

**Village of Innisfree  
Regular Council Meeting  
April 21, 2020  
5:00 p.m.**

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

1. Call to Order
2. Agenda
  - a. Deletions/Additions:
  - b. Adoption of Agenda
3. Delegations
  - a. [5:05 PM - Grant Bergman – Minimum Tax Update & Properties Listed for Tax Sale \(Page 3\)](#)
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 \(Pages 4-6\)](#)
  - b. [March 17, 2020 Public Hearing Minutes \(Page 7\)](#)
  - c. [March 17, 2020 Regular Council Minutes \(Page 8\)](#)
6. Business Arising from the Minutes:
  - a. [Bylaw 647-20 – Municipal Emergency Management \(Pages 9- 14\)](#)
7. Policies & Bylaws:
  - a. [Bylaw 648-20 – Innisfree/Minburn Intermunicipal Development Plan \(Pages 15-80\)](#)
8. New Business:
  - a. Appointment of Subdivision Authority
  - b. [Assessment Services Renewal – Municipal Assessment Services Group Inc. \(Pages 81-82\)](#)
  - c. [Approval of Innisfree Library Board Application \(Pages 83-85\)](#)
  - d. [Approval of Intermunicipal Collaboration Framework \(Pages 86-94\)](#)
  - e. [2020 Proposed Utility Rates \(Pages 95-96\)](#)
  - f. [Invigorate Innisfree Update – Economic Development \(Pages 97-98\)](#)
  - g. [Birch Lake Recreation Facility - Update \(Pages 99-100\)](#)
  - h. Innisfree Fire Department - Request to Purchase Industrial/Heavy Duty Washing Machine
9. Councillor Reports
  - a. [Innisfree Delnorte School Council – Deb McMann \(Page 101\)](#)
  - b. [MMI FCSS Report – Deb McMann \(Page 102\)](#)
10. Administration Reports
  - a. [CAO Report & Action List \(Pages 103-105\)](#)
  - b. Financials
    - i. [Revenue & Expense \(Pages 106-111\)](#)
    - ii. [Tax Trial Balance \(Page 112\)](#)
    - iii. [Utility Trial Balance \(Page 113\)](#)
    - iv. [Accounts Payable Trial Balance \(Page 114-116\)](#)
  - c. [Website \(Pages 117-120\)](#)

11. Correspondence
  - a. [Municipal Government During Covid-19 Outbreak \(Pages 121-124\)](#)
  - b. [Changes to CSJ Program to Assist Young Canadians Affected by COVID-19 \(Page 125-126\)](#)
  - c. [Alberta Municipal Affairs Letter March 31, 2020 - ACP Grant Approval \(Page 127-128\)](#)
  - d. [ATCO Franchise Fee Report \(Pages 129-132\)](#)
  - e. [Alberta Municipal Affairs Letter February 27, 2020 - 2020 Budget \(Pages 133-134\)](#)
  
12. Adjournment

March 13, 2020

Delegation Request for Village of  
Innisfree's Regular Meeting on  
March 17, 2020.

Re: Minimum Tax - I would request that Council budget for all outcomes that may occur as the results of the April 21, 2020 judicial review concerning the minimum tax bylaw. In regards to the the 2020 budget, Council should consider all of the legal costs and implications of having a high minimum tax. I urge Council not to have a minimum tax in 2020.

Sincerely,  
*Grant Bergman*  
GRANT BERGMAN

**A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday 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 18<sup>th</sup> 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 18<sup>th</sup> 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

**A Public Hearing meeting of the Council of the Village of Innisfree was held in the Innisfree Council Chambers at 5116 – 50 Avenue, Innisfree, Alberta on Tuesday, March 17, 2020 at 5:00 P.M.**

PRESENT

Deborah McMann                      Mayor

ALSO PRESENT

Brooke Magosse                      Chief Administrative Officer

ABSENT

Will Oudshoorn                      Deputy Mayor  
Aaron Cannan                      Councillor

Due to the absence of two (2) or more Council members within thirty (30) minutes of the time appointed for the Public Hearing, in accordance with section(s) 6.3 and 6.4 of the Council Procedural Bylaw 630-17, the Public Hearing shall stand adjourned until the next Public Hearing is called to deal with the matters intended to be dealt with at the adjourned meeting.

Mayor McMann adjourned the meeting at 5:30 PM.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, March 17, 2020.**

CALL TO ORDER

Mayor McMann called the meeting to order at 5:30 PM.

PRESENT

Deborah McMann                      Mayor

ALSO PRESENT

Brooke Magosse                      Chief Administrative Officer

ABSENT

Will Oudshoorn                      Deputy Mayor  
Aaron Cannan                      Councillor

Due to the absence of two (2) or more Council members within thirty (30) minutes of the time appointed for the meeting of Council, in accordance with section(s) 6.3 and 6.4 of the Council Procedural Bylaw 630-17, the Council shall stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

Mayor McMann adjourned the meeting at 6:00 PM.

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Mayor

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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**

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Prepared by:  
Red Willow Planning

All photos:  
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# 1.0 Introduction

## 1.1 Location & Context

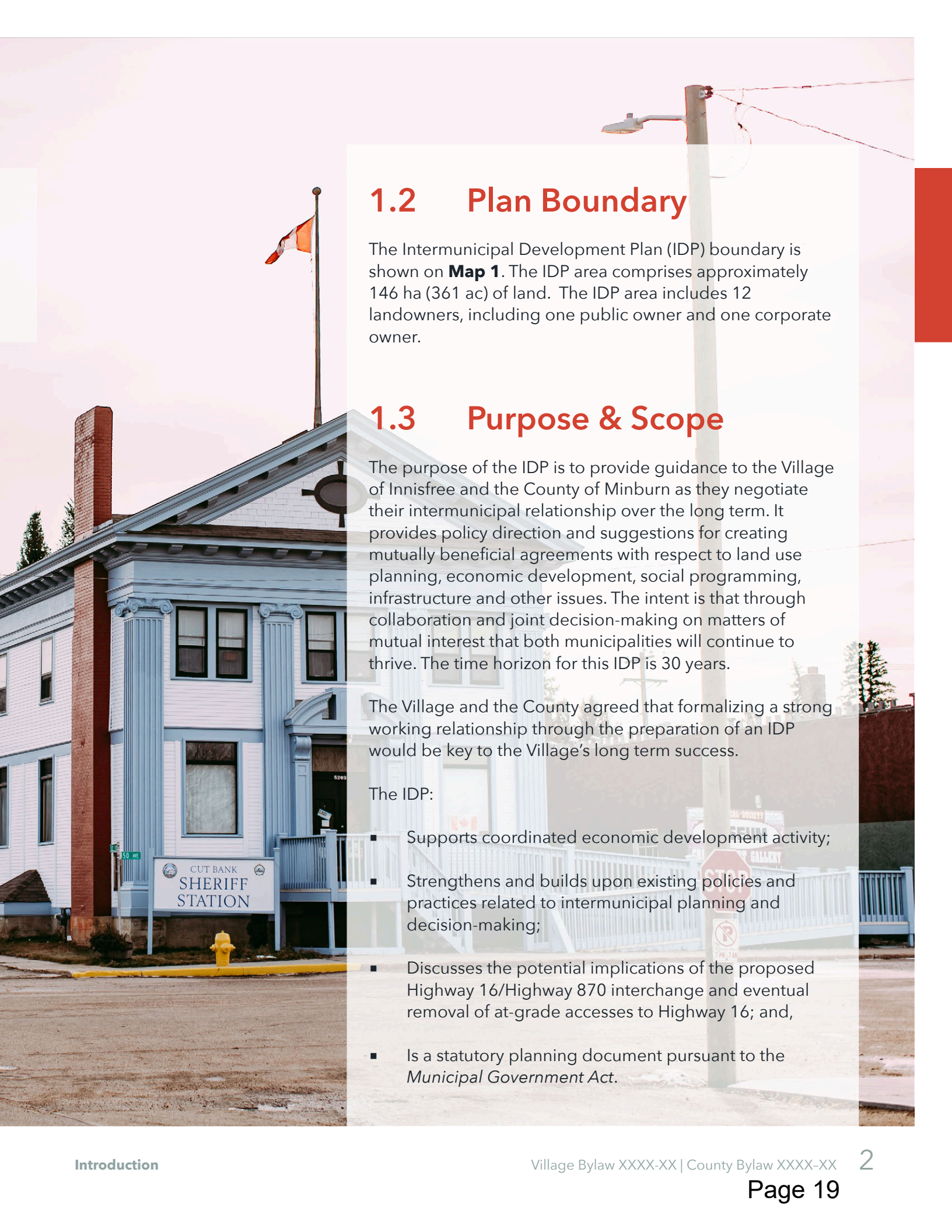
The County of Minburn No. 27 (the County) is located in the east-central portion of the Province of Alberta (see **Map 1**). According to the 2016 Federal Census, the County comprises approximately 2,913 km<sup>2</sup> of land with a population of 3,188 and with a median age of 43.3.

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 223<sup>1</sup> with a median age of 57.2<sup>2</sup>.

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

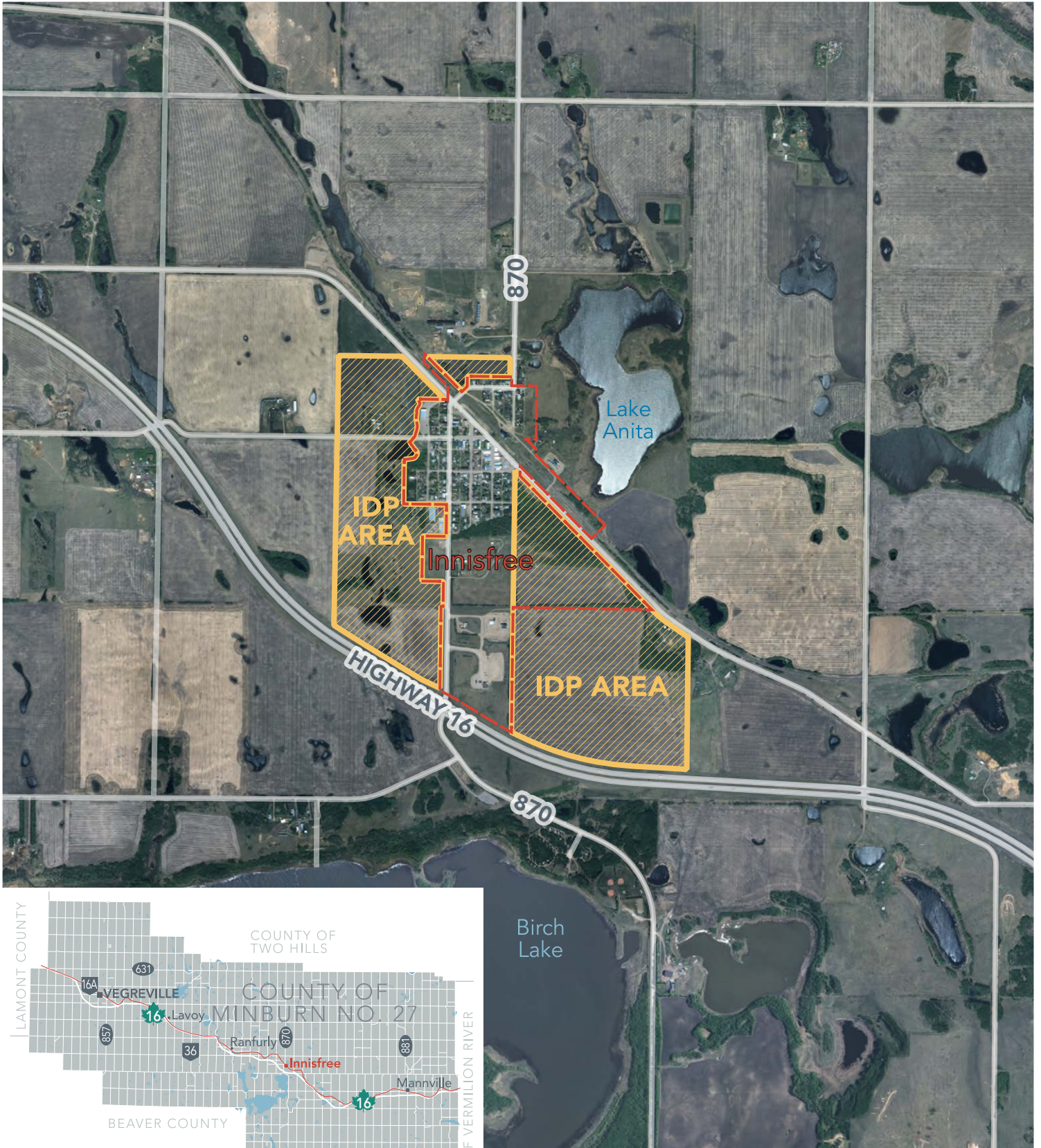
The purpose of the IDP is to provide guidance to the Village of Innisfree and the County of Minburn as they negotiate their intermunicipal relationship over the long term. It provides policy direction and suggestions for creating mutually beneficial agreements with respect to land use planning, economic 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, 1911<sup>3</sup>. 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.”<sup>4</sup>

Various sources<sup>5</sup> claim the name change was a result of a visit by the Canadian Bank of Commerce general manager to Delnorte in 1905. After viewing the landscape around the settlement, the general manager apparently relayed to the mayor of Delnorte its similarity to the landscape around his vacation home called Innisfree. Upon hearing this, the mayor is attributed having suggested he would rename Delnorte to Innisfree if the general manager would locate a branch of his bank in the village. A year later, the Canadian Bank of Commerce established a branch in temporary premises, and in 1906 relocated the building which would become the bank’s permanent home, and which still stands today.

3. Alberta Municipal Affairs Municipal Profiles
4. Historic Places of Canada found here: <https://www.historicplaces.ca/en/rep-reg/place-lieu.aspx?id=5215>
5. [www.innisfree.ca](http://www.innisfree.ca); [www.centraleastalberta.com](http://www.centraleastalberta.com); [www.historicplaces.com](http://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.”<sup>6</sup>

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.<sup>7</sup>

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.

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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.<sup>8</sup>

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

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.

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8. Village of Innisfree website: [www.innisfree.ca](http://www.innisfree.ca)

9. Alberta Hub: [www.albertahub.com/profiles](http://www.albertahub.com/profiles)



# 3.0 Intermunicipal Programs

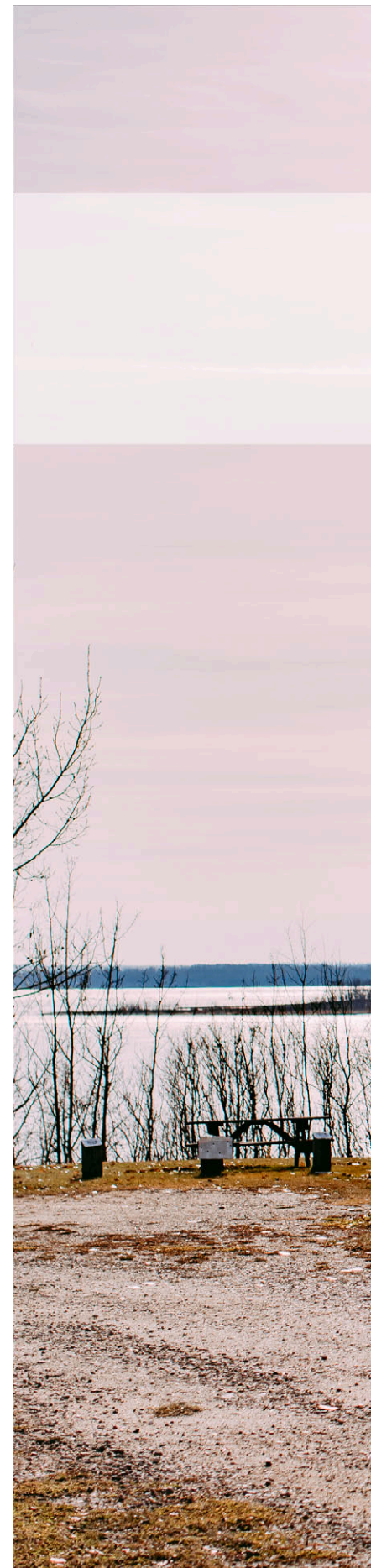
## 3.1 Economic Development

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

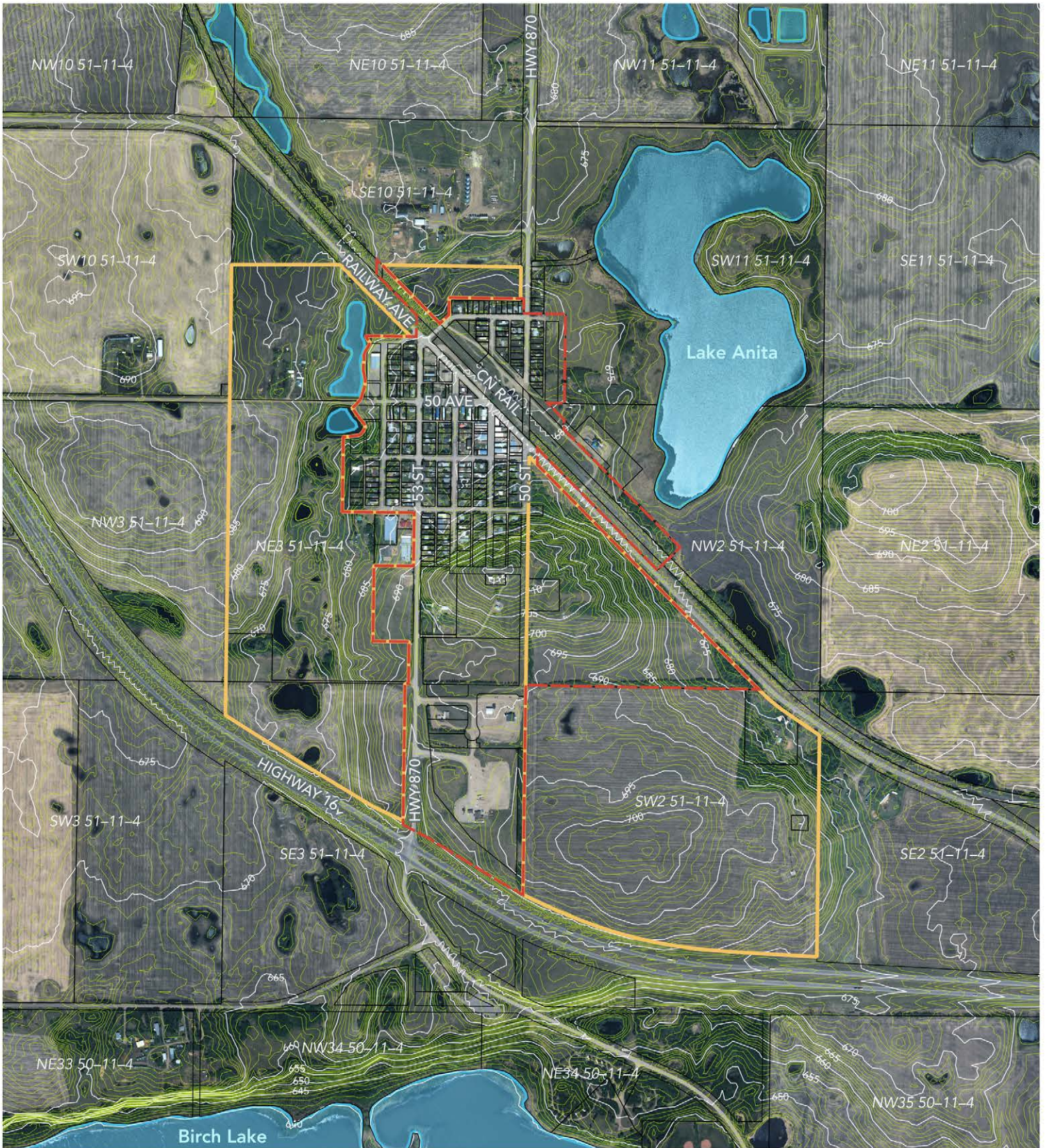
The natural environment refers to the non-human, biophysical aspects of the IDP area. In this section a general discussion of each topic is presented, with some commentary on opportunities and constraints relative to future development. Please refer to **Map 2**.

### 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.<sup>10</sup>

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.

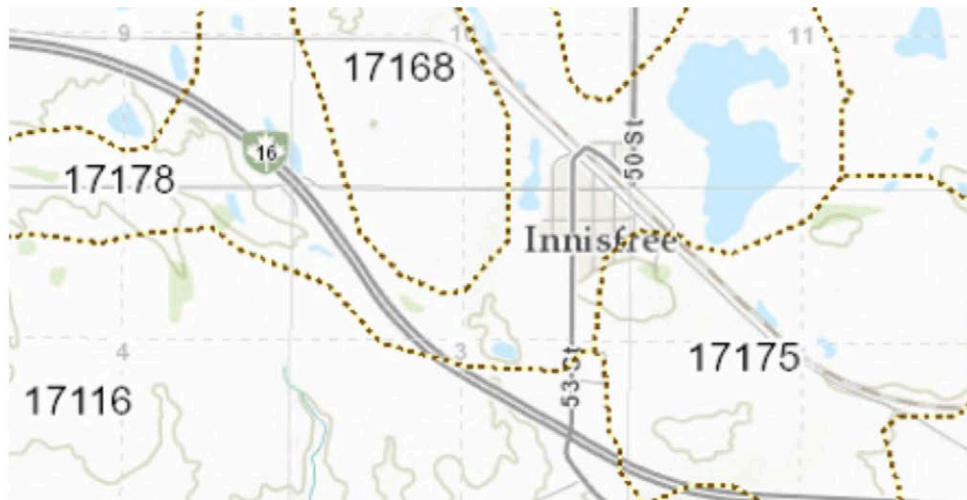
The last polygon is 17168 and it just skirts and enters the western edge of the IDP boundary. The dominant landform classification for this polygon is R2m - ridged - medium relief.

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

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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**



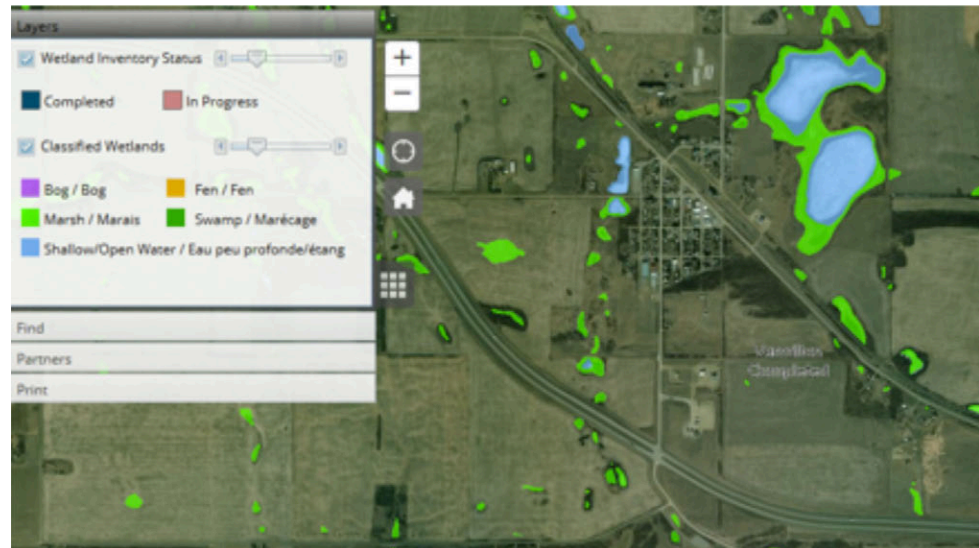
### 4.1.3 Recreation Lakes & Wetlands

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 Inventory<sup>11</sup> online mapping system revealed a number of wetland areas around Innisfree. Of particular interest to this IDP is the area at the north end of Innisfree, and the broken chain of marsh/shallow open water areas running north to south through the western IDP area, as shown in the screen shot below. Further wetland assessments and Provincial approvals would be required as a condition of future development.

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

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



## 4.2 Built Environment

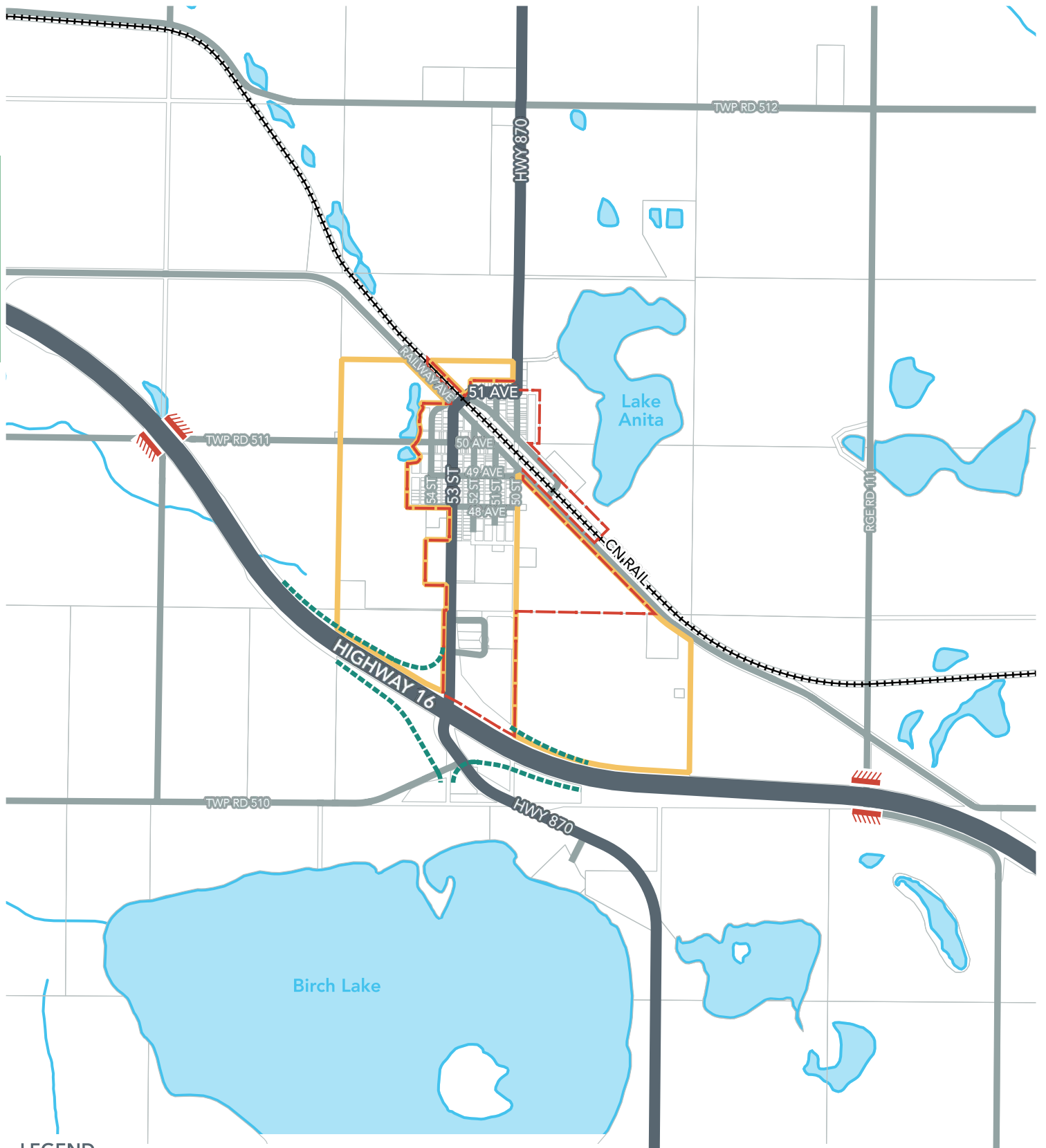
The built environment comprises all aspects of the landscape that would not normally be found in the absence of human settlement or influence. These features can heavily influence future development potential, and are therefore discussed below.

### 4.2.1 Transportation Systems

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

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

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



**LEGEND**

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

**MAP 3**  
**TRANSPORTATION SYSTEMS**

0 250 500 m 1:25,000



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 Lougheed to the south and Morecambe to the north.

Alberta Transportation developed a series of access management plans and functional planning studies<sup>12</sup> 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.

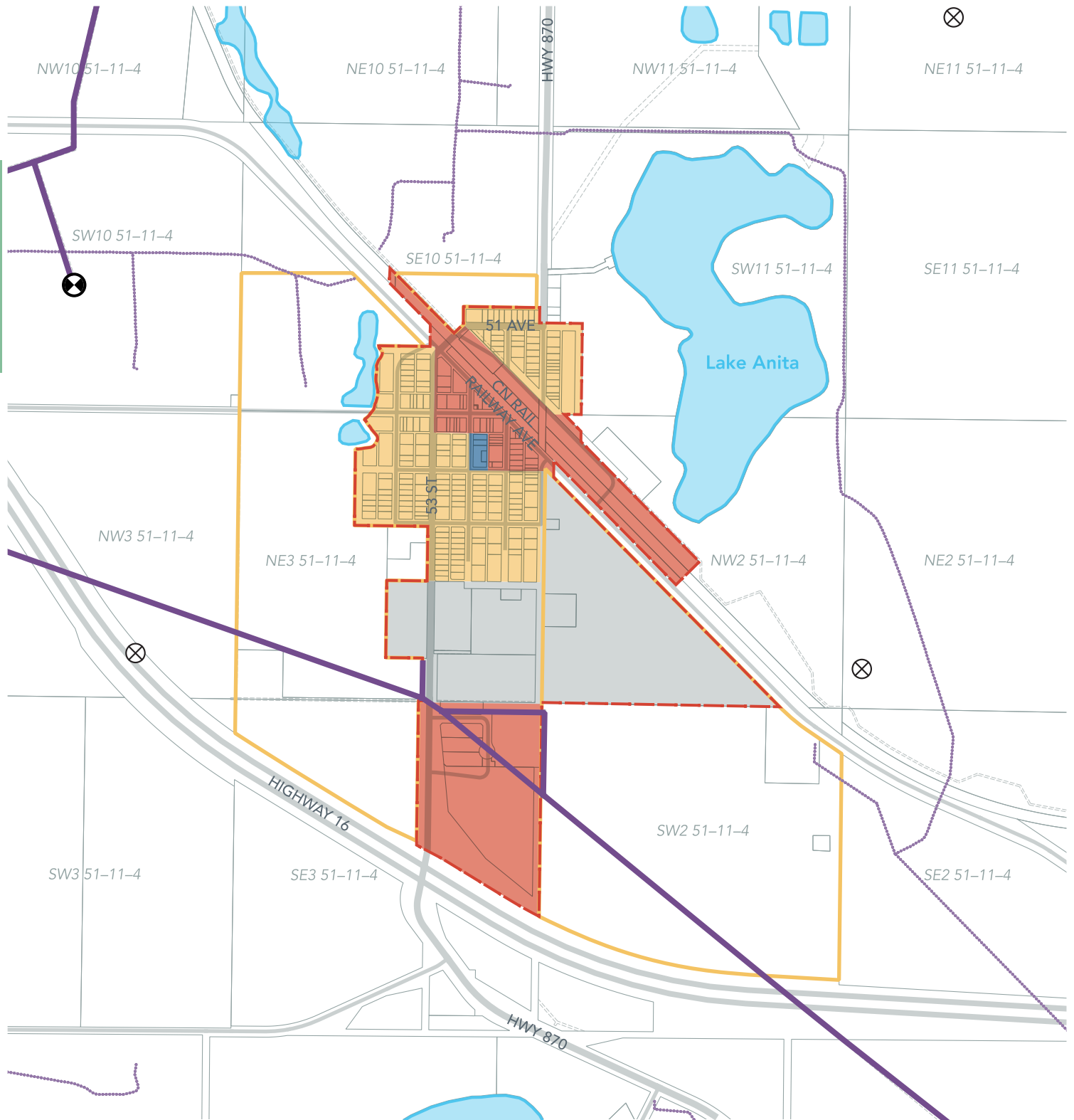
Notwithstanding the lack of a functional plan, Alberta Transportation kindly prepared a conceptual diagram of a typical diamond interchange footprint for IDP discussion purposes. This footprint is conceptually shown on **Map 3** but should not be used to confirm the future exact configuration of the 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.

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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.

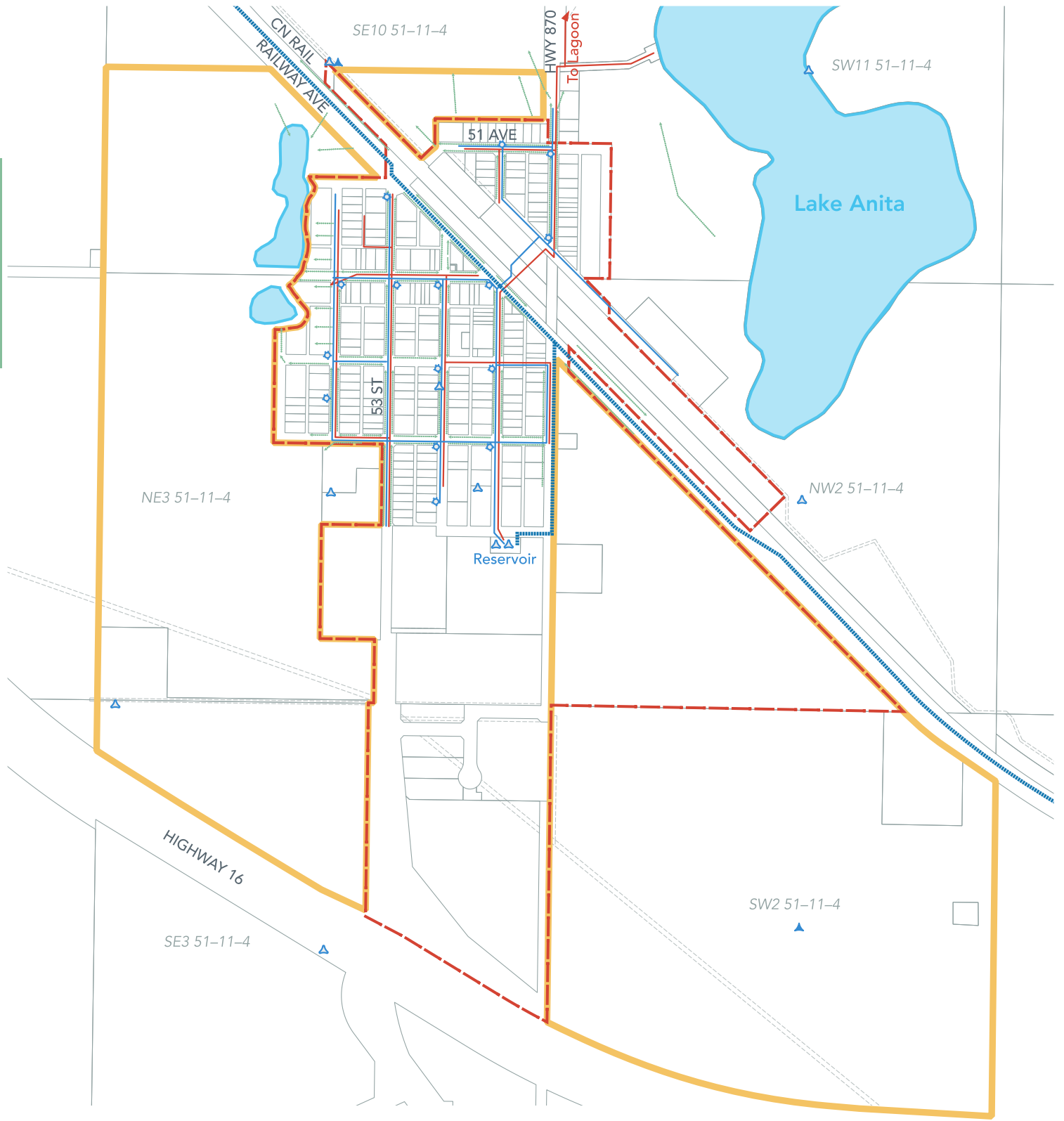
Village lands within the IDP boundary are identified for future growth, "Village Growth Area," in the Village's Municipal Development Plan.

**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

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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

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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

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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.

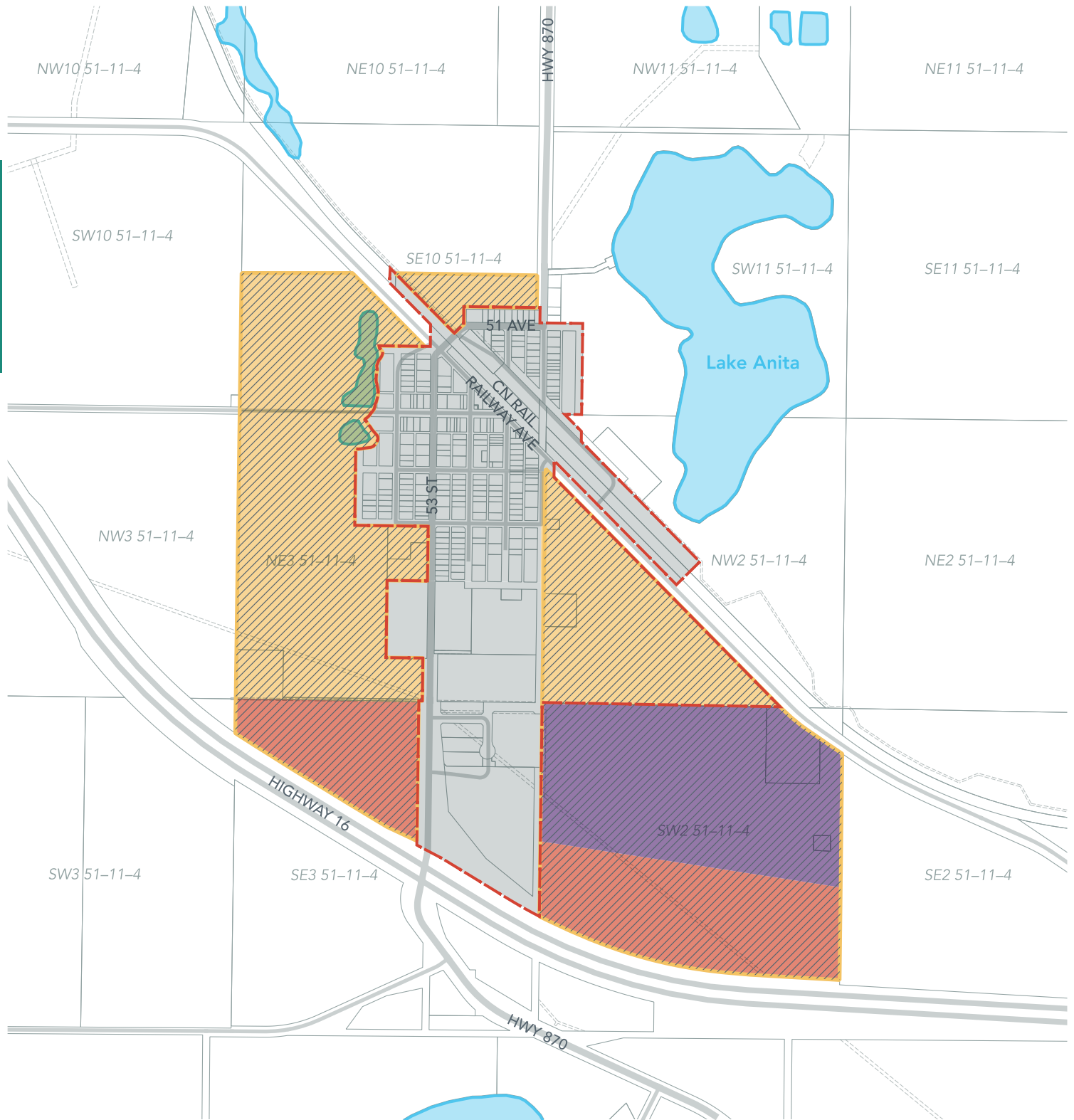


# 5.0 Future Land Use Concept

**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**

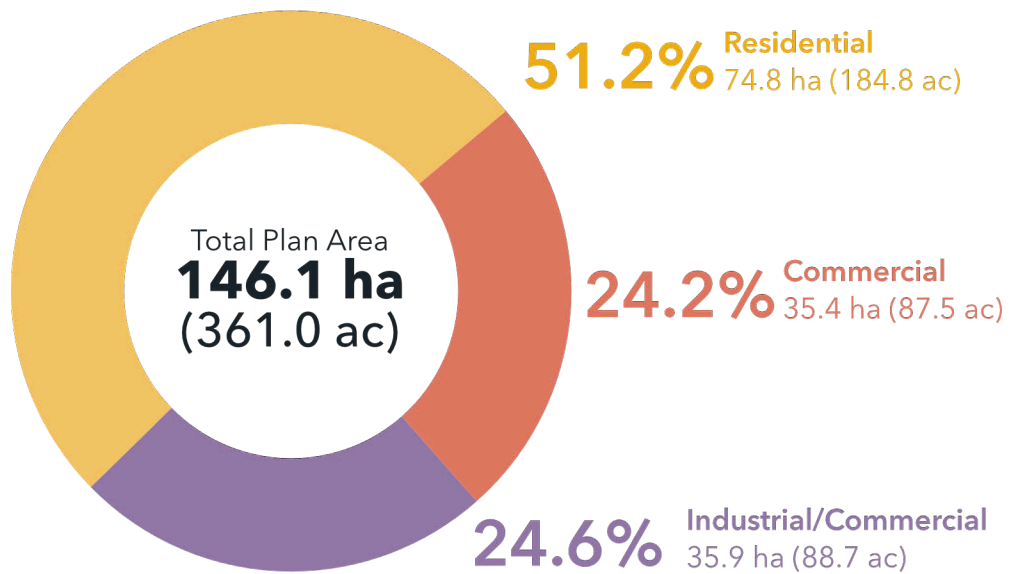
- Agricultural
- Existing Village Land Use
- Future Residential
- Future Commercial
- Future Commercial/Industrial
- Village Boundary
- IDP Boundary
- Joint Planning Area

**MAP 6**  
**FUTURE LAND USE**  
**CONCEPT**

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## Future Land Use Concept Designations by Area



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

### 5.1 Future Residential

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

### 5.2 Future Commercial & Future Industrial/Commercial

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

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

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

## 5.3 Joint Planning Areas

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







# 6.0 Land Use Policies

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

## 6.1 General

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

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

## 6.2 Future Residential

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

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

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

## 6.3 Future Commercial & Future Industrial/Commercial

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

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

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



## 6.4 Joint Planning Areas

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

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

## 6.5 Environment

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

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

## 6.6 Reserves

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

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

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

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

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

## 6.7 Municipal Infrastructure

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

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



## 6.8 Oil and Gas

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

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

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

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

## 6.9 Urban Growth and Sustainability

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

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

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

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

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

## 6.10 Economic Development

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

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

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

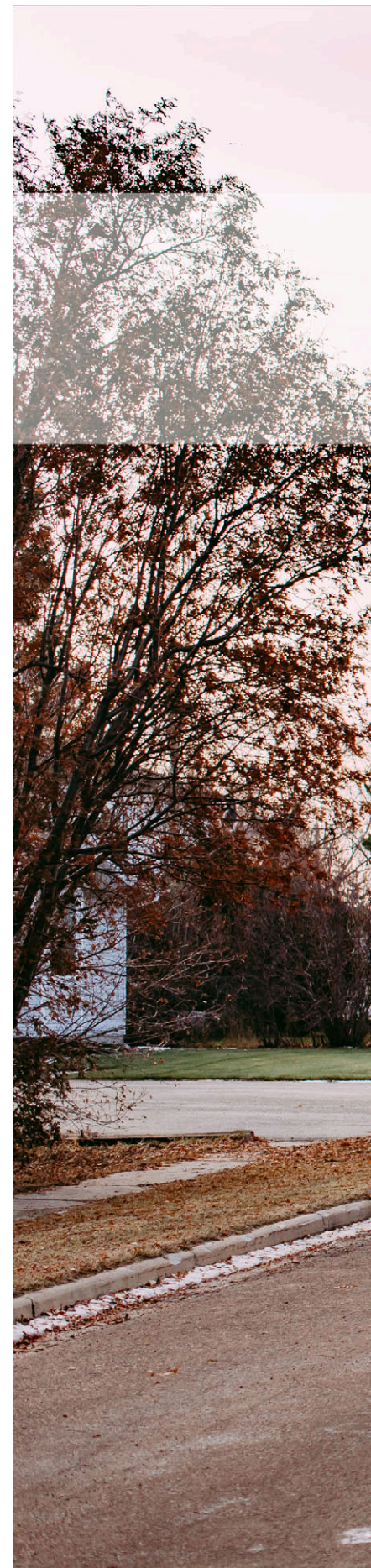
# 7.0 Plan Implementation

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


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

## 7.1 Intermunicipal Committee

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





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

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

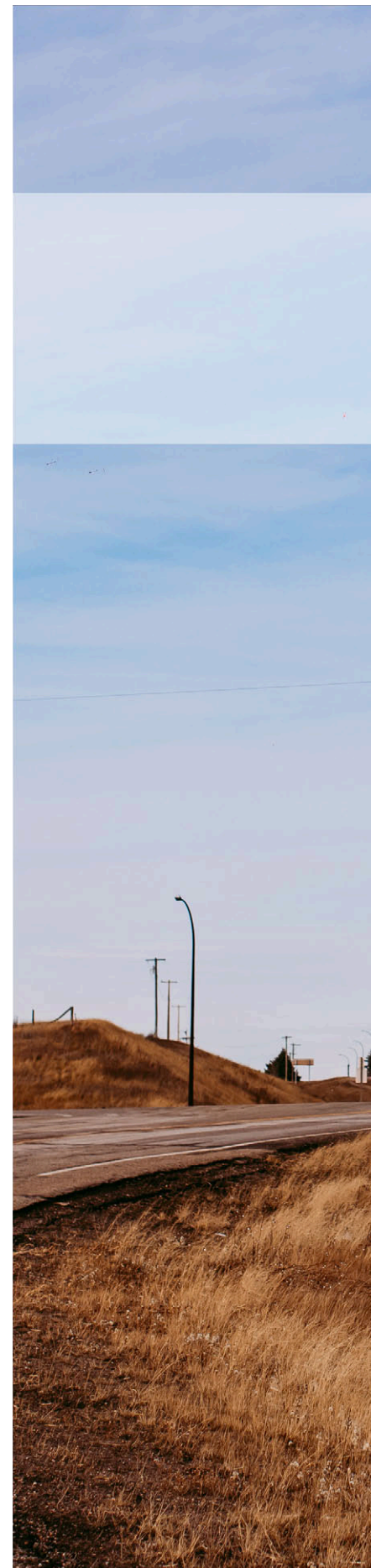
In rare cases, repeal may be requested by one or both parties. Every effort should be made to resolve the issue(s) that led to the repeal request first, referencing **Section 7.2** below as necessary. If after every effort to resolve the conflict(s) has been exhausted, the parties may agree to repeal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

### Review & Amendment

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#### **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**

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**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**

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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

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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

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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

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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**

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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**

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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.

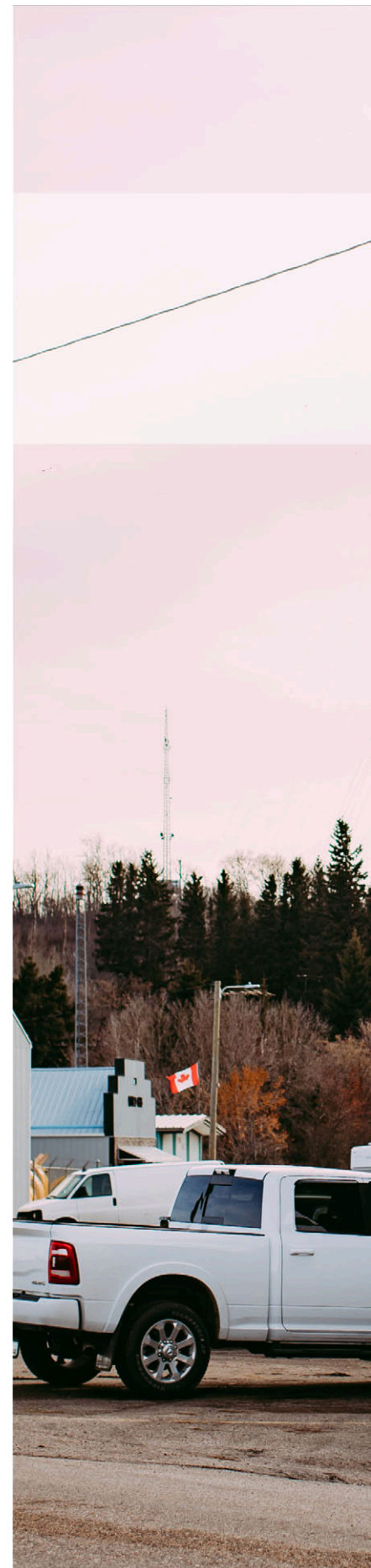
This section summarizes landowner, public and stakeholder engagement activities, outcomes and conclusions.

## Open House

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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**

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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**

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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**

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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**

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







A large roll of hay sits in a field of golden-brown grass under a soft, hazy sunset sky. The hay roll is positioned on the left side of the page, partially overlapping a dark grey header bar.

# 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 @**

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

**Second Year of Term Price @**

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

**Third Year of Term Price @**

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

**Fourth Year of Term Price @**

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

**Fifth Year of Term Price @**

**$\$4,600 / \text{Year} * 1.00 = \$4,600 / \text{Annum}$**   
**(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.



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Signature

MAR - 9 2020

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Date

# VILLAGE OF INNISFREE- COUNTY OF MINBURN

## Intermunicipal Collaboration Framework

DRAFT

Bylaw \_\_\_\_

Prepared by Red Willow Planning



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DRAFT

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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 50<sup>th</sup> 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*

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

*1.2 Metered - Proposed*

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

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

\*\*\*\*\*

*2.1 Non- Metered – Current*

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

*2.2 Non-Metered - Proposed*

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

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

\*\*\*\*\*

*3.1 Non-Residential - Current*

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

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):

1. As directed by Council.
2. That this item be received as information
3. 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.
4. 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.

# MANAGEMENT CONSULTANT

*Achieving Alignment*

April 12, 2020

Village of Innisfree

P.O. Box 69

Innisfree, AB T0B 2G0

Sent via email: [cao@innisfree.ca](mailto:cao@innisfree.ca)

Attention: Brooke Magosse, CAO

Dear Mrs. Magosse,

RE: Invigorate Innisfree – Economic Development

In 2019 the Village of Innisfree received a \$10,000 matching grant through the CARES program to prepare an economic development plan; the project was awarded to my firm. I have been working on aspects of this project until recently.

In mid-March, public health orders were released to deal with the COVID-19 pandemic. All non-essential services were shut down and are expected to remain closed for the coming weeks and possibly months. The compounding impacts of this decision on top of a five-year recession are significant.

Until this point, our government had been working on comprehensive economic diversification strategies for Alberta. Aligning with these strategies provided a unique opportunity for Innisfree and other small municipalities to focus on economic development, to aim to be development ready. This is no longer the reality we face today.

The global pandemic is far reaching; our government continues to work for us and they have made it clear that there is a long road to recovery. With that, I feel as through completing this project would be a mis-use of funds because the industries we were aiming to attract and the resources we were hoping to secure to help implement the plan have been re-directed. With such a small compliment of administrative staff it is not feasible to re-direct internal efforts towards implementation.

My advice at this time is to take a realistic look at the Village's internal operations and fiscal capabilities. With non-essential services being shut down, people's cash flows will change. Has the Village assessed its capacity to operate if 25, 40 or 60 percent of property taxes are

outstanding in 2020 as a result of COVID-19? Does the Village have a contingency plan in place to deal with these potential risks?

The government advised that they will consider municipal cash flow advances on a case-by-case basis. But, this may not be enough to sustain many of the smaller communities such as Innisfree. The next few years require operational insight and diligent planning. The additional workload to implement an economic development strategy on top of the day-to-day operations without resources is not possible.

Albertans are resilient. The future may look different than we originally thought and it remains bright. We must all adjust how we do business and adapt to the changing circumstances and this may mean re-evaluating the Village's independence.

Your options regarding the use of the grant are:

1. Return the grant funds to the province recognizing that there is an inability to deliver on project outcomes with the changing environment.
2. Seek a project extension and reassess the global environment in six-months. In the meantime, review the provincial economic recovery plan and the Village's operating capacity to remain an independent entity.
3. Contact the province and inquire if the project scope could be amended in partnership with the County of Minburn or neighboring community. If permitted, enter discussions with the entity and aim to form a 50/50 partnership to develop an economic development strategy. As this is a matching grant, the partners would have to cash fund \$10,000.
4. Seek a project extension and retender the project.

Based on the aforementioned, I recommend option 1. If on the other hand, after completing a financial risk assessment, the Village believes it has the capacity to continue long-term operations, I would be open to discussing option 2 or 3. In either case, the Village has not been invoiced for any work on this project. We can terminate the agreement without penalty for either party in light of these unexpected circumstances.

Please give me a call at your convenience to discuss this letter at 780-385-0316.

Sincerely,



Amanda Davis, MBA  
Management Consultant

**From:** John Lamb <[John.Lamb@gov.ab.ca](mailto:John.Lamb@gov.ab.ca)>  
**Sent:** April 15, 2020 1:01 PM  
**To:** Village of Innisfree (CAO) <[cao@innisfree.ca](mailto:cao@innisfree.ca)>  
**Cc:** Admin <[admin@innisfree.ca](mailto:admin@innisfree.ca)>; ! MFUNDYTUS <[mfundytus@minburncounty.ab.ca](mailto:mfundytus@minburncounty.ab.ca)>  
**Subject:** RE: Innisfree - Birch Lake Recreation Facility

Hi Brooke

I would recommend you touch base with your Alta Health Rep or your Public Health Inspector. Lots of things to consider.

I have 'cc' Mike as it applies to other campgrounds as well.

Current messaging we have received is as follows:

- Federal and provincial campgrounds are closed.
- Alberta Health is exploring potential restrictions on recreational camping at private campgrounds or other similar locations and will be providing guidance in the near future.
- For now, private campgrounds can continue to operate and provide access to the public, as long as they take actions to protect workers, volunteers and patrons from the risk of transmission of infection, as per [CMOH Order 07-2020](#).

We have asked for more information / clarification on campgrounds / RV campgrounds from AH. If we get more, I will pass on. Just remember, things can change at any time based on what the Chief Medical Officer of Health states. As it stands today, they can open, but you have to ensure they are compliant with the CMOH's "orders" under the Public Health Act (PHA) – for example: 15 max mass gathering, physical distancing 2m, hygiene, etc.

Currently...from the Q & A that I send out:

### Do restrictions apply to public rest stops? Private campsites?

- See the directions regarding mass gatherings – nothing over 15 people. But these particular facilities are neither private entertainment facilities or recreation facilities and therefore **do not have to close**.

I would also keep checking the Q and A that I send out and by googling Covid-19 information:

<https://www.alberta.ca/covid-19-alberta-data.aspx>

**And lastly, maybe get ahold of other muni's/camp grounds and ask them what they are doing with regards to their campground?** I am hearing some are doing or contemplating...

- RV's with occupants under isolation clearly marked.
- Campground operator must have a plan in place for groceries, water, sewer medications for those under isolation.
- No gatherings of any sort outside of immediate family unit.
- All public facilities closed and locked / hardened off.

Anyways, I hope this helps. Just remember, things could change any minute.




John Lamb  
Field Officer – East Central Region  
Alberta Emergency Management Agency  
Ministry of Municipal Affairs  
AFSC Building, 4910-52 Street  
Camrose AB T4V 2V4  
T. 1-866-618-2362 (POC for emergencies & after hours)  
C. 587-322-6481  
E. [john.lamb@gov.ab.ca](mailto:john.lamb@gov.ab.ca)

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[www.emergencyalert.alberta.ca](http://www.emergencyalert.alberta.ca)




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## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

<b>Committee Name:</b>	Innisfree Del Norte School Council
<b>Meeting Date &amp; Time:</b>	Feb. 25, 2020 7:00pm.
<b>Attendees:</b>	Rose Gornjak, Marilyn Newton, Amberlynn Mystkowiak, Vanessa Fendytus, Tina Lindballe, Bobbi Boudier, April Pentichuk, Lori Feschuk, Debbie McMann
<b>Discussion:</b>	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
<b>Actions:</b>	Village should ask AB Transportation about handicapped area
<b>Future Items:</b>	30 hour famine has been postponed. Tower Gardens well started up again - looking into setting up sensory paths
<b>Submitted By:</b>	 <p>Ms. Debbie McMann          PO Box 227          Innisfree AB T0B 2G0</p>

## VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	MMI FCSS
Meeting Date & Time:	April 14, 2020 9:00 a.m. (Zoom)
Attendees:	Jannette Riedel, Mike Myhovich, Jocelyne Lanovaz, Doreen Ockerman
Discussion:	<ul style="list-style-type: none"> <li>- Volunteer Appreciation funding is rec'd</li> <li>- Working on how to social distancing practise</li> <li>- Worked on Income Tax for 13 people</li>   <li>- Red Wagon completed - New Program is begun and on hold (Family Resource Network)</li> </ul>
Actions:	<ul style="list-style-type: none"> <li>- Food Bank - Some Struggling with Covid-19</li> <li>- 3 folks on Meals on Wheels</li> </ul>
Future Items:	Cancelled It can't happen to me Working on Money Mentors to forward to schools - email learning
Submitted By:	 Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0

**VILLAGE OF INNISFREE**  
**CHIEF ADMINISTRATIVE OFFICERS REPORT**  
**FEBRUARY 18, 2020 – APRIL 21, 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.

- This event is currently on hold.

○ **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.

- Administration also gathered additional information from our Legal Counsel on how the Village can proceed with the 4 Tax Forfeiture Properties.

○ **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**

- **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 22-24, 2020 – LGAA Conference (Pending)

## **ACTION LIST**

1. **Please see attached.**



## ACTION LIST

<b>MOTION #</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>ACTIONED</b>	<b>ON-GOING</b>
<b>2019-03-19/20</b>	Personnel – CAO Evaluation	Admin/Council		X
<b>2019-04-23/04</b>	Solar Ninja’s Quote Dated June 29, 2018	Admin/Council		X
<b>2019-07-16/04</b>	Traffic in Back alley & Collapsed Retaining Wall	Admin/PW		X
<b>2019-07-16/07</b>	Request for Decision – Proposed Utility Rates	Admin	X	
<b>2019-11-19/05</b>	Training – Innisfree Fire Department	Admin		X
<b>2019-11-19/04</b>	Innisfree/Minburn Fire Department – Agreement Analysis	Admin		X
<b>2019-12-17/18</b>	Innisfree Delnotre School – No Parking Signs	Admin		X
<b>2020-01-14/03</b>	Bylaw 646-20 – Amendment to Land Use Bylaw	Admin		X
<b>2020-01-14/03</b>	Bylaw 647-20 – Municipal Emergency Management	Admin		X
<b>2020-01-14/03</b>	Innisfree Emergency Plan/Emergency Management Program	Admin	X	
<b>2020-01-14/11</b>	Request to Install Security System/Camera’s – Firehall/Administration/Public Works	Admin		X



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual	2021 Budget
<b>TAXATION</b>				
1-00-00-110	Taxes Residential	175,000.00	0.00	175,000.00
1-00-00-111	Taxes Non-Residential	50,000.00	(375.00)	50,000.00
1-00-00-112	Taxes M & E	1,800.00	0.00	1,800.00
1-00-00-190	Taxes Linear	20,750.00	0.00	20,750.00
1-00-00-230	Taxes Federal GIL	900.00	0.00	900.00
1-00-00-321	ASFF Residential Levy	26,500.00	0.00	27,000.00
1-00-00-322	ASFF Non-Residential Levy	11,000.00	0.00	11,500.00
1-00-00-330	Seniors Housing Levy	1,950.00	0.00	1,950.00
<b>*</b>	<b>TOTAL TAXATION</b>	<b>287,900.00</b>	<b>(375.00)</b>	<b>288,900.00</b>
<b>REQUISITIONS</b>				
2-00-00-321	ASFF Requisition Residential	36,700.00	9,158.11	36,700.00
2-00-00-330	Seniors Foundation Requisition	1,950.00	0.00	1,950.00
<b>*</b>	<b>TOTAL REQUISITIONS</b>	<b>38,650.00</b>	<b>9,158.11</b>	<b>38,650.00</b>
<b>**P</b>	<b>TOTAL TAX AVAILABLE FOR MUNICI</b>	<b>249,250.00</b>	<b>(9,533.11)</b>	<b>250,250.00</b>
<b>GENERAL REVENUE</b>				
1-00-00-510	Penalties Taxes	26,900.00	20,507.01	26,900.00
1-00-00-540	Franchise Fees - Natural Gas	24,750.00	9,275.98	24,750.00
1-00-00-541	Franchise Fees - Electricity	24,750.00	4,089.12	24,750.00
1-00-00-550	Bank Interest	3,500.00	1,100.12	3,500.00
1-01-00-590	Other Revenue Own Sources Invest	100.00	70.00	100.00
1-11-00-152	Council Health Benefit Cost Recovery	2,300.00	0.00	2,300.00
<b>**</b>	<b>TOTAL GENERAL REVENUE</b>	<b>82,300.00</b>	<b>35,042.23</b>	<b>82,300.00</b>
<b>ADMIN REVENUE</b>				
1-12-00-401	Sales Photocopies, Faxes, Services	975.00	279.00	975.00
1-12-00-402	Flower Pots	300.00	0.00	300.00
1-12-00-430	Sales Hats, Pins, Promotional	25.00	0.00	25.00
1-12-00-560	Rental Revenue Adm	8,845.00	1,980.00	8,845.00
1-12-00-590	Other Revenue Own Sources Adm	5,630.00	0.00	5,630.00
1-12-00-840	Grants Conditional Provincial Adm	169,209.00	158,612.00	169,209.00
1-12-00-911	LTO Cost Recovery	250.00	250.00	250.00
<b>**</b>	<b>TOTAL ADMIN REVENUE</b>	<b>185,234.00</b>	<b>161,121.00</b>	<b>185,234.00</b>
<b>FINE REVENUE</b>				
<b>**</b>	<b>TOTAL FINE REVENUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>FIRE REVENUE</b>				
1-23-00-410	Fees Fire Fighting	14,500.00	4,750.00	14,500.00
1-23-00-415	Fire Dept Donations	300.00	0.00	300.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,500.00	10,365.02	20,500.00
<b>**</b>	<b>TOTAL FIRE REVENUE</b>	<b>35,300.00</b>	<b>15,115.02</b>	<b>35,300.00</b>



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual	2021 Budget
<b>BYLAW REVENUE</b>				
1-26-00-522	License Animal	450.00	400.00	450.00
1-26-00-523	Business Licenses	350.00	350.00	350.00
1-26-00-590	Fines Bylaw	150.00	0.00	150.00
<b>** TOTAL BYLAW REVENUE</b>		<b>950.00</b>	<b>750.00</b>	<b>950.00</b>
<b>PUBLIC WORKS REVENUE</b>				
1-32-00-430	Sales Service (Grass,Snow)	1,450.00	0.00	1,450.00
1-32-00-560	PW Rental Revenue	200.00	0.00	200.00
1-32-00-830	Grants Federal (CSJ) PW	4,200.00	0.00	4,200.00
<b>** TOTAL PUBLIC WORKS REVENUE</b>		<b>5,850.00</b>	<b>0.00</b>	<b>5,850.00</b>
<b>STORMWATER REVENUE</b>				
1-37-00-410	Stormwater Infrastructure Renewal	4,500.00	1,244.47	4,500.00
<b>** TOTAL STORMWATER REVENUE</b>		<b>4,500.00</b>	<b>1,244.47</b>	<b>4,500.00</b>
<b>WATER REVENUE</b>				
1-41-00-410	Water Consumption	36,750.00	8,026.53	36,750.00
1-41-00-411	Regional Water Fund	22,300.00	6,091.50	22,300.00
1-41-00-412	Water Base Fee	29,500.00	7,361.71	29,500.00
1-41-00-510	Penalties Water	2,450.00	645.98	2,450.00
<b>** TOTAL WATER REVENUE</b>		<b>91,000.00</b>	<b>22,125.72</b>	<b>91,000.00</b>
<b>SEWER REVENUE</b>				
1-42-00-410	Billings Sewer	33,100.00	8,877.69	33,100.00
<b>** TOTAL SEWER REVENUE</b>		<b>33,100.00</b>	<b>8,877.69</b>	<b>33,100.00</b>
<b>SOLID WASTE</b>				
1-43-00-410	Billings Garbage	47,475.00	12,034.96	47,475.00
1-43-00-411	Regional SWM Infrastructure Fee	17,175.00	4,685.70	17,175.00
<b>** TOTAL SOLID WASTE</b>		<b>64,650.00</b>	<b>16,720.66</b>	<b>64,650.00</b>
<b>COMMUNITY REVENUE</b>				
<b>** TOTAL COMMUNITY REVENUE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>LAND REVENUE</b>				
1-61-00-522	Permits (Development, Subdivision)	125.00	0.00	125.00
1-61-00-840	Grants - Provincial	10,000.00	0.00	0.00
<b>** TOTAL LAND REVENUE</b>		<b>10,125.00</b>	<b>0.00</b>	<b>125.00</b>
<b>RECREATION REVENUE</b>				
1-72-00-590	Fees Park Grounds	22,350.00	0.00	22,350.00
1-72-00-591	Fees Park Concession	1,850.00	0.00	1,850.00
1-72-00-830	Federal Conditional Grants	2,100.00	0.00	2,100.00
<b>** TOTAL RECREATION REVENUE</b>		<b>26,300.00</b>	<b>0.00</b>	<b>26,300.00</b>



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual	2021 Budget
<b>CULTURAL REVENUE</b>				
**	TOTAL CULTURAL REVENUE	0.00	0.00	0.00
***	TOTAL REVENUE	788,559.00	251,463.68	779,559.00
<b>COUNCIL EXPENSE</b>				
2-11-00-151	Fees Council	9,500.00	1,042.50	9,500.00
2-11-00-152	Benefits Council	1,975.00	182.47	1,975.00
2-11-00-211	Travel/Subsistence Council	2,000.00	134.52	2,000.00
2-11-00-212	Conventions/Seminars Council	3,500.00	725.00	3,500.00
2-11-00-274	Council Insurance	2,000.00	0.00	2,000.00
**	TOTAL COUNCIL EXPENSE	18,975.00	2,084.49	18,975.00
<b>ADMIN EXPENSE</b>				
2-12-00-110	Salaries & Wages Adm	68,500.00	15,207.27	69,000.00
2-12-00-111	Honorarium (Admin)	750.00	0.00	750.00
2-12-00-130	Employer Contributions Source Adm	5,500.00	1,072.74	5,500.00
2-12-00-131	Employer Benefits Adm	10,000.00	2,898.54	10,000.00
2-12-00-135	Workers Compensation ADM	1,650.00	699.15	1,650.00
2-12-00-211	Travel/Subsistence Adm	1,100.00	0.00	1,100.00
2-12-00-212	Education Adm	750.00	0.00	750.00
2-12-00-215	Telecommunications	5,800.00	1,455.64	5,800.00
2-12-00-216	Postage & Freight	2,300.00	178.13	2,300.00
2-12-00-220	Membership Dues Adm	1,300.00	1,022.21	1,300.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	10,000.00	1,217.74	10,000.00
2-12-00-230	Audit/Assessor Fees Adm	15,250.00	1,130.00	15,500.00
2-12-00-250	Contracted Services Adm	10,000.00	3,293.23	10,000.00
2-12-00-274	Insurance Adm	3,275.00	0.00	3,275.00
2-12-00-290	Election/Census Expense Adm	0.00	0.00	1,500.00
2-12-00-510	Goods & Services Adm	30,000.00	1,228.72	30,000.00
2-12-00-540	Utilities Heat Adm	1,450.00	316.81	1,450.00
2-12-00-541	Utilities Power Adm	2,220.00	658.11	2,220.00
2-12-00-810	Bank Charges Adm	1,520.00	324.74	1,520.00
2-12-00-911	Land Title Charges	750.00	235.00	750.00
2-12-00-995	Legal Expenses	25,000.00	1,859.73	20,000.00
2-12-00-770	Grants to Organizations Adm	150.00	0.00	150.00
2-12-00-790	Amortization Expense Adm	600.00	0.00	600.00
**	TOTAL ADMIN EXPENSE	197,865.00	32,797.76	195,115.00
<b>FIRE EXPENSE</b>				
2-23-00-120	Salaries & Wages Fire	20,700.00	4,400.00	20,700.00
2-23-00-211	Travel & Subsistence Fire	500.00	0.00	500.00
2-23-00-215	Telecommunications Fire	2,900.00	1,365.88	2,900.00
2-23-00-234	Training Fire	6,000.00	0.00	6,000.00
2-23-00-250	Contracted Services Fire	3,000.00	0.00	3,000.00
2-23-00-274	Insurance Fire	2,000.00	0.00	2,000.00
2-23-00-510	Supplies & Equipment Fire	10,000.00	975.08	10,000.00
2-23-00-540	Utilities Heat Fire	2,150.00	709.48	2,150.00
2-23-00-541	Utilities Power Fire	1,700.00	323.51	1,700.00
2-23-00-762	Transfer to Capital Reserves Fire	4,000.00	0.00	4,000.00
2-23-00-790	Amortization Expense Fire	2,525.00	0.00	2,525.00



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual	2021 Budget
<b>** TOTAL FIRE EXPENSE</b>		<b>55,475.00</b>	<b>7,773.95</b>	<b>55,475.00</b>
<b>EMGERENCY SERVICE EXPENSE</b>				
2-25-00-310	911 Requisition	1,430.00	1,427.20	1,430.00
<b>** TOTAL EMGERENCY SERVICE EXPENS</b>		<b>1,430.00</b>	<b>1,427.20</b>	<b>1,430.00</b>
<b>BYLAW EXPENSE</b>				
2-26-00-221	Bylaw Advertising	150.00	0.00	150.00
2-26-00-222	Bylaw Enforcement Costs	500.00	0.00	500.00
2-26-00-510	Animal Control Goods & Services	250.00	0.00	250.00
<b>** TOTAL BYLAW EXPENSE</b>		<b>900.00</b>	<b>0.00</b>	<b>900.00</b>
<b>PUBLIC WORKS EXPENSE</b>				
2-32-00-110	Salaries & Wages PW	22,950.00	6,382.26	22,950.00
2-32-00-111	Honorarium (PW)	750.00	0.00	750.00
2-32-00-130	Employer Contributions Source PW	3,000.00	444.09	3,000.00
2-32-00-131	Employer Benefits PW	5,000.00	927.33	5,000.00
2-32-00-211	Travel & Subsistence PW	100.00	0.00	100.00
2-32-00-215	Telecommunications PW	2,575.00	580.75	2,575.00
2-32-00-250	Contracted Services PW	20,000.00	0.00	20,000.00
2-32-00-270	CN Services PW	130.00	0.00	130.00
2-32-00-274	Insurance PW	5,200.00	0.00	5,200.00
2-32-00-510	Goods & Services PW	50,000.00	1,872.00	50,000.00
2-32-00-521	Fuel & Oil PW	7,000.00	1,550.33	7,000.00
2-32-00-540	Utilities Heat PW	1,500.00	554.89	1,500.00
2-32-00-541	Utilities Power (Street/Shop) PW	50,500.00	10,319.20	50,500.00
2-32-00-762	Transfer to Capital PW	9,500.00	0.00	9,500.00
2-32-00-790	Amortization Expense PW	12,500.00	0.00	12,500.00
<b>** TOTAL PUBLIC WORKS EXPENSE</b>		<b>190,705.00</b>	<b>22,630.85</b>	<b>190,705.00</b>
<b>STORM DRAINAGE EXPENSE</b>				
2-37-00-510	Goods & Equipment Repairs - Storm Draina	750.00	0.00	750.00
<b>** TOTAL STORM DRAINAGE EXPENSE</b>		<b>750.00</b>	<b>0.00</b>	<b>750.00</b>
<b>WATER EXPENSES</b>				
2-41-00-110	Salaries & Wages Water	8,000.00	2,735.25	8,000.00
2-41-00-130	Employer Contributions Source Water	1,200.00	190.35	1,200.00
2-41-00-131	Employer Benefits Water	850.00	278.94	850.00
2-41-00-215	Telecommunications - Water	660.00	210.64	660.00
2-41-00-250	Contracted Services Water	7,000.00	1,238.27	7,000.00
2-41-00-274	Insurance Water	3,400.00	0.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	51,500.00	11,921.94	51,500.00
2-41-00-510	Goods & Services Water	2,500.00	181.07	2,500.00
2-41-00-540	Utilities Heat Water Plant	1,375.00	384.88	1,375.00
2-41-00-541	Utilities Power Water Plant	5,450.00	1,375.30	5,450.00
2-41-00-840	750-Capital ACE Water Contribution	24,140.00	0.00	24,140.00
2-41-00-790	Amortization Expense Water	66,900.00	0.00	66,900.00
<b>** TOTAL WATER EXPENSES</b>		<b>172,975.00</b>	<b>18,516.64</b>	<b>172,975.00</b>





# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual	2021 Budget
<b>SEWER EXPENSE</b>				
2-42-00-110	Salaries & Wages Sewer	7,600.00	1,575.00	7,600.00
2-42-00-130	Employer Contributions Source Sewer	1,000.00	110.64	1,000.00
2-42-00-131	Employer Benefits Sewer	850.00	59.94	850.00
2-42-00-215	Freight/Phone/Postage Sewer	50.00	0.00	50.00
2-42-00-250	Contracted Services Sewer	3,500.00	0.00	3,500.00
2-42-00-274	Insurance Sewer	1,275.00	0.00	1,275.00
2-42-00-510	Goods & Services Sewer	5,000.00	0.00	5,000.00
2-42-00-541	Utilities Power Sewer Lift Stations	4,700.00	1,136.00	4,700.00
2-42-00-762	Transfer to Capital Sewer	10,000.00	0.00	10,000.00
2-42-00-790	Amortization Expense Sewer	26,000.00	0.00	26,000.00
<b>** TOTAL SEWER EXPENSE</b>		<b>59,975.00</b>	<b>2,881.58</b>	<b>59,975.00</b>
<b>GARBAGE EXPENSE</b>				
2-43-00-110	Salaries & Wages Garbage	18,500.00	4,835.22	18,500.00
2-43-00-130	Employer Contributions Source Garbage	2,500.00	337.83	2,500.00
2-43-00-131	Employer Benefits Garbage	2,000.00	358.82	2,000.00
2-43-00-250	Contracted Services Garbage	24,500.00	1,967.27	24,500.00
2-43-00-274	Insurance Garbage	360.00	0.00	360.00
2-43-00-510	Goods & Services Garbage	500.00	0.00	500.00
2-43-00-762	Transfer to Capital Garbage	18,500.00	0.00	18,500.00
2-43-00-790	Amorization Expense Garbage	2,165.00	0.00	2,165.00
<b>** TOTAL GARBAGE EXPENSE</b>		<b>69,025.00</b>	<b>7,499.14</b>	<b>69,025.00</b>
<b>FCSS EXPENSE</b>				
2-51-00-351	FCSS Requisition	2,100.00	1,837.75	2,100.00
<b>** TOTAL FCSS EXPENSE</b>		<b>2,100.00</b>	<b>1,837.75</b>	<b>2,100.00</b>
<b>PLANNING EXPENSE</b>				
2-61-00-510	General Goods & Services	500.00	0.00	500.00
2-61-00-250	Contracted Services	5,500.00	0.00	5,500.00
2-61-00-840	Grants - Provincial	10,000.00	0.00	10,000.00
<b>** TOTAL PLANNING EXPENSE</b>		<b>16,000.00</b>	<b>0.00</b>	<b>16,000.00</b>
<b>LAND PURCHASES EXPENSE</b>				
<b>** TOTAL LAND PURCHASES EXPENSE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>RECREATION EXPENSES</b>				
2-72-00-130	Employer Contributions Source Recreation	100.00	0.00	100.00
2-72-00-215	Freight/Phone/Postage Recreation	750.00	270.64	750.00
2-72-00-221	Printing/Advertising/Subscriptions	400.00	380.00	400.00
2-72-00-250	Contracted Services Recreation	12,275.00	0.00	12,275.00
2-72-00-255	Maintenance Sports Grounds	750.00	0.00	750.00
2-72-00-274	Insurance Recreation	3,000.00	0.00	3,000.00
2-72-00-510	Goods & Services Recreation	11,000.00	0.00	11,000.00
2-72-00-511	Rec Park Float	100.00	0.00	100.00
2-72-00-521	Fuel and Oil Park	500.00	0.00	500.00
2-72-00-540	Utilities Heat Park Building	700.00	182.12	700.00
2-72-00-541	Utilities Power Park Grounds	5,530.00	320.34	5,530.00



# Village of Innisfree

## Revenue & Expense Report

General Ledger	Description	2020 Budget	2020 Actual	2021 Budget
2-72-00-591	Concessions Park Grounds	850.00	0.00	850.00
2-72-00-762	Transfer to Capital Recreation	5,000.00	0.00	5,000.00
2-72-00-790	Amortization Expense Recreation	8,450.00	0.00	8,450.00
<b>**</b>	<b>TOTAL RECREATION EXPENSES</b>	<b>49,405.00</b>	<b>1,153.10</b>	<b>49,405.00</b>
 <b>CULTURE EXPENSES</b>				
2-74-00-221	Printing/Advertising/Subscriptions	500.00	0.00	500.00
2-74-00-250	Contracted Services Library/Museum	100.00	0.00	100.00
2-74-00-274	Insurance Cultural Organization	1,600.00	0.00	1,700.00
2-74-00-300	Regional Library Requisition	1,200.00	1,166.29	1,225.00
2-74-00-350	Local Municipal Library Grant	7,000.00	0.00	7,000.00
2-74-00-510	Goods & Services Library/Museum/Culture	0.00	75.00	0.00
2-74-00-540	Utilities Heat Museum	2,350.00	917.23	2,350.00
2-74-00-541	Utilities Power Museum	1,250.00	251.89	1,250.00
<b>**</b>	<b>CULTURE EXPENSES</b>	<b>14,000.00</b>	<b>2,410.41</b>	<b>14,125.00</b>
<b>***</b>	<b>TOTAL EXPENSES</b>	<b>849,580.00</b>	<b>101,012.87</b>	<b>846,955.00</b>
<b>****</b>	<b>(SUPLUS)/DEFICIT</b>	<b>61,021.00</b>	<b>(150,450.81)</b>	<b>67,396.00</b>

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



# Village of Innisfree

## Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-04-15

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		<b>Tax Levy</b>	284,706.07		<b>Local Improvement Levy</b>		0.00			
		<b>Additional Tax Levy</b>	0.00		<b>Accumulated Penalty</b>		20,507.01			
					<b>Outstanding Penalty</b>		20,499.25			
<b>Sub Ledger</b>					<b>General Ledger</b>					
		<b>Current</b>	16,296.23							
		<b>1 Year</b>	69,232.52			3-00-00-211	16,296.23			
		<b>2 Years</b>	46,249.46			3-00-00-212	165,146.80			
		<b>3 Years</b>	22,737.80			<b>Totals</b>	<u>181,443.03</u>			
		<b>Over 3</b>	26,927.02							
		<b>Outstanding</b>	<u>181,443.03</u>							
						<b>Total GL</b>	181,443.03			
						<b>Total SL</b>	181,443.03			
						<b>Proof</b>	<u>0.00</u>			

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



# Village of Innisfree

## Utilities Trial Balance (All Balances)

2020-Apr-15

Trial Balance As Of 2020-04-15

11:51:56AM

Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
<b>Current</b>	12,849.34		
<b>Overdue 1</b>	5,184.76	3-00-00-274	26,973.52
<b>Overdue 2</b>	2,731.40		
<b>Overdue 3</b>	1,737.54		
<b>Overdue 4</b>	4,470.48		
<b>Outstanding</b>	<u>26,973.52</u>	<b>Totals</b>	<u>26,973.52</u>
		<b>Total GL</b>	26,973.52
		<b>Total SL</b>	26,973.52
		<b>Proof</b>	<u>0.00</u>

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



# Village of Innisfree

## Cheque Listing For Council

2020-Apr-15  
12:19:26PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20200076	2020-02-28	Alberta Municipal Services Corpor	2-32-00-540	20-1032449	PAYMENT		10,699.47
			2-41-00-540	20-1032449	New PW Shop	276.11	
			2-74-00-540	20-1032449	WTP	190.30	
			2-23-00-540	20-1032449	Museum	500.06	
			2-12-00-540	20-1032449	Fire Hall	396.90	
			2-32-00-541	20-1032449	Village Office	174.69	
			2-32-00-541	20-1032449	Sentinel Lights	46.28	
			2-41-00-541	20-1032449	New PW Shop	634.55	
			2-32-00-541	20-1032449	WTP	1,216.06	
			2-74-00-541	20-1032449	Old PW Shop	21.00	
			2-23-00-541	20-1032449	Museum	153.68	
			2-12-00-541	20-1032449	Fire Hall	225.93	
			2-42-00-541	20-1032449	Village Office	445.49	
			2-42-00-541	20-1032449	Lift Station	346.03	
			2-42-00-541	20-1032449	Lift Station	154.32	
			2-42-00-541	20-1032449	Lift Station	178.53	
			2-72-00-541	20-1032449	Rec Park	336.36	
			2-32-00-541	20-1032449	Xmas Lights	161.20	
			2-32-00-541	20-1032449	Street Lights	5,241.98	
20200077	2020-02-28	Alberta Urban Municipalities Assor	2-12-00-220	20200236	PAYMENT		1,834.57
			2-11-00-212	CONV19-0028	AUMA MEMBERSHIP BASIC FEE	1,073.32	
					2019 FULL CONVENTION REGISTRA	761.25	
20200078	2020-02-28	Alta-Wide Builders	2-32-00-510	622543	PAYMENT		20.64
					4 PACKS OF SCREWS	20.64	
20200079	2020-02-28	Brownlee LLP	2-12-00-995	493324	PAYMENT		487.87
					GRANT BERGMAN - TAX BYLAW CH/	487.87	
20200080	2020-02-28	Claretech Industries Inc	2-41-00-510	822648	PAYMENT		81.78
					CRP012-0, DPD TOTAL CHLORINE RI	81.78	
20200081	2020-02-28	County of Minburn	2-32-00-521	28484	PAYMENT		1,318.84
			2-43-00-250	28611	NOV-DEC/19 LOADER FUEL	337.81	
					JANUARY 2020 TIPPAGE AND TRUCI	981.03	
20200082	2020-02-28	Kostynuk, Eldon	2-23-00-215	February2020	PAYMENT		50.00
					FIRE CHIEF CELL PHONE COVERAG	50.00	
20200083	2020-02-28	M.M.I. F.C.S.S.	2-51-00-351	MUN-INN-2020	PAYMENT		1,837.75
					2020 F.C.S.S MUNICIPAL FUNDING -	1,837.75	
20200084	2020-02-28	McMann, Deborah	2-11-00-211	2020/1	PAYMENT		82.60
					FEB 4 MMIFCSS MILEAGE & FEB 5 IC	82.60	
20200085	2020-02-28	Minco Gas Co-op Ltd.	2-72-00-540	Jan31,2020	PAYMENT		106.04
					REC PARK GAS	106.04	
20200086	2020-02-28	Oudshoorn, William	2-11-00-211	2020/1	PAYMENT		51.92
					FEB 5 IDP MILEAGE	51.92	
20200087	2020-02-28	Receiver General for Canada	2-23-00-215	20200015882	PAYMENT		805.34
					RADIO AUTHORIZATION RENEWAL	805.34	
20200088	2020-02-28	Telus Mobility	2-12-00-215	Feb02 - Mar01	PAYMENT		198.32
			2-32-00-215	Feb02 - Mar01	ADMIN & PUBLIC WORKS CELL PHO	104.41	
					ADMIN & PUBLIC WORKS CELL PHO	93.91	
20200089	2020-02-28	Town of Vegreville	2-41-00-250	IVC056257	PAYMENT		731.09
					WTP Supervision January 2020	731.09	
20200090	2020-02-28	ATB Financial MasterCard	2-12-00-221	Jan14-Feb12	PAYMENT		364.15
			2-12-00-510	Jan14-Feb12	Canada Post - Mail	180.98	
			2-32-00-215	Jan14-Feb12	Adobe PDF Viewer	21.17	
			2-41-00-510	Jan14-Feb12	MCSNet - PW Shop	104.95	
				Jan14-Feb12	ATB MASTERCARD CHARGES	57.05	
20200091	2020-02-28	CANADA REVENUE AGENCY	4-00-00-237	February2020	PAYMENT		2,884.81
					FEBRUARY 2020 PAYROLL DEDUCTI	2,884.81	





# Village of Innisfree

## Cheque Listing For Council

2020-Apr-15

12:19:26PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20200092	2020-02-28	McEwen, Darlene	2-12-00-250	February2020	PAYMENT FEBRUARY CLEANING SERVICES	220.00	220.00
20200106	2020-03-10	ACE	2-41-00-350	INN-02292020	PAYMENT FEBRUARY WATER CONSUMPTION	11,921.94	11,921.94
20200107	2020-03-10	Anderson, Joan	2-23-00-510	1	PAYMENT SUPPLIES FOR FIREHALL	73.33	73.33
20200108	2020-03-10	CANADA REVENUE AGENCY	4-00-00-237	PIER2019	PAYMENT PENSIONABLE & INSURABLE ERANII	222.04	222.04
20200109	2020-03-10	Digital Connection Inc.	2-12-00-250 2-12-00-250	241168 246054	PAYMENT LIBRARY PHOTOCOPIER LEASE LIBRARY PHOTOCOPIER	264.30 129.37	393.67
20200110	2020-03-10	Suncor Energy Products Partnersl	2-32-00-521 2-32-00-521 2-32-00-521	20-03-01 20-03-01 20-03-01	PAYMENT JANUARY PW FUEL FEBRUARY PW FUEL Credit Charges	527.07 324.28 12.26	863.61
20200111	2020-03-10	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	Feb28 - Mar27 Feb28 - Mar27 Feb28 - Mar27 Feb28 - Mar27 Feb28 - Mar27 Feb28 - Mar27	PAYMENT 2 Cable Mileage 780-592-2010 (Phone) 780-592-2414 (Phone) 780-592-3729 (Fax) 780-592-3886 (Phone) 780-592-3939 (Fax)	45.82 73.72 94.72 160.24 120.60 73.72	568.82
20200112	2020-03-10	Telus Communications Company	2-12-00-215	Feb28 - Mar27	PAYMENT 780-592-2041 PHONE CHARGES	105.14	105.14
20200113	2020-03-10	Wells Fargo Equipment Fin Co	2-12-00-250	5009286540	PAYMENT ADMIN PHOTOCOPIER LEASE	620.55	620.55
20200120	2020-03-20	ABSA	2-74-00-510	March2020	PAYMENT 2020 ANNUAL REGISTRATION FEE A	75.00	75.00
20200121	2020-03-20	Alberta Municipal Services Corpor	2-42-00-541 2-42-00-541 2-42-00-541 2-12-00-541 2-23-00-541 2-74-00-541 2-32-00-541 2-41-00-541 2-32-00-541 2-12-00-540 2-23-00-540 2-74-00-540 2-41-00-540 2-32-00-540 2-32-00-541	20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761 20-1032761	PAYMENT LIFT STATION - POWER LIFT STATION - POWER LIFT STATION - POWER ADMIN - POWER FIREHALL - POWER MUSEUM - POWER PW - POWER WTP - POWER PW - POWER ADMIN - GAS FIREHALL - GAS MUSEUM - GAS WTP - GAS PW - GAS AMSC POWER AND GAS - FEB 2020	122.75 189.19 201.99 245.52 113.76 110.81 21.00 228.01 341.46 157.96 348.05 463.03 213.82 306.53 4,368.77	7,432.65
20200122	2020-03-20	Alberta One-Call Corporation	2-12-00-510	IN157520	PAYMENT FEBRUARY 2020 NOTIFICATIONS	12.60	12.60
20200123	2020-03-20	Alta-Wide Builders	2-41-00-510 2-41-00-510 2-32-00-510	622543.1 622983 MARCH2020	PAYMENT PADLOCK PARTS FOR WATER TREA/ PADLOCK FOR WATER TREATMENT FINANCE CHARGE	20.64 27.79 0.50	48.93
20200124	2020-03-20	ATB Financial MasterCard	2-12-00-216 2-12-00-510 2-23-00-510 2-32-00-510 2-12-00-510 2-32-00-510 2-32-00-510 2-32-00-510	MARCH2020 MARCH2020 MARCH2020 MARCH2020 MARCH2020 MARCH2020 MARCH2020 MARCH2020	PAYMENT POSTAGE ALL-IN-ONE DESKTOP LOCK COVERS - FIRE HALL PICNIC TABLE SUPPLIES COFFEE/COFFEEMATE/CREAMER SHOP DOOR REMOTE - 3 BUTTON REFUND ON WEATHERSTRIP OVERHEAD DOOR WEATHERSTRIP	187.04 561.74 123.90 50.89 31.47 43.35 (15.75) 53.24	1,267.28



# Village of Innisfree

## Cheque Listing For Council

2020-Apr-15

12:19:26PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200124	2020-03-20	ATB Financial MasterCard	2-32-00-215 2-23-00-215 2-12-00-510	MARCH2020 MARCH2020 MARCH2020	INTERNET - PW INTERNET - FIREHALL ADOBE PDF VIEWER	104.95 104.95 21.50	1,267.28
20200125	2020-03-20	ATS Traffic Alberta	2-32-00-510	1120-50030652	PAYMENT STOP SIGN REPLACEMENTS AND P	869.11	869.11
20200126	2020-03-20	Brownlee LLP	2-12-00-995 2-12-00-995	495095 495099	PAYMENT GRANT BERGMAN - TAX NOTICE CH TAYLOR, JEREMY - TAX REPAYMEN	108.42 1,035.82	1,144.24
20200127	2020-03-20	County of Minburn	2-32-00-521 2-43-00-250	28744 28764	PAYMENT JAN 2020 LOADER FUEL FEB 2020 - HAULING AND TIPPAGE	389.29 986.24	1,375.53
20200128	2020-03-20	Desjardins Card Services	2-12-00-510 2-12-00-510 2-12-00-510 2-12-00-510 2-12-00-510 2-32-00-510 2-12-00-510 2-32-00-510	MARCH2020 MARCH2020 MARCH2020 MARCH2020 MARCH2020 MARCH2020 MARCH2020 MARCH2020	PAYMENT POST IT NOTES PAPER TOWELS STANDARD STAPLES TONER CARTIDGE COFFEE PODS BATTERIES AA Batteries INK CARTIDGES	23.08 8.16 4.19 140.68 34.60 29.38 19.94 43.60	303.63
20200129	2020-03-20	Kostynuk, Eldon	2-23-00-215	March2020	PAYMENT FIRE CHIEF CELLPHONE EXPENSE	50.00	50.00
20200130	2020-03-20	McEwen, Darlene	2-12-00-250	March2020	PAYMENT MARCH CLEANING	200.00	200.00
20200131	2020-03-20	Minco Gas Co-op Ltd.	2-72-00-540	4400030.1	PAYMENT REC PARK GAS	81.13	81.13
20200132	2020-03-20	Telus Mobility	2-12-00-215 2-32-00-215	MARCH2020 MARCH2020	PAYMENT CAO - MOBILE PHONE CHARGES - F PW - MOBILE PHONE CHARGES - FE	109.63 95.48	205.11
20200133	2020-03-20	Town of Vegreville	2-41-00-250	IVC56490	PAYMENT WTP SUPERVISION FEB 2020	517.36	517.36
20200134	2020-03-20	Veg Auto & Industrial Supply 2013	2-32-00-510	355430	PAYMENT LOADER PARTS FOR HYDROLIC REI	195.01	195.01
20200135	2020-03-20	Vegreville Home Hardware	2-32-00-510	3886.1	PAYMENT SEALANT - PICNIC TABLES	15.72	15.72
20200136	2020-03-20	Vegreville News Advertiser	2-72-00-221 2-72-00-221	216818 216942	PAYMENT EMPLOYMENT - RECREATION PAR EMPLOYMENT - RECREATION PARK	199.50 199.50	399.00
20200137	2020-03-20	VM Systems	2-12-00-510	CW5454	PAYMENT SET UP REMOTE ACCESS TO C OF I	44.63	44.63
20200138	2020-03-20	Workers Compensation Board-Alb	2-12-00-135	24297808	PAYMENT WCB MARCH 15, 2020 INSTALLMENT	177.60	177.60
20200142	2020-03-20	CANADA REVENUE AGENCY	4-00-00-237	MARCH 2020	PAYMENT MARCH 2020 SOURCE DEDUCTIONS	2,884.81	2,884.81

**Total 53,843.63**

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

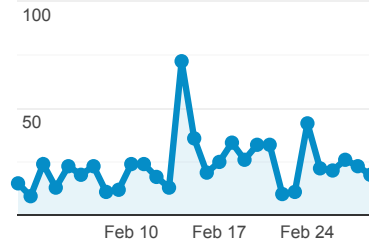
## Village of Innisfree Monthly Stats

Feb 1, 2020 - Feb 29, 2020

**All Users**  
100.00% Sessions

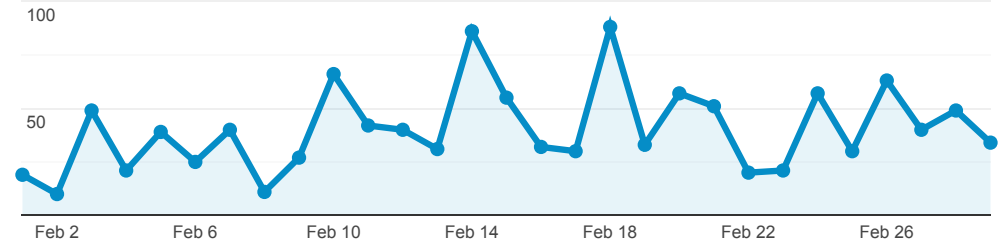
### Visits

● 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 Cgi0yjpg	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

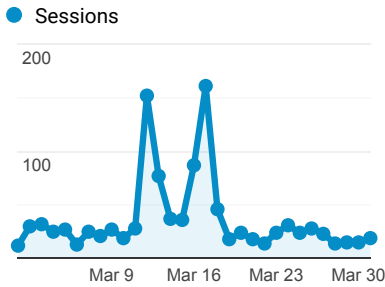
Mobile Device Info	Sessions	Pages / Session
Apple iPhone	175	1.35
Apple iPad	17	1.59
Samsung SM-G960W Galaxy S9	14	2.50
Apple iPhone 8	12	1.08
Samsung SM-G965W Galaxy S9+	6	1.00
Apple iPad 6th gen	5	1.00
Apple iPhone XR	5	1.00
Samsung SM-A505G Galaxy A50	5	2.20
Apple iPhone 5s	4	1.00
Samsung SM-A530W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

## Village of Innisfree Monthly Stats

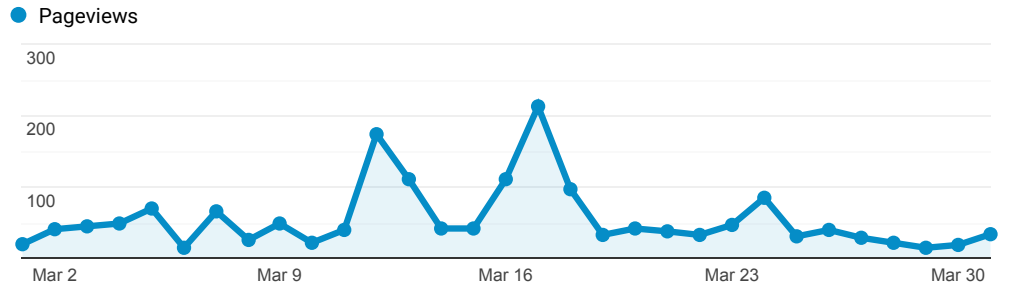
Mar 1, 2020 - Mar 31, 2020

● All Users  
100.00% Sessions

### Visits



### Pageviews



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

Source / Medium	Sessions	Pages / Session
m.facebook.com / referral	376	1.11
google / organic	353	1.93
(direct) / (none)	283	1.31
facebook.com / referral	35	1.80
bing / organic	20	2.00
townlife.com / referral	14	3.57
l.facebook.com / referral	10	1.40
ca.search.yahoo.com / referral	7	1.14
yahoo / organic	7	2.29
baidu.com / referral	4	1.00

### Top Business Directory Listings

Page	Pageviews	Unique Pageviews
/places/Innisfree-Hotel_12463	9	9
/places/Greg-s-Truck-Stop-Cafe_12462	7	7
/places/Nutrien-Ag-Solutions_12465	5	5
/places/Prairie-Rose-Veterinary-Clinic_12599	5	5
/places/Hiway-16-News_12548	4	3
/places/Innisfree-Recreation-Centre_12449	4	3
/places/Minco-Gas_12466	4	4
/places/Ice-Arena--Agriplex_12445	3	3
/places/Ron-s-Auto--Ag_12451	3	2
/places/Canada-Post--Innisfree_12459	2	2

### Map Overlay

Country	Sessions	Pages / Session
Canada	956	1.56
United States	80	1.08
France	9	1.00
South Korea	9	1.00
India	8	1.88
Malaysia	6	1.33
Australia	5	3.80
United Kingdom	4	1.75
Japan	4	1.00
Singapore	4	1.00

### Pageviews and Unique Pageviews by Page

Page	Pageviews	Unique Pageviews
/	439	385
/blogs/show_entry/13379/COVID-19-Innisfree	256	240
/blogs/show_entry/13461/UPDATE-ON-CLOSURES-COVID-19	139	122
/Employment	76	51
/page/contact/422	50	37
/About-Innisfree	49	40
/115/businesses	33	19
/blogs/show_entry/13412/GARBAGE-COLLECTION-March-16-2020	32	32
/115/businesses/12447/255/Innisfree-Recreational-Park	31	24
/blogs/show_entry/12783/MEDICAL-POP-UP-CLINIC-CANCELLED	30	30

### Visits and Pages/Visit by Browser

Browser	Sessions	Pages / Session
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### Visits and Pages/Visit by Mobile

Mobile (Including Tablet)	Sessions	Pages / Session
Yes	653	1.47
No	469	1.58

### Visits and Pageviews by Social Net...

Social Network	Sessions	Pageviews
Facebook	421	494

### Visits and Pages/Visit by Visitor Type

User Type	Sessions	Pages / Session
New Visitor	808	1.52
Returning Visitor	314	1.49

### Visits by Keyword

Keyword	Sessions
(not provided)	367
(not set)	3
innisfree curling club	3
innisfree	2
Innisfree	2
innisfree canada	2
innisfree museum	2
innisfree ab	1
innisfree fair alberta	1
innisfree motorhome	1

Chrome	405	1.69
Safari (in-app)	277	1.10
Safari	239	1.64
Android Webview	73	1.21
Internet Explorer	37	1.78
Firefox	29	1.76
Edge	25	2.24
Samsung Internet	21	1.90
Mozilla Compatible Agent	7	1.00
UC Browser	4	1.00

### Visits and Pages/Visit by Mobile Device Info

Mobile Device Info	Sessions	Pages / Session
Apple iPhone	196	1.62
Apple iPhone XR	45	1.04
Apple iPhone 8	43	1.02
Apple iPad	27	1.59
Samsung SM-G960W Galaxy S9	21	2.38
Apple iPhone 6s	18	1.11
Apple iPhone SE	16	1.19
Apple iPhone X	16	1.44
Apple iPhone 7	15	1.00
Apple iPhone 8 Plus	12	1.08

## Village of Innisfree (CAO)

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**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** April 9, 2020 10:36 AM  
**To:** Village of Innisfree (CAO)  
**Subject:** Municipal Governance COVID-19 April 9, 2020 Issue  
**Attachments:** FactSheet\_QA\_April 9.pdf

AR100640

April 9, 2020

Dear Chief Administrative Officer:

As a follow-up to my message of April 3, 2020, we continue to review options to support your efforts in following the recommendations of the Chief Medical Officer of Health, and ensure you have the tools necessary to continue with your important governance and management work.

Over the past week we have heard concerns with some of the deadline and timeline extensions. I want to assure you we understand your concerns. In response, we are working with partner associations and legal professionals to identify the right solution to the challenges arising from timeline extensions, and amendments are expected to be brought forward in the near future.

Attached is an updated frequently asked questions document covering some of the more common inquiries recently received in our ministry.

I know you have all been working under unprecedented circumstances, implementing challenging and stressful decisions. As we enter into this holiday weekend, I hope you will take some time to reflect on the great work you have done in being responsive to your citizens and businesses.

Municipal Affairs will continue to explore ways to ease the pressures you are experiencing. I encourage you to contact our advisory support services if you have questions on municipal governance matters. You may speak directly to a municipal advisor toll-free at 310-0000, then 780-427-2225.

Sincerely,

Paul Wynnyk  
Deputy Minister

Attachment – FAQ

# Municipal Governance

## During the COVID-19 Outbreak

Frequently Asked Questions – April 9, 2020

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The state of the COVID-19 pandemic and its impact on municipalities continues to change on a daily basis. As we navigate these challenging times together, Municipal Affairs will continue to support and provide regular updates addressing frequently asked questions and providing information on new tools as they become available.

This update focuses on municipal planning as well as captures some of the common questions advisory and support staff have received with respect to the [\*Public Meeting Procedures \(COVID-19 Suppression\) Regulation\*](#) and Ministerial Orders [MSD:019/20](#) and [MSD:022/20](#).

### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

## Planning & Development

**Is the ministry reviewing the unintended consequences on planning and development processes as a result of Ministerial Order No. [MSD:022/20](#) which extended deadlines and timelines to October 1, 2020?**

**YES.** Municipal Affairs is working with partner associations and legal professionals to identify the right solution to the challenges arising from these timeline extensions. Amendments are expected to be brought forward in the near future.

**Can council hold a public hearing without the public being in attendance and still meet the legislative requirement for public submissions?**

**YES.** Section 230 of the *MGA* requires public hearings to be conducted during a regular or special council meeting and council must hear persons claiming to be affected by the proposed bylaw or resolution.

The [\*Public Meeting Procedures \(COVID-19 Suppression\) Regulation\*](#) modifies the *MGA* requirements and provides for meetings and public hearings to be held by an electronic means so that those entitled to make submissions at the meeting can make electronic submissions before or during the meeting.

**Can council cancel or reschedule a public hearing?**

**YES.** Council may cancel or reschedule a public hearing by council resolution. However, council must still hold a public hearing prior to either second reading of a bylaw, or before council votes on a resolution where a public hearing is required as stated in section 230(1) of the *MGA*. In the event a public hearing is rescheduled, the notification and advertisement requirements of section 606 of the *MGA* apply.



We have already advertised our public hearings for amending our land use bylaw. Ministerial Order No. [MSD:022/20](#) gave extensions to October 1 for several provisions in the *MGA*. Can we proceed with the public hearings as advertised and with the land use bylaw amendments?

**YES.** The requirement for public hearings are provided for in sections 230 and 692 of the *MGA*. These sections are not listed in Appendix 2 of the Ministerial Order that extended dates or timelines for various sections in the *MGA*. Public hearings that were advertised prior to the approval of Ministerial Order [MSD:022/20](#) (March 31, 2020) can still proceed, as can the land use bylaw amendment bylaws. Public hearings should be conducted in a manner consistent with provisions in the Meeting Procedures (COVID-19 Suppression) Regulation.

## Emergency Management

**Is an emergency council meeting to declare a State of Local Emergency considered to be a public meeting?**

**YES.** If the meeting is held in council chambers and it is not made a closed meeting of council, then it is considered to be public.

**Can an emergency council meeting to declare a State of Local Emergency (SOLE) be conducted by electronic means without providing notice to the public?**

While section 23.1 of the *Emergency Management Act (EMA)* provides that the notice requirements in sections 194 to 196 of the *MGA* do not apply when meeting for the purpose of declaring or terminating a state of local emergency, the exemption does not include electronic meetings (section 199 of the *MGA*). Bill 13 is currently being considered by the Legislature. It proposes an amendment to section 23.1 of the *EMA* to add section 199 as one of the provisions of the *MGA* that does not apply when meeting for the purpose of declaring or terminating a SOLE. If approved, notice would not be required.

**Can an emergency advisory committee consisting of only one member declare a SOLE by resolution?**

**YES.** If the bylaw establishing the committee, and/or another municipal enactment establishing quorum requirements for SOLE declarations, provides that one member achieves quorum, then one member may declare a SOLE.

**Can municipal bylaws be changed by council resolution during a SOLE?**

**NO.** Section 191 of the *MGA* requires bylaws to be amended or repealed by another bylaw.

**Does the *Emergency Management Act* provide a blanket power to change bylaws?**

**NO.** While it is always best for a municipality to get their own independent legal advice, a council may amend a bylaw to remove a certain provisions, or include a clause in the amendment that certain provisions of a bylaw do not apply during a SOLE. Once the SOLE has terminated, the amending bylaw could be repealed to restore the original bylaw or it can expire once the SOLE is over if it was worded in such a way, depending on the legal advice a municipality receives

**Does a council still have to have a meeting to renew the SOLE at the end of 7 days?**

As of today, a SOLE can be renewed at the end of 7 days. Bill 13 is currently being considered by the Legislature. It proposes an amendment to section 22(4) of the *Emergency Management Act* to state that a declaration of a state of local emergency lapses at the end of 7 days, or at the end of 90 days if the declaration is in respect of a pandemic.



## General Questions

**What date did Ministerial Orders MSD:019/20 and MSD:022/20 take effect and what does that mean?**

Ministerial Orders MSD:019/20 and MSD:022/20 are available on [Alberta Queen's Printer](#) and took effect on March 31, 2020, the date they were signed. This means that as of March 31, 2020 the extensions to October 1, 2020 apply to the sections listed in the MOs. Municipal Affairs recognizes there are concerns with some of the provisions and steps are being taken to address those issues. More information will be provided in the near future.

**Can municipalities hold hearings for assessment complaints filed prior October 1, 2020?**

**YES.** Ministerial Order No. MSD:022/20 extended the assessment complaint deadline to October 1, 2020, and extends the 60-day deadline to hold an assessment review board hearing to either October 1, 2020 or 60-days following the receipt of an assessment complaint, whichever is the later date. If complaints are received prior to October 1, 2020, assessment review boards may choose to hear these appeals prior to the prescribed deadline.

### Municipal Advisory Services

If you have further questions, please call:  
780-427-2225 or toll-free by first dialing  
310-0000 or email [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca)

**Does the closing of a municipal office or facility require a council resolution?**

**NO.** If a SOLE has been declared, the decision to close a municipal office can be made by the Director of Emergency Management. When a SOLE has not been declared, council remains responsible for deciding what programs and services to deliver and the CAO remains responsible for ensuring that those services are implemented.

**Will the *Public Meeting Procedures (COVID-19 Suppression) Regulation* remain in effect when the crisis is over?**

**NO.** The purpose of the regulation is to limit COVID exposure so this is only a temporary relaxation of the *MGA* during the COVID-19 pandemic.

**We do not have the capabilities to stream or let public listen to meetings. Is posting the recording of the meeting sufficient?**

**NO.** The *Public Meeting Procedures (COVID-19 Suppression) Regulation* permits electronic meetings if members of the public are able to hear the meeting as it occurs. For those municipalities looking for streaming or conferencing services, AUMA is offering its service. For further information please email [audioconference@auma.ca](mailto:audioconference@auma.ca).

**The majority of council is currently in 14-day mandatory quarantine or self-isolation. Are we able to have a council meeting?**

**YES.** The *Public Meeting Procedures (COVID-19 Suppression) Regulation* has provided flexibility for council to achieve quorum. The regulation have also increased the flexibility for councillors in quarantine to meet electronically (e.g., teleconference).

**Should municipalities be amending procedural bylaws to comply with the new *Public Meeting Procedures (COVID-19 Suppression) Regulation*?**

**NO.** The regulation supersedes municipal procedure bylaws and only applies during the COVID-19 pandemic.

### Further Updates

Ways to support municipalities continue to be explored as we all navigate through this situation, Further updates will be released as information becomes available.



# Changes to Canada Summer Jobs program to help businesses and young Canadians affected by COVID-19

April 8, 2020  
Ottawa, Ontario

The Government of Canada is taking unprecedented action to support workers, businesses, and all Canadians impacted by the COVID-19 pandemic. Right now, young people are facing serious challenges finding work. To build the foundations of strong communities, we need a strong workforce that includes good job opportunities for youth. That is why the government is working to help employers adapt to the realities of COVID-19, and supporting young Canadians as they begin to look for summer employment.

Today, the Prime Minister, Justin Trudeau, announced temporary changes to the Canada Summer Jobs program that will help employers hire summer staff and provide young Canadians access to the jobs they need during this unprecedented time. This program will help create up to 70,000 jobs for youth between 15 and 30 years of age.

Canada's small businesses increasingly depend on the employment of young Canadians. The changes to the Canada Summer Jobs program will help small businesses hire and keep the workers they need so they can continue to deliver essential services.

The temporary changes to the program for this year include:

- an increase to the wage subsidy, so that private and public sector employers can also receive up to 100 per cent of the provincial or territorial minimum hourly wage for each employee
- an extension to the end date for employment to February 28, 2021
- allowing employers to adapt their projects and job activities to support essential services
- allowing employers to hire staff on a part-time basis

These changes will help youth stay connected to the labour market, save money for their future, and find quality jobs in safe, inclusive, and healthy work environments.

Today's announcement builds on the government's action taken for young Canadians during this crisis. This includes a six-month, interest-free moratorium on Canada Student Loans, and a 75 per cent wage subsidy for businesses that will help more employers keep part-time employees and workers over the coming months. Despite these important steps, there is still more to do for students and young Canadians. The Government of Canada will continue to look for ways to support all Canadians, including students and young people, as we weather this pandemic together.

The Canada Summer Jobs program provides opportunities for youth to develop and improve their skills within the not-for-profit, small business, and public sectors, and supports the delivery of key community services. By adapting the program this year, the

Government of Canada is making sure that we have the resources needed to support Canadian workers, businesses, and communities dealing with the social and economic impacts of COVID-19.



ALBERTA

MUNICIPAL AFFAIRS

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

AR100003

March 31, 2020

Reeve Roger Konieczny  
County of Minburn  
PO Box 550  
4909 - 50 Street  
Vegreville AB T9C 1R6

Dear Reeve Konieczny,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the County of Minburn has been approved for a grant of \$115,000 under the 2019/20 ACP Intermunicipal Collaboration component in support of your Emergency Management Agreement and Fire Services Study project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Kaycee Madu  
Minister of Municipal Affairs

cc: Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville  
Timothy Paul MacPhee, Mayor, Town of Vegreville  
Deborah McMann, Mayor, Village of Innisfree  
Rex Smith, Mayor, Village of Mannville  
Brent Williams, Chief Administrative Officer, County of Minburn  
Cliff Craig, Town Manager, Town of Vegreville  
Brooke Magosse, Chief Administrative Officer, Village of Innisfree  
Jody Quickstad, Chief Administrative Officer, Village of Mannville

March 31, 2020

Town of Innisfree  
c/o Brooke Magosse, CAO  
PO Box 69  
INNISFREE AB T0B 2G0

**RE: 2019 Franchise Report**

Dear Miss Brooke Magosse,

Please see the enclosed franchise report outlining information relevant to your community for the 2019 year.

We apologize for the delay in distribution of this report and appreciate your patience. If you would like to discuss the information included in this report, we would be happy to meet at your earliest convenience. Please contact me with any questions you may have or to set up a time to discuss the 2019 franchise report.

We look forward to meeting with you!

Sincerely,

**Nola Davis**  
Customer Sales Representative  
ATCO  
Nola.Davis@atco.com  
587 217 5748



## The Town of Innisfree

### Serving 270 Customer Sites in the Town of Innisfree

ATCO Electric strives to improve the lives of our customers by providing reliable, sustainable, innovative and comprehensive electricity solutions to our franchise communities.

### Customer Breakdown

Rate Class	2018 Number of Sites	2019 Number of Sites
Company Farm	0	0
General Service	34	35
Industrial	2	2
Oilfield	0	0
Residential	125	127
Sentinel Lights	2	2
Street Lights	104	104
<b>Total Number of Sites</b>	<b>267</b>	<b>270</b>

### Franchise Fee and Taxes

	2019 Actual	2020 Forecast
Wires Distribution Revenue	\$292,670.60	\$295,597.31
Franchise Fee Rate	@ 5.0%	@ 5.0%
Franchise Fee on Revenue	\$14,633.53	\$14,779.87
Distribution Linear Taxes	\$9,942.30	\$10,283.57
<b>Total Estimated Fee + Tax</b>	<b>\$24,575.83</b>	<b>\$25,063.43</b>

Based on 2019 actual revenue, a franchise fee increase of 1% would increase fee payments by \$2,926.71 per year.

### System Reliability

Reliability data is derived from the number of outages (frequency) and length of outage (duration). Most unplanned outages are due to weather or third-party contact with lines. ATCO requires planned outages to conduct maintenance and repair work or to build a new electrical line. (\*SAIDI/SAIFI definitions under Supporting Information)

Outages	2018	2019
*SAIFI (Feeder Average)	1.22	0.66
*SAIDI (Feeder Average)	2.83	0.76
ATCO Electric (System Average) SAIFI (Major Events Included)	1.70	1.6
ATCO Electric (System Average) SAIDI (Major Events Included)	4.77	4.1

## Distribution Asset Maintenance Programs

Completed in 2018	Completed in 2019	Proposed for 2020
<ul style="list-style-type: none"> <li>Davit Replacement Testing - Innisfree High Traffic # 16 &amp; 870</li> </ul>	<ul style="list-style-type: none"> <li>No Planned Programs</li> </ul>	<ul style="list-style-type: none"> <li>No Planned Programs</li> </ul>

## Street Lights

### Inventory Summary

Lamp Type	Investment Rate	Non-Investment Rate
Mercury Vapor	0	0
High Pressure Sodium	72	21
LED	11	0
<b>Total</b>	<b>83</b>	<b>21</b>

## Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. **In 2019, our people raised \$2.8 million.**

## Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2019 can be found at: [http://www.auc.ab.ca/regulatory\\_documents/Pages/Service\\_quality\\_and\\_reliability\\_plans.aspx](http://www.auc.ab.ca/regulatory_documents/Pages/Service_quality_and_reliability_plans.aspx)
- No customer complaints were received by the Alberta Utilities Commission for the Town of Innisfree
- ATCO Electricity rates: <https://www.atco.com/en-ca/for-home/electricity/rates-billing.html>

## Supporting Information

\*SAIFI (System Average Interruption Frequency Index): The average number of interruptions per customer.

\*SAIDI (System Average Interruption Duration Index): The total average number of hours each customer power is interrupted.

Active outage information can be found at: <https://www.atco.com/en-ca/for-home/electricity/outages-emergencies/current-outage-map.html>

Davit Test and Treat Program – Program to test the structural integrity of our metal poles and treat to extend the life of the structure.

Pole Test and Treat Program – Program to test the strength of our wooden poles and treat poles to extend the life of the pole.

Ground Rod Testing – Program to test the ground rods which ensure stray electricity is grounded thus ensuring that our system is safe and reliable.

More detailed information available upon request.

## Contact Us

If you have questions about ATCO's electricity distribution operations, customer service or community involvement in your area, please contact us.

**Nola Davis**  
Customer Sales Representative  
ATCO Electricity  
587-217-5748  
Nola.Davis@atco.com

**Terry Tonsi**  
Regional Manager  
ATCO Electricity  
780-805-1463  
Terry.Tonsi@atco.com





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