600.00
**	TOTAL ADMIN EXPENSE	23,092.45	197,865.00
FIRE EXPENSE			
	2-23-00-120 Salaries & Wages Fire	3,208.00	20,700.00
	2-23-00-211 Travel & Subsistence Fire	0.00	500.00
	2-23-00-215 Telecommunications Fire	1,215.93	2,900.00
	2-23-00-234 Training Fire	0.00	6,000.00
	2-23-00-250 Contracted Services Fire	0.00	3,000.00
	2-23-00-274 Insurance Fire	0.00	2,000.00
	2-23-00-510 Supplies & Equipment Fire	857.08	10,000.00
	2-23-00-540 Utilities Heat Fire	378.00	2,150.00
	2-23-00-541 Utilities Power Fire	215.17	1,700.00
	2-23-00-762 Transfer to Capital Reserves Fire	0.00	4,000.00
	2-23-00-790 Amortization Expense Fire	0.00	2,525.00
**	TOTAL FIRE EXPENSE	5,874.18	55,475.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
EMGERENCY SERVICE EXPENSE			
2-25-00-310	911 Requisition	1,427.20	1,430.00
**	TOTAL EMGERENCY SERVICE EXPENS	1,427.20	1,430.00
BYLAW EXPENSE			
2-26-00-221	Bylaw Advertising	0.00	150.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00
2-26-00-510	Animal Control Goods & Services	0.00	250.00
**	TOTAL BYLAW EXPENSE	0.00	900.00
PUBLIC WORKS EXPENSE			
2-32-00-110	Salaries & Wages PW	4,254.84	22,950.00
2-32-00-111	Honorarium (PW)	0.00	750.00
2-32-00-130	Employer Contributions Source PW	296.06	3,000.00
2-32-00-131	Employer Benefits PW	687.08	5,000.00
2-32-00-211	Travel & Subsistence PW	0.00	100.00
2-32-00-215	Telecommunications PW	389.58	2,575.00
2-32-00-250	Contracted Services PW	0.00	20,000.00
2-32-00-270	CN Services PW	0.00	130.00
2-32-00-274	Insurance PW	0.00	5,200.00
2-32-00-510	Goods & Services PW	647.16	50,000.00
2-32-00-521	Fuel & Oil PW	1,161.04	7,000.00
2-32-00-540	Utilities Heat PW	262.96	1,500.00
2-32-00-541	Utilities Power (Street/Shop) PW	5,815.56	50,500.00
2-32-00-762	Transfer to Capital PW	0.00	9,500.00
2-32-00-790	Amortization Expense PW	0.00	12,500.00
**	TOTAL PUBLIC WORKS EXPENSE	13,514.28	190,705.00
STORM DRAINAGE EXPENSE			
2-37-00-510	Goods & Equipment Repairs - Storm Draina	0.00	750.00
**	TOTAL STORM DRAINAGE EXPENSE	0.00	750.00
WATER EXPENSES			
2-41-00-110	Salaries & Wages Water	1,823.50	8,000.00
2-41-00-130	Employer Contributions Source Water	126.90	1,200.00
2-41-00-131	Employer Benefits Water	175.97	850.00
2-41-00-215	Telecommunications - Water	210.64	660.00
2-41-00-250	Contracted Services Water	720.91	7,000.00
2-41-00-274	Insurance Water	0.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	11,921.94	51,500.00
2-41-00-510	Goods & Services Water	134.94	2,500.00
2-41-00-540	Utilities Heat Water Plant	181.24	1,375.00
2-41-00-541	Utilities Power Water Plant	1,158.15	5,450.00
2-41-00-840	750-Capital ACE Water Contribution	0.00	24,140.00
2-41-00-790	Amortization Expense Water	0.00	66,900.00
**	TOTAL WATER EXPENSES	16,454.19	172,975.00
SEWER EXPENSE			
2-42-00-110	Salaries & Wages Sewer	1,050.00	7,600.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
2-42-00-130	Employer Contributions Source Sewer	73.76	1,000.00
2-42-00-131	Employer Benefits Sewer	29.97	850.00
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00
2-42-00-250	Contracted Services Sewer	0.00	3,500.00
2-42-00-274	Insurance Sewer	0.00	1,275.00
2-42-00-510	Goods & Services Sewer	0.00	5,000.00
2-42-00-541	Utilities Power Sewer Lift Stations	646.55	4,700.00
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00
2-42-00-790	Amortization Expense Sewer	0.00	26,000.00
** TOTAL SEWER EXPENSE		1,800.28	59,975.00
GARBAGE EXPENSE			
2-43-00-110	Salaries & Wages Garbage	3,223.48	18,500.00
2-43-00-130	Employer Contributions Source Garbage	225.22	2,500.00
2-43-00-131	Employer Benefits Garbage	215.90	2,000.00
2-43-00-250	Contracted Services Garbage	981.03	24,500.00
2-43-00-274	Insurance Garbage	0.00	360.00
2-43-00-510	Goods & Services Garbage	0.00	500.00
2-43-00-762	Transfer to Capital Garbage	0.00	18,500.00
2-43-00-790	Amorization Expense Garbage	0.00	2,165.00
** TOTAL GARBAGE EXPENSE		4,645.63	69,025.00
FCSS EXPENSE			
2-51-00-351	FCSS Requisition	1,837.75	2,100.00
** TOTAL FCSS EXPENSE		1,837.75	2,100.00
PLANNING EXPENSE			
2-61-00-510	General Goods & Services	0.00	500.00
2-61-00-250	Contracted Services	0.00	5,500.00
2-61-00-840	Grants - Provincial	0.00	10,000.00
** TOTAL PLANNING EXPENSE		0.00	16,000.00
LAND PURCHASES EXPENSE			
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00
RECREATION E XPENSES			
2-72-00-130	Employer Contributions Source Recreation	0.00	100.00
2-72-00-215	Freight/Phone/Postage Recreation	270.64	750.00
2-72-00-221	Printing/Advertising/Subscriptions	0.00	400.00
2-72-00-250	Contracted Services Recreation	0.00	12,275.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00
2-72-00-274	Insurance Recreation	0.00	3,000.00
2-72-00-510	Goods & Services Recreation	0.00	11,000.00
2-72-00-511	Rec Park Float	0.00	100.00
2-72-00-521	Fuel and Oil Park	0.00	500.00
2-72-00-540	Utilities Heat Park Building	100.99	700.00
2-72-00-541	Utilities Power Park Grounds	320.34	5,530.00
2-72-00-591	Concessions Park Grounds	0.00	850.00
2-72-00-762	Transfer to Capital Recreation	0.00	5,000.00
2-72-00-790	Amortization Expense Recreation	0.00	8,450.00



Village of Innisfree

Revenue & Expense Report

Page 6 of 6
2020-Mar-12
1:43:30PM

General Ledger	Description	2020 Actual	2020 Budget
**	TOTAL RECREATION E XPENSES	691.97	49,405.00
	CULTURE EXPENSES		
2-74-00-221	Printing/Advertising/Subscriptions	0.00	500.00
2-74-00-250	Contracted Services Library/Museum	0.00	100.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00
2-74-00-300	Regional Library Requisition	1,166.29	1,200.00
2-74-00-350	Local Municipal Library Grant	0.00	7,000.00
2-74-00-540	Utilities Heat Museum	476.25	2,350.00
2-74-00-541	Utilities Power Museum	146.36	1,250.00
**	CULTURE EXPENSES	1,788.90	14,000.00
***	TOTAL EXPENSES	73,211.32	849,580.00
****	(SUPLUS)/DEFICIT	(157,987.54)	61,021.00

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-03-12

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	16,700.88							
		1 Year	69,391.18			3-00-00-211	16,700.88			
		2 Years	46,424.46			3-00-00-212	166,531.49			
		3 Years	23,737.49			Totals	<u>183,232.37</u>			
		Over 3	26,978.36							
		Outstanding	<u>183,232.37</u>							
						Total GL	183,232.37			
						Total SL	183,232.37			
						Proof	<u>0.00</u>			

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2020-03-12

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	13,044.25		
Overdue 1	3,796.66	3-00-00-274	25,406.16
Overdue 2	2,195.43		
Overdue 3	1,883.99		
Overdue 4	4,485.83		
Outstanding	25,406.16	Totals	25,406.16
		Total GL	25,406.16
		Total SL	25,406.16
		Proof	0.00

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

2020-Mar-12
1:44:42PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200054	2020-02-13	AMSC Insurance Services	2-11-00-152 2-32-00-131 2-12-00-131 2-12-00-131	0732-10 0732-10 0732-10 0732-10	PAYMENT JANUARY 2020 EMPLOYEE/COUNCIL JANUARY 2020 EMPLOYEE/COUNCIL JANUARY 2020 EMPLOYEE/COUNCIL JANUARY 2020 EMPLOYEE/COUNCIL	182.47 276.51 276.51 616.53	1,352.02
20200055	2020-02-13	CANADA REVENUE AGENCY	4-00-00-237	January2020	PAYMENT JANUARY 2020 PAYROLL DEDUCTIC	2,934.81	2,934.81
20200056	2020-02-13	Cannan, Aaron	2-32-00-510	January2020	PAYMENT JANUARY 2020 PUBLIC WORK SERV	587.50	587.50
20200057	2020-02-13	County of Minburn	2-23-00-510	28482	PAYMENT GUILLEVIN INTERNATIONAL - FIRE F	620.75	620.75
20200058	2020-02-13	Desjardins Card Services	2-12-00-510 2-12-00-510	28-01-2020 28-01-2020	PAYMENT Paper, Stapler, Letter Tray, Sticky Notes Adjustable 6 Section binder holder	189.61 53.54	243.15
20200059	2020-02-13	Martin Plumbing & Heating Ltd	2-12-00-510	5883	PAYMENT VILLAGE OFFICE TOILET SNAKE	99.75	99.75
20200060	2020-02-13	Nutrien Ag Solutions (Innisfree)	2-32-00-510	0028	PAYMENT BEAR TRAX ICE MELT - SENIORS VII	42.00	42.00
20200061	2020-02-13	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	Jan28 - Feb27 Jan28 - Feb27 Jan28 - Feb27 Jan28 - Feb27 Jan28 - Feb27 Jan28 - Feb27	PAYMENT 2 Cable Mileage 780-592-2010 780-592-2414 780-592-3729 (Fax) 780-592-3886 (Phone) 780-592-3939 (Fax)	45.82 73.72 94.72 159.93 120.24 73.72	568.15
20200062	2020-02-13	Telus Communications Company	2-12-00-215	Jan28 - Feb27	PAYMENT 780-592-2041 PHONE CHARGES	105.14	105.14
20200063	2020-02-13	The Marketer	2-12-00-221	2020-013	PAYMENT 1/12 PAGE AD - 2020 GO EAST OF EI	367.50	367.50
20200064	2020-02-13	CANADA REVENUE AGENCY	4-00-00-237	January2020-TP	PAYMENT REQUIREMENT TO PAY - JANAURY :	15.00	15.00
20200065	2020-02-13	ACE	2-41-00-510	BFINN12312019	PAYMENT 2019 BOARD OF DIRECTORS FEES	1,750.05	1,750.05
20200066	2020-02-13	County of Minburn	2-43-00-250	28504	PAYMENT NOV5 - DEC31/19 MANN WTS COSTS	1,566.21	1,566.21
20200076	2020-02-28	Alberta Municipal Services Corpor	2-32-00-540 2-41-00-540 2-74-00-540 2-23-00-540 2-12-00-540 2-32-00-541 2-32-00-541 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	20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449 20-1032449	PAYMENT New PW Shop WTP Museum Fire Hall Village Office Sentinel Lights New PW Shop WTP Old PW Shop Museum Fire Hall Village Office Lift Station Lift Station Lift Station Rec Park Xmas Lights Street Lights	276.11 190.30 500.06 396.90 174.69 46.28 634.55 1,216.06 21.00 153.68 225.93 445.49 346.03 154.32 178.53 336.36 161.20 5,241.98	10,699.47
20200077	2020-02-28	Alberta Urban Municipalities Assor	2-12-00-220 2-11-00-212	20200236 CONV19-0028	PAYMENT AUMA MEMBERSHIP BASIC FEE 2019 FULL CONVENTION REGISTRA	1,073.32 761.25	1,834.57



Village of Innisfree

Cheque Listing For Council

2020-Mar-12

1:44:43PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200078	2020-02-28	Alta-Wide Builders	2-32-00-510	622543	PAYMENT 4 PACKS OF SCREWS	20.64	20.64
20200079	2020-02-28	Brownlee LLP	2-12-00-995	493324	PAYMENT GRANT BERGMAN - TAX BYLAW CH/	487.87	487.87
20200080	2020-02-28	Cleartech Industries Inc	2-41-00-510	822648	PAYMENT CRP012-0, DPD TOTAL CHLORINE R/	81.78	81.78
20200081	2020-02-28	County of Minburn	2-32-00-521 2-43-00-250	28484 28611	PAYMENT NOV-DEC/19 LOADER FUEL JANUARY 2020 TIPPAGE AND TRUCI	337.81 981.03	1,318.84
20200082	2020-02-28	Kostynuk, Eldon	2-23-00-215	February2020	PAYMENT FIRE CHIEF CELL PHONE COVERAG	50.00	50.00
20200083	2020-02-28	M.M.I. F.C.S.S.	2-51-00-351	MUN-INN-2020	PAYMENT 2020 F.C.S.S MUNICIPAL FUNDING -	1,837.75	1,837.75
20200084	2020-02-28	McMann, Deborah	2-11-00-211	2020/1	PAYMENT FEB 4 MMIFCSS MILEAGE & FEB 5 IC	82.60	82.60
20200085	2020-02-28	Minco Gas Co-op Ltd.	2-72-00-540	Jan31,2020	PAYMENT REC PARK GAS	106.04	106.04
20200086	2020-02-28	Oudshoorn, William	2-11-00-211	2020/1	PAYMENT FEB 5 IDP MILEAGE	51.92	51.92
20200087	2020-02-28	Receiver General for Canada	2-23-00-215	20200015882	PAYMENT RADIO AUTHORIZATION RENEWAL	805.34	805.34
20200088	2020-02-28	Telus Mobility	2-12-00-215 2-32-00-215	Feb02 - Mar01 Feb02 - Mar01	PAYMENT ADMIN & PUBLIC WORKS CELL PHO ADMIN & PUBLIC WORKS CELL PHO	104.41 93.91	198.32
20200089	2020-02-28	Town of Vegreville	2-41-00-250	IVC056257	PAYMENT WTP Supervision January 2020	731.09	731.09
20200090	2020-02-28	ATB Financial MasterCard	2-12-00-221 2-12-00-510 2-32-00-215 2-41-00-510	Jan14-Feb12 Jan14-Feb12 Jan14-Feb12 Jan14-Feb12	PAYMENT Canada Post - Mail Adobe PDF Viewer MCSNet - PW Shop ATB MASTERCARD CHARGES	180.98 21.17 104.95 57.05	364.15
20200091	2020-02-28	CANADA REVENUE AGENCY	4-00-00-237	February2020	PAYMENT FEBRUARY 2020 PAYROLL DEDUCTI	2,884.81	2,884.81
20200092	2020-02-28	McEwen, Darlene	2-12-00-250	February2020	PAYMENT FEBRUARY CLEANING SERVICES	220.00	220.00

Total 32,027.22

*** End of Report ***

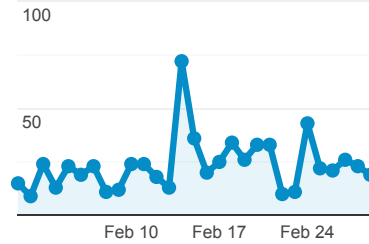
Village of Innisfree Monthly Stats

Feb 1, 2020 - Feb 29, 2020

All Users
100.00% Sessions

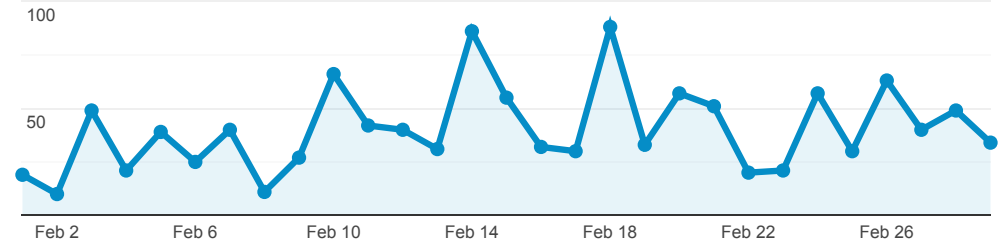
Visits

● Sessions



Pageviews

● Pageviews



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

Source / Medium	Sessions	Pages / Session
google / organic	308	2.07
(direct) / (none)	242	1.31
m.facebook.com / referral	58	1.28
bing / organic	17	2.47
yahoo / organic	14	1.57
facebook.com / referral	13	1.00
TravelAlberta-ATIS / TravelAlberta	5	1.80
baidu.com / referral	4	1.00
ca.search.yahoo.com / referral	4	2.00
ecosia.org / organic	4	2.00

Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Greg-s-Truck-Stop-Cafe_12462	9	8
/places/Innisfree-Hotel_12463	7	7
/places/Innisfree-Recreation-Centre_12449	5	5
/places/Prairie-Rose-Veterinary-Clinic_12599	5	5
/places/Ron-s-Auto--Ag_12451	5	5
/places/Innisfree-Petro-Canada_12461	4	4
/places/Nutrien-Ag-Solutions_12465	3	3
/places/Innisfree-Public-Trout-Pond_12448	2	2
/places/Canada-Post-Innisfree-_12459	1	1
/places/Hiway-16-News_12548	1	1

Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	391	339
/Employment	76	59
/blogs/show_entry/13270/Temporary-Employment-Opportunity-Recreation-Park-Manager	52	44
/page/contact/422	50	31
/About-Innisfree	40	34
/115/businesses	38	17
/world/Canada/Alberta/Innisfree/422/Employment	33	32
/115/businesses/12447/255/Innisfree-Recreational-Park	26	23
/Village-Council	24	19
/blogs/show_entry/13295/Notice-of-Public-Hearing	17	17

Map Overlay

Country	Sessions	Pages / Session
Canada	561	1.76
United States	53	1.40
India	9	1.89
South Korea	9	1.00
Japan	4	1.00
Bangladesh	3	5.00
Brazil	3	1.33
Denmark	3	1.00
United Kingdom	3	1.67
Ireland	3	1.00

Visits and Pages/Visit by Browser

Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
No	341	1.97
Yes	341	1.45

Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	72	88

Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	556	1.66
Returning Visitor	126	1.91

Visits by Keyword

Keyword	Sessions
(not provided)	331
innisfree canada	3
innisfree	2
gu3dY9cdPlm_K1D63TrIPA EHiQTQyKPk708mxp8TFVY u0xvrgwL9a1JpaoLXOj-Ra V8t5dFTItBNN2teH80vlp-V 5fvemIPMiNP-eVCPUw_N-7 DzH2loyoGHefUoIQAk98sH Who18piGztfHX_0LVMLeM h37b-7uQPi6zzDEhVFZv 2_XELAScpc26t2ZML0Szo 1IUiedy97wSiM0TT95TS_M 8oY14Ew6HSmpMAgCT4s 1kEk7HAIQtWUxmLmw2SB w32bOxLtfNDhmyJ2M_KvR y6NA9h59NDB48SLbSVv Y_O69x4q3h3MbpXTAJBX dQm5-LOe3DBrIQRmQddW Cgi0yjg	1
innisfree ab	1
innisfree alberta	1
innisfree rec centre	1
policies for village governa nce	1
village of innisfree	1
village of innisfree alberta	1

Browser	Sessions	Pages / Session
Chrome	308	2.06
Safari	204	1.40
Safari (in-app)	69	1.09
Firefox	21	2.29
Android Webview	19	1.79
Edge	16	2.12
Internet Explorer	14	1.36
Samsung Internet	13	1.46
(not set)	10	1.00
UC Browser	4	1.00

Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	175	1.35
Apple iPad	17	1.59
Samsung SM-G960W Galaxy S9	14	2.50
Apple iPhone 8	12	1.08
Samsung SM-G965W Galaxy S9+	6	1.00
Apple iPad 6th gen	5	1.00
Apple iPhone XR	5	1.00
Samsung SM-A505G Galaxy A50	5	2.20
Apple iPhone 5s	4	1.00
Samsung SM-A530W Galaxy A8 2018	4	1.00



ALBERTA
MUNICIPAL AFFAIRS

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

February 27, 2020

Dear Chief Elected Officials and Chief Administrative Officers:

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

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

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

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

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

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

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

.../2

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

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

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

Yours very truly,

A handwritten signature in black ink, appearing to read 'Kaycee Madu', written in a cursive style.

Kaycee Madu
Minister

cc: All Government Members