

Village of Innisfree
Regular Council Meeting / Public Hearing
October 20, 2020 @ 5:00 p.m.
Village of Innisfree Council Chambers

1. Call to Order
2. Public Hearing
 - a. Land Use Bylaw Amendment(s):
 - i. [Bylaw 646-20 - Cannabis Production and Distribution](#)
 - ii. [Bylaw 655-20 - C3 – Highway Commercial: Change in Discretionary & Permitted Uses](#)
3. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
4. Delegations
5. Adoption of Minutes
 - a. [September 15, 2020 Regular Council Minutes](#)
6. Business Arising from the Minutes:
 - a. [Bylaw 656-20 – Council Procedural \(Second and Third Reading\)](#)
7. Policies & Bylaws:
 - a. [Bylaw 605-15 - Water & Wastewater Services](#)
 - b. [Bylaw 658-20 - Temporary Borrowing Bylaw](#)
 - c. [Bylaw 659-20 - Regional Assessment Review Board Bylaw](#)
 - d. [Bylaw 660-20 - Bylaw Enforcement Officer Bylaw](#)
 - e. [Bylaw 661-20 - Subdivision and Development Appeal Board Bylaw](#)
8. New Business:
 - a. Request for Proposal - Website Renewal
 - i. [Allnet Solutions Proposal Dated September 22, 2020](#)
 - ii. [BoxClever Proposal Dated September 29, 2020](#)
 - iii. [CivicPlus Proposal Dated October 12, 2020](#)
 - b. Offer to Purchase – Dozer Blade
 - c. [Northern Lights Library System Letter September 17, 2020 – 2021 Municipal Levy](#)
 - d. [Quote Dated September 17, 2020 – Logo Redesign and Vehicle Decals \(Public Works Truck/Equipment\)](#)
 - e. [Purchase of Fire Wood - Birch Lake Campground - Quote Received from Glen's Market and Garden](#)
 - f. [Flood Mitigation / Culvert Installation - Update on Project](#)
 - g. [Alberta Municipal Affairs - M.A.P Report dated October 5, 2020](#)
 - h. [Alberta Municipal Affairs Letter received October 15, 2020 - Detailed Assessment Audit](#)
 - i. [ACE Water Corporation Letter Dated September 2020](#)
9. Councillor Reports
 - a. [Innisfree Delnorte School Parent Council Report – Deb McMann](#)
 - b. [Innisfree Library Board Report - Will Oudshoorn](#)

10. Administration Reports
 - a. CAO Report & Action List
 - b. Financials
 - i. Revenue & Expense
 - ii. Tax Trial Balance
 - iii. Utility Trial Balance
 - iv. Accounts Payable Trial Balance
 - c. Website

11. Correspondence
 - a. Innisfree Fire Department – Thank you Card
 - b. Alberta HUB Board Minutes of September 28, 2020
 - c. CN Railway Letter dated July 27, 2020
 - d. Interim Alberta Police Advisory Board Survey
 - e. Legislative Assembly Alberta - Jackie Armstrong-Homeniuk - Letter Dated September 29, 2020 - MOST Program
 - f. Go East RTO - Invitation to AGM & Fall Event (November 10, 2020)

11. Closed Session
 - a. Legal (FOIP Section 17 & 27)
 - i. Notice of Inquiry – Office of the Information and Privacy Commission
Village of Innisfree V. Mr. Bergman

12. Adjournment

VILLAGE OF INNISFREE

BYLAW No. 646-20

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

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

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

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

(1) Bylaw #628-17, the Village of Innisfree Land Use Bylaw, as amended, is hereby further amended as follows:

- a. **Section 1.3** revised by deleting the definitions for Entertainment Establishment; Greenhouse; Health Service; Home Occupation and Hotel; in their entirety.
- b. **Section 1.3** is further revised by inserting the following definitions in alphabetical order:

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

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

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

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

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

A. Cannabis includes:

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

found in, such a plant, regardless of how the substance was obtained.

B. Cannabis does not include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“(1) Special Requirements for Cannabis Production and Distribution

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

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

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

“(2) Special Requirements for Cannabis Retail Sales Establishments

- (a) Cannabis retail sales developments shall not be permitted unless all applicable licensing and approvals have been provided by the provincial and federal governments.
- (b) A copy of the current license(s) and/or approvals for a proposed cannabis retail sales development, as issued by the provincial and/or federal government, shall be provided to the Development Authority with the

development permit application or as a condition of development permit approval.

- (c) The design of buildings on the site shall be consistent with the characteristics and appearance of the surrounding neighbourhood.
- (d) Hours of operation may be restricted as a condition of the development permit issued by Development Authority.
- (e) The illumination of parking areas, walkways, signs, and other structures associated with cannabis production and distribution development shall be arranged to meet the requirements under municipal, provincial and federal regulations.
- (f) The minimum required lot size shall be at the discretion of the Development Authority.
- (g) Parking and loading requirements for cannabis retail sales shall be provided based on the requirements for a commercial use in **Section 9.4 and 9.5** of this Bylaw, and any applicable requirements in provincial and federal regulations, as amended.
- (h) Solid waste material shall be secured in accordance with provincial and federal regulations until destroyed.
- (i) Applications for subdivision of land for this use may be required to include the information required by the Development Authority in **Section 4.1**.
- (j) Landscaping requirements shall be at the discretion of the Development Authority.
- (k) No outdoor storage of goods, material, or supplies shall be permitted.
- (l) Cannabis retail sales developments shall meet security and premises requirements as required under provincial and federal legislation.
- (m) Cannabis retail sales establishments, as defined in this Bylaw, shall be prohibited from locating within 100.0 m (328.1 ft.) of a public education facility, a provincial health care facility, or a parcel of land that is designated School Reserve, or Municipal and School Reserve.
- (n) A public education facility, a provincial health care facility, or a parcel of land that is designated as School Reserve, or Municipal and School Reserve shall not be approved within 100.0 m (328.1 ft.) of an approved cannabis retail sales establishment.
- (o) The separation distance between the cannabis retail sales establishment and the uses listed in **Section 2(m)** and **2(n)** shall be determined by measuring a straight line from the outer wall of the proposed cannabis retail sales establishment to the closest point on the lot containing the sensitive use.”

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

- (a) Industrial hemp production and distribution facilities shall not be permitted unless all applicable licensing and approvals have been provided by the provincial and federal governments.
- (b) A copy of the current license(s) and/or approvals for a proposed industrial hemp production and distribution facility, as issued by the federal government,

shall be provided to the Development Authority with the development permit application or as a condition of development permit approval.

- (c) The design of buildings on the site shall be consistent with the characteristics and appearance of the surrounding neighbourhood.
 - (d) Hours of operation may be restricted as a condition of the development permit issued by Development Authority.
 - (e) The illumination of parking areas, walkways, signs, and other structures associated with industrial hemp production and distribution development shall be arranged to meet the requirements under municipal, provincial and federal regulations.
 - (f) The minimum required lot size shall be at the discretion of the Development Authority.
 - (g) Parking and loading requirements for an industrial hemp production and distribution facility shall be provided based on the requirements for an industrial use in **Section 9.4 and 9.5** of this Bylaw, and any applicable requirements in provincial and federal regulations, as amended.
 - (h) Solid waste material shall be secured in accordance with provincial and federal regulations until destroyed.
 - (i) Applications for subdivision of land for this use may be required to include the information required by the Development Authority in **Section 4.1**.
 - (j) Landscaping requirements shall be at the discretion of the Development Authority.
 - (k) On site buffering measures may be required for all industrial hemp production and distribution facilities. Buffers may include a combination of: setbacks, landscaping, and fencing to mitigate the impacts on adjacent lots.
 - (l) Minimum setback from any watercourse or water body shall be 30.0 m (98.0 ft.).
 - (m) The development shall be designed to minimize any exposure or disturbance to the surrounding area including, but not limited to, dust, pollution, noise, odour, or any other related land use nuisance effects.
 - (n) A building or structure used for security purposes for a hemp production and distribution facility may be located in the front yard and must comply with the required minimum setbacks in the applicable district.”
- e. **Section 6.4.2** – Central Business District Commercial (C1) is revised by inserting the following Permitted Uses in alphabetical order:
Alcohol Retail Sales;
Cannabis Accessory Retail Sales; and
Cannabis Retail Sales;
- f. **Section 9.5.2** – Regional Commercial District (C2) is revised by inserting the following Permitted Uses in alphabetical order:
Alcohol Retail Sales;
Cannabis Accessory Retail Sales; and
Cannabis Retail Sales;

- g. **Section 9.7.3** – Industrial Business Park District (IB-1) is revised by inserting the following Discretionary Uses in alphabetical order:
Cannabis Production and Distribution; and
Industrial Hemp Production and Distribution Facility;

READ a first time this 18th day of February, 2020.

PUBLIC HEARING held on this 20th day of October, 2020.

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

VILLAGE OF INNISFREE

BYLAW No. 655-20

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

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

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

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

- (1) Bylaw #628-17, the Village of Innisfree Land Use Bylaw, as amended, is hereby further amended as follows:

Remove the following sections from section 9.6 being C3 – Highway Commercial

2. Permitted Uses

- a) Motels
- b) Public or quasi-public buildings
- c) Public or quasi-public uses
- d) Buildings and uses accessory to permitted uses

3. Discretionary Uses

- a) Drive-in businesses
- b) Drive-in restaurants
- d) Eating and drinking establishments
- e) Service Stations
- f) Public Utilities
- g) other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses.
- h) Buildings and uses accessory to discretionary uses

and add the following sections to 9.6 being C3 – Highway Commercial:

2. Permitted Uses

- a) Motels
- b) Public or quasi-public buildings
- c) Public or quasi-public uses
- d) Drive-in restaurants
- e) Eating and drinking establishments
- f) Service stations
- g) Buildings and uses accessory to permitted uses

3. Discretionary Uses

- a) Drive-in businesses
- b) Public Utilities
- c) Other uses which, in the opinion of the Development Authority, are similar to the above mentioned permitted and discretionary uses buildings and uses accessory to discretionary uses.

READ a first time this 15th day of September, 2020.

PUBLIC HEARING held on this 20th day of October, 2020.

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

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

A REGULAR meeting of the Council of the Village of Innisfree was held in the Conference Room of the Innisfree Millennium Building (4732 – 53 Street), Innisfree, Alberta on Tuesday, September 15, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:01 PM.

PRESENT

| | |
|-------------------|------------------------------|
| Deborah McMann | Mayor |
| William Oudshoorn | Deputy Mayor |
| Aaron Cannan | Councillor |
| Brooke Magosse | Chief Administrative Officer |
| Bobbi Jo Jackson | Administrative Assistant |
| Jeff Alliston | Metrix Group LLP |

Public In Attendance:

Llewella Read, William Kosterwa, Keith Whitmore, Marie Yakimowich, Brian Overly, Grant Bergman and Peggy Smith.

APPROVAL OF AGENDA
2020-09-15/01

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

New Business

7 F – Utility Adjustment – October 2020 Billing

7 G – Items for Sale by Sealed Bid – Overhanging Doors & Miscellaneous Items – Public Works Facility (5207 – 50 Avenue)

Councillor Report

9 A – Village of Innisfree Library Board – Will Oudshoorn

9 B – Northern Lights Library System – Will Oudshoorn

9 C – MD of Minburn Board Meeting – Will Oudshoorn

CARRIED.

DELEGATION – METRIX
GROUP LLP – 2019
AUDITED FINANCIAL
STATEMENT AND 2019
FINANCIAL
INFORMATION RETURN

Jeff Alliston, Partner at Metrix Group LLP, presented the 2019 Audited Financial Statement and 2019 Financial Information Return to Mayor and Council via PowerPoint presentation.

**PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
SEPTEMBER 15, 2020.**

RECESS

Mayor McMann called for a recess at 5:56 PM.

Administrative Assistant Bobbi Jo Jackson and all those in Public Attendance left the meeting at 6:00 PM.

RECONVENE

Mayor McMann reconvened the meeting at 6:03 PM.

CLOSED SESSION
ATTENDANCE

Deborah McMann
Will Oudshoorn
Aaron Cannan

Mayor
Deputy Mayor
Councillor

Brooke Magosse
Jeff Alliston

Chief Administrative Officer
Metrix Group LLP

CLOSED SESSION
2020-09-15/02

Moved by Mayor McMann that the meeting be moved into closed session at 6:03 PM to discuss the 2019 Management Findings Letter, presented by Metrix Group LLP, under FOIP Section 17 & 27.

CARRIED.

CLOSED SESSION
2020-09-15/03

Moved by Mayor McMann that the meeting be moved out of closed session at 6:32 PM.

CARRIED.

RECESS

Mayor McMann called for a recess at 6:35 PM.

Jeff Alliston, Metrix Group LLP, left the meeting at 6:37 PM.

RECONVENE

Mayor McMann reconvened the meeting at 6:49 PM.

2019 AUDITED
FINANCIAL
STATEMENT &
FINANCIAL
INFORMATION RETURN
2020-09-15/04

Moved by Deputy Mayor Oudshoorn that the 2019 Audited Financial Statement and 2019 Audited Financial Information Return be approved as presented.

CARRIED.

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
SEPTEMBER 15, 2020.**

2019 AUDITED
FUNDINGS REPORT
2020-09-15/05

Moved by Councillor Cannan that the 2019 Audited Findings Report be approved as presented.

CARRIED.

APPROVAL OF MINUTES
2020-09-15/06

Moved by Mayor McMann that the July 21, 2020 Regular Council Meeting minutes be approved as presented.

CARRIED.

RECESS

Mayor McMann called for a recess at 6:45 PM.

RECONVENE

Mayor McMann reconvened the meeting at 6:49 PM.

BYLAW NO. 655-20 –
AMENDMENT TO LAND
USE BYLAW – C3 –
HIGHWAY
COMMERCIAL:
PERMITTED AND
DISCRETIONARY USES
FIRST READING
2020-09-15/07

Moved by Councillor Oudshoorn that Bylaw No. 655-20 – Amendment to Land Use Bylaw be given FIRST reading this 15th day of September, 2020.

CARRIED.

BYLAW NO. 656-20 –
COUNCIL PROCEDURAL
BYLAW
FIRST READING
2020-09-15/08

Moved by Councillor Cannan that Bylaw No. 656-20 – Council Procedural Bylaw be approved as amended and given FIRST reading this 15th day of September, 2020.

CARRIED.

BYLAW NO. 657-20 –
COUNCIL CODE OF
CONDUCT BYLAW
FIRST READING
2020-09-15/09

Moved by Deputy Mayor Oudshoorn that Bylaw No. 657-20 – Council Code of Conduct Bylaw be given FIRST reading this 15th day of September, 2020.

CARRIED.

BYLAW NO. 657-20 –
COUNCIL CODE OF
CONDUCT BYLAW
SECOND READING
2020-09-15/10

Moved by Councillor Cannan that Bylaw No. 657-20 – Council Code of Conduct Bylaw be given SECOND reading this 15th day of September, 2020.

CARRIED.

**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
SEPTEMBER 15, 2020.**

BYLAW NO. 657-20 –
COUNCIL CODE OF
CONDUCT BYLAW
AUTHORIZE THIRD
READING
2020-09-15/11

Moved by Mayor McMann that Bylaw No. 657-20 – Council Code of Conduct Bylaw be authorized for THIRD reading this 15th day of September, 2020.

UNANIMOUSLY CARRIED.

BYLAW NO. 657-20 –
COUNCIL CODE OF
CONDUCT BYLAW
THIRD AND FINAL
READING
2020-09-15/12

Moved by Deputy Mayor Oudshoorn that Bylaw No. 657-20 – Council Code of Conduct Bylaw be given THIRD and FINAL reading this 15th day of September, 2020.

CARRIED.

REQUEST FOR QUOTES
– TINNING/SHINGLING
OF INNISFREE
CAMPGROUND
ADMINISTRATION
OFFICE
2020-09-15/13

Moved by Mayor McMann that Council accept Kevin Moyen's quote, for the shingling of the Innisfree Campground Administration Building, in the amount of \$4,200.00 (GST Included). Further that administration be directed to forward a letter to Mr. Moyen in this regard.

CARRIED.

ATCO ELECTRIC
FRANCHISE LETTER
DATED AUGUST 24, 2020
2020-09-15/14

Moved by Councillor Cannan that Council approve of ATCO Electric's current franchise fee percentage of 5% of distribution revenue for 2021 as presented in ATCO Electric's letter dated August 24, 2020. Further that administration be directed to forward a letter to ATCO Electric in this regard.

CARRIED.

ATCO GAS FRANCHISE
LETTER DATED
AUGUST 20, 2020
2020-09-15/15

Moved by Deputy Mayor Oudshoorn that Council approve ATCO Gas and Pipelines Ltd.'s current franchise fee percentage of 25% for 2021 as presented in ATCO Gas and Pipelines Ltd.'s Letter dated August 20, 2020. Further that administration be directed to forward a letter to ATCO Gas and Pipelines Ltd. in this regard.

CARRIED.

**PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
SEPTEMBER 15, 2020.**

NORTH
SASKATCHEWAN
WATERSHED ALLIANCE
INVOICE AND REPORTS
2021 MUNICIPAL
CONTRIBUTION
2020-09-15/16

Moved by Councillor Cannan that Council approve the 2021 Municipal Contribution fee, in the amount of \$111.50 (GST Included) for the North Saskatchewan Watershed Alliance.

CARRIED.

NORTHERN LIGHTS
LIBRARY SYSTEM
LETTER DATED
AUGUST 26, 2020
2020-09-15/17

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

CARRIED.

UTILITY ADJUSTMENT –
OCTOBER 2020 BILLING
2020-09-15/18

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

CARRIED.

ITEMS FOR SALE BY
SEALED BID –
OVERHANGING DOORS
& MISCELLENEOUS
ITEMS – PUBLIC WORKS
FACILITY (5207 – 50
AVENUE)
2020-09-15/19

Moved by Mayor McMann that Council approve the sealed bid, in the amount of \$700.00 (GST Not Included) for the 2 shop/garage overhanging doors, railings and openers and the sliding door with rails. Further that a letter be sent to the successful bidder in this regard.

CARRIED.

COUNCILLOR REPORTS
2020-09-15/20

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

CARRIED.

RECESS

Mayor McMann called for a recess at 7:35 PM.

RECONVENE

Mayor McMann reconvened the meeting at 7:39 PM.

**PAGE 6, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
SEPTEMBER 15, 2020.**

ADMINISTRATION
REPORTS
2020-09-15/21

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

CARRIED.

CORRESPONDENCE
2020-09-15/22

Moved by Councillor Cannan that the listed Correspondence be approved as presented.

CARRIED.

ADJOURNMENT

Councillor Cannan adjourned the meeting at 8:07 PM.

Mayor

Chief Administrative Officer

A Bylaw for the Village of Innisfree in the Province of Alberta, to regulate the proceedings of Council.

WHEREAS Section 180 of the *Municipal Government Act* being Chapter M-26 of the *Revised Statutes of Alberta* (RSA), 2000 and amendments thereto, requires Council to act by bylaw;

AND WHEREAS pursuant to provisions of the *Municipal Government Act*, it is deemed desirable to establish rules and provisions to regulate the conduct of business in the meetings of Council, to control and maintain order in meetings for the enactment of municipal legislation and to provide for dealing with petitions, correspondence and other submissions to Council.

NOW THEREFORE the Council of the Village of Innisfree, ~~in the Province of Alberta~~, duly assembled, ENACTS AS FOLLOWS:

TITLE

1.0 This Bylaw may be ~~cited~~ referred to as the ‘**COUNCIL PROCEDURAL BYLAW.**’

2.0 DEFINITIONS;

2.1 **Abstain** means not to vote for or against a proposal or motion when a vote is held.

2.2 **Acting Mayor** means any other member of Council who is appointed to the position in the event of the absence or inability to act by the Mayor or Deputy Mayor, pursuant to the *MGA*;

2.3 **Agenda** is the list of items and order of business of any meeting.

2.4 **Annual Organizational Meeting** is the meeting of Council held annually, not later than two (2) weeks after the third Monday in October, per Section 192(1) of the *Municipal Government Act*

2.5 **Bylaw** is a bylaw of the Village of Innisfree

2.6 **Chair or Chairperson** is the person presiding at meetings of Council

2.7 **Chief Administrative Officer (CAO)** is the Chief Administrative Officer of the Village of Innisfree as defined in the *MGA*, s. 205 – 209.

2.8 **Closed Session** means a meeting at which only Council and other persons specified by Council may attend, pursuant to *MGA*, s.197;

2.9 **Committee** is either by recommendation or resolution, a decision-making work group or an external agency, board or group of which the Village of Innisfree is a member or stakeholder and the Council appoints a representative, as established by, or in accordance with this bylaw.

2.10 **Council** is the Councillors of the Village of Innisfree being elected pursuant to the provisions of the *Local Authorities Election Act*;

2.11 **Councillor** is an elected Municipal Official sworn under the Oath of Office as such and includes the Mayor and the Deputy Mayor;

2.12 **Delegation(s)** is an individual, a group or an organization that wishes to address Council during a Council meeting;

2.13 **Deputy Mayor** is the member who is appointed annually at the Organizational Meeting pursuant to the provisions of the *MGA* to act as Mayor in the absence or incapacity of the Mayor;

-
- 2.14 Electronic Means** are communication devices that provide the ability for two-way conversations to take place without the physical presence of a person, including, but not limited to cellular phones, cameras, closed circuit television and any other means of communication being developed over time;
- 2.15 Emergent Resolution** is new business arising or occurring or in development, for the first time, that is deemed to be necessary to take expedient action on, for the benefit of the municipality and therefore, should be addressed before the next regularly scheduled Council meeting;
- 2.16 Majority Vote** is the number of votes by which the winning party or group out votes the opposition;
- 2.17 Meeting** is a gathering of any or all members of Council for the purpose of conducting business on behalf of the Village of Innisfree whether a Regular Council Meeting, a Special Council Meeting or a Committee Meeting;
- 2.18 Member** is a member of Council;
- 2.19 Municipal Government Act**, being chapter M-26, Revised Statutes of Alberta (RSA), 2000 as amended or repealed and replaced from time to time and herein referred to as *MGA*;
- 2.20 New Business** is the list of items on the Agenda presented to Council for the first time and requiring direction, decision or resolution;
- 2.21 Out of Order** speaking out of turn and/or not be acknowledged by the Chair to speak
- 2.22 Pecuniary Interest** is matters that monetarily affect a Councillor or the Councillor's family, as defined in the *MGA*;
- 2.23 Petition** is a formal request to the Minister of Municipal Affairs or Council, signed by a number of electors pursuant to the *MGA*;
- 2.24 Petitioner** is an elector as defined by section 1 of the *MGA* and section 1 of the *Local Authorities Election Act*, who signs a petition;
- 2.25 Point of Order** is the raising of a question by a member to call attention to any departure from the Procedural Bylaw;
- 2.26 Postpone** is to delay the consideration of any matter, either to a definite time on the agenda or to a later position on the agenda;
- 2.27 Public Hearing** is a meeting of Council convened to hear matters pursuant to:
- 2.27.1** The *Municipal Government Act*
 - 2.27.2** Any other *Act*
 - 2.27.3** Any other matter at the direction of Council;
- 2.28 Question of Privilege** refers to all matters affecting the rights and immunities of Council collectively or the position and conduct of members in their representative character as elected representatives;
- 2.29 Quorum** is a majority of the members elected and serving on Council which requires two (2) members to be present to conduct a Council meeting
- 2.30 Recorded Vote** is the calling by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;

- 2.31 Regular Council Meeting** is a meeting of Council scheduled at least monthly to conduct the regular decision-making for the Village through resolution or bylaw, pursuant to *MGA*, s.193;
- 2.32 Special Council Meeting**, as described in *MGA*, s.194, the Chief Elected Official may call a Special Council Meeting whenever the official considers it appropriate to do so and must call a Special Council Meeting if the CAO receives a written request for the meeting, stating its purpose, from a majority of the Councillors;
- 2.33 Standing Committee** means an external agency, board or commission that the Village of Innisfree is required to appoint an elected member to.
- 2.34 Table** means a motion to delay consideration of any matter in order to deal with more pressing matters or due to lack of time available, which does not set a specific time to resume consideration of the matter.
- ~~**2.35 Village** means the Village of Innisfree.~~ **Village** means the municipal incorporation of the Village of Innisfree, pursuant to the *MGA*.

3.0 APPLICATION:

- 3.1** This bylaw shall govern the proceedings of Council.
- 3.2** This bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended;
- 3.21 by a bylaw, unanimously passed at a regular or special meeting of the Council, at which all members thereof are present; or
- 3.22 by a bylaw passed at a regular meeting of Council pursuant to notice in writing given and openly announced at the preceding meeting of Council.

4.0 DELEGATIONS

- 4.1** Individuals who wish to be added as a Delegation to a Council Agenda, must comply with Clause 12.3 with regards to providing notice.
- 4.2** Delegations will be limited to two Delegations per Council meeting with a maximum duration of fifteen (15) minutes for each presentation, exclusive of the time required to answer questions put by Council, or, in circumstances where it is felt that an item could be urgent, Council may, by majority vote, endorse a third Delegation with the same duration of time.
- 4.3** Each group or organization must appoint one spokesperson to speak on their behalf.
- 4.4** No matter on the current agenda may be presented to Council by a Delegation.
- 4.5** In questioning Delegations, whether statutory or otherwise, Members will only ask questions which are relevant to the subject of the presentation and will avoid repetition.

4.6 No Delegation shall be allowed or attempt to engage in debate with any individual member of Council or Council as a whole.

4.7 Council shall consider the Delegation(s) presentation(s) and;

4.7.1 refer the topic to Administration or other individual or group or,

4.7.2 defer the presentation for future review and consideration or,

4.7.3 endorse the presentation.

5 Public Hearings

5.1 When the *MGA* or any other *Act* requires Council to hold a Public Hearing, the Public Hearing must be held, unless another enactment specifies otherwise:

5.1.1 before the second reading of the bylaw or,

5.1.2 before Council votes on a resolution.

5.2 Procedures for a Public Hearing:

5.2.1 If a person indicates their presence to speak on the proposed bylaw, then the following procedures shall apply:

5.2.1.1 Administration will introduce the topic of the Public Hearing

5.2.1.2 Individuals will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing, followed by written submissions;

5.2.1.3 After a person has spoken, any Member may ask the speaker relevant questions;

5.2.1.4 Any Member may ask the CAO relevant questions after all persons who wish to speak have been heard;

5.2.1.5 Any Member may then move that 'the Public Hearing be adjourned.'

5.2.2 If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization shall:

5.2.2.1 be in writing;

5.2.2.2 name the individual authorized to speak;

5.2.2.3 indicate the proposed topic to be spoken to; and,

5.2.2.4 be signed by the person giving the authorization.

5.2.3 The authorized person must state the name of the person that the speaker represents and must present the written authorization to the CAO or his/her delegate.

5.2.4 If an authorized speaker represents more than one person, the speaker will only be allowed five (5) minutes to speak unless Council authorizes otherwise.

5.2.5 Written submissions to the Public Hearing:

5.2.5.1 must be legible;

5.2.5.2 must address the topic of the Public Hearing;

5.2.5.3 must be signed and dated, and

5.2.5.4 must be delivered prior to the start of the Public Hearing.

6 Quorum

- 6.1** Quorum is two (2) Councillors for voting pursuant to the *MGA*.
- 6.2** As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall take the Chair and call the members to order.
- 6.3** Unless a quorum is present within thirty (30) minutes after the time appointed for the meeting of Council, 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.
- 6.4** The CAO shall record the name of the members present at the expirations of the thirty (30) minute time limit and such record shall be appended to the next agenda.

7 Organizational Meeting

- 7.1** The Organizational Meeting of Council shall be held annually, not later than two (2) weeks after the third Monday in October, pursuant to *Municipal Government Act*, section 192(1).
- 7.2** The Chief Administrative Officer shall fix the date, time and place of the Organizational Meeting.
- 7.3** The Agenda for the Organizational Meeting shall be restricted to:
- 7.3.1** Election of the Mayor
 - 7.3.2** Election of the Deputy Mayor
 - 7.3.3** Establishment of the Regular Meeting dates for Council and its Standing Committees and representatives.
 - 7.3.4** Establishment of membership on committees, boards, commissions, etc.
 - 7.3.5** Establish signing authorities for the Village
 - 7.3.6** Any other business required by the *Municipal Government Act*
 - 7.3.7** Adjournment
- 7.4** The Chief Administrative Officer shall:
- 7.4.1** Take the Chair
 - 7.4.2** Call the meeting to order
 - 7.4.3** Conduct the election for Mayor
 - 7.4.4** Preside over the meeting until the oath, as prescribed by the *Oaths for Office Act*, has been administered to the Mayor

8 Regular Meetings

- 8.1** Regular Meetings of Council will be held in the Council Chambers of the Village Office on dates and times, as set at the Annual Organizational Meeting or as amended by Council resolution, from time to time.

8.2 Notice of Regular Council meetings need not be given.

8.3 ~~If the Council changes the date, time or place of a Regular Council meeting, the Municipality must give at least twenty-four (24) hours of notice of the change:~~

~~**8.3.1** to any Councillors not present at the meeting at which the change was made;~~

~~**8.3.2** to the Public~~

8.3.1 If the Council changes the date, time or place of a Regular Council Meeting, the Municipality must do so through a Council resolution that is passed in a prior open public meeting, with quorum present.

9 Special Meetings

9.1 The Chief Elected Official;

9.1.1 May call a Special Meeting of Council whenever the Official considers it appropriate to do so

9.1.2 Must call a Special Meeting of Council if the Official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.

9.2 A Special Council Meeting called under Sub-section 9.1.2 must be held within fourteen (14) days of the date that the Chief Elected Official receives the request or any shorter period provided for by Bylaw.

9.3 The Chief Elected Official calls a Special Meeting by giving at least twenty-four (24) hours' notice to each Councillor and the Public stating the purpose of the meeting and the date, time and place at which it is to be held.

9.4 A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the Public if at least two-thirds (2/3) of the whole of Council agrees to this in writing before the beginning of the meeting.

9.5 No matter other than stated in the notice calling the Special Council Meeting may be transacted at the meeting.

9.6 Notice of a Special Council Meeting is deemed to have been given to a Councillor if the notice is given to an adult person at the Councillor's home or place of business.

9.7 Notice of a Special Council Meeting to the Public is sufficient if the notice is given in a manner specified by Council.

10 Closed Meetings

10.1 Council must conduct their meetings in public unless sub-section 10.2 or 10.3 applies.

10.2 Council may conduct all or part of their meetings closed to the public if a matter to be discussed is within one of the exceptions to disclosure referred to in Section 197(2) of the *Municipal Government Act* and Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

10.3 When a Council meeting is closed to the public, no resolution or bylaw may be passed except a resolution to revert to a meeting held in public.

11 Electronic Communications

11.1 Council or Council Committee meetings may be conducted by means of electronic or other communications, as developed from time to time per the following conditions:

11.1.1 A Councillor shall only be permitted to attend a meeting by means of electronic communication if that location in which the meeting is being held is equipped in such a manner that enables all Council members participating in the meeting and the Public to hear each other.

11.1.2 Council members may participate electronically if they can do so at no cost to the Municipality.

11.2 The Mayor, Deputy Mayor or Acting Mayor shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.

11.3 A Councillor may attend Regular or Special Council Meetings, excluding Special Meetings which require Council signatures to conduct the meeting, by electronic communications a maximum of ~~three (3)~~ [PLEASE INSERT MAX. NO OF MEETINGS] times per calendar year.

11.4 A Councillor attending via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.

11.5 When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.

11.6 When a Council member attends a 'closed' meeting of Council, they shall be required to confirm they have attended the 'closed' sessions alone in keeping within the definition in this bylaw of 'closed' by providing a statutory declaration or affidavit sworn and declared before a Commission of Oaths prior to the next Regular Council meeting.

12 Agenda

12.1 The Agenda for each Regular and all other meetings of council, as defined in this bylaw, shall be prepared by the Chief Administrative Officer, or their delegate, and be packaged together

with the minutes of the previous Council meeting, copies of all pertinent correspondence, statements, reports, recommendations and requests for decisions.

- 12.2** The Agenda package shall be provided to each Member of Council and placed in their mailbox, hand delivered or delivered electronically the Thursday prior to the week of the commencement of the Meeting for which it was prepared, whenever possible. The Council's Agenda package is distributed in advance to provide Council with the materials necessary to prepare themselves for the next Meeting of Council.
- 12.3** Any person wishing to have an item of business considered for the Agenda, must make their written submission to the CAO no later than 12:00 noon, seven (7) days prior to the Meeting. The submission must contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter. Council may, by policy, establish procedures to ensure submissions provide adequate information.
- 12.4** The Order of Business will be adopted by Council at the start of each meeting and will generally be as follows:
- 12.4.1** Call to Order
 - 12.4.2** Public Hearing (as required)
 - 12.4.3** Adoption of Agenda – Additions/Deletions/Amendments
 - 12.4.4** Delegations (as required)
 - 12.4.5** Address Delegations' Presentation
 - 12.4.6** Adoption of Minutes of Previous Meeting(s)
 - 12.4.7** Business Arising from the Minutes
 - 12.4.8** Bylaws & Policies (as required)
 - 12.4.9** New Business
 - 12.4.10** Council Committee Reports
 - 12.4.11** Administration Reports:
 - 12.4.11.1** CAO Report
 - 12.4.11.2** Financial Report
 - 12.4.11.3** Public Works Report
 - 12.4.12** Correspondence
 - 12.4.13** In-Camera Items
 - 12.4.14** Items Arising from In-Camera
 - 12.4.15** Adjournment
- 12.5** The order of business as established in this bylaw will apply to all Regular Council Meetings unless members of the Council present, by majority vote, agree to any change(s), preferably prior to the adoption of the Agenda.

- 12.6** No item of business will be considered by Council if the item has not been placed on the agenda, except Council Committee Reports, unless Council present, by majority vote, agree to the item being placed on the agenda. The Mayor, or any Councillor or the CAO must be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.

13.0 CHAIRPERSON

- 13.1** The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 13.2** If the Mayor is absent or late, the Deputy Mayor will serve as Chairperson. If neither the Mayor or Deputy Mayor are in attendance Council will chose a member from among the Councillors in attendance to act as the meeting Chairperson.

14.0 Members Debate

- 14.1** A member shall not:
- 14.1.1** Use offensive or un-parliamentary language in Council;
 - 14.1.2** Disobey the rules of Council, or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
 - 14.1.3** Leave his/her seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - 14.1.4** Enter the Council Chamber while a vote is being taken
 - 14.1.5** Interrupt a member while speaking, except to raise a point of order or question of privilege.

15.0 Questions of Privilege

- 15.1** A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him/herself as a member thereof, shall be permitted to raise such questions of privilege.
- 15.2** A question of privilege shall take precedence over other matters.
- 15.3** While the Chairperson is ruling on the question of privilege, no one shall be considered in possession of the floor.

16.0 Points of Order

- 16.1** A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order.

16.2 When a leave is granted, the member shall state the point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order.

16.3 The speaker in possession of the floor when the point of order was raised shall have the right to the floor when the debate resumes.

16.4 A member called to order by the Chairperson shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

17.0 Appeal Ruling

17.1 A decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council.

17.2 If the decision is appealed, the Chairperson shall give concise reasons for his/her ruling and Council, without debate, shall decide the question; the ruling of Council shall be final.

18.0 Motions

18.1 Every motion, when moved and presented to the Chairperson, is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.

18.2 A motion made by a member of Council does not require a seconder.

18.3 All motions must be concise and unambiguous and must either be given in writing or given verbally to the CAO.

18.4 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.

18.5 The mover of a motion must be present when the vote on the motion is taken.

18.6 When a motion is under debate, no motion shall be received other than a motion to:

18.6.1 Fix the time of adjournment;

18.6.2 Adjourn the meeting;

18.6.3 Withdraw the motion;

18.6.4 Table;

18.6.5 Call the question (that the vote must now be taken);

18.6.6 Postpone voting on the main motion to a certain time or date (only debatable for time and date.);

18.6.7 Refer;

18.6.8 Amend.

18.7 A motion relative to a matter not within the jurisdiction of Council shall not be in order.

18.8 A **motion to table** may be made when a member wishes Council to decline to take a position on the main question. The motion is not debatable, and if, or when passed, may only be resurrected by a motion to *'raise from the table.'*

18.9 A **motion to refer** shall require direction as to the person or group to which it is being referred and is debatable.

18.10 Amendments

18.10.1 Only one amendment at a time shall be present to the main motion.

18.10.2 When the amendment has been disposed of, another may be introduced.

18.10.3 All amendments must relate to the matter being discussed in the main motion and shall not substantially alter the motion so as to change the basic intent or meaning of the main motion.

18.10.4 The amendment shall be voted upon; if any amendment is carried, the main motion as amended shall be put to the vote, unless a further amendment is proposed;

18.10.5 Nothing in this section shall prevent other proposed amendments being read for the information of the members.

18.11 Reconsideration

18.11.1 A motion that has been approved for reconsideration and passes, automatically suspends the previous motion.

18.12 Rescinding Motions

18.12.1 A motion to rescind a previous motion may be accepted by the Chair under special circumstances and if passed by a majority vote of members present, the previous motion is declared null and void.

18.13 Voting - Question

18.13.1 When a motion that a vote be taken (question) is presented, it shall be put to a vote without debate and if carried by a majority vote of the members present, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.

18.13.2 When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak or present another motion until the vote has taken on such motion or amendment.

18.14 Voting – Pecuniary Interest

18.14.1 A member, who has a pecuniary interest in a matter, pursuant to the *MGA*, must immediately declare and must abstain from debate and voting on the matter and must leave the Council Chambers.

18.14.2 A member who is temporarily absent from a meeting when a matter in which the member has an interest in, comes up for discussion, must, upon returning to the meeting, or as soon as the member discovers the matter was discussed, disclose the general nature of their interest. The CAO must record the disclosure in the minutes.

18.15 Voting – Requirement to Vote

18.15.1 Every member present, including the Mayor, shall vote on every matter unless disqualified from voting by reason of pecuniary interest or, in the case of a public hearing, if the member was absent from all of the public hearing. If the member is absent from a part of the public hearing the member may abstain from voting.

18.16 Tie Vote

18.16.1 A motion shall be declared lost when it does not receive the required number of votes or received an equal division of votes.

18.17 Recorded Vote

18.17.1 Any member may request that the vote be recorded but must make the request before the vote is taken.

18.17.2 Members shall vote by the raising of hands as the Chairman calls for those in favor, then those against.

18.17.3 The CAO or their designate shall record in the minutes, the names of all members for or against the motion.

18.17.4 The Chairperson shall announce the results of the vote.

18.17.5 A member who disagrees with the announcement made of the vote may immediately object to the declaration and the vote shall be retaken by the Chief Administrative Officer.

18.18 Adjournment

18.18.1 A motion to adjourn the floor shall be in order except when a member is in possession of the floor.

18.18.2 Council shall adjourn a Council meeting within three (3) hours of being called to order unless,

18.18.2.1 Members of Council present, by unanimous vote, agree to an extension of time;

18.18.2.2 No meeting shall be over four (4) hours duration.

19.0 Recording the Minutes

19.1 A member who arrives late to a meeting shall have the time of the late arrival recorded in the minutes.

19.2 A member, who wishes to leave the meeting of Council prior to adjournment, shall advise the Chairperson and the time of the departure shall be recorded in the minutes.

19.3 If a member is temporarily absent for a time during a meeting, the times of departure and re-entry to the meeting, shall be recorded in the minutes.

20.0 Bylaws

20.1 Every proposed bylaw must have three (3) distinct and separate readings.

20.2 Each Councillor present at the meeting at which the first reading is to take place must be given, or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.

20.3 After a motion for second reading of the bylaw has been presented, members may debate the substance of the bylaw and propose and consider amendments to the bylaw. Any proposed amendments shall be put to a vote if required and if carried, shall be considered as having been incorporated into the bylaw at the second reading.

20.4 Each Councillor present at the meeting at which the third reading is to take place must, before the proposed bylaw received third reading, be given or have the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after the first reading.

20.5 A proposed bylaw must not have more than two (2) readings at a Council Meeting unless the Councillors present unanimously agree to consider a third reading.

20.6 Only the title and identifying number has to be read at each reading of the bylaw.

20.7 The previous reading of a proposed bylaw is rescinded if the proposed bylaw:

20.7.1 does not receive third reading within two (2) years of the first reading, or

20.7.2 is defeated in the second ~~of~~ or third reading.

20.8 A Bylaw is passed when it receives third reading and it is signed by the Mayor or Deputy Mayor or Acting Mayor and the CAO and the corporate seal of the Village is impressed on the bylaw.

20.9 A Bylaw comes into force at the beginning of the day that it has been passed, signed and sealed, unless otherwise provided for in the Bylaw.

21.0 Recording Devices

21.1 Mechanical or electronic recording devices are strictly prohibited within the Village of Innisfree Council Chambers unless a majority of Councillors present vote in favor of their presence and usage.

22.0 Petitions

22.1 Petitions shall be addressed pursuant to petitioning regulations of the *Municipal Government Act*.

23.0 Severability

23.1 If any clause of this Bylaw is found to be invalid, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole Bylaw.

24.0 Effective Date

24.1 Bylaw 630-17 is hereby rescinded.

24.2 This Bylaw shall come into force and effect on the date of the third and final reading thereof.

READ a First time this 15th day of September, 2020.

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

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

Mayor

Chief Administrative Officer

DRAFT

Water & Wastewater Services Bylaw 605-15

A Bylaw for the Municipal Corporation of the Village of Innisfree, in the Province of Alberta to set forth the terms and conditions for the supply of water and wastewater services in the Village of Innisfree.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended (“MGA”), including Sections 7 and 8, Division 3 thereof, provides that Council may pass bylaws for the purpose of operating a public utility, subject to any terms, costs or charges which may be established by Council;

AND WHEREAS the Village of Innisfree owns and operates a water distribution system and a wastewater collection system which are operated as public utilities (the “Utilities”) for the benefit of its residents;

AND WHEREAS Section 3 of the *MGA* provides that Council may, by bylaw, prohibit any Person other than the municipality from providing the same or a similar type of utility service in all or part of the municipality;

AND WHEREAS the Council of the Village deems it is necessary and desirable to establish a Water and Wastewater Services Bylaw to govern the management and operations of Utilities;

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

1. General

1.1 This Bylaw may be cited as “The Water & Sanitary Sewer Bylaw”

1.2 Utility Services provided by the Village to a User shall be provided pursuant to the terms, conditions and provisions of this Utility Bylaw, the contents of which shall be binding upon and form part of an agreement between the Village and the User for the provision of Utility Services.

2. Definitions

2.1 In this bylaw, each of the following words or terms will have the following meaning unless expressly stated otherwise:

- a. ‘**Account**’ means an agreement between a Customer and the Village of Innisfree for Water and Wastewater Services, of which the terms of this Bylaw shall form a part and includes the amounts payable from time to time by the Customer to the Village.
- b. ‘**Bylaw**’ means this Utility Bylaw.
- c. ‘**Bylaw Violation Ticket**’ means a notice of contravention of this Bylaw issued in accordance with section 9 of this Bylaw.
- d. ‘**Bypass**’ means plumbing, affixed with a Seal, installed on 50 mm (2 inch) lines and larger to divert Potable Water around the Water Meter if the Water Meter requires maintenance or repair.
- e. ‘**CAO**’ means the Village employee holding the position of Chief Administrative Officer of the Village of Innisfree and includes any other Village employee the CAO authorizes to perform any duties or exercise any powers of the CAO as set out in this Bylaw.

- f. **'Control Valve'** means the part of the Service Connection (Private) consisting of a valve located in a Premises within a building which, when shut off, allows no Potable Water to enter the building.
- g. **'Council'** means the Municipal Council of the Village of Innisfree
- h. **'Cross Connection'** means a connection between a waterline and another pipe or apparatus whereby Potable Water could mix with liquids or solids and thus has a potential to become contaminated.
- i. **'Curb Cock'** or **'CC'** means the part of the Service Connection (Village) consisting of a control valve located on or near the property line of a Parcel of Land which can turn on or off the Potable Water to the Parcel of Land.
- j. **'Customer'** means any Person who is party to an Account with the Village.
- k. **'Designated Officer'** means a designated officer as defined in the *Municipal Government Act*.
- l. **'Emergencies'** means an act of God, a condition over which the User or the Village has no control, a condition that creates an imminent danger or a real possibility of Property damage or personal injury, or when a condition or situation is declared to be an Emergency by Council, or the Federal or Provincial Crown, or other civil authority having jurisdiction.
- m. **'Engineering Design Standards'** means the Village's Minimum Engineering Design Standards, or in the absence of such standards, generally accepted municipal engineering standards.
- n. **'Meter'** means the individual or compound water meter and all other equipment and instruments, including but not limited to, radio frequency units and remote water metering devices supplied and used by the Village to calculate and register the amount of water consumed relative to the land and buildings which the Meter is designed to monitor.
- o. **'Municipal Government Act'** means the *Municipal Government Act, R.S.A. 2000, c. M-26* and amendments thereto and may be referred to in this Bylaw as the MGA.
- p. **'Municipal Tag'** means a tag or similar document issued by the Village pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Village in lieu of prosecution for the offence.
- q. **'Non-Metered Site'** means a premise that is not permanently, or cannot temporarily, have a water meter installed to measure the potable water usage.
- r. **'Owner'** means:
 - i. in the case of land, the Person who is registered under the *Land Titles Act, R.S.A. 2000, Chapter L-4, as amended*, as the owner of the fee simple in the parcel of land; or,
 - ii. in the case of any other property other than land, the Person in lawful possession of it.
- s. **'Parcel of Land'** means a parcel of land as defined in the *Municipal Government Act*.

- t. **'Peace Officer'** means an individual engaged by the Village as Community Peace Officer or a Bylaw Enforcement Officer, a peace officer as defined in the *Peace Officer Act*, R.S.A. c.P-3.5 or a member of the Royal Canadian Mounted Police.
- u. **'Person'** means any individual, partnership, corporation, company, society or government entity and the successors, heirs, executors, administrators or other legal representatives of a Person to whom the context can apply according to law.
- v. **'Potable Water'** means water supplied from the Waterworks System that does not contain contaminants or infective matter and is considered satisfactory for human consumption, which is supplied through a Service Connection or Hydrant.
- w. **'Premises'** means land, buildings, or both, or a portion of either occupied or used for any purpose within the Village.
- x. **'Private Service Line'** or **'Private Service Pipe'** means that portion of a water Service Connection, which extends from the Service Connection Point to and within a Property, including piping located on or within the exterior walls of the building, and running from exterior walls to couplings , stop cocks, Meters and any other apparatus placed inside the building by the Village, and for which the Owner of the Property has ownership of, and responsibility for the maintenance and repair, excluding the Meter which is owned by the Village and means that portion of a pipe used or intended to be used for the collection of sewage, which extends from the Property Line to and within a Property, and those portions of the Utility Systems defined by the *MGA* as a "service connection" which is located on or within a Property.
- y. **'Provincial Offences Procedures Act'** means the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34.
- z. **'Remote Readout Device'** means a device attached to the outside, or inside of a building which allows the Water Meter to be read remotely, and may include a device that the Water Meter to be read via radio transmission.
- aa. **'Service Connection'** means that portion of pipe used to supply water from the Water Main to a Property which includes a Water Service Line, a Service Connection Point and a Private Service Line and that portion of pipe used to convey sewage from a Property which includes a Private Service Pipe.
- bb. **'Service Connection Point'**, means that Village-owned point where a CC physically connects a Water Service Line to a Private Service Line (which will ordinarily be a point at or near a Customer's property line), but may be within the boundaries of an easement area granted to the Village for its Waterworks System and that portion of a pipe used for the collection of sewage which extends from the Sewer Main to the Property Line.
- cc. **'Sewer Services'** means the provision of Sewer Services to Property within the Village by means of pipes and related equipment and systems, but does not include the provision of Sewage Services by any other means.
- dd. **'Tenant'** means a Person who is not the Owner but who is in legal possession of the Property to which a Utility Service is provided.

- ee. **'Utility Bill'** means a document issued by the Village which sets out charges for Water and Sewer Services provided to the User, which may include charges, arrears and late payments charges as set out in the Master Utility Bylaw.
- ff. **'Village'** means the Municipal Corporation of the Village of Innisfree and its duly authorized representatives or the geographic area contained within the boundaries thereof, as the context requires.
- gg. **'Water Demand Management Measures'** means restrictions upon the use of water for non-essential purposes, including, but not limited to: irrigation, washing of vehicles, driveways or sidewalks, and any other purpose where water is utilized externally to a building and on any certain day or for a certain time period.
- hh. **'Water Main'** and **'Sewer Main'** means those pipes installed for the conveyance of water or the collection of sewage within the Village to which Service Connections may be connected.
- ii. **'Water Service Line'** means that a portion of a Service Connection owned by the Village which extends from the Water Main to the Service Connection Point.
- jj. **'Water Services'** means the provision of potable water by the Village to the Customer and associated services contemplated by the Master Rates Bylaw offered to the Customer under this Bylaw.
- kk. **'Waterworks System'** means that system of water reservoirs, pumping stations, feeder mains, Service Connections, valves, fittings, fire hydrants, Meters, Cross Connection control devices and all other equipment and machinery of whatever kind owned by the Village and which is required to supply and distribute water to Customers and which is deemed to be a public utility within the meaning of the *Municipal Government Act*.
- ll. **'Working Day'** means that portion of the day between 9:00 am and 5:00 pm from Monday to Friday inclusive, except for statutory holidays and other holidays approved by Council.

3. Connections – General

- 3.1** All Persons wishing to obtain Water and Sewer Services from the Village must submit an Application for Utility Services prior to the affected Property being occupied or otherwise put into use or the Utility Services being connected. Such application shall be made not less than three (3) Working Days prior to the date the Utility Services are required. Upon submission of the Application for Utility Services, a non-refundable water/sewer connection fee, as set out in the Master Rates Bylaw will be charged. The Village may refuse to supply Utility Services if the prospective user does not pay the connection fee or has any outstanding accounts with the Village.
- 3.2** Every person who is granted Utility Services pursuant to Sections 3.1 and 3.3 of this Bylaw, or otherwise receives Utility Services, shall pay the Village the monthly service charges and consumption rates as set out in the Master Rates Bylaw.
- 3.3** All Utility Services provided by the Village shall be provided in accordance with this Bylaw, and this Bylaw shall be applicable and binding upon all persons receiving Utility Services from the Village, including the Owner of any Property connected to, or receiving Utility

Services from the Village. Upon the change of ownership of a Property, the new Owner shall make a new application for Utility Services from the Village, failing which, the Village may deem an application for Utility Services to have been received from a new Owner of a Property.

- 3.4** Except as provided under this Bylaw, the Village shall not grant Utility Services to a Tenant of any Property.
- 3.5** The Owner of a Property, and not a Tenant, shall be responsible for making an Application for Utility Services with the Village. However, to allow for transition, a Tenant whose account is in good standing at the time this Bylaw comes into effect may continue to receive Utility Services until such a time as the Tenant closes the account, or alternatively, the Utility Services are discontinued for any reason.
- 3.6** Notwithstanding section 3.5 above, the Owner of a Property where Utility Services are received shall be responsible for all Utility Services delivered or consumed and all charges levied for Utility Services delivered to a Property, whether the delivery of Utility Services was measured by way of a Meter or a measuring device, or whether delivered or consumed by accidental or illegal means.
- 3.7** Notwithstanding section 3.5 above, an Owner may make an Application in a form prescribed in Section "A" attached hereto, to have Utility Bills mailed to an Occupant at a Property under the Owner's name.
- 3.8** All Users wishing to finalize Utility Services shall advise the Village, in writing, providing at least four (4) Working Days' notice prior to final date, however, all fees and charges shall continue to apply until a new application is received.
- 3.9** All Properties receiving Utility Services shall have a Meter installed to calculate the amount of water consumed on that Property. The Meter must be approved by and installed to the satisfaction of the Village.
- 3.10** All Meters shall be owned, supplied and maintained by the Village, except as herein provided.
- 3.11** In the event, there is a temporary or a permanent difficulty to permit the water meter installation, the Master Rates Bylaw will include a non-metered water service rate for those premises.
- 3.11** The Village, as a condition of providing Utility Services, may inspect the Property of a User or potential User who applies to the Village for services.
- 3.12** No person shall uncover, alter, disturb or make use of connections with, or openings into, any public sewer or appurtenances thereof without written authorization from the CAO.
- 3.13** In the event that a sewer service is abandoned or discontinued within a Property, the Owner of the Property, at his expense, shall effectively cap the sewer at a suitable location within the Property in order to prevent wastewater, storm water, soil, dirt or debris from

being washed up or backed up into the Village's Service Pipes, Sewer Mains, or Utility System.

4. Connections – New Developments

- 4.1** A Person developing a Property who wishes to receive Utility Services shall pay to the Village a construction water use fee and a water Meter Installation fee as set out in the Master Rates Bylaw. Payment for these fees shall be made at the time of application for the required building permit. The CAO may require construction water use to be metered and billed in accordance with the Master Rates Bylaw.
- 4.2** A Person developing a Property requiring connection to the Utility Services shall provide and install all necessary wiring for the installation of a Meter and a Remote Reader in locations that provide unobstructed access to designated Village employees or authorized contractors, for the purpose of the installation, removal, inspection, repair, monitoring and checking of the Meter and Remote Meter, as well as the Village's Service Pipe(s).
- 4.3** Meters of less than 2.54 centimeters (one (1") inch) will be installed by the Village at the expense of the Owner of the Property or his general contractor. It is the responsibility of the Owner or his general contractor to notify the Village to install the Meter and Remote Reader.
- 4.4** Meters of more than 2.54 centimeters (one (1") inch) will be installed by the Owner's general contractor at their expense.
- 4.5** All Persons doing any work or service upon a Private Service or the plumbing system attached thereto shall comply with all Legislation, Laws, Codes, Acts, Regulations and Bylaws in force at the time.
- 4.6** Unless the CAO approves otherwise, no Person shall have, construct or maintain more than one Private Service to any Property.
- 4.7** When, for any reason, temporary Water Service is required, the Persons shall pay in advance the whole cost of its construction, together with the abandoning it when no longer needed. An application for such service shall be made per sections 3.1 and 4.1 above. If, in the opinion of the CAO, a Water Meter should be installed on a temporary service, the applicant shall provide a safe and adequate Meter setting in a location to be approved by the Village, and shall be responsible for the protection of the whole installation while his account is open for service.
- 4.8** A Property shall be approved for occupancy by an authorized Building Inspector only after the Meter, with proper Remote Reader wiring is in place.
- 4.9** A Person who wishes to connect any piping to the Village's Utility System must apply to the Village for approval. Such application shall include:
 - a.** Construction drawings identifying the proposed connection, associated piping, fittings and installations, and any other information required by or set out in the Engineering Standards;

- b. Payment of any off-site levies or any other outstanding amounts in relation to the Property that are due to the Village; and
 - c. Payment of any amounts due under development agreements in relation to the Property.

- 4.10 No Person shall allow the discharge from a sump pump to enter the Utility System. However, when the CAO deems it advisable, the CAO may, but shall not be required, to approve an interim measure for connecting the Sump Pump Discharge to the Sanitary Sewer during the period November 1st through to April 30th of any given year. Any such approval must be in writing and may be subject to such conditions as the CAO deems advisable.

- 4.11 No Person shall connect, or allow to be connected, either directly or indirectly, a sump pump or its discharge, to the Utility System unless this Bylaw otherwise specifically allows such connection.

- 4.12 All vehicle or gas service stations and vehicle and equipment washing establishments shall have grease, oil and sand interceptors installed by and at the expense of the Owners of such Properties. In addition, such interceptors:
 - a. May be required for other types of businesses or Properties if the CAO determines they are necessary or desirable for the proper handling of liquid waste, located at or used within or by such businesses or Properties.
 - b. Shall be of the type and capacity approved by the CAO and shall be located to provide easy access for cleaning, inspection and maintenance by the Owner, at his expense.

- 4.13 No person shall develop, construct, or operate a vehicle or gasoline service station, or a vehicle or equipment washing establishment, or such other types of businesses or Properties as may be designated by the CAO pursuant to section 4.12 a. hereof, without installing an operative grease, oil and sand interceptor of a type and capacity approved by the CAO.

- 4.14 No Person shall fail to properly maintain a grease, oil and sand interceptor that is required by this Bylaw.

- 4.15 Basins on Private Property shall be maintained by the Owner of the Property at the Owner's sole cost and expense.

- 4.16 All applications for development and all development, construction or installations contemplated under this Bylaw shall comply with the provisions of the *Safety Codes Act*, R.S.A. 2000, c. S-1 ("SCA") and regulations made thereunder and the Village's General Design Standards.

- 4.17 A Person other than the Village or their authorized representatives may only operate a CC with the written consent of the CAO or his designate and for the purpose of testing a Private Service Pipe or replacing or renewing of a master covered valve. After completion of the testing, the Person shall immediately close the CC. A Person shall not operate valves of 40 mm or larger for any purpose.

5. Service and Servicing

- 5.1** The Village is hereby authorized to supply Water Services and Sanitary Sewer Services within the boundaries of the Village pursuant to the terms of this Bylaw and subject to such economic or other restraints as Council, in their discretion, may deem appropriate.
- 5.2** The Village shall be the sole provider of Water Services and Sanitary Sewer Services to land and Properties within the Village, unless Council, in its discretion, authorizes the Village to enter into an express written agreement to the contrary. No other Person shall provide Water Services and Sanitary Sewer Services within the Village unless Council, in its discretion, expressly so authorizes. However, those Properties within the Village that were not provided Water and/or Sanitary Sewer Services, are excluded from the requirements of section 5.2.
- 5.3** No person shall use, within the Village, a source of water other than Water Services without the written consent of the CAO. However, nothing contained in this paragraph shall prevent a Person from purchasing bottled or self-contained drinking water in units of 45.4 litres (ten (10) gallons) or less, or bulk water for irrigation purposes, or require the CAO's consent therefor. No Person who has been granted permission to use an alternate source of Water Supply shall allow the alternate Water Supply to be connected to the utility Services.
- 5.4** The Village is hereby authorized to repair damage and carry out maintenance to the Utility Services, except as otherwise provided for in this Bylaw.
- 5.5** A User shall:
- a.** Allow access to a Property by the Village or the Village employees, agents or contractors charged with the installation, removal, inspection, repair, checking, monitoring, reading or maintaining a Meter, a Remote Reader, or any service piping connected to or drawing water from the Utility System.
 - b.** Be responsible for the repair and maintenance of any Private Service Pipe. The Village is not responsible for any damage resulting from the failure of any piping beyond the Village's Service Pipes.
 - c.** The User shall continue to provide a suitable place on their Property for a Meter where access is not obstructed.
- 5.6** In the event that access to the Meter is obstructed due to alterations made to a Property, the Village may require the Meter to be relocated to a location that provides unobstructed access. All costs, including Village costs associated with relocation of the Meter, shall be borne by the Owner of the Property.
- 5.7** Meters shall be read at the discretion of the CAO. If a Meter Reader cannot enter the premises to read a Meter, they may leave a card with instructions requesting the User to notify the Village with the Meter reading as soon as possible.
- 5.8** No person shall do, cause to be done, or permit to be done, any act which may obstruct or impede direct, safe and convenient access to the Meter.

- 5.9** A User shall be responsible for the safekeeping of the Meter located on a Property. Users shall comply with all directions from the Village to prevent Meter damage due to frost, heat, or other causes, and shall refrain from taking any action that causes Meter damage. Damage resulting from extremes in temperature or damage from neglect of the User, will be charged to the User.
- 5.10** The Village employees, agents or other representatives shall have the right to enter a User's Property at all reasonable times to install, maintain, inspect, replace, test, monitor, read or remove the Village's Property, respond to a User's complaint or query, conduct an inspection relating to concerns with unauthorized use of water or sewer, or tampering with the Utility System, or for any other purpose incidental to the provision of Utility Services. A User shall not hinder or prevent the Village's entry.
- 5.11** Except in the case of an Emergency, where entry is permitted by an Order of the Court, or otherwise legally empowered to enter, before entering a User's Property, the Village shall make reasonable effort to give notice of entry to the User or other responsible Person who is at the Property and who appears to have sufficient authority to permit entry.
- 5.12** A User shall be responsible to thaw out frozen Private Service Pipes. The Village may provide this service at the User's expense.
- 5.13** When a Private Service Pipe passes through an excavation, an area of backfill, through a basement wall, finished or unfinished, or through a retaining wall, the Village shall not be responsible for any damages due to displacement, settlement or any cause due to the Owner's operations whether damage occurs during building construction or afterwards.
- 5.14** No Person shall take water from a Village fire hydrant, except with Village approval, which approval may be subject to such conditions that the Village, in its discretion, deems appropriate. Any un-metered water usage from a fire hydrant may be considered unauthorized use of water. Any Person using water from a fire hydrant is required to use a Village supplied fire hydrant meter, to use an approved backwater prevention device, to take steps to prevent damage to municipal infrastructure, tools and equipment and to pay any costs promptly provided for in the Master Rates Bylaw.
- 5.15** No Person shall do anything to obstruct access to a fire hydrant or to interfere with the operations of a fire hydrant.
- 5.16** Any Person who owns a Property adjacent to Property on which a hydrant is located, shall maintain clearance of one and a half (1.5 meters (five (5) feet) around a hydrant and shall not permit anything to be constructed or erected within that area, or permit anything to interfere with a fire hydrant. Piling of snow around a fire hydrant is not allowed.
- 5.17** No Person shall obstruct access to a CC. Any Person obstructing access to a CC shall be responsible for all costs incurred by the Village to gain access to the CC, or clear or remediate the obstruction.
- 5.18** No person shall turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of any Village Sanitary Sewer, except duly authorized employees of the Village.

- 5.18** A request by a User for Utility Services to be Turned Off for his own purposes, shall be provided in writing at least four (4) Working Days in advance , and shall be accompanied by payment of the water disconnection fee and a reconnection fee, both as set out in the Master Rates Bylaw.

6. Restrictions, Prohibitions and Interruption of Service

- 6.1** The Village may, in its discretion, Turn-Off Utility Services, in whole or in part, to any User for any reason including non-payment, provided that in cases of non-payment the Village shall give notice of such a Turn-Off to the User.
- 6.2** The Village does not guarantee or warrant the continuous supply of Utility Services and the Village reserves the right, in cases of Emergencies, water shortages, construction or maintenance activities, to change the operating pressure, restrict the availability of Utility Services or to Turn-Off Utility Services, in whole or in part, with or without notice.
- 6.3** The Village may prohibit, restrict, or ration the use of water, as the Village deems appropriate, including circumstances of heavy demand, low reserves, maintenance, fire-fighting or Emergency. However, the Village will endeavor to provide twenty-four (24) hours' notice of such prohibitions, restrictions or rationing, when practical.
- 6.4** Users depending upon a continuous and uninterrupted supply or pressure of water or who require or have processes or equipment that require particularly clear or pure water shall provide such facilities, as they are deemed necessary, to ensure continuous and uninterrupted water supply, pressure or quality of water required for this use. The Village will not be responsible therefor.
- 6.5** The Village will not be liable for damages, including losses caused by a break within the Village's Water System or caused by the interference or cessation of Water Supply including those necessary or advisable regarding the repair or proper maintenance of the Village's Water System, or generally for any accident due to the operation of the Village's Water System or for the Turning Off of water nor reason of the water containing sediments, deposits or other foreign matter.
- 6.6** The Village may, with the permission of the User, inspect the Property of the User in order to do any tests on Private Service Pipes so as to determine compliance with this Bylaw. In the event that the User fails or refuses to give such permission, the supply of water to that User may be subject to Turn-Off.
- 6.7** No Person shall attempt to obtain Utility Services from the Utility System, by, from or through a bypass or bypasses of a Meter, or otherwise in any fraudulent manner.
- 6.8** A User shall not damage or tamper with a water seal, a Remote Reader, or a Meter, for any purpose including the alteration of any readings shown thereon.
- 6.9** No User shall vend, sell, supply, dispose of, or give away water from the Utility System or permit the same to be taken or carried away from a Property, unless approved by the CAO in writing.

7. Releases to the Sanitary Sewer System

- 7.1** No Person shall release or discharge anything or matter which, if discharged, would contravene or result in the contravention of any Federal, Provincial or Municipal legislation, or the discharge of which may interfere with the proper operation of the sewage system or would become a hazard to Persons, Property, animals of the environment.
- 7.2** Except as permitted below, no Person shall release or permit the release of any matter into a sanitary sewer.
- 7.3** No Person shall release or permit the release of any matter containing hazardous waste into a sanitary sewer.
- 7.4** The following may be released into a sanitary sewer;

 - a.** Wastewater that does not contain:

 - i) A Hazardous Waste
 - ii) A Prohibited Waste as defined in Schedule 'B' which is attached hereto and forms part of this Bylaw; or
 - iii) A Restricted Waste as defined in Schedule 'C' which is attached hereto and forms part of this Bylaw
 - b.** Storm Water from a high potential contaminant release area that is:

 - i) Covered by a permanent structure;
 - ii) Uncovered, but only if the area is 250 square meters or less; and
 - iii) Where drainage from other outdoor areas does not drain into the high potential contamination release area.
 - c.** Storm water from a snow storage site; or
 - d.** Storm water directed to the sanitary sewer by Alberta Environment.
- 7.5** No Person shall release or permit the release of hauled wastewater that contains any of the following:

 - a.** Grit or skimming from interceptors, Catch Basins, pre-treatment facilities or private wastewater disposal systems;
 - b.** Sludge from interceptors, Catch Basins, pre-treatment facilities or private wastewater disposal systems;
 - c.** Matter containing a hazardous waste, or;
 - d.** Matter not permitted under Schedule 'C' attached hereto.

7.6 Notwithstanding paragraphs 7.3 and 7.4 above, hauled wastewater from a domestic source that:

- a. Contains no Prohibited Wastes listed in Schedule 'B';
- b. Contains no Restricted Wastes listed in Parts 1(b), 1 (C) and 2 of Schedule 'C';
- c. Does not contain commercial or industrial wastewater; and
- d. Contains no hazardous wastes,

will be exempt from section 7.5(b) and from the limits set out in paragraph 1(a) of Schedule 'C' attached hereto.

7.7 No person shall dilute wastewater so as to avoid the requirements of this bylaw.

8. Administration

8.1 The current Fees and Charges applicable to Water Services and Sewer Services provided pursuant to this Bylaw are as set out in the Master Rates Bylaw, which may be amended from time to time.

8.2 Utility Bills are intended to be issued on a monthly basis unless the Village determines that another billing frequency is necessary or desirable.

8.3 The amount of the billing shall be based upon the Master Rates Bylaw, or Other Rates described herein, with water consumption being determined by the applicable Meter reading obtained on a monthly basis. Where a Meter reading is not obtainable, at the discretion of the Village, a system-generated estimate may be used.

8.4 If there is a discrepancy between an inside Meter Reading and the Remote Reader for the same Property, the inside Meter reading will be deemed to be accurate, subject to the further provisions of this Bylaw.

8.5 In the event that the Village disputes the accuracy of a Meter, a written notice will be given to the User. In the event that a User disputes the accuracy of the Meter, the User shall present the Village with written notice accompanied by a payment of the water Meter test fee in accordance with the Master Rates Bylaw. At a time determined by both parties, the Meter situated on the Property of the User shall be tested or calibrated by a proper official designated by the Village. In the event the meter is found to be accurate within 97% to 103% of the water passing through the same, the expense of such test or calibration shall be borne by the party giving such notice. In the event that the said meter is found not to be accurate within the aforesaid limits, the Meter shall be repaired or replaced as soon as is practical and the expense of doing so shall be borne by the Village. In that event, the Village shall also return the water Meter test fee and adjust the water charges for a maximum of two (2) billing cycles.

8.6 Payment on account may be made to the Village at such locations designated and under methods utilized by the Village from time to time. Payments must be received on or before the Due Date noted on the Utility Bill.

- 8.7** Payment of a Utility Bill is due on the last business day of the billing month. A Utility Bill shall be deemed sufficiently mailed if mailed by ordinary mail to the municipal address of the Owner and to a User of the Property receiving the Utility Services, as the case may be. In the event of non-payment:
- a) A Utility Bill not paid by the Due Date will be considered in arrears and subject to late penalty charges, by way of a 2.5% of the unpaid Utility Bill. A further penalty of 2.5% will be applied upon the unpaid Utility Bill and Penalties accrued after 30 days.
 - b) The Village reserves the right to discontinue providing Utility Services where the Utility Bill is unpaid after 30 days. Upon disconnection, any outstanding utility account balance along with a reconnection fee as set out in the Master Rates Bylaw must be paid in full prior to the Village re-establishing the Utility Service Connection.
 - c) A sum payable, by the Owner of a Property, for the Utility Services supplied by the Village and all Rates, costs and charges imposed or loans made to him under Bylaw or resolution passed by Council are a preferential lien and charge to the Property and on the personal Property of the debtor and may be levied and collected in a manner as municipal Rates and taxes are recoverable.
 - d) At the discretion of the Village, and as provided for under Section 553 of the *MGA*, or its successor, an outstanding utility account balance may be transferred to the Property tax account of an Owner of a Property.
 - e) In the event of default in payment of any Utility Bill, the Village may, in addition to any other remedy available to the Village, enforce payment by action in a Court of competent jurisdiction.
 - f) An **Administrative Fee** as set out in the **Master Rates Bylaw** will be levied in the event that a transfer of a utility account balance to the Property tax account is deemed necessary.
 - g) A transfer of a utility account balance may be deemed necessary if the account remains in arrears for a period exceeding 120 calendar days.
- 8.8** If a User neglects or refuses to comply with a notice to repair within sixty (60) days of receipt thereof, the Village may make or cause to be made repairs at the expense of the said User.
- 8.9** No reduction in Rates will be made in the monthly charge for water and sanitary sewer services available to any User because of interruption by any cause whatsoever of the Water Supply.
- 8.10** The Village Council hereby delegates to the Chief Administrative Officer all those powers stipulated by this Bylaw to be exercised by the Village and all necessary authority to exercise those powers, excluding thereout, the power to set Utility Rates or enact bylaws, or do anything else reserved exclusively for Council pursuant to the provisions of the *MGA*.

9. Penalties and Offences

- 9.1** Any Person who violates, contravenes or breaches any provision or requirement of this Bylaw is guilty of an offense.
- 9.2** Any Peace Officer is hereby authorized to issue a municipal violation tag, or a violation ticket, pursuant to the provisions of Part 2 or Part 3 of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34 ("POPA"), or under the provisions thereunder, in regard to this Bylaw.
- 9.3** A municipal violation tag may only be issued for those offences for which a specified penalty is prescribed in this Bylaw. The municipal violation tag shall state the specified penalty prescribed, and set out the voluntary payment option available therefor.
- 9.4** Where a municipal violation tag is issued pursuant to the terms of this Bylaw, the Person to whom the municipal violation tag is issued may plead guilty to the offence by signing the municipal violation tag in the space provided thereon, and in lieu of being prosecuted for the offence in Court, may deliver the signed municipal violation tag, and a voluntary payment in an amount equal to the specified penalty for the offence, to the Village, in the manner specified on the municipal violation tag.
- 9.5** In those cases where a municipal violation tag has been issued and the specified penalty provided therein has not been paid within the prescribe time, any Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to either Part 2 or Part 3 of POPA, as amended.
- 9.6** A violation ticket issued pursuant to the provisions of POPA, shall be served in the manner described in POPA. A municipal violation tag shall be served in any manner described in either Part 2 or Part 3 of POPA.
- 9.7** Nothing contained in this Bylaw shall prevent or prohibit the immediate issuance of a violation ticket pursuant to either Part 2 or Part 3 of POPA. Without restricting the generality of the foregoing, it is not mandatory to issue a municipal violation tag, prior to issuing a municipal violation ticket pursuant to the provisions of POPA.
- 9.8** In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues, and a Person found guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each day upon which the offence occurs.
- 9.9** For the purpose of this Bylaw, an act or omission by an employee, acting in the course of their employment, is deemed to be an act or omission of their employer.
- 9.10** For the purpose of this Bylaw, an act or omission by an agent, acting in the course of their agency, is deemed to be an act or omission of the agent's principal.
- 9.11** A person who is guilty of an offence pursuant to this Bylaw is liable to pay a fine in an amount which is not to be less than FIVE HUNDRED (\$500) DOLLARS, and not more than TEN THOUSAND (\$10,000) DOLLARS, or to imprisonment of not more than SIX (6) MONTHS, for non-payment of a fine.

Water & Wastewater Services Bylaw 605-15

- 9.12** In addition, specified penalties as set out in Schedule 'D' attached hereto, are hereby established regarding the offences set out in Schedule 'D,' which forms part of this Bylaw.
- 9.13** Notwithstanding the specified penalties provided for in Schedule 'D' attached hereto, a Judge of the Provincial Court of Alberta, or any other Court, may increase the penalties provided for in Schedule 'D,' where the Court deems it appropriate to do so, having regard, among other things, to the gravity or consequences of the offence, or whether the offence has been repeated.
- 9.14** Voluntary payments, where allowed, for any offence not specified in Schedule 'D,' shall be as follows:
- a) For a first offence, a specified penalty in the sum of THREE HUNDRED (\$300) DOLLARS;
 - b) For a second offence, a specified penalty in the sum of ONE THOUSAND (\$1,000) DOLLARS;
AND,
 - c) For a third or subsequent offence, a specified penalty in the sum of ONE THOUSAND, FIVE HUNDRED (\$1,500) DOLLARS.
- 9.15** Notwithstanding s. 9 hereof, nothing contained within shall restrict the Village from pursuing such further or other remedies as may be prescribed by law related to those matters set out in this Bylaw.
- 9.16** Upon third reading of this Bylaw, **Bylaw 602-15 is repealed.**

Read a first time in Council this 15th day of September, 2015.

Read a second time in Council this 15th day of September, 2015.

Read a third and final time by unanimous consent of Council this 15th day of September, 2015.

Mayor D. McMann

J. Hodel, CAO

Schedule 'A'

To: Village of Innisfree

Re: Utility Account Number _____

Civic Address _____

We/I, the undersigned registered Owner(s) of the above-noted Property hereby request that all Utility Bills issued for the said Property be forwarded in my (our) name(s) in care of the following mailing address:

We/I fully understand that we are/I am responsible for the Utility Bills and that non-payment of the Utility Bills will result in the transfer of outstanding balances to our/my tax account pursuant to Village Bylaws. We/I also understand that all Utility Bills, notices and other correspondence relating to this utility account will be sent to the address noted above and that a copy will not be issued to our/my mailing address.

Registered Owner(s)

(Date)

PRINT NAME

Registered Owner(s)

(Date)

PRINT NAME

Schedule B

Prohibited Wastes Applicable to Sanitary Sewer

The following are designated as Prohibit Wastes:

1. Any matter in concentration that may cause a hazard to human health;
2. Any flammable liquid or explosive matter which, by itself, or in combination with other substance(s), is capable of causing or contributing to an explosion or support combustion.
3. Any matter which by itself or in combination with other substance(s) is capable of obstructing the flow of, or interfering in the operation or performance of the sanitary sewer system, watercourse or wastewater treatment facility, including but not limited to:
 - a) agricultural wastes;
 - b) animals, including fish and fowl or portions thereof that will not pass a two (2) centimeter screen;
 - c) ashes;
 - d) asphalt;
 - e) concrete and cement-based products;
 - f) gardening wastes;
 - g) glass;
 - h) gravel into the sanitary sewer system;
 - i) metal;
 - j) paper and cardboard into the storm water system;
 - k) plastics;
 - l) rags and clothes;
 - m) rock;
 - n) sand into the sanitary sewer system;
 - o) sharps;
 - p) soil;
 - q) straw;
 - r) tar;
 - s) wash water from washing equipment used in the mixing and delivery of concrete and cement-based products, or;
 - t) wood, dust or shavings from wood.
4. Any matter with corrosive properties which, by itself or in combination with another substance may cause damage to any sewer system or wastewater treatment facility;

5. Any matter other than domestic wastewater, which by itself or in combination with another substance is capable of creating an air pollution problem outside a sewer system or in and around a wastewater treatment facility.
6. Any matter which, by itself or in combination with another substance, is capable of preventing safe entry into a sewer system or wastewater treatment facility;
7. Any matter:
 - a) Consisting of two or more separate liquid layers;
 - b) Which when it comes into contact with storm water, clear water or wastewater is capable of forming a separate liquid layer.
8. Any matter which by itself or in combination with another substance is detrimental to the operation or performance of the sewer system, watercourse, wastewater storage lagoons or to the environment, including but not limited to:
 - a) Biological waste;
 - b) Elementary mercury;
 - c) Paint, stains, including oil- and water-based;
 - d) Prescription drugs;
 - e) Used automotive and machine oils and lubricants;
 - f) Radioactive material in solid form;
 - g) Effluent from an industrial garage grinder;
 - h) Hazardous wastes.
9. Any matter which may:
 - a) Cause a hazard to human health and cannot be effectively mitigated by wastewater treatment;
 - b) Cause a hazard to the environment;
 - c) Cause a hazard to municipal employees and or contractors operating or maintaining the sewer system or the wastewater storage lagoons;
 - d) Cause an adverse effect to the sewer system;
 - e) Cause an adverse effect to the wastewater storage lagoons;
 - f) Result in the wastewater being released by the Village's wastewater collection system being in contravention of provincial regulatory requirements, or
 - g) Restrict the beneficial use of bio-solids from the Village's wastewater collection system and the wastewater storage lagoons.
10. Notwithstanding the above, the Chief Administrative Officer or his designate, may prohibit or set discharge concentrations and/or limit the loading rate for any other

material or substance not included in the bylaw sections where required to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or control of bio-solids.

- 11.** Water from a swimming pool or hot tub having a volume of 100 m³ or more without first having received approval from the CAO.
- 12.** Wastewater, storm water, clear water waste or other matter having:
 - a) A temperature greater than 100 degrees Celsius.
 - b) A pH balance less than 6.0 or greater than 10.5.
- 13.** Wastewater, storm water, clear water, subsurface water or other matter resulting from site remediation activities unless a permit to release has been issued.

Schedule C

Restricted Wastes Applicable to Sanitary Sewer

The following are designated Restricted Wastes when present in wastewater, storm water, subsurface water or clear-water waste being released to the sanitary or combined sewage system at a concentration in excess of levels set out below, with concentrations being expressed as total concentrations unless specified otherwise:

1. a.) Contaminants

| | |
|------------------------------------|-------------|
| Biochemical Oxygen Demand (B.O.D.) | 10,000 mg/L |
| Chemical Oxygen Demand (C.O.D.) | 20,000 mg/L |
| Oil and Grease | 800 mg/L |
| Phosphorus (P) | 200 mg/L |
| Suspended Solids (S.S.) | 5,000 mg/L |
| Total Kjeldahl Nitrogen (T.K.N.) | 500 mg/L |

b.) Inorganic Compounds:

| | |
|------------------------------------|------------------------------------|
| Aluminum | 50.0 mg/L |
| Boron | 30.0 mg/L |
| Fluoride | 10.0 mg/L |
| Phosphorus | 200.0 mg/L |
| Sulphite | 1500.0 mg/L |
| PH (Hydrogen ion) | Less than 6.0 or Greater than 11.5 |
| Arsenic (As) | 1.0 mg/L |
| Cadmium (Cd) | 0.10 mg/L |
| Chlorine (Free) (Cl ₂) | 5.0 mg/L |
| Chromium (Hexavalent) (Cr+6) | 2.0 mg/L |
| Chromium (Total) (Cr) | 4.0 mg/L |
| Cobalt (Co) | 5.0 mg/L |
| Copper (Cu) | 1.0 mg/L |
| Cyanide (CN) | 2.0 mg/L |
| Lead (Pb) | 1.0 mg/L |
| Mercury (Hg) | 0.10 mg/L |
| Molybdenum (Mo) | 5.0 mg/L |
| Nickel (Ni) | 4.0 mg/L |
| Silver (Ag) | 5.0 mg/L |
| Sulphide (S=) | 3.0 mg/L |
| Thallium (Tl) | 1.0 mg/L |
| Zinc (Zn) | 2.0 mg/L |

c.) Organic Compounds:

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| | |
|-----------------------|-----------|
| BEXT | 1.0 mg/L |
| Carbon Tetra Chloride | 0.20 mg/L |
| Chloroform | 0.20 mg/L |
| Hydrocarbons | 50 mg/L |
| Pentachlorophenols | 0.20 mg/L |
| Phenols | 1.0 mg/L |

d.) Physical Property:

| | |
|-------------|---------------------------|
| Temperature | Greater than 100° Celsius |
|-------------|---------------------------|

2. Radioactive materials in concentrations greater than allowed under the *Atomic Energy Control Act* and the Atomic Energy Control Regulations as amended from time to time.
3. Notwithstanding the above, the Chief Administrative Officer or his Designate, may reduce the allowable concentration and/or the loading rate for items in Schedule C where required to protect wastewater facilities or processes, meet effluent standards or other legislated requirements, or control bio-solids quality.
4. Dyes or coloring materials that will produce a color value greater than or equal to 500 True Color Units except the dye used by the Village as a tracer.

Schedule D
Specified Penalties

| Offence | Section Number | Specified Penalty |
|--|-----------------------|--------------------------|
| Failure to cap a sewer after abandonment or discontinuance of sewer service | 3.13 | \$ 750.00 |
| Failure to provide wiring for a Meter or Remote Reader in locations that provide unobstructed access | 4.2 | \$ 500.00 |
| Having, constructing, or maintaining more than one Private Service to a Property without the approval of the CAO | 4.6 | \$2,500.00 |
| Allowing the discharge from a sump pump to enter the Utility System | 4.10 | \$1,000.00 |
| Connecting a sump pump or its discharge to the Utility System | 4.11 | \$1,000.00 |
| Developing, constructing or operating a vehicle or gasoline service station, or a vehicle or equipment washing establishment, or any other type of business or Property designated by the CAO, without installing an operative grease, oil and sand interceptor of a type and capacity approved by the CAO | 4.12 | \$2,500.00 |
| Failure to properly maintain a grease, oil and sand interceptor that is required by this Bylaw | 4.13 | \$2,500.00 |
| Providing Water Services, or providing Sewer Services, within the Village, without the express approval of Council | 5.2 | \$2,500.00 |
| Unauthorized use of a source of water, other than Water Services, without the written consent of the CAO | 5.3 | \$1,000.00 |
| Unauthorized use or taking of water from a Town fire hydrant | 5.14 | \$ 2,500.00 |
| Obstructing access to a fire hydrant, or interfering with the operation of a fire hydrant | 5.15 | \$ 2,500.00 |
| Obtaining, or attempting to obtain, Utility Services from the Utility System through the use of a bypass device contrary to s. 6.7 of this Bylaw, or through the use of any fraudulent means | 6.7 | \$1,000.00 |
| Damaging or tampering with a water seal, a Remote Reader, or a Meter | 6.8 | \$1,000.00 |
| Unauthorized vending, selling, supplying, disposing of, or giving away water from the Utility System | 6.9 | \$1,000.00 |

Water & Wastewater Services Bylaw 605-15

| | | |
|--|-----|------------|
| Unauthorized release or discharge which may Interfere with the proper operation of the Sewage System | 7.1 | \$2,500.00 |
| Unauthorized release of any matter into a sanitary sewer | 7.2 | \$2,500.00 |
| Releasing or permitting the release into a sanitary sewer of any matter containing hazardous waste | 7.3 | \$2,500.00 |
| Releasing or permitting the release of hauled wastewater contrary to the provisions of s. 7.5 of this Bylaw | 7.5 | \$2,500.00 |
| Diluting wastewater to avoid the requirements of this Bylaw, or the requirements of the Alberta Capital Region Wastewater Commission Wastewater Discharge Regulation | 7.7 | \$2,500.00 |

A BY-LAW OF THE VILLAGE OF INNISFREE IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE TEMPORARY BANK BORROWING FROM ATB FINANCIAL IN THE TOWN OF VEGREVILLE, ALBERTA FOR 2020.

WHEREAS the Council of the VILLAGE OF INNISFREE (hereafter called the “Corporation”) in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures of the Corporation for a portion of its financial year commencing October 20, 2020.

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation do borrow from the Province of Alberta ATB Financial (hereafter called “ATB Financial”) sums of money from time to time in the said financial year as required to meet current expenditures of the Corporation in the said financial year, provided that the total principal amount owned to ATB Financial at any one time hereunder shall not exceed the sum of one hundred and twenty thousand dollars (\$120,000.00).
2. The Elected Officials with signing authority for the Corporation and, the Chief Administrative Officer be, and are hereby authorized, for and on behalf of the Corporation:
 - a) to apply to ATB Financial for the aforesaid loan to the Corporation, and
 - b) to obtain advance of monies from ATB Financial in the said financial year by way of an overdraft on the Corporation’s account at a ATB Financial branch or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB Financial, and
 - c) to execute on behalf of the Corporation such bills, debentures, promissory notes or similar forms of obligation as ATB Financial may require as evidence of and security for all sums borrowed hereunder;

and each document executed as aforesaid shall be valid and binding upon the Corporation according to its tenor, and ATB Financial shall never be bound to inquire whether such officers are observing the limitations on their authority as set for in this Bylaw.

3. Notwithstanding the foregoing, the Elected Officials with signing authority and the Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Corporation such that all

amounts borrowed and outstanding by the Corporation at any one time to ATB Financial and to all other persons, firms and corporations shall not exceed the amount of the taxes levied or estimated to be levied by the Corporation for the said financial year.

- ~~4. All sums borrowed as aforesaid or so much thereof as from time to time remains unpaid shall bear interest at a rate per annum equal to one quarter (1/4) percent below the prime lending rate established from time to time by ATB Financial, and such interest shall be calculated and due and payable monthly.~~
4. The Corporation is hereby authorized to borrow from ATB Financial (“ATB”) up to the principal sum of One Hundred and Twenty Thousand Dollars (\$120,000.00) repayable on demand at a rate of interest per annum from time to time established by ATB, not to exceed ten percent (10%), and such interest will be calculated daily and due and payable in the last day of each and every month.
5. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31st of the said financial year, unless hereafter extended by authority of the Council of the Corporation.
6. As security for payment of money borrowed hereunder, the Corporation hereby charges to and in favour of ATB Financial the whole of the taxes levied or to be levied by the Corporation, requisitions made or to be made by the Corporation and other money due or accruing due to the Corporation and the Elected Officials with signing authority for the Corporation and the Chief Administrative Officer of the Corporation are hereby authorized on behalf and in the name of the Corporation to execute and deliver to ATB Financial such security documents as ATB Financial may require in collateral to the obligation of the Corporation to repay with interest all sums borrowed from ATB Financial and ATB Financial shall not be bound to recover any such taxes, requisitions or other monies before being entitled to payment from the Corporation.
7. In the event the Council of the Corporation decides to extend the said loan and ATB Financial is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note or other obligation executed by the officers designated in paragraph two (2) hereof and delivered to ATB Financial shall be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal of extension bill, debenture, promissory note or other obligation, and ATB Financial shall not be bound to inquire into the authority of such officers to execute and delivery any such renewal or extension document.
8. Each separate provision of this Bylaw shall be deemed independent of all other provisions and,
- a) Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then that provision may be severed and all other provisions of this Bylaw may remain valid and enforceable.

9. This By-Law shall come into effect upon final passing thereof.
10. All previous Temporary Borrowing Bylaws are hereby rescinded.

Read a First Time this 20th day of October 2020.

Read a Second Time this 20th day of October 2020.

Read a Third Time by unanimous consent of Council, this 20th day of October 2020.

Mayor

Chief Administrative Officer

**VILLAGE OF INNISFREE
REGIONAL ASSESSMENT REVIEW BOARD
BYLAW 659-20**

A BYLAW OF THE VILLAGE OF INNISFREE, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A REGIONAL ASSESSMENT REVIEW BOARD.

WHEREAS, pursuant to Section 454 of the *Municipal Government Act*, a Council must by bylaw establish a local assessment review board to hear complaints referred to in Section 460.1(1) and a composite assessment review board to hear complaints referred to in Section 460.1(2).

AND WHEREAS pursuant Section 455 of the *Municipal Government Act*, Revised Statutes of Alberta, 2000, M-26 two or more Councils may agree to jointly establish a local assessment review board and a composite assessment review board to have jurisdiction in these municipalities.

AND WHEREAS, the Village of Innisfree, the County of Minburn and the Village of Mannville wish to jointly establish a local assessment review board and composite assessment review board to have jurisdiction in these municipalities.

AND WHEREAS, pursuant to Section 455(2) of the *Municipal Government Act*, Councils jointly must designate one of the members appointed to the local assessment review board as chair and one of the members appointed to the composite assessment review board as chair.

AND WHEREAS, pursuant to Section 456(2) of the *Municipal Government Act*, where an assessment review board is jointly established, the Councils must jointly appoint the clerk.

AND WHEREAS, Council of the Village of Innisfree deems it necessary to repeal and replace Bylaw No. 571-10, the existing Bylaw that provides for the establishment of a regional assessment review board.

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

Title

1. This Bylaw may be cited as the “**Regional Assessment Review Board Bylaw**”.

Definitions

1. Except as otherwise provided herein, words in this Bylaw shall have the meaning prescribed in the *Municipal Government Act*, including its regulations:
 - a. “*Act*” means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended or repealed and replaced from time to time.

**VILLAGE OF INNISFREE
REGIONAL ASSESSMENT REVIEW BOARD
BYLAW 659-20**

- b. "Assessment Review Boards" means the Local Assessment Review Board and the Composite Assessment Review Board collectively.
- c. "CARB" means a composite assessment review board established to hear complaints referred to in Section 460.1(2) of the *Act*.
- d. "Chair" means the member of an assessment review board designated as chair under Section 454.1(2), 454.2(2) or 455(2) of the *Act*.
- e. "Clerk" means the designated officer appointed as clerk of the Assessment Review Boards in accordance with Section 456(1) of the *Act*.
- f. "Council" means the municipal Council of the Village of Innisfree including Regional Member Municipalities.
- g. "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with Section 456 of the *Act*.
- h. "LARB" means a local assessment review board established to hear complaints about any matter referred to in Section 460(5) of the *Act*.
- i. "Member" means a Member of the Assessment Review Boards as appointed by Council in accordance with the *Act* and qualified as provided for in Matters Relating to Assessment Complaints Regulation.
- j. "Regional Member Municipality" means those municipalities which enter into an Agreement with the Village of Innisfree to jointly establish assessment review boards and who enact a bylaw in this format.

Establishment of Assessment Review Boards

- 1. The following Assessment Review Boards are jointly established for the Village of Innisfree, County of Minburn and Village of Mannville.
 - a. A Local Assessment Review Board (LARB).
 - b. A Composite Assessment Review Board (CARB).

**VILLAGE OF INNISFREE
REGIONAL ASSESSMENT REVIEW BOARD
BYLAW 659-20**

Membership, Terms of Appointment and Vacancies

1. Each Regional Member Municipality may appoint by Council resolution up to two Members.
2. Members and Clerks shall successfully complete a training program approved by the Minister, and every three (3) years successfully complete a refresher training program approved by the Minister.
3. A person may not be a member of a panel of an assessment review board if the person is an assessor or employee of the municipality for which the assessment review board is established.

Remuneration

1. Remuneration for members of the LARB and the CARB shall be established in the Village of Innisfree's Master Rates Bylaw.
2. The Clerk shall not receive any additional remuneration over and above his/her regular salary for carrying out the duties of the Clerk.

Assessment Complaint Fees

1. Pursuant to Section 481(1) of the *Act*, assessment complaint fees shall be established by each Regional Member Municipality for property located in that municipality, and further, if the assessment review board makes a decision in favour of the complainant, the fees paid by the complainant under Section 481(1) of the *Act*, must be refunded.

2.

Repeal and Coming into Force

1. This Bylaw shall come into full force and effect on the date of final passing thereof.
2. Upon coming into force of this Bylaw, Bylaw No. 2010-762 and any other amendment, as well as any previously passed motions of Council that may be in conflict with this Bylaw shall be repealed and no longer have any force or effect.
3. Bylaw No. 2019-839 comes into force on the date of the third and final reading.

**VILLAGE OF INNISFREE
REGIONAL ASSESSMENT REVIEW BOARD
BYLAW 659-20**

Read a FIRST Time this 20th day of October 2020.

Read a SECOND Time this 20th day of October 2020.

Unanimous Consent for THIRD and FINAL reading.

Read a THIRD and FINAL time this 20th day of October 2020.

Mayor

Chief Administrative Officer

**VILLAGE OF INNISFREE
BYLAW ENFORCEMENT OFFICER
BYLAW 660-20**

BEING A BYLAW OF THE VILLAGE OF INNISFREE, THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE ESTABLISHMENT OF A BYLAW ENFORCEMENT OFFICER.

WHEREAS pursuant to Section 7 (i) of the Municipal Government Act, RSA 2000, c M26, a council may pass bylaws respecting the enforcement of bylaws;

Section 555 of the Municipal Government Act, a person who is appointed as a bylaw enforcement officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

Section 556 of the Municipal Government Act, a council must pass a bylaw specifying the powers and duties of bylaw enforcement officers and establishing disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officer;

Part 13, division 4 of the Municipal Government Act, the municipality may carry out numerous enforcement powers and duties, which may be exercised by bylaw enforcement officer;

Section 1 (k)(iv) of the Provincial Offences procedure Act, RSA 2000, c P-34 a person who is employed or retained by a municipality and provided written authorization to issue violation tickets under that Act will be considered a “peace officer” for the purpose of that Act;

Sections 1(g)(ii) and 7 of the Weed Control Act, SA 2008, c 2-5.1, Council is the local authority for the purposes of that Act and the local authority must appoint inspectors to enforce and monitor compliance with this Act within the municipality;

Village of Innisfree Council enacts:

PART 1 - PURPOSE, DEFINITIONS, AND INTERPRETATION PURPOSE

1. The purposes of this bylaw are to:
 - a. Prescribe the requirement for appointing bylaw enforcement officers;
 - b. Delegate enforcement related powers, duties, and functions to the Chief Administrative Officer;
 - c. Specify the powers, duties, and functions that may be delegated to bylaw enforcement officers;
 - d. Establish disciplinary procedures for misuse of power by bylaw enforcement officers; and
 - e. Deal with other matters respecting the enforcement of bylaws and other enactments.

**VILLAGE OF INNISFREE
BYLAW ENFORCEMENT OFFICER
BYLAW 660-20**

DEFINITIONS

2. In this Bylaw, unless the context otherwise requires
 - a. Bylaw: means a bylaw of the Village of Innisfree;
 - b. Bylaw Enforcement Officer: means an individual appointed pursuant to this Bylaw as a bylaw enforcement officer;
 - c. Village: means the Village of Innisfree in the Province of Alberta;
 - d. Council: means the Council or the Village of Innisfree;
 - e. Municipal Government Act: means the Municipal Government Act, RSA 2000, c M-26, as amended;
 - f. Municipal Tag: means a form alleging an offence of a Bylaw allowing for voluntary payment of the prescribed fine;
 - g. Provincial Offences Procedure Act: means the Provincial Offences Procedure Act, RSA 2000, c P-34, as amended;
 - h. Service Provider: means a person the Village has entered into a contract with for the provision of services related to enforcing Bylaws, including the provision of individuals qualified to act as Bylaw Enforcement Officers;
 - i. Chief Administrative Officer: means the Chief Administrative Officer of the Town or delegate;
 - j. Trespass to Premises Act: means the Trespass to Premises Act, RSA 2000, c T-7, as amended;
 - k. Violation Ticket has the same meaning as defined in the Provincial Offences Procedure Act, RSA 2000, c P-34, as amended;
 - l. Weed Control Act: means the Weed Control Act, SA 2008, c W-5.1, as amended.

RULES FOR INTERPRETATION

3. The marginal notes and headings in this bylaw are for reference purposes only.

PART II – CHIEF ADMINISTRATIVE OFFICER ROLE – POWERS, DUTIES AND FUNCTIONS

4. The Chief Administrative Officer may:
 - a. Appoint individuals as Bylaw Enforcement Officers in accordance with this bylaw;

**VILLAGE OF INNISFREE
BYLAW ENFORCEMENT OFFICER
BYLAW 660-20**

- b. Revoke, suspend, or modify the appointments of Bylaw Enforcement Officers in accordance with this bylaw;
- c. Monitor and investigate complaints of misuse of power by Bylaw Enforcement Officers;
- d. Take whatever actions or measures that are necessary to eliminate an emergency in accordance with section 551 of the Municipal Government Act;
- e. Add any amounts owing to the Village to a tax roll in accordance with the Municipal Government Act;
- f. Exercise all powers, duties, and functions of a local authority under the Weed Control Act;
- g. Grant written authorization to issue Violation Tickets;
- h. Authorize or require Bylaw Enforcement Officers to carry out any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of the public peace; and
- i. Delegate any of the Villages Manager's powers, duties, or functions contained in this section to any employee of the Village, including the option to further delegate those powers, duties, or functions.

PART III - BYLAW ENFORCEMENT OFFICERS - POWERS, DUTIES, AND FUNCTIONS

- 5. In accordance with their appointment by the Chief Administrative Officer, Bylaw Enforcement Officers may:
 - a. Issue Municipal Tags or Violation Ticked for offences under any Bylaw;
 - b. Exercise all the powers, duties, and functions of designated officers to conduct any inspections, remedies, or enforcement authorized or required by a bylaw or enactment in accordance with section 542 of the Municipal Government Act;
 - c. Exercise all the powers, duties, and functions of a designated officer to issue written orders pursuant to section 545 and 546 of the Municipal Government Act;
 - d. Take whatever actions or measures are necessary to remedy a contravention or prevent a recurrence of a contravention of the Municipal Government t Act, an enactment that the Village is authorized to enforce, or a bylaw in accordance with section 549 of the Municipal Government Act;
 - e. Take whatever actions or measures are necessary to climate a danger to public safety caused by a structure, excavation, or hole or to deal with the unsightly condition of a property in accordance with section 550 of the Municipal Government Act;

**VILLAGE OF INNISFREE
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- f. Exercise all the powers, duties, and functions of a development authority to issue written order pursuant to section 645 of the municipal Government Act;
- g. Take whatever actions or measures are necessary to carry out an order issued pursuant to section 645 or 687 of the Municipal Government Act;
- h. Issue notices not to trespass under the Trespass to Premises Act;
- i. Exercise all the powers, duties, and functions of an inspector under the Weed Control Act;
- j. Prepare and lay information;
- k. Place an erasable chalk mark on the tread face of a tire of a parked or stopped vehicle; and
- l. Certify Village records as true copies of the original.

APPOINTMENT REQUIREMENTS

- 6. To be eligible for appointment as a Bylaw Enforcement Officer, individuals must provide to the Chief Administrative Officer:
 - a. A recent criminal record check acceptable to the Chief Administrative Officer;
 - b. Demonstrated commitment to good character;
 - c. Proof of adequate training necessary for performing the powers, duties, and functions of a bylaw enforcement officer; and
 - d. Any other requirements specified by the Chief Administrative Officer.
- 7. An individual may be appointed as a Bylaw Enforcement Officer if that individual is an employee of the Village or if that individual is an employee of a Service Provider.

APPOINTMENT

- 8. The Chief Administrative Officer may, by providing an individual with a written statement confirming the details set out below:
 - a. appoint that individual as a Bylaw Enforcement Officer; and
 - b. Impose terms and conditions on that individual's appointment.
- 9. The Chief Administrative Officer may contract out the Bylaw Enforcement Officer positions to a Service Provider.

**VILLAGE OF INNISFREE
BYLAW ENFORCEMENT OFFICER
BYLAW 660-20**

OATH OF OFFICE

10. Prior to commencing their duties, all Bylaw Enforcement Officers must take the official oath contained in Schedule A.

CONDUCT

11. Bylaw Enforcement Officers are subject to the supervision of and accountable to the Chief Administrative Officer and must comply with their appointment and all Village policies, directives, and procedures.

REVIEW OF APPOINTMENT

12. If, in the opinion of the Chief Administrative Officer based on reasonable grounds, a Bylaw Enforcement Officer has misused a power, contravened their appointment or this bylaw, including any terms or conditions, or acted contrary to the public interest, the Chief Administrative Officer may suspend, revoke, or modify the Bylaw Enforcement Officer's appointment.
13. If an individual appointed as a Bylaw Enforcement Officer is no longer employed (by the Village or a Service Provider, or if the individual's role is modified such that the individual no longer requires appointment as a Bylaw Enforcement Officer or requires a modified appointment, the Chief Administrative Officer may modify or revoke the Bylaw Enforcement Officer's appointment.

APPEAL

14. Prior to suspending, revoking, or modifying a Bylaw Enforcement Officer appointment pursuant to section 12, the Chief Administrative Officer must provide the affected Bylaw Enforcement Officer with written notice of the proposed suspension, revocation, or modification including reasons.
15. A Bylaw Enforcement Officer who receives notice under section 14 may make written representations to the Chief Administrative Officer in respect to the proposed suspension, revocation or modification and then the Chief Administrative Officer will provide the Bylaw Enforcement Officer with a written decision, including reasons, on the proposal to suspend, revoke, or modify the bylaw enforcement officer's appointment.

PART IV - OFFENCES

OFFENCE

16. Any person who contravenes a Bylaw is guilty of an offence

**VILLAGE OF INNISFREE
BYLAW ENFORCEMENT OFFICER
BYLAW 660-20**

MUNICIPAL TAGS

17. Unless otherwise specified, a Municipal Tag may be issued for any offence under a Bylaw.
18. If a Municipal Tag is issued for an offence, the Municipal Tag must specify the fine amount established by the Bylaw for the offence.

PAYMENT IN LIEU OF PROSECUTION

19. A person who commits an offence may, if a Municipal Tag is issued for the offence, pay the fine amount established by the Bylaw for the offence and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.

VIOLATION TICKET

20. If a Violation Ticket is issued in respect of an offence under a Bylaw, the violation ticket may:
 - a. Specify the fine amount established by the Bylaw for the offence; or
 - b. Require a person to appear in court without the alternative of making a voluntary payment
21. A person who commits an offence may, if a Violation Ticket is issued specifying the fine amount established by Bylaw for the offence, make a voluntary payment equal to the specified fine amount.

FINE AMOUNT

22. A person found guilty of an offence under a bylaw is liable to a fine in an amount not less than that specified in the Bylaw, and in any event not exceeding \$10,000 or imprisonment for not more than one year for non-payment of the fine.

CONTINUING OFFENCE

23. In the case of an offence under a Bylaw that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by the bylaw for each such day.

**VILLAGE OF INNISFREE
BYLAW ENFORCEMENT OFFICER
BYLAW 660-20**

PART V – GENERAL

APPLICATION

24. This bylaw applies to every Bylaw of the Village.

SERVICE

25. An order, notice, or other document required or authorized to be issued by a Bylaw Enforcement Officer or by the Chief Administrative Officer pursuant to this bylaw may be served by:

- a. Sending the order, notice, or other document by regular mail to the mailing address of the person named in the order, notice, or document;
- b. Posting the order, notice, or other document in a conspicuous location at the property subject to the order, notice, or other document
- c. Personally, serving the order, notice or other documentation the person named in the order, notice, or other document.

26. Unless otherwise specified in a Bylaw or enactment, service of an order, notice, or other document in accordance with section 25 is presumed to be effected:

- a. 7 days from the date of mailing if the order, notice, or other document is mailed to an address in Alberta;
- b. 14 days from the date of mailing if the order, notice, or other document is mailed to an address outside of Alberta but within Canada; or
- c. The date of delivery if personally served.

TRANSITIONAL

27. Any previous appointments of Bylaw Enforcement Officer for the Village continue until the appointment is modified, revoked, or replaced in accordance with this bylaw.

Read a FIRST Time this day of 2020.

Read a SECOND Time this day of 2020.

Unanimous Consent for THIRD and FINAL reading.

**VILLAGE OF INNISFREE
BYLAW ENFORCEMENT OFFICER
BYLAW 660-20**

SCHEDULE "A" OATH OF OFFICE

I, _____, swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of bylaw enforcement office as stipulated on my appointment as a bylaw enforcement officer of even date.

So help me God.

Signature of Bylaw Enforcement Officer

Date

I, _____, solemnly swear and truly declare and affirm that I will diligently, faithfully, and to the best of my ability execute according to law the office of bylaw enforcement officer as stipulated on my appointment as a bylaw enforcement officer of even date.

So help me God.

Signature of Bylaw Enforcement Officer

Date

VILLAGE OF INNISFREE

BYLAW NO. 661-20

WHEREAS Section 627 of the *Municipal Government Act* (MGA), R.S.A. 2000, Chapter M-26 as amended or replaced from time to time, requires that a Municipal Council establish a Subdivision and Development Appeal Board by bylaw.

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

1. This Bylaw may be cited as the "**Subdivision and Development Appeal Board Bylaw**".

Definitions

2. In this bylaw:

- a. "**Appellant**" means a person who, pursuant to the *MGA*, has served a notice of appeal on the Subdivision and Development Appeal Board.
- b. "**Council**" means the Council of the Village of Innisfree.
- c. "**Development Application**" means an application made to the Development Authority in accordance with the Village of Innisfree Land Use Bylaw, as amended or replaced from time to time, for the purpose of obtaining a development permit.
- d. "**Development Authority**" means the persons established under the Development Authority Bylaw to perform the functions of a development authority under the *MGA*.
- e. "**Development Permit**" means a document authorizing a development issued in accordance with the Village of Innisfree Land Use Bylaw.
- f. "**Land Use Bylaw**" means the Village of Innisfree Land Use Bylaw, as adopted and amended from time to time;
- g. "**MGA**" means the *Municipal Government Act*, R.S.A. 2000, being Chapter M-26, as amended.
- h. "**Minister**" means the Minister of Alberta Municipal Affairs.
- i. "**Subdivision Authority**" means the persons established under the Village of Innisfree Subdivision Authority Bylaw to perform the functions of a subdivision authority under the *MGA*.
- j. "**Subdivision and Development Appeal Board**" means the board established to hear development and subdivision appeals, pursuant to this Bylaw.
- k. "**Subdivision and Development Appeal Board Clerk**" means the person appointed to the position of Clerk as established under this Bylaw.
- l. "**Village**" means the Village of Innisfree.

Establishment and Membership

3. The Subdivision and Development Appeal Board of the Village of Innisfree is hereby established.

VILLAGE OF INNISFREE

BYLAW NO. 661-20

4. The Subdivision and Development Appeal Board shall consist of three (3) members appointed by resolution of Council. A maximum of one (1) members shall be appointed from Council. A minimum of two (2) members shall be appointed from the public at large.
5. No person who is an employee of the Village or who is a Development Authority or a Subdivision Authority for the Village, or who is appointed as a Clerk of the Subdivision and Development Appeal Board, or who is a member of a Municipal Planning Commission shall be appointed to the Subdivision and Development Appeal Board.
6. Any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of the Council.
7. Council may remove a member from the Subdivision and Development Appeal Board by resolution at any time.
8. Under extraordinary circumstances, such as when a large number of members of the Subdivision and Development Appeal Board may have a potential conflict of interest, the Council may appoint additional members of the Subdivision and Development Appeal Board for a specific, short period of time, as the Council sees fit, in order to attempt to ensure that the Subdivision and Development Appeal Board will have a quorum for a meeting or a hearing.
9. If a member misses three consecutive meetings or hearings of the Subdivision and Development Appeal Board, Council will be notified.

Term of Office

10. Subject to Sections 6, 7, 8 and 9 of this bylaw, each member of the Subdivision and Development Appeal Board shall be appointed at the pleasure of the Council for a term to be determined by Council and may be reappointed upon the expiry of the term at the pleasure of the Council.
11. Where a member of Council is appointed as a member of the Subdivision and Development Appeal Board, their appointment shall terminate upon their ceasing to be a member of the Council.

Chairperson

12. The Subdivision and Development Appeal Board shall appoint a Chairperson by vote of the majority of the members.
13. A member may be re-elected to the position of Chairperson.
14. The Chairperson shall preside at the meetings of the Subdivision and Development Appeal Board.

Vice-Chairperson

15. A Vice-Chairperson shall be elected at the same time and under the same rules as the Chairperson.
16. A member may be re-elected to the position of Vice-Chairperson.
17. The Vice-Chairperson shall preside at the meetings of the Subdivision and Development Appeal Board in place of the Chairperson if the Chairperson, for any reason, does not preside at the meeting.
18. In the absence of the Chairperson and the Vice-Chairperson, one of the other members of the Subdivision and Development Appeal Board shall be elected to preside.

VILLAGE OF INNISFREE

BYLAW NO. 661-20

Clerk of the Subdivision and Development Appeal Board

19. Pursuant to Section 210(1) of the *MGA*, the position of designated officer for the limited purpose of carrying out the function of the Clerk to the Subdivision and Development Appeal Board is hereby established ("Subdivision and Development Appeal Board Clerk").
20. The Subdivision and Development Appeal Board Clerk shall be appointed by resolution of Council and shall not be a member of the Subdivision and Development Appeal Board.
21. The Subdivision and Development Appeal Board Clerk shall have responsibilities and functions including the following:
 - a. Makes and keeps a record of the Subdivision and Development Appeal Board proceedings which may be in the form of a summary of the evidence presented at a hearing.
 - b. Ensures statutory notices and decisions of the Subdivision and Development Appeal Board are provided to such persons as the *MGA* requires.
 - c. Compiles and provides Agenda and meeting packages to members and make available to the public.
 - d. Signs orders, decision, approval, notices, and other items given by the Subdivision and Development Appeal Board on its behalf.

Quorum and Meetings

22. A quorum of the Subdivision and Development Appeal Board shall be two (2) members of the Subdivision and Development Appeal Board.
23. Unless an order of the Minister authorizes otherwise, a panel of the Subdivision and Development Appeal Board hearing an appeal must not have more than one (1) Councillor as a member.
24. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to consider and decide appeals filed with it in accordance with the *MGA*, the Village of Innisfree Land Use Bylaw and Municipal Development Plan and any Intermunicipal Development Plan that the Village of Innisfree has adopted.
25. The Clerk of the Subdivision and Development Appeal Board shall have prepared and maintain a file of written Minutes of the business transacted at all meetings and hearings of the Subdivision and Development Appeal Board. These Minutes may be in the form of a summary of the activities undertaken, together with the motions made, at the meetings and hearings. The minutes of the Subdivision and Development Appeal Board may be approved without reconvening a meeting. Members of the Subdivision and Development Appeal Board may approve the minutes in writing to the Clerk or at the next meeting of the Subdivision and Development Appeal Board.
26. A member of the Subdivision and Development Appeal Board who, for any reason, is unable to attend the whole or a part of any hearing of an appeal, shall not participate in the deliberations or decision of the Subdivision and Development Appeal Board upon that appeal.
27. The Subdivision and Development Appeal Board may make rules as are necessary for the conduct of its meetings, its hearings and its business that are consistent with this Bylaw, the Village's Land Use Bylaw, the Municipal Development Plan, Intermunicipal Development Plan and the *MGA*.

VILLAGE OF INNISFREE

BYLAW NO. 661-20

Fees and Expenses

28. The remuneration, travelling, and other expenses of the members of the Subdivision and Development Appeal Board and the Subdivision and Development Appeal Board Clerk, shall be established by Council from time to time.
29. The fees associated with the launching of appeals, holding of hearings, and meetings of the Subdivision and Development Appeal Board may be set by the Council in their Master Rates Bylaw, as amended from time to time.

Development Appeals

30. Subject to Section 678 and 685 of the *Act*, the Subdivision and Development Appeal Board shall hear appeals where the Development Authority for the Village:
 - a. refuses or fails to issue a development permit to a person.
 - b. issues a development permit subject to conditions, or;
 - c. issues an order under Section 645 of the *MGA*,and appeals are launched within the time limitations and in the manner indicated in the *MGA*.
31. Subject to Sections 678 and 685 of the *MGA*, the Subdivision and Development Appeal Board shall hear appeals from any person affected by an order, decision or development permit issued by the Development Authority, who appeals within the time limitations and in the manner indicated in the *MGA*.
32. The Subdivision and Development Appeal Board shall hold an appeal hearing respecting any Development Appeal within 30 days of receipt of the notice of appeal.
33. The Subdivision and Development Appeal Board shall give at least 5 days notice in writing of the appeal hearing to:
 - a. the Appellant;
 - b. the Development Authority;
 - c. the owner(s) of the property under appeal, if applicable;
 - d. any other person that the Subdivision and Development Appeal Board Clerk considers to be affected by the appeal.
34. In determining an appeal, the Subdivision and Development Appeal Board:
 - a. shall comply with the Land Use Policies established pursuant to Section 622 of the *MGA*;
 - b. shall comply with any statutory plan and, the Land Use Bylaw of the Village of Innisfree.
 - c. may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision or permit of its own;

VILLAGE OF INNISFREE

BYLAW NO. 661-20

- d. may make an order or decision or issue or confirm the issue of a development permit even though the proposed development does not comply with the Land Use Bylaw if, in its opinion,
- (i) the proposed development would not
 - (a) unduly interfere with the amenities of the neighbourhood, or
 - (b) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and;
 - (ii) the proposed development conforms with the use prescribed for that land or building in the Land Use Bylaw.

35. The Subdivision and Development Appeal Board shall give its decision in writing together with reasons for the decision within 15 days of the conclusion of the public hearing.

Subdivision Appeals

36. Subject to Section 678 of the *MGA*, the Subdivision and Development Appeal Board shall hear appeals of decisions of the Subdivision Authority provided an appeal is received within the time limitations and in the manner indicated in the *MGA*.
37. The Subdivision and Development Appeal Board shall hold an appeal hearing respecting any appeal within 30 days of receipt of the notice of appeal.
38. The Subdivision and Development Appeal Board shall give at least 5 days notice in writing of the appeal hearing to:
- a. the appellant;
 - b. applicant for subdivision approval;
 - b. the Subdivision Authority;
 - c. any school authority to whom the application for subdivision approval was referred;
 - d. all adjacent land owners who were given notice of the application for subdivision approval pursuant to Section 653(3)(b) of the *MGA*;
 - e. every Government department that was given a copy of the application for subdivision approval pursuant to the *MGA*; and
 - f. any other municipality that is adjacent to the land that is the subject of the appeal.
39. In determining an appeal, the Subdivision and Development Appeal Board:
- a. shall be consistent with the Land Use Policies established pursuant to Section 622 of the *MGA*;
 - b. shall have regard to any statutory plans which are in effect;
 - c. shall conform with the uses of land referred to in the Village of Innisfree Land Use Bylaw, Municipal Development Plan and Intermunicipal Development Plan;
 - d. may confirm, revoke or vary the approval or decision or any condition imposed by the Subdivision Authority or make or substitute a decision or any condition of its own;

VILLAGE OF INNISFREE

BYLAW NO. 661-20

e. may exercise the same power as the Subdivision Authority is permitted to exercise pursuant to the *MGA* or any Regulations or Bylaws adopted pursuant to the *MGA*.

40. The Subdivision and Development Appeal Board shall give its decision in writing together with reasons for the decision within 15 days of the conclusion of the public hearing.

41. Bylaw 508-95 and any amendments are hereby repealed.

READ a First time this _____ day of _____, 20__.

READ a Second time this _____ day of _____, 20__.

UNANIMOUS CONSENT FOR THIRD AND FINAL READING.

READ a Third time this _____ day of _____, 20__.

Mayor

Chief Administrative Officer

Village of Innisfree (CAO)

From: lana@allnetsolutions.ca
Sent: September 22, 2020 9:29 AM
To: Village of Innisfree (CAO)
Subject: All-Net Municipal Websites
Attachments: Website Estimate - Innisfree Village.pdf

Hi Brooke,

Thank you for your interest in our municipal website services and what is possible for a new Village of Innisfree website. I have attached a proposal for your consideration.

Our website pricing is pre-set and is based on an annual fee over a 4 year agreement, the cost of your website is determined by the package you choose, in this case the All-Inclusive package. You can review this option and our other two options for your website using our annual price book at: <https://cld.bz/5zS67sa>. Website information begins on page 16.

The following is included in all of our website packages:

- Website design and development
- Website training
- 10 Hours annual client support
- Automated application updates
- Nightly off-site back-ups
- Annual website hosting
- New website design after year three

We have a brief walk through video of the content management system that you would have access to for the management of your new website. The video is available online at: <https://vimeo.com/208074244/b4f30b5abc>. The video is great for showing you how everything comes together and what is possible.

Below is a list of a few of our recent website clients, feel free to contact any of our clients for a reference.

- Town of Princeton, BC - princeton.ca
- RM of Ritchot, MB - ritchot.com
- City of Dawson, YT - cityofdawson.ca
- Town of Sundre, AB - sundre.com
- MD of Taber, AB - mdtaber.ab.ca
- Town of Osler, SK - townofosler.com
- Village of Carmacks, YT - carmacks.ca
- Kananaskis ID, AB - kananaskisid.ca
- Town of Didsbury, AB - didsbury.ca
- Town of NEMI, ON - townofnemi.on.ca
- Town of Dalmeny, SK - dalmeny.ca
- Town of Churchill, MB - churchill.ca
- City of Flin Flon, MB - cityofflinflon.ca
- Town of Woodstock, NB - town.woodstock.nb.ca
- City of Thompson, MB - thompson.ca

Thanks again, Brooke. If you have any questions about the information I have shared or would like to book an online demonstration for a more in depth walk through of our CMS, please send me an email or give me a call.

Warm Regards,

Lana Bavle

Account Manager (Western Canada)

1-306-774-4132 Cell

Web: All-Net.ca





Municipal Websites Proposal

Built with and for municipal administrators

PREPARED FOR:

Brooke Magosse

Village of Innisfree
Box 69
Innisfree, AB T0B 2G0

PREPARED BY:

Lana Bavlle

Lana Bavlle
Account Manager
lana@allnetsolutions.ca

PROPOSAL ISSUED

09.22.2020

PROPOSAL VALID UNTIL

10.22.2020




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About Our **Company**

All-Net.ca is a municipal communications company that employs a unique skillset of municipal experience, advanced programmers and creative minds. Our research and development is focused toward the development and use of municipal software.

One of the biggest advantages of our municipal products is the ability to integrate other products and services in the future. For example, you have the option to integrate your council meetings (All-Net Meetings) or a mass communication system (Connect) at any time in the future. Your smartphone apps can also be connected to your website data and your website content management system also acts as the content management system for your apps.

Our development is all done in Canada and your data is stored and backed up in Canada.

OUR PROFILE

- In business for 21 years learning and developing new technologies for municipal administrators.
- Our applications have been built with and for municipal administrators.

WHAT WE DO

- Research the needs of municipal governments.
- Develop innovative programs to meet the needs of municipal governments.
- Provide our municipal clients with ongoing support.

Our **Objective**

Our objective is to research, develop and deploy municipal applications that assist municipal governments in their goal to provide the best possible service in the most efficient manner possible.

Our Company **Philosophy**

PEOPLE > **SERVICE** > **PRODUCTS** > **RESEARCH**



PEOPLE

Our people first philosophy starts with our employees and is reflected in the way we relate with our clients. We may be a software company, but we are working every day to assist people with solutions to their challenges.



SERVICE

We realize the unique needs of a municipal administrator and the requirement to provide timely responses to any inquiry. Unlike a typical ad agency, we work with you in the long run and are here to be of assistance every step of the way.



PRODUCTS

All our products have been developed in partnership with our municipal clients. The ideas, concepts and features have all been developed with a municipal administrator in mind.



RESEARCH

We continually look for new solutions to deal with the most pressing municipal issues being faced by administrators. Unlike a typical marketing agency, we have been researching the municipal industry for years and this expertise is passed down to all of our clients.

Our Amazing Team

Our team consists of a unique skillset of municipal administrators, advanced programmers, web developers and graphic designers. We are confident in saying that there is no other company in the country that brings our municipal experience and knowledge to the table when it comes to developing and maintaining your website applications.

Vern Sabeski

Founder & President

Breanne Lussier

Partner - Office Manager

Priyesh Makwana

Lead Programmer

Tennille Pailé

Client Services Manager

Braedan King

Sales Manager

Lana Bavle

Account Manager - West

Luis Cordoba

Account Manager - East

Wendy Hernandez

Client Support & Training

Karen Cortez

Marketing Assistant

Harpreet Kahlon

Programmer

Naziya Modan

Programmer

Jaydeep Kudecha

Programmer

Andrae Cruz

Web / App Developer

Svara Prajapati

Programmer

Niraj Vala

Designer & Developer

Elisa Swedberg

Creative Team Lead

Tianna Tilbury

Lead Graphic Designer

Seb Leney

Web Developer

Our Business Model

For the past twenty-one years, we have focused all our research and development toward the development of municipal web-based applications. Each of our products can be integrated into our municipal websites and smartphone apps (iTown). You may also notice that our business model is different than a regular web shop. Since all our applications are municipal in nature, we make them available to all our municipal clients and you can add and remove features to your website at any time. Our applications all sit on their own server layer so that maintaining and applying updates to our websites is quicker and enables us to provide our municipal clients with websites that have a longer lifespan.

We offer two standard website packages as well as a customizable option built on your specific needs.

The price difference between the three packages are:

| WEBSITE FEATURE OPTIONS | INITIAL COST ONE YEAR | ANNUAL RENEWAL |
|-------------------------|---------------------------|---------------------------|
| Starter Package | \$3,995.00 | \$3,995.00 |
| All-Inclusive Package | \$6,995.00 | \$6,995.00 |
| Starter - Plus Package | \$3,995.00 Plus Additions | \$3,995.00 Plus Additions |

Our websites are priced on a four-year contract which also provides you with a new design after year three to ensure your design remains current with the latest design trends. The applications running your website are continually updated throughout the contract period to address issues related to changes in browser technologies.

The four-year contract also includes 10 hours of annual support that can be used by your staff for anything related to your website. If you need assistance formatting an image, we have staff available to assist you in any way possible. Your requests also take priority over any other work and we notify you immediately with a timeline to complete the request.

We have staff available during regular business hours as well as after hours in the case of an emergency.

One of the biggest advantages of our municipal sites is the ability to integrate other products and services in the future. For example, you have the option to integrate your council meetings (All-Net Meetings) or a service request tracking program (Service Tracker) at any time in the future. Smartphone apps can also be connected to your website data and your website content management system also acts as the content management system for your apps.

All the programs we offer are a result of working directly in the municipal marketplace for the past 19 years and bringing the best ideas to reality. Our development is all done in Canada and your data is stored and backed up in Canada.

Our Pricing **Model**

As a company that specializes in the municipal market, we have focused all our research and development toward the development of municipal applications. Furthermore, each of our products can be integrated into our websites and municipal smartphone apps.

You will notice that our pricing model is different than a regular web shop or marketing agency.

Our pricing model is based on two concepts:

- *Client Relationships*
- *Technological Changes*

Our Client **Relationships**

Over twenty-one years we have learned that the best way to develop a company in the municipal market is to develop relationships and earn your business over time. The relatively lower up-front cost for our municipal websites places a continued focus on maintaining a customer first attitude within our company.

Unlike a traditional advertising/marketing agency our intent is to continue working with you in the long term and we are willing to recover our costs over a four-year period while providing you with support and updates throughout.

Technological Changes

Technology continues to change at a rapid pace. What is common today in style and technique will surely be outdated in two-three years. No matter who develops your website, it will begin to age immediately as new technologies and design trends take hold. We address this reality with our unique business/pricing model that has been developed specifically for the municipal market.

You will receive continual updates to the applications on your website as needed. Secondly, we will re-design your website after year three to ensure it is always functional with a modern look.

The purpose of our pricing model is to ensure our municipal clients don't have to maintain a site that would depreciate quickly and eventually become out of date due to a traditional website development process.

Your annual website costs and services include:

- *Initial design and development of your website.*
- *Transfer of all website content from a current website*
- *Staff training*
- *10 Hours of annual support (Available 24-7)*
- *Nightly data backups*
- *Website hosting*
- *5 - e-mail accounts*
- *Automatic application updates when required*
- *Re- design of your website after year three*
- *Option to add new features at any time based on current book price*

*The above items are based on a four-year contract.

TECHNOLOGY UPDATE GUARANTEED!

- Protection against Microsoft, Android and Apple operating systems
- Updates including Internet Explorer, Firefox, Chrome and Safari web browsers.
- Your applications are always up to date and you receive a re-design upgrade after year three.

Our Municipal Website Services

Our website services include everything you need to design, develop, host and maintain your online presence. We are available 24/7 to assist and guide you through the process. We even copy over your existing content to your new website.



1. DESIGN

We work with you through our innovative design process called 10 & 10. This process will provide us with all the information we will need to ensure that you have a design you are proud of.



2. DEVELOPMENT

Once you have approved your design, we will begin the development of your new website which will include the features you have selected. Once your website is ready, we will copy and format your existing content prior to the training process.



3. TRAINING AND SUPPORT

Our training will begin once we have all your content moved over and your new website is available in a testing environment. We will walk you through your municipal website content management system and review each feature in detail. At this time, you will have the ability to make additional updates prior to going live.

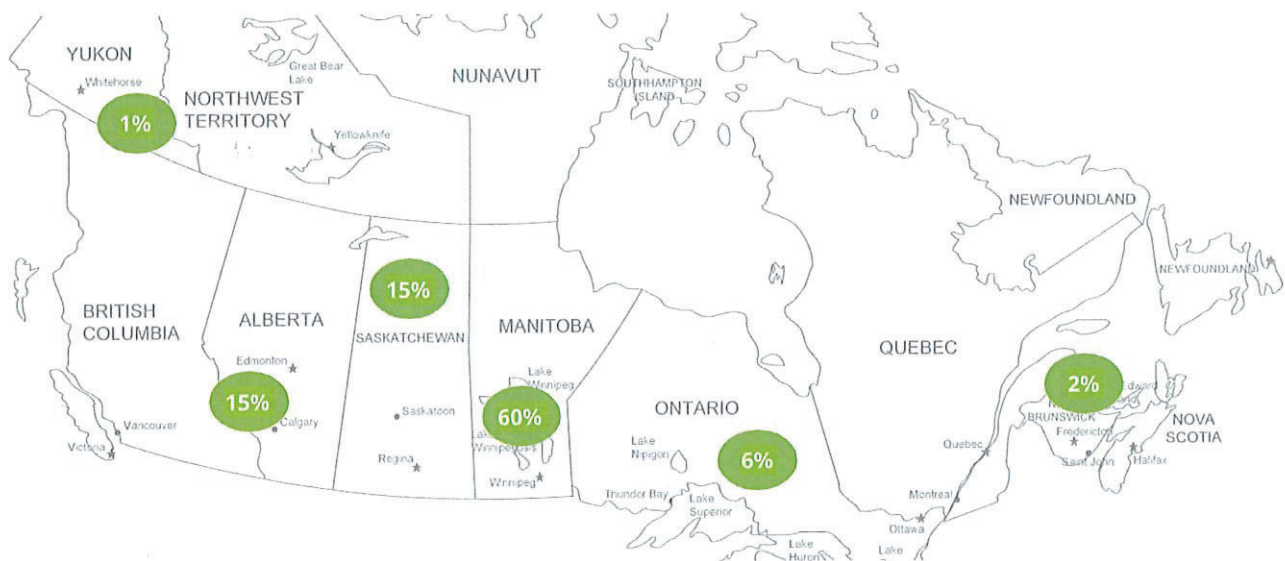


4. HOSTING AND UPDATES

All of your website data is hosted and backed up in a Tier III Canadian data Centre. Your data is backed up daily and updates are applied to your website applications immediately. Application updates are applied to all of our clients immediately, and the time is not deducted from your annual support hours.

Our Municipal Market

We are Canadian, and all our applications have come from addressing the needs of municipal governments in Canada. Your data and communications remain north of the border and are not subject to US security legislation.



15% ALBERTA / BC

Alberta & BC continue to be on the leading edge of accepting and adopting new innovative technology.

15% SASKATCHEWAN

Our neighbor and partner in the development of many of our applications and programs. Saskatchewan continues to make us feel appreciative and right at home.

60% MANITOBA

We got our start in Manitoba and are forever grateful for the opportunity bestowed upon us. Originally from a small rural town, we now operate out of our office in Winnipeg.

8% EASTERN CANADA

We love spending time with our clients in Eastern Canada as we continue to grow from coast to coast.

1% TERRITORIES

Word of mouth is starting to spread in the north, and we welcomed our first client (Faro, Yukon) in the Territories in 2017.

1% UNITED STATES

Yes, we do have a presence in the United States.

Our Project Stages



1. WEBSITE DESIGN

We begin every project by identifying your “likes” and “dislikes” through our 10 & 10 process. You simply provide us with a list of website features you like and dislike. Our graphic designers will consider your brand and likes and ensure they are incorporated into a new design concept for your website.

You have final say on the approved design and we don’t move forward until you are completely satisfied.



2. DEVELOPMENT

In this stage we begin the process of building your website and incorporating the new applications you have chosen to include.

Once the development has been completed, we will copy over your existing content to your new website.



3. TRAINING

Once we have completed our internal testing, we will provide you with access to a working version of your new website in a testing environment.

We will provide your team with the necessary training and you are now able to log in and make edits to your website before going live.



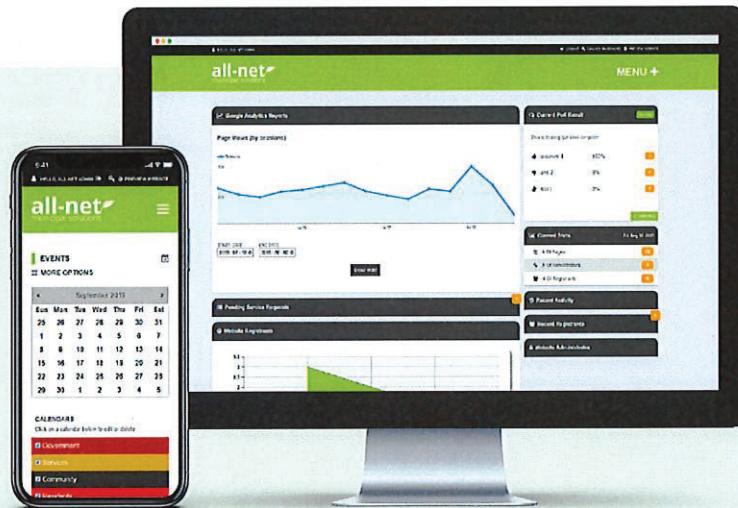
4. LAUNCH & SUPPORT

When you are ready, we will launch your website and complete some final tests to ensure everything is running smoothly. We will then provide you with 24/7 support for the next four years and a website redesign after year three.

Municipal Content Management System (CMS)

Our Content Management System (CMS) has been developed to meet the specific needs of a municipal government. CMS provides you with the ability to refine all user accounts to restrict access to specific features. For example, you can create an admin user account and provide a specific user with access to edit only specific pages or have access to a specific application. This is a great feature for a larger municipality who may want to provide departments with access to edit specific sections of a website.

There is no limit to the number of user accounts, and you can enable/disable user accounts at any time. Municipal CMS is also responsive for any mobile device and you can edit any pages and use any admin features from a mobile phone, tablet or desktop computer. **Some key benefits to using Municipal CMS includes:**



24/7 SUPPORT

Assistance is never more than a phone call away and we are always available to provide assistance when needed.

DEVELOPED FOR YOU

Developed with and for municipal administrators to address the needs of a municipal office.

MOBILE RESPONSIVE

You have the ability to make quick edits to your website from a smartphone or any mobile device.

AUTOMATED UPDATES

Municipal CMS receives automated updates and are available to you immediately.

Our Project Timeline

Based on our proposal and past experiences we estimate the following project timeline. Please note the timeline is based on immediate turnaround of client copy.

| WEEKS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| WEBSITE DESIGN | Active | Active | Active | Light | Light | Light | Light | Light | Light | Light | Light | Light |
| WEBSITE DEVELOPMENT | Light | Light | Light | Active | Active | Active | Active | Active | Active | Light | Light | Light |
| TRAINING & TESTING | Light | Light | Light | Light | Light | Light | Light | Light | Light | Active | Active | Light |
| LAUNCH | Light | Light | Light | Light | Light | Light | Light | Light | Light | Light | Light | Active |

Your **Website**

We are proposing our Starter-Plus package with the following features on your website. Please note you can add any of our website features at any time at the list price.

Your municipal content management system provides you with the ability to create and edit web pages within a simple browser and no additional software.

Municipal CMS Demo Video: <https://vimeo.com/208074244/b4f30b5abc>

Included **Features**

The basic features in the **Starter Package** include:

- Custom design based on your community brand
- Create and manage website pages without knowing any HTML
- HTML code view for experts
- Add/Edit links to any web page
- Password protect any page
- Create and manage an unlimited number of user accounts.
- Upload images and files directly into the editor
- Drag and drop pages to different sections of your website.
- Media library - store images, files, and videos for reuse
- YouTube integration to share videos on your website
- Photo retouch editing including photo borders and shadows
- Create rich typographic content with Google font collection
- Easily create links to other pages within your website
- Real time preview to view content changes as you make them
- Use photos from your Flickr account within your website
- Local public weather feed

Starter Package Includes: **Local Notices, Document Management & Opening Slideshow**

Included Features

Advanced Admin Access Rights: Website security is important; you can create unlimited access accounts for users to log in and update the website. Each user will have their own username and password and the website will track who last made certain edits. Each user will also have permissions set so they can only edit certain portions or have access to a specific feature such as a business directory.

Social Media Sharing: Social media account integration within the website. Manageable links to your community's Facebook, Twitter, YouTube or Flickr account. Each website page, news item or event can push content to a variety of social media sites for sharing. The confirmation page of all notice and event submissions enables you to tweet or post the content to your Facebook account without having to leave your website.

ASP.NET Web Hosting: You will receive ASP.NET web hosting along with SQL Server and daily data and file back-up service. All data and files are hosted and backed up in Canada. Because your web services are hosted in Canada your internal communications are not subject to the US Patriot Act and data collection.

All our applications are hosted on their own dedicated server located at the recently built tier III Bell-MTS data Centre in Winnipeg, Manitoba. Your content is managed and hosted in a secured and encrypted environment.

Mobile/Responsive Design: With the use of mobile phones and tablets, having a mobile view of your website is important. This proposal includes a design that will be completely responsive on any mobile device. Your content management system (Municipal CMS) is also responsive and provides you with the ability to edit your website on any mobile device including a smartphone.

Public Notice Manager: Post and manage public notice submissions with ease. Notices can be submitted by your staff or the public and reviewed for approval. You can approve submissions from your website CMS or by simply clicking a link in the email message you receive with the pending submission. Notices are also set to automatically delete at a date of your choosing.

Open Slide Show: The slide show on the homepage will profile community events and activities going on in your community. With the ability to create overlaying text and links, residents will be sent directly to a section on the website that you would like to profile. This feature can be used in many ways and applied to the overall design of your website.

Documents: Documents is a document management utility which will provide you with the ability to create folders, upload and share documents with residents.

Proposed Features

Calendar: You have the ability to create unlimited calendars and receive event submissions from the general public.

Meetings: An application to feature your local government’s meeting minutes and agendas on your community’s website. You simply upload the documents directly to the website and they will be categorized and displayed by date and meeting type. These include agendas, minutes and corresponding video.

Website Search: This includes a website search field to appear on every page for visitors to access information on your website via a keyword search. Your site content is re-indexed nightly. Our search applications have been developed specifically to account for common search terms. Most website search engines do not provide accurate results as there is a trend now for people to search based on search terms such as “What are the City office hours”. Our search engine removes all search phrases and focuses on keywords such as “office hours” in the example above.

You can also optimize your website search results with editable tags for each page. For example, if you want your regional waste facility to have results for terms such as landfill, garbage, or dump you can add these words into a tag field for a specific page.

Form Builder: Municipal CMS provides you with the ability to create your own web forms that can be placed on any page of your website. Along with the ability to design your own forms you can also edit the confirmation pages and emails for any form submissions. There is no limit to the number of forms you create and manage on your website.

Business Directory: You can create business categories and then add businesses to specific categories. Each business listing includes their name, address, email address and website link.

Our Price Estimate

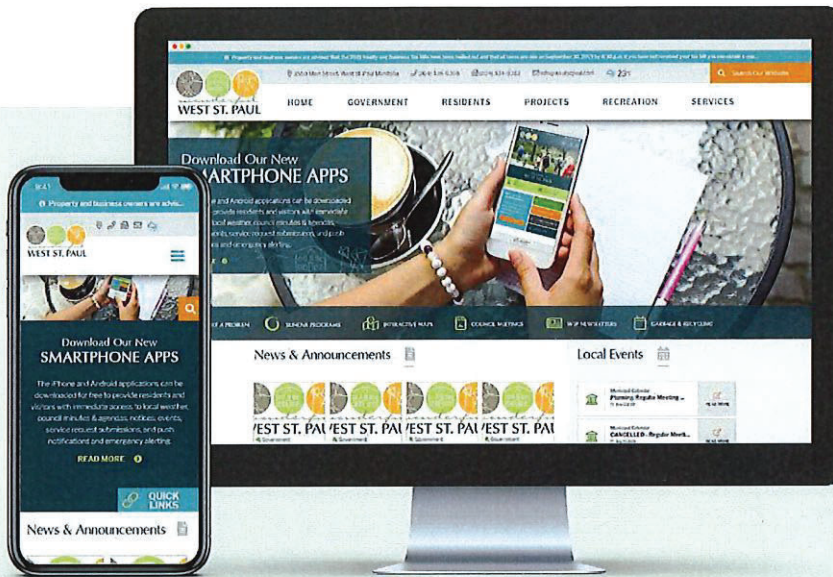
| WEBSITE FEATURE COSTS | 1ST YEAR | ANNUAL |
|---|-------------------|-------------------|
| Municipal CMS Starter Site with Add-Ons | \$5,175.00 | \$5,175.00 |
| SSL Certificate (Optional) | \$200.00 | \$200.00 |
| Website design and development | Incl | Incl |
| Website training | Incl | Incl |
| 10 Hours of annual client support | Incl | Incl |
| Automated application updates | Incl | Incl |
| Nightly off-site back-ups | Incl | Incl |
| Annual website hosting | Incl | Incl |
| New website design after year three | Incl | Incl |
| Total Cost | \$5,375.00 | \$5,375.00 |

All pricing and services above subject to a signed license agreement.

Reproduction or distribution of the above proposal, in whole or in part, outside of the recipient organization is prohibited without the consent of All-Net.ca



Our Website Portfolio



RM of West St. Paul, MB
www.weststpaul.com

Date: 05/22/2019

Time: 12 Weeks

History: Existing Client

We began working with the RM of West St. Paul in 2005. Their current website has access to all Municipal CMS features and integrates the following programs:

CONNECT

Our mass communication system providing them with the ability to send out mass communication messages by phone, text, e-mail and push messaging.

ALL-NET MEETINGS

For the management of their council meetings and sharing documents and resources with the general public.

SERVICE TRACKER

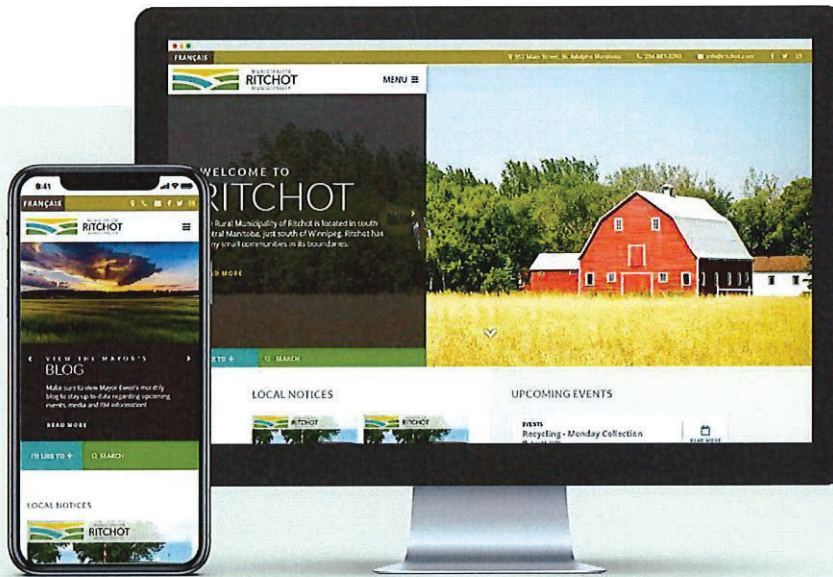
Our municipal service and project tracking program used for the management and tracking of all public service requests.

ITOWN SMARTPHONE APPS

Mobile apps set to integrate website events and notices along with All-Net Meetings and Service Tracker features.

CONTACT: BRENT OLYNYK, CAO | (204) 338- 0306 | CAO@WESTSTPAUL.COM

Our Website Portfolio



RM of Ritchot, MB
www.ritchot.com

Date: 20/03/2018

Time: 12 Weeks

History: Existing Client

We began working with the RM of Ritchot in 2012. Their current website has access to all Municipal CMS features and integrates the following programs:

CONNECT

Our mass communication system providing them with the ability to send out mass communication messages by phone, text, e-mail and push messaging.

ALL-NET MEETINGS

For the management of their council meetings and sharing documents and resources with the general public.

SERVICE TRACKER

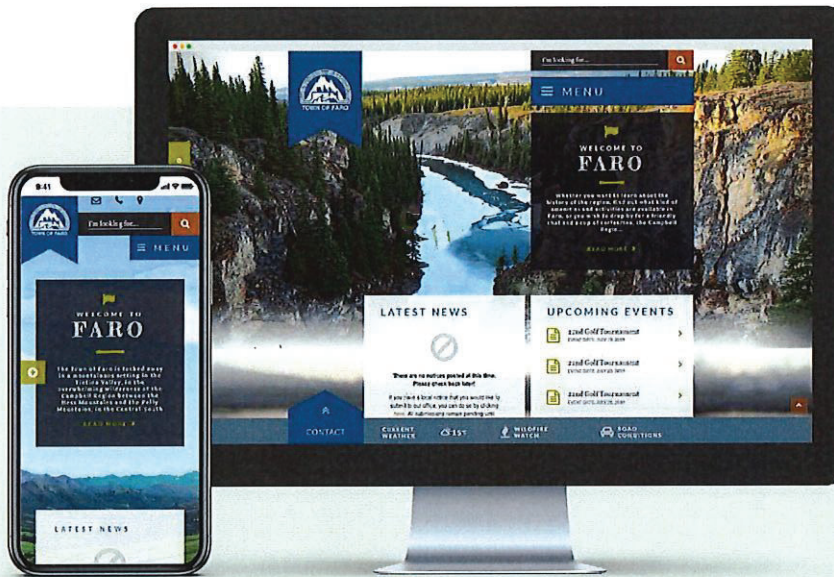
Our municipal service and project tracking program used for the management and tracking of all public service requests.

ITOWN SMARTPHONE APPS

Mobile apps set to integrate website events and notices along with All-Net Meetings and Service Tracker features.

CONTACT: MITCH DUVAL, CAO | (204) 883-2293 | CAO@RITCHOT.COM

Our Website Portfolio



Town of Faro, YK

www.faro.ca

Date: 20/02/2018

Time: 10 Weeks

History: New Client

We began working with the Town of Faro in 2017. The Town of Faro was our first client in the Yukon Territory.

Their current website has access to all Municipal CMS and staff can edit all their site content as well as additional features developed specifically for their communication needs.

CONTACT: JOHN THOMAS, CAO | (867) 994 – 2728 | CAO-FARO@FAROYUKON.CA

What Our Clients Say

Our business has been built on the word of mouth referrals from our municipal clients. We are grateful for every opportunity and working for you is something we will never take for granted.

Sandi Dunne

RM of Wolverine, SK

"Great product and service. Would not want to go back to the way we did things before All-Net."

Joseph Hutter

Cardston County, AB

"Our staff, residents and Council are all impressed with the quality of the website and app."

Twyla Ludwig

Town of Roblin, MB

"The staff are very professional and extremely helpful. I would highly recommend All-Net for any office."

Dale Toews

RM of Stanley, MB

"Vern and his qualified team have proven their dedication to ensuring our satisfaction with the All-Net product."

Tammy Parobec

City of Thompson, MB

"If you do have any questions the customer service is amazing. Well done All-Net and thank you for the awesome years of service"

Tracey French

Municipality of Emerson-Franklin, MB

"All-Net listens and understands municipal clients and continues to provide superior products and customer service. Great job All-Net!!"



Questions About Your proposal?

Contact Us Today!

OUR OFFICE

4-350 Keewatin Street
Winnipeg, MB R2X 2R9

CALL OR EMAIL US

Phone: 204-421-9314
Toll Free: 888-403-4240
Email: info@all-net.ca

OUR HOURS

8:30 AM - 4:30 PM
Mon - Fri CST

Village of Innisfree (CAO)

From: Megan Murphy <megan@townlife.com>
Sent: September 29, 2020 2:52 PM
To: Village of Innisfree (CAO)
Subject: Re: Village of Innisfree Website Renewal

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Brooke,

I wanted to send along an alternate pricing plan that is available for your new website.

The team has decided we can maintain your TownLife annual price on our Municipal Website for the first year, and introduce a new pricing plan of \$1,050 per year that would give you the Municipal Website design with a business directory. Having this base design would allow you to very easily enhance and add municipal features over time if you need them.

So your first year would be your normal annual website cost of \$617, but next year a 3-year contract would begin at a price of \$1,050 per year.

We were thinking giving the first year at the same rate may give you the opportunity to budget for the increase in cost for future years.

Any email costs would be sent in a separate invoice, unrelated to this annual website cost.

Let me know what you think,

Megan

On Sep 16, 2020, at 4:38 PM, Village of Innisfree (CAO) <cao@innisfree.ca> wrote:

Yes that would be perfect!

You can contact me at 780-592-3886 OR my cell 780-581-3380.

Thank you.

Regards,
Brooke Magasse
Chief Administrative Officer
Village of Innisfree

Phone: 780-592-3886

Village of Innisfree (CAO)

From: Richard Jones <rjones@civicplus.com>
Sent: October 12, 2020 7:09 AM
To: Village of Innisfree (CAO)
Subject: Attached Proposal - CivicPlus
Attachments: CivicCMS Presentation.pdf; Innisfree Proposal - CivicCMS.pdf

Morning Brooke,

Happy Monday! Hope the day is off to a great start. Thank you for being patient with, had to leave town on an emergency Friday.

Attached to this email is an outline of how we plan to rebuild the Village Website to be modern, easy to navigate, quick to update, and able to update from any device.

I've also attached a short PowerPoint Presentation that will help apply context to our solution to this email.

To share some of the functionality of our website platform, I've included a link below that reviews those features and highlights of our website platform.

- CivicCMS Review - <https://www.civiccms-demo.com/home/pages/welcome-civiccms>

Thanks Brooke,

Richard L. Jones | **CivicPlus**
Integrated Solutions Consultant
P: 785.323.4713 | F: 785.587.8951

CivicPlus THE Integrated Technology Platform
[WEBSITES & HOSTING](#) | [MASS NOTIFICATION](#) | [RECREATION SOFTWARE](#) | [AGENDA MANAGEMENT](#) | [SERVICE REQUEST MANAGEMENT](#) | [HR SOFTWARE](#)



HELPING LOCAL GOVERNMENT INFORM, ENGAGE & PROTECT THEIR CITIZENS



Agenda:

- Introductions
- Who is CivicPlus
- Keys to Our Success
- Timeline

HELPING LOCAL GOVERNMENT INFORM, ENGAGE & PROTECT THEIR CITIZENS





- #1 Provider of Government Websites
- Built for local governments by the experts in local government
- 20+ Years of Government Experience



4,000+

LOCAL GOVERNMENTS

100,000+

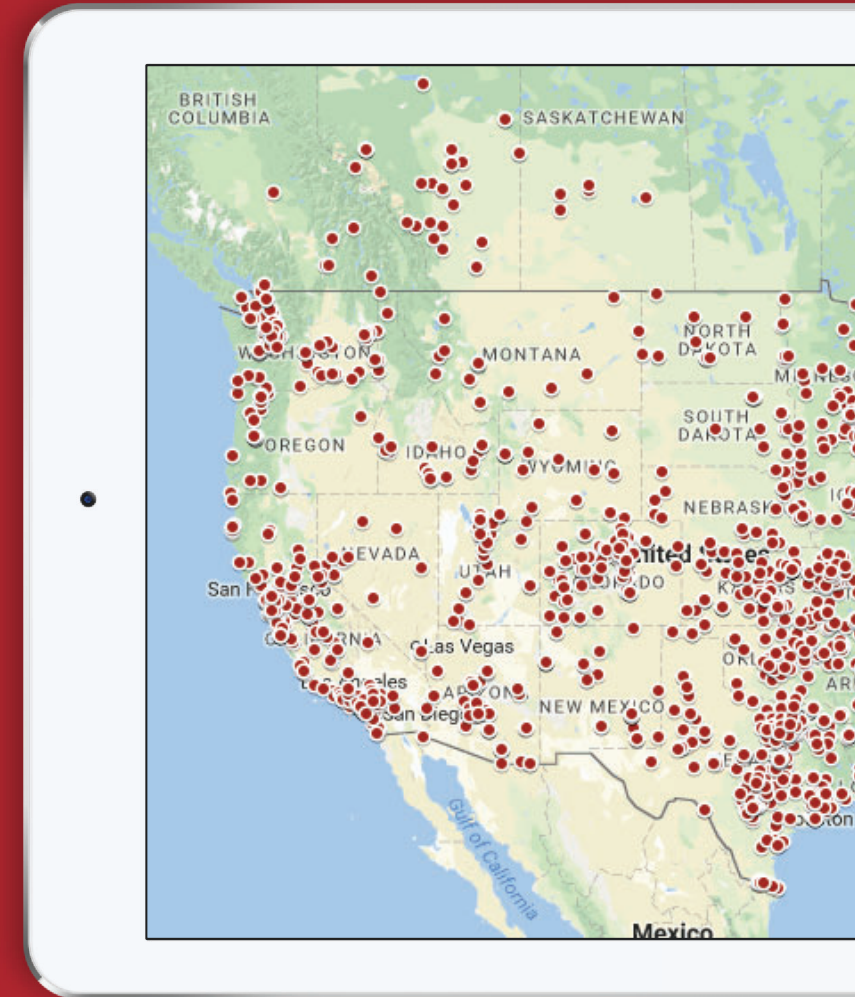
ADMIN USERS

250+ Million

PEOPLE IMPACTED

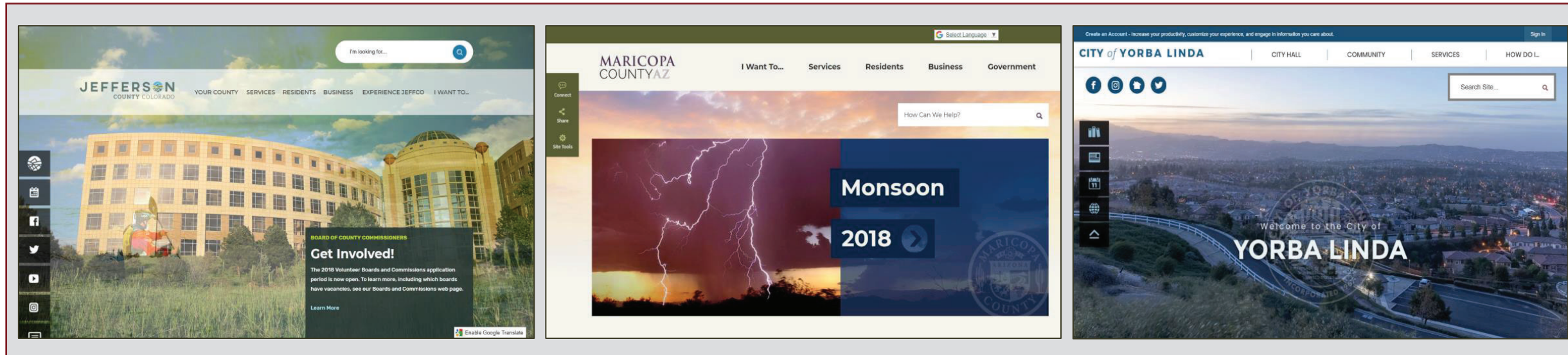
350+

Employees



CIVICPLUS

Building Future Technologies Big Governments Need



CIVICCMS

Tailoring Those Solutions For Small Governments Keep Pace



CivicPlus Partners have Received 290 + Top Website Awards.

- ❖ City-County Communications & Marketing Association (3CMA)
- ❖ National Association of Government Webmasters (NAGW)
- ❖ National Association of County Information Officers (NACIO)
- ❖ California Association of Public Information Officials (CAPIO)
- ❖ Center for Digital Government Digital Counties Survey
- ❖ Public Technology Institute
- ❖ Best of the Web Awards
- ❖ Massachusetts Municipal Website Awards – 2019



- Mobile Friendly
- Quick Access to Important Info
- Urgent Alerts & Public Notices
- Online Document Center
- Meetings and Agendas



Citizens



Staff

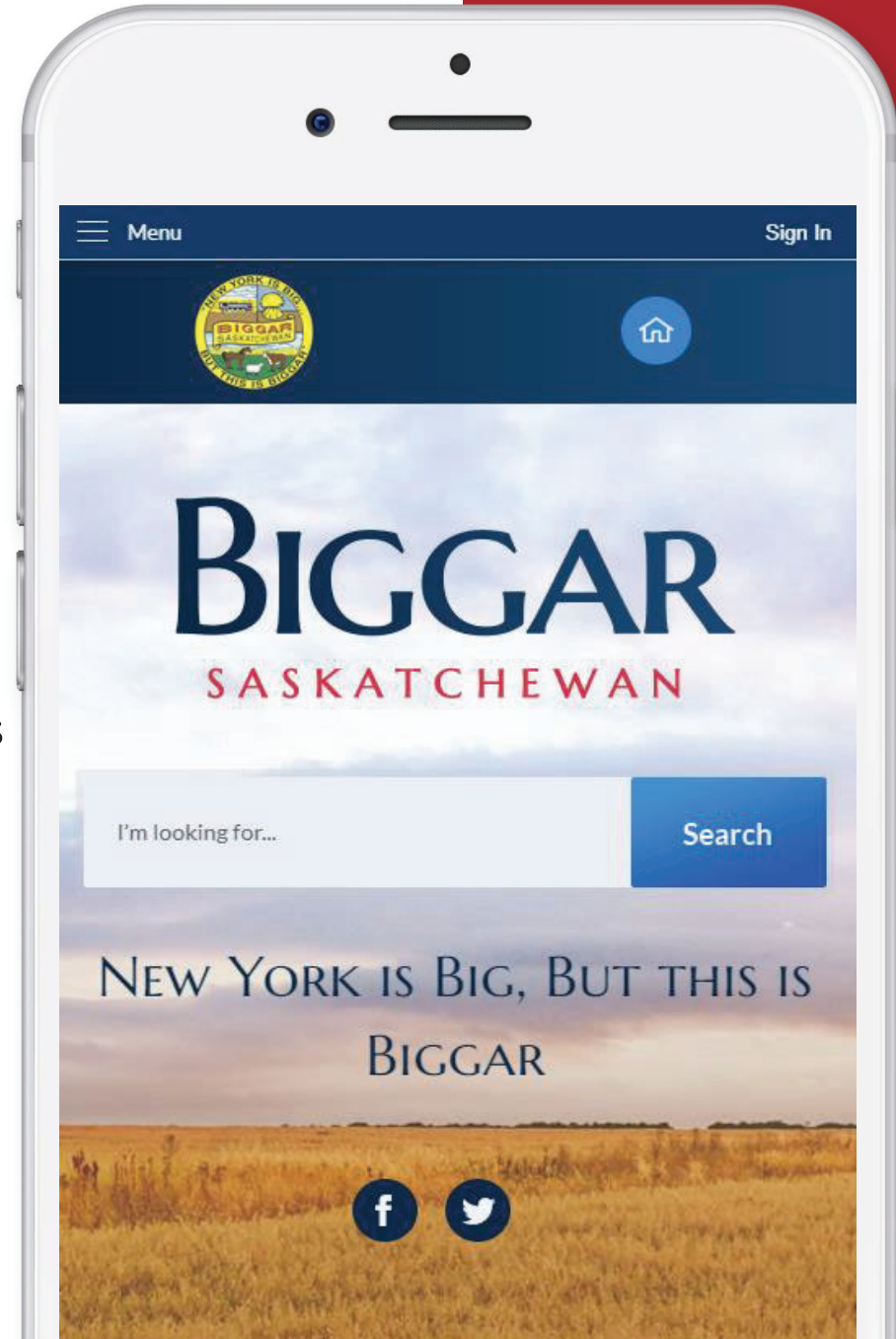
- Easy to Update
- Easy to Integrate
- Monthly Website Tutorials
- Online Help Library
- 24/7 Unlimited Customer Support
- Unlimited Page Creation

Quick Access

- Find it Fast
- Mega Menus
- “Where do I Go?”

1-2 Clicks

- Advanced Search
- Quick Tabs.



The Keys to Our Success

Very Easy to Edit Pages & Build New Content

- Form Driven
- Pre-determined Locations
- Intuitive
- Online Help Center



The Keys to Our Success

Staff Safety Net

- Live Customer Support
- Online Help Videos
- Monthly Tutorials
- 24/7 Technical Support



The Keys to Our Success

Fully Featured Website Application

Responsive Website

- Custom Design
- Compatible on All Devices
 - ❖ Smart Phones
 - ❖ Tablets
 - ❖ Wide Screen Monitors



Constituent Communications

- Email Notifications
 - RSS Feeds
- Twitter/Facebook Integration
- Video Player Integration
 - “Share This Page”
- Unlimited Calendars
 - Google Maps



Content Management Tools

- Schedule Publishing
- Set Content Expiration
- “Review On” Dating
- User Roles & Permissions
 - Webforms Module
 - Auto Image Resizing
 - Google Analytics

| | |
|---|----------------------|
| Publish on | |
| Date | Time |
| <input type="text"/> | <input type="text"/> |
| E.g., 2018-07-22 | E.g., 16:44:06 |
| Leave the date blank for no scheduled publishing. | |
| Unpublish on | |
| Date | Time |
| <input type="text"/> | <input type="text"/> |
| E.g., 2018-07-22 | E.g., 16:44:06 |
| Leave the date blank for no scheduled unpublishing. | |



Typical Project Plan Timeline

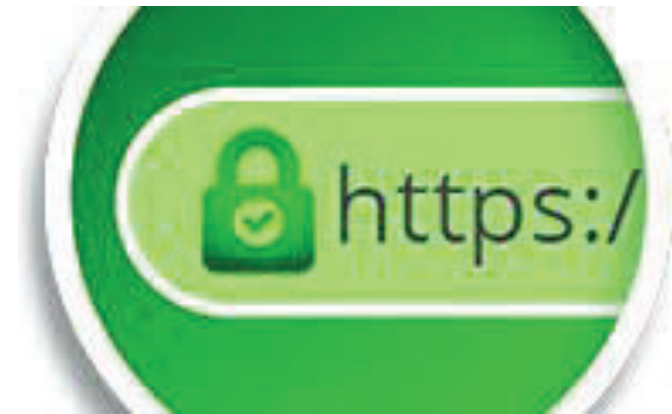
12-15 Weeks

| Phase | Timeframe | Deliverables |
|---|-----------|--|
| 1. Strategy Sessions & Discovery | 1 Week | <ul style="list-style-type: none"> Define Core Objectives Needs Assessment |
| 2. Design & Architecture | 2-3 Weeks | <ul style="list-style-type: none"> Design meeting with Client and/or Website Committee Homepage options and layout schema Subpage design and layout Modify designs until final client approval |
| 3. Site Implementation | 2-3 Weeks | <ul style="list-style-type: none"> Identify global & cascading navigation & related links Implement design within CIVICCMS Create Dept/Board homepages Share Best Practices |
| 4. Content Development | 4-6 Weeks | <ul style="list-style-type: none"> Department meetings & Online surveys Implement department specific modules Create department & board landing pages Migrate web pages and files |
| 5. User Training | 1 Week | <ul style="list-style-type: none"> Training sessions: content editors & site administrators; group & individual sessions |
| 6. Website Deployment & Go Live | 2 Weeks | <ul style="list-style-type: none"> Final site Q&A and link checking Install and activate related modules DNS & SEO activities |



Secure Hosting

- **SSL Certificates**



Tier 4 Data Center:

- 24/7 On Location Monitoring
- Daily Offsite Backups
- Redundant Power Supplies
- 99.99% Uptime
- Disaster Recovery
- DDOS Mitigation Protection
- Very Secure

What is Tier 4?

It's the highest ranking available to data centers based on strict standards establish by the leading authority in hosting facilities, [The Uptime Institute](#).



- **Intrusion Detection & Prevention**

Thank You



Richard L Jones
Solutions Consultant



785-323-4713



302 South 4th Street, Suite 500
Manhattan, Kansas 66502



www.civicplus.com





Innisfree, Alberta Canada

Website Redesign, Development, and
Implementation Services

Presented by
Richard Jones
rjones@civicplus.com
(785) 323-4713

Letter of Introduction

Brooke Magosse
Chief Administrative Officer
5116 - 50 Alberta
Innisfree, Alberta

October 12th, 2020

Dear Brooke,

I am delighted to submit this quote for a website redesign for the Village of Innisfree.

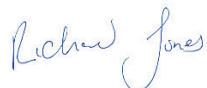
CivicPlus is the leading developer of municipal websites, with over 4,000 clients. Our sole focus is the municipal sector, including counties, cities, townships, villages, boroughs, special districts and municipal related associations.

As you consider your options, I did want to highlight the following:

- We have numerous municipal clients throughout Canada
- You will receive a custom new design and layout, built in Responsive Design, to accommodate the various sizes of mobile and tablet devices currently in use.
- This proposal includes full content development, migrating existing pages and building out new content, as provided.
- We offer integration with Social Media.
- Our CMS is very intuitive, and we believe the easiest to use in the industry.
- We can also provide optional software for a variety of online services such as Emergency Notifications and 311 Resident Request/Work Order Software.

We are committed to forming a long-term partnership with Innisfree, providing a cost-effective upgrade to your website now while planning for future challenges as your needs evolve. I look forward to having the opportunity to present our services and demo our application.

Sincerely,



Richard Jones
Canada Sales Representative
rjones@civicplus.com

Executive Summary

The following is a brief overview of what we feel are our key differentiators and what has led to our national success serving the municipal sector.



Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicCMS with the flexibility to develop new features and modules to help you meet your goals and vision.



Our Drupal Platform

CivicPlus will develop your site on one of the industry’s most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.



We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and our Account Management team will work with you to help you evolve your web environment throughout your relationship with CivicPlus.



Easiest System for Updating & Adding New Content

Your new CivicCMS website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.



Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices including smart phones, tablets and wide screen monitors.



Useful & Relevant Modules

CivicCMS is flexible and scalable to grow with your web environment at your speed and need without extra features and functionalities that are not as relevant.



Affordable Cost, Flexible Payments

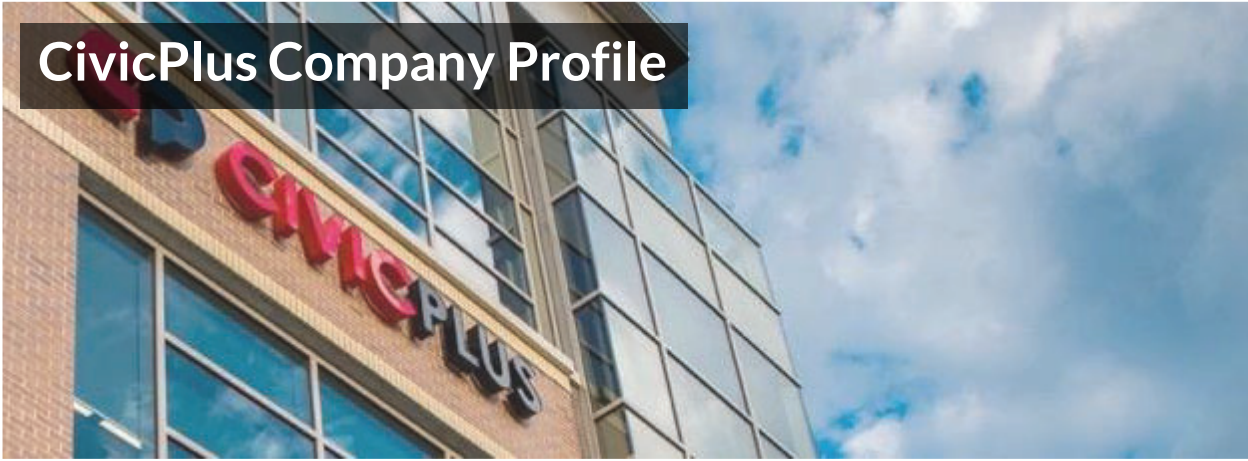
We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.



Security and Protection—Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

CivicPlus Company Profile



CivicPlus is the leading national provider of local municipal websites—the most innovative, user-friendly and comprehensive source for engaging constituents online. Our clients' solutions are based on the latest in web coding technologies. They function across all major browsers, platforms (including mobile) and incorporate engaging features such as social media integration.

CivicPlus was founded over 20 years ago. Today, we have 350 staff members and continue to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 3,500 clients and over 70,000 users. Our commitment to setting the standard in website design, management and government communication has been instrumental in making CivicPlus a leader in web design, communication programming and hosting.

Your new website will convey a sense of place for your community, be visually appealing and utilize the latest technology to provide a convenient source of information to communicate and engage your community so they can find the information they need, when they want it.

Why should the Village of Innisfree choose CivicPlus to achieve its vision?

- We are driven by client service, not billings. Our goal is to become your trusted partner and deliver what you need.
- We set the industry standard and have the reputation to back it up, for helping governments better connect with citizens and constituents and we will bring that same expertise to your project.
- We deliver in-house professional services to provide direction for your vision, alignment, consistency and peace of mind knowing your website will be what you need today and tomorrow.
- We develop highly-usable, mobile responsive sites so your website is available anywhere at any time.

- We create a website specific to how you and your citizens will use it and design it to be both end-user and maintenance friendly. We securely host your site in our state-of-the-art facilities – keeping it safe. We exceed industry standards maintaining over 99.9% up time for our clients’ websites!
- Our proven step-by-step implementation process has been effective for clients throughout the United States, Canada and Australia.

Since our inception nearly 20 years ago, our focus has been and continues to be, helping local governments work better and that involves knowing what you need to be successful in your procurement process. From the RFP process and finalization interviews to contract negotiation and approval to accounting and billing, CivicPlus brings the experience and familiarity with procurement processes to help keep your project moving forward and moving smoothly.



In the last four years, CivicPlus clients have been honored with more than 290 top website awards. With a concentrated focus on e-government, transparency, usability, functionality, unique design and Web 2.0 technologies, your municipality cannot only receive the rewards that come from a seamless communications platform, but also the honor of industry and peers.

Through the implementation of strategic website solutions CivicPlus clients have won top awards from the nation’s premier government associations.

- City-County Communications & Marketing Association (3CMA)
- National Association of Government Webmasters (NAGW)
- National Association of County Information Officers (NACIO)
- California Association of Public Information Officials (CAPIO)
- Center for Digital Government Digital Counties Survey
- Public Technology Institute
- Best of the Web Awards

Here is a link to some of our award winners:

<https://www.civicplus.com/local-government-website-awards>



We Make Government Work Better.

Project Goals & Guidelines

Overall Project Goals

- 1.) Your new CivicCMS website will be a fully custom, modern responsive design utilizing a feature-rich content management system (CMS). We believe our platform is the best value for our customers and is tailor-made for the small government market, in which municipal staff juggle many roles and often lack sufficient technological support. Our websites are easy to use, easy to maintain, and will meet or exceed Innisfree's needs.
- 2.) Our expert designers will guide your team towards the perfect homepage design and consistent user experiences for all departments and subpages. Google Analytics is integrated with the CivicCMS platform to track website performance after launch.
- 3.) We do not limit the number of content administrators you may configure within the system. Our user account system offers many ways to control access to your department pages and allows each group to manager their own material. Advanced, site-wide administrators may support these individuals, as needed, in addition to performing higher level management of the website.
- 4.) Your CivicCMS website is highly ADA compliant upon launch. We have partnered with accessibility services provider AudioEye to offer additional functionality for those clients who prioritize compliance beyond our existing best practices.
- 5.) Our Drupal-based platform enables us to deliver new functionality to our customers over time. Many additional modules or advanced features may be leveraged at a future date, once the Innisfree is ready to build upon our base implementation.
- 6.) We proudly meet the rigorous security and infrastructure standards demanded by thousands of government entities for their websites and related applications.

Project Guidelines

- 1.) You will work with our designers to achieve a unique homepage for Innisfree that combines graphical and navigation elements in a refreshing and functional way. We do not restrict you to a certain number of mockup iterations during the ideation process.
- 2.) You will approve department/subpage formatting during the design process. The training process will guide website administrators how to maximize functionality within these general parameters of the page, including how to add photos where desired.

3.) The CivicCMS platform is easily managed by users of all comfort levels. Editing pages is comparable to editing Word Documents. Our team regularly trains municipal staff, and we understand how internal processes can be complemented or streamlined with our platform and, therefore, adapt training to match our customers' needs.

4.) The search module quickly scans all pages AND uploaded files for your keywords, saving time for both residents and the Innisfree staff members who use or manage website content. Google Analytics is included with every CivicCMS implementation.

5.) We frequently connect residents with 3rd party services. CivicCMS will have the ability to expand services as Innisfree grows.

6.) Your new CivicCMS website uses responsive design. The content will adjust itself for any size screen or device. Your administrators can perform edits on mobile devices and tablets, as well.

7.) Our team is prepared to migrate all of your current website material to the new environment. Two general exclusions, however, include audio files and video files (if applicable). These file types must be stored externally. CivicCMS includes a popular integration with YouTube and Vimeo for adding video players on department pages.

8.) Your website will be hosted in a state-of-the-art, Tier 4 facility, with N+2 power, cooling, generators, armed guards and manned 24/7/365. More information is available in the "Support, Maintenance & Hosting" section of this document. Regarding emails, our webform module protects staff and board member addresses from abuse.

9.) The CivicCMS platform is based in Drupal, one of the most popular open-source frameworks used by government entities for their websites.

10.) Your Implementation Consultant can work with you to develop a site map and content organization that meets your preferences and the needs of your residents.

11.) We can create private, staff-only content just as easily as we can build your public-facing department pages. An intranet may be constructed prior to website launch or in the future when you are ready. Admins can be trained to do this without our assistance.

Other Comments

Requirements: This proposal includes all costs necessary to operate your CivicCMS website. Your team must simply use modern devices and updated internet browsers to access and utilize the online content management system's interface.

Training: Training for all staff (no limit on # of administrators)

Implementation Plan & Timeline



Our Project Plan

Phase 1 – Strategy Session & Discovery

CivicPlus will conduct an online meeting with staff to clearly define your objectives and better understand the culture and stakeholder components. Once we have a clear assessment of objectives, we will undertake a strategic design session to discuss design elements, layouts, and preferences. We aim to make design options that evoke these elements while also providing visitors quick and easy access to the information they are looking for. This design meeting will serve as the basis for rendering initial prototypes. Your design will be revised until you are completely satisfied with all elements. You are not picking a template; all designs are custom, and you are not limited to designs CivicPlus has previously created.

Phase 2 – Design & Architecture

Responsive Design

Your site will be designed to be “Responsive” in order to maximize the viewing experience. This means it will reshape itself depending on the screen size of the device a visitor is using to access the website. Compared to a traditional computer layout, the site would expand if viewed on a large screen monitor and reshape its layout when viewed on tablets and/or smart phones.

Navigation and Layout

Visitors to municipal websites are usually not surfing the site but looking for specific information. Generally, they want to find their information within a couple of clicks, or they may lose patience and give up. It is CRUCIAL that a municipal website have multiple ways for visitors to find what they are looking for and for the paths to be easy and obvious.

- A. **Search Engines:** We utilize robust search engines that allow for advanced features and search ability within PDF documents.
- B. **Online Document Center:** Forms, applications, documents and permits are created at the dept/board level and can also appear in an aggregate file center.
- C. **Views & Taxonomy:** Our websites have the ability to auto-link content in multiple places while the content is being created. Visitors gain quick access in multiple locations and changes only need to be done once. These would include modules such as FAQs, Services A-Z, Residents, Businesses, Visitors and Newcomers.
- D. **Home Page Navigation:** We also utilize Cascading Navigation, Mega-Menus, and Help Centers to provide easy access to core information right from the home page.

Phase 3- Site Implementation

Once the design has been finalized and approved, we implement it into our content management system. All landing pages for your departments and boards are also created. The result is a shell of your new site ready for content.

Phase 4 - Content Development

Clients will identify existing content to be moved. New content may be submitted electronically to us anytime during this development phase up until the site goes live. We will also use online surveys to help us identify content. There is no limit to the number of pages we will create during this phase until you go live.

Phase 5 - User Training & Initial Support

CMS Training Plan

Our content management system is very intuitive, and documentation is built into each form. All staff training will be conducted online. Training will be a combination of small group sessions and individual instruction. There will be a separate session for site administrators. We are not limiting the number of hours of training required to get each fully up to speed. We will also supply training manuals for those preferring written documentation.

CivicPlus also offers an online video library and no-cost monthly online webinars for any other employees or board members designated to maintain part of the website. Each webinar session is 30 minutes long and every month includes a basic session for new employees/new users along with some specialized topics. Staff can take the sessions at their workstations and interact with the trainer via phone.

Customer Support

Once the new website is live, staff will be responsible for updating the content. As part of this proposal, CivicPlus will provide unlimited, ongoing support for your core staff members. Each member can contact us via phone or email Mon-Fri, 8:00 a.m. to 5:00 p.m., PST for any type of assistance building or editing content. This is no limit to the amount of assistance we would provide. (Note we are not limiting the number of content editors you may have, just the number of users able to access direct support).

Phase 6 - Website Deployment & GO LIVE

Once all content has been built and all staff has been trained, you will decide on a Go Live date. CivicPlus will perform various QA tasks prior to going live and activate any remaining modules. DNS and SEO related activities will be performed at this time.



The support has been amazing from day one. We worked closely with your employees during initial setup stages, creating the webpage, training, and for follow-up. Your team of employees know what the City was looking for and created it with ease.

Felicia B., Aberdeen, MD

Typical Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your CivicCMS new website. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors.

Based on our experience, the estimated timeline for the successful completion of your CivicCMS project is approximately 12-15 weeks.

| Implementation Phase | Timeframe | Deliverables |
|---|-----------|---|
| Phase 1 Strategy Sessions & Discovery | 1 Week | <ul style="list-style-type: none"> Define Core Objectives Needs Assessment |
| Phase 2 Design & Architecture | 3-4 Weeks | <ul style="list-style-type: none"> Design Meeting with Client Website Committee Homepage Options & Layout Subpage Design and Layout Finalize Design (once you are completely satisfied) |
| Phase 3 Site Implementation | 2-3 Weeks | <ul style="list-style-type: none"> Identify Global and Cascading Navigation (and related links) Implement Design within CivicCMS |
| Phase 4 Content Development | 4-5 Weeks | <ul style="list-style-type: none"> Migrate Agreed Existing Content |
| Phase 5 Training & Education | 1 Week | <ul style="list-style-type: none"> Sessions for Content Editors and Site Administrators Group and Individual Sessions |
| Phase 6 Deployment & Go-Live | 1 Week | <ul style="list-style-type: none"> Final Quality Check of Website Install and Activate Selected Modules DNS & SEO Activities |

Content Management System (CMS)



Our exclusive **CivicCMS** software has been built using the open source Drupal platform and has been customized solely for municipal use. We have created unique content types and modified dozens of modules to conform to the needs of local governments.

Drupal is the most common website platform in use by national, state and local governments all over the world. Many large cities (such as San Francisco, Boston, and Los Angeles), and hundreds of counties have committed to migrating their websites to Drupal. Recently, the state of Massachusetts upgraded all their websites onto the Drupal platform. Other Drupal websites include the White House, Homeland Security, FEMA, dozens of other Federal Departments, and the States of Georgia and North Carolina.

Please view the next two pages for examples of our features and modules.

Interactivity

Our CMS comes equipped with numerous tools and modules to maximize the interactive experience between visitors and your website content. Examples include:

I. Email Broadcast of New Content

Email notification lists are managed within the Drupal platform, allowing our clients to create lists for visitors to sign up (i.e., News & Notices, Urgent Alerts, Board Minutes, etc). There is no limit to the number of lists you can create; our CMS maintains each list individually. Postings can be made from any computer/mobile device and can be scheduled in advanced. We can bulk load any current lists into our CMS.

II. Social Media Integration

Our CMS is integrated with both Twitter and Facebook. Posting something like a news item or notice to the website could also be sent out as a Twitter feed and/or post to a Facebook page. Conversely, we often use I-Frames to display your Twitter and/or Facebook feeds right into your website page. Our web pages also come equipped with built-in YouTube Video Players.

III. Text Messaging

Our system allows clients to send out text messages for Innisfree alerts at no additional cost.

IV. Webforms Module (Online Fillable Forms)

Incorporated into our CMS is a webforms application that allows clients to create fillable forms and surveys for a variety of needs. Every online submission goes into immediately into a database and may be routed to one or more email accounts simultaneously.

V. Payment Systems

With our Online Fillable Form Center, you can create fillable Permits and enable a direct link to payment gateway. Allowing road permits to be paid for online.

A full list of the available apps and modules is provided on the next page.

Available Apps & Modules

Constituent Communication Apps

| | | | |
|-------------------|----------------------|------------------|------------------------|
| E-Alert Center | Document Center | Calendar Center | Webforms Center |
| Notify Me | Bid Postings | FAQs | Interactive Maps |
| Job Postings | Business Directory | Recyclopedia | Facebook Integration |
| Service Requests | Twitter Integration | Google Translate | Sharing Widget |
| RSS Feeds | Agenda Builder | Comment Center | Advanced Search Engine |
| Surveys & Polling | Trash/Recycling Week | Quick Links | VTS Blog |

Design & Graphics Modules

| | | | |
|---------------------|---------------------|---------------|------------------|
| Responsive Design | Bulletin Boards | Photo Gallery | Embedded Video |
| Mega Menus | Custom Subsites | Help Centers | ADA Compliance |
| Dynamic Breadcrumbs | Captioning/ALT Tags | Image Library | Printer Friendly |

Content Management Features

| | | | |
|----------------|--------------------|-----------------------|---------------------|
| WYSIWYG Editor | 'Review On' Dating | Schedule Publishing | Schedule Expiration |
| Image Editor | Versioning | Taxonomy | Staff Intranet |
| Previewing | Auto Cascading | Persistent Navigation | Dynamic Site Map |
| Forms Builder | Tags/Views | Menu Manager | Font Creator |

Administration & Security

| | | | |
|---------------------|--------------------------|-----------------------|------------------|
| Roles & Permissions | Content Workflow | CAPTCHA Secure | Archive Center |
| Broken Links Report | Audit Trail/History Logs | Domain Management | Google Analytics |
| Secure Site Gateway | Link Checker | In-Site Documentation | Password Secure |

Support, Maintenance & Hosting



Our proposal is to train your staff to maintain the website once it is fully built out and to provide ongoing support to them as needed. Our content management system is very intuitive, and documentation is built into each form. Staff training is conducted online and will be a combination of small group sessions and individual instruction. There will be a separate session for site administrators. CivicPlus will also supply training manuals for those preferring written documentation.

Our proposal also includes the ongoing hosting of the website in a secure environment.

Support & Maintenance

Once the new website is live, staff will be responsible for updating the content. As part of this proposal, we will provide unlimited, ongoing customer support for your core staff members. Each member can contact us via phone or email Monday-Friday, 8:00 a.m. to 5:00 p.m. EST or any type of assistance building or editing content. This is no limit to the amount of assistance we would provide.

We also offer an Online Support Center which includes a variety of short online videos, quick reference guides, webform examples and useful tips. CivicPlus also provides no-cost monthly online webinars for any other employees or board members designated to maintain part of the website. Each webinar session is 30 minutes long and every month includes a basic session for new employees/new users along with some specialized topics. Staff can take the sessions at their workstations and interact with the trainer via phone.

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

We encourage our clients to submit suggestions. These will be added to our development roadmap and addressed if both appropriate and possible. We have yet to charge any of our clients for the implementation of their suggestions, as long as they can be used across our client base.

Our clients do not host their website internally. All of our websites are hosted by us in conjunction with a third-party managed solution, Contegix, a national hosting provider specializing in the Drupal Platform (www.contegix.com). This will allow us to maintain strict control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website would be hosted at their Reston, VA data center. This is a state-of-the-art, Tier 4 facility, with N+2 power, cooling, generators, armed guards and manned 24/7/365. The systems have redundant power supplies and disk arrays with a hardware RAID card. For hosting we utilize an OpenStack based cloud that is fully redundant. The server that would host your site is a dedicated CivicCMS server that utilizes 12 webheads and a load balancer to account for traffic surges as needed. It is a multitenant server, all municipalities utilizing the same CMS. Your website is backed up daily to a Contegix data center in Las Vegas, Nevada.

We are committed to 99.9% uptime and rapid response to any technical issues that may arise. For any technical issues or needs, clients have 24/7 access to our support team.

Occasionally our clients encounter natural disasters such as tornadoes or tropical storms, and man-made crises (Newtown, CT, Parkland, FL). In all cases, our staff is committed to take on an active webmaster role as needed at no cost to our clients.

| Hosting | Support | CMS Applications & Maintenance |
|--|--|--|
| Secure Host in Blackmesh Data Center | Customer Support, 8AM-6PM EST, Monday-Friday | Automatic Upgrades of Enhancements |
| Shared Web/SQL Server, Load Balancing | 24/7 Emergency Support | Install Service Patches, as Applicable |
| Redundant ISP | Dedicated Support Personnel | Ongoing Module Upgrades |
| 24/7 Monitored Facility | Max 2 Hr Response for Customer Support | Core Drupal Upgrades, as Applicable |
| Redundant Power Supplies with Backup Generator | Built in Training Documentation within CMS | Full CMS Licensing |
| Mirrored Backup Server to Nevada Center | Monthly User Tutorials | New Features Roadmap |
| 99.999% Uptime | Periodic User Group Meetings | Staging Environment for All Testing |
| Intrusion Detection & Protection | Newsletters & Email Notices | SSL Certificates |

Client References | All Designs Are Custom

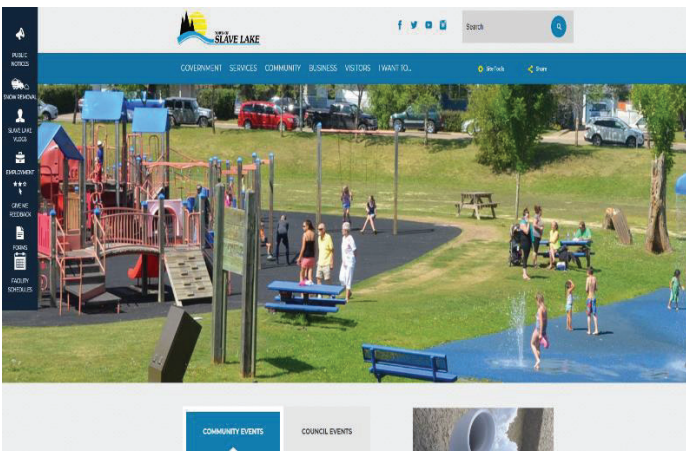


Kneehill County, AB, Ca

<https://kneehillcounty.com>

Christine Anderson
Communications Officer
866.443.5541

Christine.anderson@kneehillcounty.com

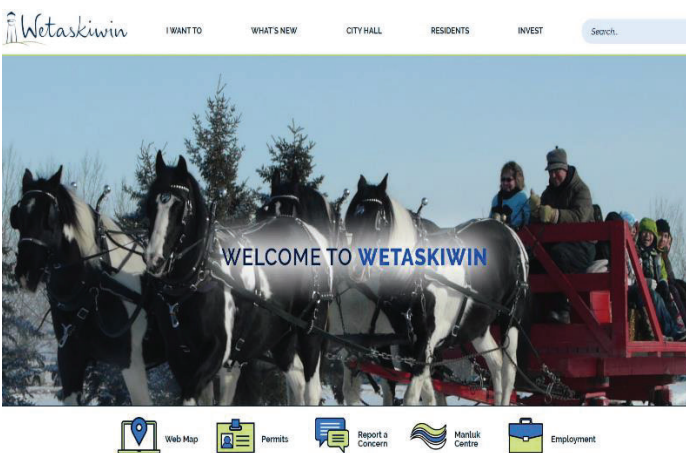


Town of Slave Lake, Ca

<https://slavelake.ca>

Chris Brown
Communications Coordinator
780.849.8033

Comms.coordinator@slavelake.ca



Wetaskiwin, Ca

<https://wetaskiwin.ca>

Ren Goode
Communications Manager
780.361.4417

Ren.goode@wetaskiwin.ca



Accessibility

ADA Section 508 Compliance

We provide highly compliant sites based on WCAG 2.0 AA guidelines. Our focus is to provide a high degree of compliance to maximize accessibility for all users while providing freedom to create a visually rich and appealing site.

Our approach for each website includes the following steps:

- We will deliver you a site that is free of all “Errors” as defined by the standard for industry accessibility checking: <https://wave.webaim.org/>
- Whenever possible we will use text-based fonts to replace graphics for design elements such as icons, links, and buttons.
- Our designs will focus on color schemes that will satisfy required color contrast requirements.
- Our CMS has been built to require “Alt Tags” whenever images are uploaded.
- Our trainers will use CivicPlus best practices to teach your staff to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- PDFs need to be saved in an accessible format. While the responsibility for this lies with our clients, we will provide instructions to your staff for the best way to accomplish this.
- Our product team closely follows changes in regulations and updates our best practices as well as provides regular updates to clients via our CivicPlus website, webinars, and other publications.
- Ongoing Scans – we think it is a best practice to occasionally scan your site to check ongoing compliance. Our customer support team will show you how to scan your site or will run periodic scans upon request.

AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our clients. Audio Eye provides this online application to increase website accessibility and help maintain ADA compliance; this includes automated and manual website fixes, a voice reader, text magnification, and the industry’s only Certificate of Compliance. More information and a demo are available upon request.

Costs & Deliverables

CIVICCMS Website Package

Graphic Design

- Custom Design; Fully Responsive Format (Smart Phones, Tablets)

Content Development

- Content Migration
- Full Content Migration,
- 1 Year of Agendas and Minutes

Staff Training

- Online Training, as needed; Minimum One Day
- Full Access to Library of Videos/Documentation

Supplemental Modules at No Cost

- Bids/RFPs
- Intranet
- Agenda Manager
- Popular Pages
- Recyclopedia
- Business Directory

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Up to 3 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CIVICCMS Application

- Annual CMS Usage License
- Unlimited Number of Content Editors
- Periodic Module Upgrades
- Full Maintenance & Service Patches
- ADA Compliant

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & Files

One Time Investment: C\$ 7,390

Annual Services: C\$ 2,626

Billed together in Year 1

**OPTION: Spread All Costs over 3 Yrs:
\$3,339 per Year**

Annual Services

Hosting, Support & Maintenance

Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up-to-date with our latest features and functionality. (Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond)

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for up to 3 Designated Users
- Account Management Team for ongoing support and web environment evolution

CivicPlus Advantage - Alternate Payment Plan

The CivicPlus Advantage (CPA) payment alternative payment plan provides zero interest, level payments that divides the One-Time Implementation Investment expense of your project over the first three (3) years of your contract to assist with your initial out of pocket expense and budget allocation. Each payment also includes your Annual Hosting/Maintenance Services.

| | | | |
|--------------------|-----------|--------------------|--|
| 1st Year CPA..... | C\$ 3,339 | 3rd Year CPA | C\$ 3,339 |
| 2nd Year CPA | C\$ 3,339 | 4th Year CPA | C\$ 2,757 (Annual plus 5% Technology Fee) |

Optional Services

CivicClerk Agenda Management System

The fastest, most intuitive way to streamline complex paper-based processes. Automate agenda management, meeting minutes management, and the sharing of meeting content with board members, staff, and your citizens.

CivicReady Mass Notification System

Whether communicating routine or emergency news, we allow you to alert recipients with actionable information within seconds, using a single interface—saving you time, while amplifying the reach of your time-sensitive message. Quickly create and distribute news and information whether it's in response to a local crisis, or simply a routine alert or internal communication to staff.

CivicRec Recreation Management

Whether the public is using the recreation registration software to sign up for programs, rent facilities, or find volunteer opportunities, you can be confident that your parks and recreation department is offering an intuitive citizen self-service solution. Our all-in-one solution also includes team and league memberships, point-of-sale capabilities, even event ticket generation.

CivicHR Employee Management Software

The easiest-to-use local government human resource management solution. Our cloud-based software integrates and organizes data, automates job postings, collects applications, simplifies employee onboarding, and manages performance.

CP Connect Citizen Request Management

Receive and respond to all citizen requests, inquiries, and comments from a single hub. CP Connect™ allows you to convert citizen requests into service requests while benefitting from automated follow-ups and giving citizens the transparency, they expect.

Civic Media Live & On-Demand Streaming

CivicMedia provides our clients with the capability to easily live stream any board or committee meeting. Each meeting can also be archived online for quick on-demand access.

AxisGIS Online Mapping

AxisGIS is a dynamic online mapping application that lets users query, browse, report and visualize location-based content from anywhere, anytime. Ideal for assessment data, abutters list, flood zones, private parcel data, public works mapping, and much more.

RECEIVED
OCT 07 2020

October 7, 2020

Village of Innisfree
Attn: Mayor & Council
Box 69, 5116 – 50 Avenue
Innisfree, AB T0B 2G0

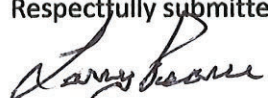
RE: Dozer Blade - Offer to Purchase

I would like to purchase the damaged dozer blade, that is missing part of the frog and cutting edge, (condition as per the Public Works Foreman.)

My offer is \$250.

I look forward to receiving notification of your decision.

Respectfully submitted,



Larry G. Pearce
Box 263
Innisfree, AB T0B2G0
Cell#780-787-1499

RECEIVED

SEP 24 2020



Northern Lights Library System

September 17, 2020

Ms. Brooke Magosse
Village of Innisfree
PO Box 69
Innisfree, AB
T0B 2G0
innisfree@telus.net

Dear Mrs. Magosse,

As of Aug 21, 2020, the members of the Northern Lights Library System Board have approved the 2021 budget. The budget includes 0% levy increase for Municipalities and/or their Library Boards. Levies will be based on the 2018 population as per the Alberta Government website.

Please send a copy of your municipal council motion accepting or rejecting the presented Northern Lights Library System Board 2021 Budget at 0% levy increase.

A friendly reminder to please send confirmation of your appointed Municipal representative to the NLLS board from your upcoming Organizational Meeting.

2021 Levies:

| \$5.23 per capita | Municipality |
|--------------------------|------------------------------------|
| \$10.46 per capita | Municipality without Library Board |

The total levy for 2021 equals **\$1,166.29** from the Village of Innisfree. (223 x \$5.23)

Within this levy is Library Book Allotment funds. \$479.45 (223 x \$2.15) from the above \$5.23 per capita is allocated to the Innisfree Library.

If you have any questions, you may contact your Northern Lights Library Board member representative. A copy of the budget is available from your Northern Lights Library Board member representative.

Regards,

Vicky Lefebvre
Chairman
Northern Lights Library System Board

Terri Hampson
Interim Acting Director
Northern Lights Library System



Date: Sep 17, 2020
Company: Village of Innisfree
Contact: Magosse, Brooke
Phone: p 780-592-3886 c 780-581-3380
Email: cao@innisfree.ca

Insertion/Quote #: 208280
In Hands Date:
Event Date:
Sales Rep: Jaici

ORDER TOTAL (before GST & Shipping): \$190.00

| Qty | Width / Height | Type | Colors | Unit Sell | Total |
|---------------------------|----------------|-----------------|------------|-----------|-------|
| 6 | 4X2 Inches | Vinyl Glossy | Full Color | 15.00 | 90.00 |
| Village of Innisfree Logo | | | | | |
| 6 | 12X0.80 | Vinyl Cut Vinyl | White | 12.50 | 75.00 |
| Village of Innisfree Text | | | | | |

Setup Fee: \$25.00

Total (GST not included): \$190.00

Min. 10 business days from time of ARTWORK APPROVAL.
Shipping & GST are not included. Quote is valid for 30 days.



Date: Sep 17, 2020
Company: Village of Innisfree
Contact: Magosse, Brooke
Phone: p 780-592-3886 c 780-581-3380
Email: cao@innisfree.ca

Insertion/Quote #: 208280
In Hands Date:
Event Date:
Sales Rep: Jaici

ORDER TOTAL (before GST & Shipping): \$190.00

Proof

PLEASE NOTE:

You are approving spelling, copy, size, and layout. Please verify all before you approve. This document shows the approximate color that will print on your product; it is a close but not exact representation of the final color.



4" X 2" WINDOW DECALS

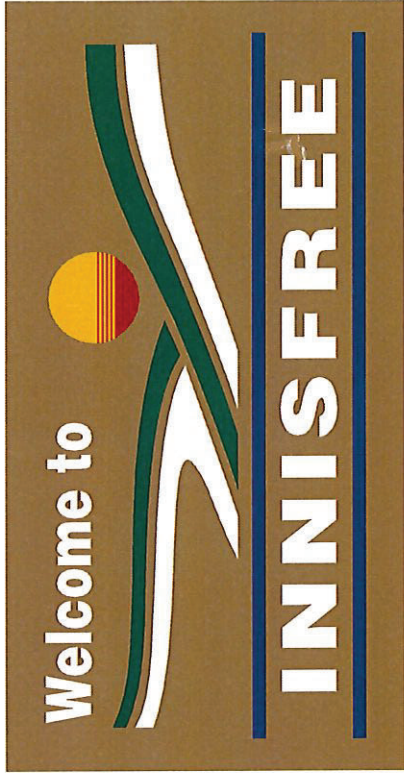
VILLAGE OF INNISFREE

12" X 0.8" WINDOW DECALS

Lloydminster

5633-44 Street
Lloydminster, AB T9V 0B2

jaici@itpromo.ca



4" X 2" WINDOW DECALS

VILLAGE OF INNISFREE

12" X 0.8" WINDOW DECALS

Village of Innisfree (CAO)

From: Desiree Kuori <Desiree.Kuori@gov.ab.ca>
Sent: October 5, 2020 10:50 AM
To: Village of Innisfree (CAO)
Cc: Kevin Brian Miller
Subject: Village of Innisfree - Summary

Good morning Brooke,

Thank you again for the village's cooperation during the MAP review for the Village of Innisfree.

The following summarizes our findings as well as some of the other discussions we have had throughout the process. While the report should be sent to you shortly, this email will serve as an early notification of what the findings were concerning any legislative gaps and the municipality's responsibility to respond to these findings.

As discussed, upon receiving the report, the municipality will have eight weeks to respond to the Ministry on how the municipality intends to address the legislative gaps through a response plan. The municipality will then have a full year to implement the plan.

The report you receive will be much more comprehensive and include all the legislative items reviewed. Only non-complaint items will be monitored through the municipality's response plan.

The following is a list of legislative gaps that are noted in the MAP review for the Village of Innisfree:

- requirement to ensure municipal documents are signed in accordance with the *MGA* ;
- requirement for council meeting minutes to be documented in accordance with the *MGA*;
- requirement for the property tax bylaw to be in accordance with the *MGA*;
- requirement to establish a local and a composite assessment review board in accordance with the *MGA*;
- requirement to establish a bylaw enforcement officer bylaw;
- requirement for the procedural bylaw to be in accordance with the *MGA*;
- requirement for the borrowing bylaw to be in accordance with the *MGA*;
- requirement to adopt an operating budget in accordance with the *MGA*;
- requirement for the municipality to ensure the audited statements are submitted to the ministry on time;
- requirement to certify the date of mailing the tax notices and advertise the sending of assessment notices;
- requirement to establish a subdivision and development appeal board;
- requirement to list and publish policies related to planning decisions;
- requirement to retain the ballot account; and
- requirement to dispose of election material in accordance with the *LAEA*.

Thank you again and if you have any questions or concerns, please do not hesitate to contact me.

Take care 😊

Desiree Kuori
Municipal Accountability Advisor
Alberta Municipal Affairs
Government of Alberta

17th floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L4

Tel 780-644-8528

desiree.kuori@gov.ab.ca



Classification: Protected A

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

AR103102

October 5, 2020

Ms. Brooke Magosse
Chief Administrative Officer
Village of Innisfree
PO Box 69
Innisfree AB T0B 2G0

Dear Ms. Magosse:

Your participation and cooperation during the municipal accountability review conducted in September 2020 for the Village of Innisfree is greatly appreciated. On behalf of the Minister, I have accepted the Village of Innisfree's Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the village.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Resources and recommendations are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office within eight weeks of receiving this letter. The response must include a timeline for completion, which is not to exceed one year.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:
Municipal Affairs – Municipal Services and Legislation
Attention: Desiree Kuori
17th floor, Commerce Place
10155-102 Street
Edmonton AB T5J 4L4

Although the Village of Innisfree was randomly selected for a municipal accountability review in 2020, the review was conducted bearing in mind that the village is still subject to Ministerial directives issued as a result of the 2018 viability review.

.../2

To be consistent with the financial related directives, the requirement to ensure the legislative gaps pertaining to the 2020 operating budget (page 42 of the attached report) must be addressed prior to December 31, 2020 to ensure the financial impact of these gaps do not have a further negative impact in 2021.

As ministry staff discussed with you during the review, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with village citizens.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, contact Desiree Kuori, Municipal Accountability Advisor, toll-free at 310-0000, then 780-644-8528.

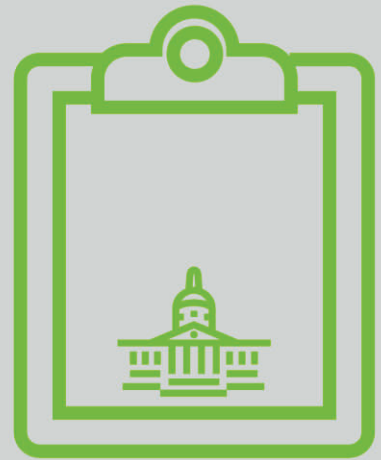
Sincerely,


per Paul Wynnyk
Deputy Minister

cc: Desiree Kuori, Municipal Accountability Advisor, Municipal Affairs

2020

Municipal Accountability Program Report



Village of Innisfree

Municipal Affairs, Government of Alberta

September 8, 2020

Village of Innisfree 2020 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities and communities with fiscally responsible, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- support municipalities in achieving legislative compliance;
- support municipalities in being accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years.

Although the Village of Innisfree was randomly selected for a municipal accountability review in 2020, the review was conducted bearing in mind that the village is still subject to Ministerial directives issued as a result of the 2018 viability review.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Village of Innisfree review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

Section 2: Executive Summary

2.1 Site Visit

Adhering to the current COVID-19 social distancing recommendations, Municipal Affairs staff met with village administration on September 8, 2020 by electronic means to complete the on-site portion of the Municipal Accountability Program review and examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Village of Innisfree is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by village administration.

2.2 Legislative Compliance

Overall the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- designation of a municipal office;
- orientation training;
- chief administrator officer evaluation;
- provision of information;
- public presence at meetings;
- closed meetings;
- organizational meeting;
- special meetings;
- regular meeting change notice;
- authority to act;
- quorum;
- voting;
- pecuniary interest;
- code of conduct bylaw;
- bylaw procedures
- public participation policy;
- assessment and tax roll;
- content of assessment notices;

- content of tax notices;
- municipal development plan;
- land use bylaw;
- subdivision authority;
- development authority;
- election officials oath/statement;
- nomination forms; and
- libraries.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to ensure municipal documents are signed in accordance with the *MGA* ([page 15](#));
- requirement for council meeting minutes to be documented in accordance with the *MGA* ([page 26](#));
- requirement for the property tax bylaw to be in accordance with the *MGA* ([page 30](#));
- requirement to establish a local and a composite assessment review board in accordance with the *MGA* ([page 32](#));
- requirement to establish a bylaw enforcement officer bylaw ([page 34](#));
- requirement for the procedural bylaw to be in accordance with the *MGA* ([page 35](#));
- requirement for the borrowing bylaw to be in accordance with the *MGA* ([page 36](#));
- requirement to adopt an operating budget in accordance with the *MGA* ([page 41](#));
- requirement for the municipality to ensure the audited statements are submitted to the ministry on time ([page 47](#));
- requirement to certify the date of mailing the tax notices and advertise the sending of assessment notices ([page 56](#));
- requirement to establish a subdivision and development appeal board ([page 64](#));
- requirement to list and publish policies related to planning decisions ([page 66](#));
- requirement to retain the ballot account ([page 70](#)); and
- requirement to dispose of election material in accordance with the *LAEA* ([page 71](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

Legislative requirements: *MGA 204*

1. Has council named a place as its municipal office?

Comments/Observations: Resolution 2020-08-18/10 was passed on August 18, 2020 and established the municipal office as 5116 50 Avenue, Innisfree, Alberta.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Orientation Training

Legislative requirements: *MGA 201.1*

1. How was orientation training offered to elected officials following the 2017 general election and any subsequent byelections?

Comments/Observations: All members were offered and attended orientation sessions as documented by municipal records.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Chief Administrative Officer Evaluation

Legislative requirements: *MGA 205.1*

1. Has council provided the CAO with an annual written performance evaluation?

Comments/Observations: Formal written CAO evaluations are being completed annually by council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Provision of Information

Legislative requirements: *MGA 153.1*

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

Comments/Observations: The CAO is aware of the *MGA* requirements, and typically provides information to all members of council by email.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Signing of Municipal Documents

Legislative requirements: MGA 213

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?

Comments/Observations: As the visit was conducted electronically due to the COVID-19 pandemic, the village's minutes and bylaw binders were not reviewed; however, the minutes and bylaws provided and those accessed online were signed by both the mayor and CAO. The CAO is authorized to sign contracts and agreements through council resolution 2020-08-18/011.

Signing authority is established at the annual organizational meeting, which grants signing authority to any of the three elected officials and the CAO. This is in contravention of section 213 of the *MGA* which requires agreements and cheques to be signed by a member of council and by a designated officer (or CAO).

Meets Legislative Requirements: No

Recommendations/Action Items: Village council must ensure the signing authority granted to municipal officials is in accordance with section 213 of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

6. Repair of Roads, Public Places, and Public Works (for discussion only)

Legislative requirements: MGA 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

Comments/Observations: The CAO is aware of the responsibilities under section 532 of the MGA and shared that the village has policies and plans in place which are reflected in the annual budget. Any municipal policies and practices discussed were not reviewed. In the event the policies and practices establish specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.2 Meetings

1. Public Presence at Meetings

Legislative requirements: MGA 197(1), Meeting Procedures (COVID-19 Suppression) Regulation 50/2020

1. Are council and council committee meetings held in public?

Comments/Observations: All village meetings are advertised to the public and open for members of the public to attend. During the public health emergency, the village utilized the provisions of the Meeting Procedures (COVID-19 Suppression) Regulation by allowing council and the CAO to attend electronically. The public was also provided access to attend electronically. The Meeting Procedures (COVID-19 Suppression) Regulation (AB Regulation 50/2020) was put in place in response to the public health emergency to ensure meetings could still occur in a manner that complied with the social distancing orders.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Closed Meetings

Legislative requirements: MGA 197

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: Minutes reviewed record that prior to moving into a closed session, exceptions to disclosure under the *FOIPP Act* are cited appropriately (e.g., resolution 2020-05-19/33 from the May 19, 2020 council meeting).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Organizational Meeting

Legislative requirements: *MGA 152, 159(1), 192*

1. Is an Organizational Meeting held annually?
2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

Comments/Observations: Council held their last organizational meeting on October 15, 2019 within two weeks of the third Monday in October which is in accordance with section 192 of the *MGA*. Council appoints the chief elected official and the deputy chief elected official from among councillors.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Special Meetings

Legislative requirements: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: The last special council meeting occurred on June 18, 2020. The meeting was held with less than 24 hours' notice; however, all members of council signed a waiver agreeing to the special meeting prior to the commencement of the meeting. The agenda for the special meeting was not changed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Regular Meeting Change Notice

Legislative requirements: *MGA 193*

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: Council has not changed a regularly scheduled meeting recently.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.3 Meeting Procedures

1. Authority to Act

Legislative requirements: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

Comments/Observations: A review of past meeting minutes document that council decisions are enabled by the passing of resolutions and bylaws.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Quorum

Legislative requirements: *MGA 167*

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

Comments/Observations: The village council consists of three elected officials. On March 17, 2020 council did not have quorum for a regularly scheduled council meeting. The minutes that were reviewed were documented according to legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Voting

Legislative requirements: *MGA 182-185*

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: The CAO indicated that each member of council votes on all matters put to a vote of council. There were no abstentions and no requests for recorded votes noted in the meeting minutes reviewed and the voting documented in the council meeting minutes met the legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Pecuniary Interest

Legislative requirements: MGA 172

1. When a pecuniary interest is declared:
 - is the general nature of the pecuniary interest disclosed?
 - has the councillor abstained from voting on any question relating to the matter?
 - has the councillor abstained from any discussion on the matter if applicable? and
 - has the councillor left the room if applicable?

Comments/Observations: The minutes reviewed did not contain a disclosure of pecuniary interest. Reference to a resource is provided below in the event a pecuniary interest situation arises in the future.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).

5. Council Meeting Minutes

Legislative requirements: *MGA 172, 184, 185, 197, 208, 230*

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
7. Are the minutes kept safe?

Comments/Observations: Minutes of council were recorded in English. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Minutes are kept in a safe location at the village office.

The minutes for the public hearing held on May 19, 2020 indicate that the public hearing was not conducted as part of a regular or special meeting of council as required by section 230(2)(b) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, public hearings must be conducted as part of a regular or special meeting of council in accordance with section 230(2)(b) of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council \(Municipal Affairs\)](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.4 Mandatory Bylaws

1. Code of Conduct

Legislative requirements: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

Comments/Observations: The village passed a code of conduct bylaw (bylaw 632-18) on February 27, 2018. The bylaw applies to all members of council equally and there are sanctions in place for violations of the code of conduct bylaw. The bylaw includes the topics listed above. A complaint system has been established within the bylaw, which addresses who may make a complaint, how a complaint is made, the process to determine the validity of the complaint and the process to determine how sanctions are imposed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Establishment of the Chief Administrative Officer Position

Legislative requirements: *MGA 205*

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

Comments/Observations: Council passed bylaw 524-98 on August 20, 1998 establishing the position of chief administrative officer for the village. Resolution 2018-07-24/06 was passed on July 24, 2018 that appoints the current CAO to the position.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Property Tax Bylaw

Legislative requirements: MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for (Alberta School Foundation Fund, Seniors, Designated Industrial Property)?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

Comments/Observations: The village passed bylaw 653-20 at the June 18, 2020 special council meeting to establish the rates of taxation for 2020. The following legislative gaps were identified:

- the bylaw does not agree with the 2020 approved budget; the bylaw levies less than the requirements set out in the 2020 budget;
- the bylaw separates linear property into an assessment class. This is not in accordance with the assessment classes specified in section 297 of the *MGA*; and
- the bylaw does not identify the provincial rate for the designated industrial property (DIP) tax requisition, nor does it authorize the requisition levy.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the village must ensure the annual property tax bylaw balances with the fiscal budget, reports assessment classes in accordance with section 297 of the *MGA*, and establishes the DIP tax levy. Furthermore, the municipal under levy will have financial implications that will require the municipality to modify budget requirements or draw from unrestricted reserves to ensure the current year requirements are met.

Resources: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has created an example tax bylaw to assist municipalities when developing their annual property tax bylaw:

[Example Property Tax Bylaw.](#)

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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4. Assessment Review Boards

Legislative requirements: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
 - Are at least three members appointed to this board?
 - Is the term of the office of each member appointed established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are at least two members appointed to this board?
 - Is the term of the appointment established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
 - Have the member councils jointly designated one of the board members as chair?
 - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: On June 17, 2010, council passed bylaw 571-10 establishing joint local and composite assessment review boards. Section 3 of the bylaw establishes several local and composite assessment review boards consisting of one to three members:

Although assessment review board panels may meet as one member or three member panels, section 454 of the *MGA* provides for only one local assessment review board and one composite assessment review board.

Additionally, the bylaw provides that any combination of elected officials and public members may sit on a panel of a local assessment review board. This is in contravention of section 454.11 of the *MGA*.

Furthermore, council has prescribed the remuneration and expenses payable to members and the chair within the bylaw; however, a resolution of council designating one member as chair of the local assessment review board and composite assessment review board was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must amend or replace bylaw 571-10 to:

- establish a local assessment review board and a composite review board; and
- ensure the provisions of the bylaw are in compliance with legislation.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

5. Bylaw Enforcement Officers

Legislative requirements: MGA 555-556

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: The village has not enacted a bylaw enforcement officer bylaw as required by section 556 of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: The village is required to establish a bylaw in accordance with section 556 of the *MGA* to establish the powers and duties of bylaw enforcement officers, and establish disciplinary procedures, penalties, and an appeal process for misuse of power.

In addition, all individuals performing bylaw enforcement officer duties for the summer village must take the prescribed oath.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.5 Discretionary Bylaws

1. Procedural Bylaw

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw?

Comments/Observations: Council passed bylaw 630-17 on November 14, 2017 establishing meeting procedures for council and council committees. Section 8.3 of the bylaw states that if council changes the date, time or place of a meeting, the municipality must give at least twenty-four hours' notice. This is in contravention of section 180 of the *MGA*, where all decisions of council must be formalized through a council resolution or by bylaw that is passed in an open public meeting, with a quorum present, which includes a decision to change or cancel a council meeting.

Meets Legislative Requirements: No

Recommendations/Action Items: The village is required to amend or replace bylaw 630-17 to ensure changes to the date, time, or place of a council meeting is approved through a council resolution that is passed in a prior open public meeting, with a quorum present.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Borrowing Bylaw(s)

Legislative requirements: MGA 251-259, Debt Limit Regulation 255/2000

1. Does the municipality have any debt?
2. Has the borrowing been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: Bylaw 654-20 was passed on August 18, 2020 and authorizes a short-term borrowing for operational purposes. The bylaw establishes the terms of repayment, the amount to be borrowed and the purpose of the borrowing. The bylaw also includes the source of funding to be used to pay the borrowing and the term of the borrowing.

The bylaw does not include a maximum rate of interest.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, borrowings must include the maximum rate of interest and bylaw 654-20 must be amended or replaced to include a maximum rate of interest.

Resources: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3. Cat Bylaw

Legislative requirements: *MGA 7*

1. Does the municipality have a cat bylaw?

Comments/Observations: Bylaw 607-15 was passed on October 20, 2015 and addresses the regulation and control of cats within the village. The bylaw met the general requirements of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.6 Bylaw Procedures

1. Passing Bylaws

Legislative requirements: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?

Comments/Observations: A review of a selection of past council minutes indicates the proper process of three readings of bylaws occurs, including that a resolution was passed unanimously giving consent before proceeding to third reading (e.g., resolutions 2020-05-19/11 to 2020-05-19/14 that were passed on May 19, 2020).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Bylaw Revisions and Amendments

Legislative requirements: MGA 63-69, 191, and 692

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: The village does not use revision bylaws. Changes to bylaws are normally made by repealing and replacing. The village's land use bylaw has been amended and in each case the amendment is advertised and receives a public hearing prior to being passed. The legislative requirements reviewed were met.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.7 Mandatory Policies

1. Public Participation Policy

Legislative requirements: MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

Comments/Observations: The village passed their public participation policy 1100-06 on April 17, 2018. The policy establishes the circumstances when the municipality will engage the public and methods the village will use to engage the public. The policy is available for inspection on the municipal website.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.8 Finance

1. Operating Budget

Legislative requirements: MGA 242, 243, 244, 248, 248.1, and the Municipal Affairs Grants Regulation (AR 123/2000)

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council's policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: On November 19, 2019 council adopted an interim operating budget for 2020 by resolution 2019-11-19/08. The final 2020 operating budget was adopted at the May 19, 2020 council meeting by resolution 2020-05-19/22.

The budget does not align with the property tax bylaw, and the estimated revenues are not sufficient to pay the estimated expenses. Municipalities are not permitted to budget for a deficit. In addition, the budget documents capital grant funding as operating revenue under the administration function which contravenes the Municipal Affairs Grants Regulation (AB Reg. AR123/2000). This substantially increases the deficit position for the village in 2020.

Meets Legislative Requirements: No

Recommendations/Action Items: The village must amend the 2020 budget to remove the capital grant funding as operating revenue and eliminate the deficit budget **prior to December 31, 2020** to ensure the financial impact of these gaps do not have a further negative impact in 2021. Moving forward, the annual property tax bylaw must reconcile to the fiscal budget.

Resources: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Capital Budget

Legislative requirements: *MGA 245, 246, 248.1*

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

Comments/Observations: The 2020 capital budget was adopted at the May 19, 2020 council meeting by resolution 2020-05-19/23. The capital budget includes the estimated amounts to be spent on capital purchases, the amount and sources of funds needed for capital spending, and the amounts required from the operating budget in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Financial Records and Receipts

Legislative requirements: *MGA 268.1*

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

Comments/Observations: The village uses Muniware to maintain their financial records. Financial records reviewed met the requirements set out in section 268.1. Council is provided with variance reports, subledger balances, and cheque listings monthly.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Municipal Accounts

Legislative requirements: *MGA 270*

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

Comments/Observations: Resolution 2020-08-18/12 was passed at the August 18, 2020 meeting and designates ATB Financial as the financial institution for the village. Banking records reviewed confirm that ATB Financial holds municipal financial assets.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Fidelity Bond

Legislative requirements: *MGA 212.1*

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

Comments/Observations: The village has insurance through AMSC Insurance Services Ltd. Based on information provided, insurance was in place.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Auditor, Audited Financial Statements, Auditor Report

Legislative requirements: *MGA 276, 280, 281, and Ministerial Order No. MSD:036/20*

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

Comments/Observations: The auditor was appointed by resolution 2019-08-20/16 passed at the August 20, 2019 council meeting. The financial statements are available to the public upon request.

The 2018 financial statements were adopted by council at the August 20, 2019 council meeting, which was after the May 1st deadline to make the village's financial statements and auditor's report available to the public.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, and in accordance with section 276(3) of the *MGA*, and MO No. MSD:036/20 council is required to provide financial statements, or a summary of them, along with the auditor's report of the 2019 financial statements to the public by October 1 in 2020, and by May 1 of each calendar year after 2020.

Resources: Municipal Affairs Financial Advisors are available to provide general financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

7. Salary and Benefits

Legislative requirements: *MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000*

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality, including the assessor?

Comments/Observations: Information regarding the salaries and benefits of members of council, the chief administrative officer, and a designated officer (bylaw 550-05) is contained within the annual audited financial statements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

8. Management Letter

Legislative requirements: *MGA 281(3)*

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

Comments/Observations: The village received confidential recommendations from the auditor.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

9. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: *MGA 283.1, Municipal Corporate Planning Regulation 192/2017*

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit;
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The municipality has prepared both a three-year operating and five-year capital plan.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.9 Assessment and Taxation

1. Assessment Roll

Legislative requirements: MGA 210, 284.2(1), 307

1. Has the assessor been established as a designated officer by bylaw?
2. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
3. Is the assessment roll available for inspection?
4. Is there a fee for this?
5. Does the municipality have a bylaw to establish this fee?

Comments/Observations: Council appointed a qualified assessor by resolution 2020-04-21/14 that was passed at the April 21, 2020 council meeting. In addition, bylaw 550-05 establishes the municipal assessor as a designated officer of the village. The assessment roll is made available upon request and there is no fee established.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Tax Roll

Legislative requirements: *MGA 327, 329*

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

Comments/Observations: An annual tax roll has been completed and contains the required legislated content.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Assessment and Tax Notice

Legislative requirements: *MGA 308, 333*

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

Comments/Observations: Combined assessment and tax notices are prepared annually and sent to taxpayers in accordance with *MGA* requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Content of Assessment Notices

Legislative requirements: *MGA 303, 308.1, 309*

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
 - the same information that is required to be shown on the assessment roll;
 - the notice of assessment date;
 - a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - information respecting filing a complaint in accordance with the regulations?

Comments/Observations: The assessor set a notice of assessment date of June 29, 2020 and the combined assessment and tax notice contains the required assessment information, the notice of assessment date, a statement that an assessed person may file a complaint and information on how to file an assessment complaint in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

5. Content of Tax Notices

Legislative requirements: MGA 334

1. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

Comments/Observations: The combined assessment and tax notice includes the required information from the tax roll, the date the notice is sent to the taxpayer, the amount of the requisitions, the date on which penalties may be imposed and information on how to request a receipt for taxes paid in accordance with legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Notice and Certification

Legislative requirements: *MGA 311, 335, 336*

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

Comments/Observations: Certification and notification was not provided to taxpayers that the combined assessment and tax notices for 2020 were mailed on June 19, 2020

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, a designated officer must certify the date notices are sent in accordance with section 310(4) of the *MGA*.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

7. Tax Arrears List

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

Comments/Observations: The village prepared the tax arrears list, and submitted the list to the Registrar on March 25, 2020, which was before the required March 31 deadline. The list has been publicly posted in the front foyer of the municipal office, and the proper notifications to persons liable to pay were made.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

8. Tax Sale

Legislative requirements: *MGA 418, 436.08*

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

Comments/Observations: The village's last tax sale was held in 2019. The property tax recovery process met legislative requirements including notification, sending the letter to the registrar, council setting the reserve bids, and advertising the auction.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.10 Planning

1. Municipal Development Plan (MDP)

Legislative requirements: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?
 - If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems within the municipality and in relation to adjacent municipalities; and
 - provision of municipal services and facilities?

Comments/Observations: Council passed bylaw 636-19 on June 18, 2019 adopting the municipal development plan (MDP) for the village. The content of the MDP includes the topics listed above and there have been no amendments to the MDP.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Land Use Bylaw (LUB)

Legislative requirements: MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002

1. Is there a land use bylaw?
2. Does the land use bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions (contained in the land use bylaw) that development permits may be subject to;
 - how long development permits remain in effect (if applicable);
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land;
 - the purpose of the bylaw amendment or change and public hearing;
 - the address where the proposed bylaw, and any documents can be inspected; and
 - the date, time and place of the public hearing?

Comments/Observations: Bylaw 628-17 was passed on August 28, 2017 to establish a new land use bylaw for the Village of Innisfree. The bylaw divides the municipality into zones, and establishes a method for making development permit application decisions, including the topics listed above. The bylaw identifies permitted and discretionary uses, establishes the number of dwelling units allowed on a parcel, and provides for the issuance of development permit notices. The land use bylaw has been amended and in each case the amendment is advertised and receives a public hearing prior to being passed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Subdivision Authority

Legislative requirements: *MGA 623, 625-626*

1. Has the municipality by bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) of the *MGA* which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 643-19 was passed on September 23, 2019 and establishes the subdivision authority as the development authority for the village.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Development Authority

Legislative requirements: MGA 624, 625 - 626

1. Has the municipality by bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) of the MGA which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 642-19 was passed on September 23, 2019 and establishes the development authority as a person appointed by council (resolution 2020-04-21/13).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required

Resources: Not applicable.

5. Subdivision and Development Appeal Board (SDAB)

Legislative requirements: MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
6. Is there a clerk appointed to the SDAB?
7. Has the clerk successfully completed the required SDAB training?
8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

Comments/Observations: Bylaw 508-95 was came into effect on November 1, 1995 and establishes the subdivision and development appeal board for the village. The bylaw excludes municipal employees, members of the municipal planning commission and any person with subdivision or development authority powers from serving on the SDAB.

A formal resolution appointing members to the board and a clerk of the SDAB was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: The village must appoint a clerk and members to the board. In addition, the clerk and board members must take the mandatory training prior to hearing an appeal.

Resources: Municipal Affairs has developed the SDAB training guidebook that reflects the curriculum approved by the Ministerial Order MSL019/18 and is available online at [SDAB training guidebook](#). In addition, Municipal Affairs Planning Advisors are available to discuss these topics further by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: MGA 638.2

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: The municipal website for the village does not contain a list of council approved policies and bylaws relating to planning decisions nor a summary of the policies and their relationship to each other as required by section 638.2 of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: The website for the village must be updated to include a list of council approved policies and bylaws relating to planning decisions and a summary of the policies and their relationship to each other as required by section 638.2 of the *MGA*.

Resources: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.11 Elections

1. Oath/Statement

Legislative requirements: LAEA 16, Local Authorities Election Forms Regulation 106/2007

1. Did the returning officer, substitute returning officer, and all deputy returning officers take the oath/statement per the Local Authorities Election Forms Regulation for the most recent election?

Comments/Observations: The returning officer and deputy returning officer took the prescribed oath and statement for the 2017 general election.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Substitute Returning Officer

Legislative requirements: LAEA 13(2.1)

1. If a by-election was held after January 1, 2019, was a substitute returning officer appointed in the resolution or bylaw that fixed the date for the by-election?

Comments/Observations: The CAO is aware of the new legislative requirements. The village has not yet needed to conduct a by-election under the new legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Nomination Forms

Legislative requirements: LAEA 27, 28.1, 34, 97

1. Were the nomination papers signed by at least five electors of the municipality?
2. Were the nomination papers accompanied by the candidate information form (form 5)?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

Comments/Observations: Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the LAEA. The nomination papers have been retained by the municipality.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

4. Ballot Account

Legislative requirements: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

Comments/Observations: The ballot account for the 2017 general election was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the village must retain the ballot account for the duration of the term.

Resources: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

5. Disposition of Election Material

Legislative requirements: LAEA 101

1. Were the election materials disposed of in accordance with section 101 of the *LAEA*?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

Comments/Observations: The CAO indicated that the 2017 election materials were destroyed; however, an affidavit of destruction was not located.

Meets Legislative Requirements: No

Recommendations/Action Items: The village is required to dispose of election materials in accordance with section 101 of the *LAEA* and ensure the appropriate affidavit is completed and retained following the destruction of the materials.

Resources: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

6. Campaign Disclosure Statements

Legislative requirements: LAEA 147.4

1. Did all campaign disclosure statements include:
 - the total amount of all campaign contributions received during the campaign period that did not exceed \$100 (prior to 2019) or \$50 (after) in the aggregate from any single contributor;
 - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 (prior to 2019) or \$50 (after) in the aggregate;
 - the total amount of money paid by the candidate out of the candidate's own funds;
 - the total amount of any campaign surplus, including any surplus from previous campaigns;
 - a financial statement setting out the total amount of revenue and expenses; and
 - an itemized expense report setting out the campaign expenses incurred by the candidate?
2. Are all documents filed under this section available to the public during regular business hours?
3. Have the campaign disclosure documents been retained for a period of four years after the election?

Comments/Observations: No campaign contributions were collected by village candidates.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

Legislative requirements: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training?
6. Have municipal elected officials received the required training?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training?
8. Are there prepared and approved emergency plans and programs?

Comments/Observations: Bylaw 647-20 was passed on May 19, 2020 and establishes an emergency management committee and an emergency management agency. Regional emergency plans and programs have been approved and are in place.

The director of emergency management (DEM) has been appointed; however, the training requirements have not been met. Due to the COVID-19 pandemic, the Managing Director of the Alberta Emergency Management Agency (AEMA) has extended the deadline for DEMs to complete the prescribed training requirements under the authority of Section 13(1) of the Local Authority Emergency Management Regulation. DEMs must now complete the prescribed training requirements by January 1, 2021, or within 18 months of appointment, whichever is later.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.13 Libraries

1. Municipal Library Board

Legislative requirements: *Libraries Act 3-5*

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed all of the members of the library board?
4. Have two or fewer councillors been appointed to the board?
5. Are there alternate members of council appointed to the board?
6. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
7. Does the appointment term exceed three years?
8. Does any member's number of terms exceed three consecutive terms? If so, did two-thirds of council pass a resolution stating that they may be reappointed (for each additional term)?

Comments/Observations: The Innisfree Library is established through bylaw 592-14 and board appointments are made at the annual organization meeting for the municipality.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. System Library Board

Legislative requirements: *Libraries Act 16, Libraries Regulation 141/1998*

1. Is the municipality a member of a library system?
2. If so, has council appointed one member to the board?
3. If so, does the appointment term exceed three years?
4. Does any member's years of service exceed nine consecutive years? If so, did two-thirds of council approve each additional term?

Comments/Observations: The village is a member of the Northern Lights Regional Library System and a board appointment is made at the annual organization meeting.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

Section 4: Conclusion

Your participation and cooperation during the 2020 Municipal Accountability Program review are appreciated. This report is intended to help the Village of Innisfree reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.

October 15, 2020

Ms. Brooke Magosse, CAO
Village of Innisfree
Email: cao@innisfree.ca

Dear Ms. Magosse,

This letter is formal notification that the Assessment Services Branch, Alberta Municipal Affairs, will be performing a detailed assessment audit for the Village of Innisfree.

Assessment audits are performed under the authority of section 22 of the Matters Relating to Assessment and Taxation Regulation, 2018. The objective of the detailed assessment audit is to provide an unbiased opinion as to the quality of the 2019 assessment roll (2020 tax year). The opinion will be based upon a review of practices and procedures used by the village and assessor in administration of the assessment program in relation to applicable legislation, best practice references, and audit procedures outlined in the provincial Detailed Assessment Audit Manual. As a benefit to the municipality, the audit will identify where opportunities exist to improve assessment performance and quality of the assessments.

The auditor will contact you and your assessor soon to discuss the audit process and to make arrangements for conducting the audit. Your assessor will be the primary contact with the auditor and should be able to provide any required information. Due to provincial protocols concerning COVID-19, we anticipate making all contact by phone or email. In the event a hard-copy exchange of information is necessary, we will make special arrangements.

It would be appreciated if you would inform your council a detailed assessment audit has been scheduled for your municipality.

If you have any questions, please contact your Assessment Auditor, Brian Ferguson at 825 468-4130.

Yours truly,



Darren Rossiter
Director, Assessment Audit

cc: Ray Crews, Appointed Assessor
raycrews@shaw.ca

September 2020



FINALIZATION OF PHASE 4, 5 AND 6

Ace is in the final days of closing off the construction projects for Phase 4, 5 and 6. All final details and work to finish these projects are underway and should be complete in the next 2 weeks.

Phase 7

We have received approval for the remaining construction of the regional water line. The following amounts have been allocated to the project:

| | |
|--------------------|--------------|
| Federal Funding | \$13,300,000 |
| Provincial Funding | \$16,625,000 |
| Municipal Funding | \$ 3,975,000 |

The formula for municipal contributions is slightly higher than 10%. A three-year capital plan has been reviewed by the Board. The funding call is spread over three years to assist with financial budgeting.

**ACE Water
Municipal Capital Contributions
Phase 7**

| | 17-Sep-20 | Remaining Construction Costs | Due | 31-Mar-21 | Due | 31-Mar-22 | Due | 31-Mar-23 |
|-------------------------------------|-----------|------------------------------|----------------------------|------------------|------------------------|------------------|-------------------------|----------------|
| Estimated Construction Costs | | \$ 3,975,000.00 | Dewberry/Clandonald | 2,000,000 | Paradise Valley | 1,500,000 | Duvernay/Derwent | 475,000 |
| County of Minburn | 8.3 | \$ 329,925 | \$ 166,000 | \$ 124,500 | \$ 39,425 | | | |
| County of Two Hills | 11.6 | \$ 459,908 | \$ 231,400 | \$ 173,550 | \$ 54,958 | | | |
| County of Vermilion | 10.7 | \$ 426,518 | \$ 214,600 | \$ 160,950 | \$ 50,968 | | | |
| Town of Vermilion | 35.9 | \$ 1,426,628 | \$ 717,800 | \$ 538,350 | \$ 170,478 | | | |
| Village of Dewberry | 1.58 | \$ 62,805 | \$ 31,600 | \$ 23,700 | \$ 7,505 | | | |
| Village of Kitscoty | 5.91 | \$ 234,923 | \$ 118,200 | \$ 88,650 | \$ 28,073 | | | |
| Village of Paradise Valley | 1.47 | \$ 58,433 | \$ 29,400 | \$ 22,050 | \$ 6,983 | | | |
| Village of Marwayne | 4.45 | \$ 176,888 | \$ 89,000 | \$ 66,750 | \$ 21,138 | | | |
| Village of Myrnam | 2.94 | \$ 116,865 | \$ 58,800 | \$ 44,100 | \$ 13,965 | | | |
| Village of Mannville | 6.32 | \$ 251,220 | \$ 126,400 | \$ 94,800 | \$ 30,020 | | | |
| Village of Innisfree | 1.87 | \$ 74,333 | \$ 37,400 | \$ 28,050 | \$ 8,883 | | | |
| Town of Two Hills | 8.96 | \$ 356,160 | \$ 179,200 | \$ 134,400 | \$ 42,560 | | | |

TENATIVE SCHEDULE FOR PHASE 7

2020

- Selection of Engineers – part of the federal funding requirement is to publicly advertise for construction services, including engineers. This process should be complete in October 2020.
- Complete routing and survey work from Marwayne to Dewberry and on to Clandonald this fall. This will be contingent on weather.

2021

- Tender and construction of Marwayne to Dewberry and on to Clandonald
- Routing selection and tendering of route to Paradise Valley
- Start construction to Paradise Valley
- Routing to Duvernay and Derwent

2022

- Finalize construction to Paradise Valley
- Tendering of Routing to Derwent and Duvernay

2023

- Construction to Derwent and Duvernay

Board Elections for each Zone

Fall Zone Election for Board of Directors

Each Zone as part of the Unanimous Shareholders Agreement must hold an annual zone meeting and elect or re-elect one representative to the Ace Board for a 3-year term by November 30, of each year. Board members from each zone have staggered 3-year terms. This provides continuity to the ACE Board. Below is the list of members and when their position must be confirmed for another 3-year term or the zone hold an election for that position.

Each Zone representative's term will be up by November 30, 2020

Zone 1 – Minburn and District

| Board Member | Year Elected or Renewed to Ace Board | 2020/2021 Term/Year of 3 year term | Action at Zone Meeting | Term Ends |
|------------------|--------------------------------------|------------------------------------|------------------------|-------------|
| Cliff Wowdzia | 2019 | 1 st year | none | 2022 |
| Rex Smith | 2017 | 3rd year | Election | 2020 |
| Aaron Cannon | 2018 | 2 nd year | none | 2021 |

Zone 2 – Vermilion and District


| Board Member | Year | 2019/2020 Term | Action at Zone Meeting | Term Ends |
|--------------------|-------------|----------------------------|------------------------|-------------|
| Clint McCullough | 2018 | 2 nd years | None | 2021 |
| Marty Baker | 2019 | 1 st year | None | 2022 |
| Dennis Roth | 2017 | 3rd year | Election | 2020 |

Zone 3 – Two Hills and District

| Board Member | Year | 2018 | Action at Zone Meeting | Term Ends |
|---------------------|-------------|-----------------------|------------------------|-------------|
| Leonard Ewanishan | 2019 | 1 st Year | | 2022 |
| Don Gulayec | 2018 | 2 nd Year | | 2021 |
| Ed Sosnowski | 2017 | 3rd | Election | 2020 |

Ace Water staff are available to give an update at your zone meetings. Please contact either Brent Romanchuk 780-808-1987 or Rhonda King 780-808-6785 to make arrangements.

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

| | | | |
|--|--|--|--|
| Committee Name: | Innisfree Delnorte School Parent Council | | |
| Meeting Date & Time: | SEP 22 2020 7:00 p.m. to 10:00 p.m. | | |
| Attendees: | Lori Feschuk, Marilyn Newton, Tina Lindballe, Stacy Barber, Bobbi Bouchier, Rose Gorniak, Carmen Kassian, Tracy Rudolf, Naomi Melnyk, Elise Nott, | | |
| Discussion: | <p>Vanessa Fundytas,</p> <ul style="list-style-type: none"> - Covid-19 requirements in school - Enhanced cleaning - Some support staff have not been re-hired. - Prov. Funding has changed - Federal Govt has given \$1,392,300. = \$328./student but will be allocated where most needed - Annual Meeting - Elected Pres. Lori Feschuk <table style="width: 100%; border: none;"> <tr> <td style="border-right: 1px solid black; padding-right: 10px;"> <ul style="list-style-type: none"> * Prov. Funding does not fund Speech therapy, special needs etc. </td> <td style="padding-left: 10px;"> <p>Vice Marilyn Newton Sec Amberlyn Mystaiuk Treas. Carmen Kassian</p> </td> </tr> </table> | <ul style="list-style-type: none"> * Prov. Funding does not fund Speech therapy, special needs etc. | <p>Vice Marilyn Newton Sec Amberlyn Mystaiuk Treas. Carmen Kassian</p> |
| <ul style="list-style-type: none"> * Prov. Funding does not fund Speech therapy, special needs etc. | <p>Vice Marilyn Newton Sec Amberlyn Mystaiuk Treas. Carmen Kassian</p> | | |
| Actions: | <ul style="list-style-type: none"> - Presently 73 Students (up from last year) - Purchasing Pickel Ball Paddles and Balls - Vibe will come into school this year - Student Cancer Walk Sept. 25- <p>Confirmed Attendance Must Be Rec'd by School Daily</p> | | |
| Future Items: | <ul style="list-style-type: none"> - Looking into Handicap Parking - Flip Give Funds are coming in \$589.00 - Mental Health Watch - One Suicide in Buffalo Trails area | | |
| Submitted By: |  <p>Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p> | | |

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICERS REPORT
September 15, 2020 – October 20, 2020

Administration

- **Finances:**
 - **Year end**
 - i. Administration had started prepping for 2020 Year End. Auditors will be conducting an Interim audit towards the end of October or Mid-Late November.
- **Events:**
 - No events scheduled at this time.
- **Municipal Accountability Program**
 - Administration has provided the recommendation from Municipal Affairs, in accordance with the September 8, 2020 MAP Review.
- **Grant Funding (FGTF & MSP)**
 - **Federal Gas Tax Fund:** Administration has received the outstanding funding allocations from 2016-2019.
 - **Municipal Stimulus Program:** The Village has been allocated \$50,000.00 to sustain and create local jobs, enhance provincial competitiveness and productivity, position communities to participate in future economic growth and reduce municipal red-tape to promote job-creating private sector investment. Administration has applied for the Village Administration Office to have the following work done (in compliance with the program guidelines):
 - i. Birch Lake Campground Rehabilitation
This includes:
 - ii. Innisfree Fire Hall RehabilitationAdministration is currently awaiting Municipal Affairs approval for this grant.
- **GIS System – County of Minburn**
 - Administration had touched base with the County of Minburn regarding the GIS System the County currently use.
 - After speaking with the County, that had asked what type of information the village is look for the village to use? If the Village has existing as-built plans

(sewer, gas, water, signs, addresses, etc.) in PDF that they can digitalize at no additional cost.

- However, the County did mention that if we do not have any of this information digitalized, there is an opportunity for the Village to apply for the MAMP FCM Grant which would provide funding to collect assets throughout the Village. The County of Minburn has graciously offered to assist the village with an application to and can become a managing partner with the County? **What are council's thoughts?**

Public Works

○ Innisfree Campground Cleanup & Inventory

Cleanup has started at the campground. Some tasks that are currently on going are:

- Office roof repairs:
*Contractor was selected at September 15, 2020 Council meeting –
Completion Date TBA*

2020 Village Project List:

- Flooding Mitigation & Culvert Installation *(to be completed by End-October);*

2021 Proposed Project List:

- Stop Sign Replacement
- Campground Sign Replacement
- Innisfree Community Garden
- Seniors Drop In Centre (Inspect/Repair Plumbing Issues)
- Fire Hydrant Replacement
- Install 2 more Fire Hydrants to Increase Coverage
- Sidewalk Rehabilitation
- Correct Multiple Manhole Defects

Bylaw Enforcement

- Bylaw enforcement is still on going.
- Public Works is continuing to attempt to trap stray cats.

Upcoming Events:

- November 11, 2020 – Remembrance Day (Office Closed)
- November 12-13, 2020 – CAO Away (Holidays)
- November 17, 2020 – Regular Council Meeting

- November 25, 26, 27 & 30, 2020 – CAO Away (Holidays)

ACTION LIST

- **See page 4.**

ACTION LIST

| MOTION # | TITLE | DEPARTMENT | Details: |
|---------------|---|---------------|--|
| 2019-04-23/04 | Solar Ninja's Quote Dated June 29, 2018 | Admin/Council | Council has advised that we wait until further notice. |
| 2019-11-19/04 | Innisfree/Minburn Fire Department – Agreement Analysis | Admin | Waiting on County of Minburn. Feasibility Study is ongoing. |
| 2020-04-21/18 | 2020 Proposed Utility Rates | Admin | May be presented at the October/November Council Meeting to be effective for 2021. |
| 2020-07-21/09 | Flood Mitigation / Culvert Installation – Bar Engineering | Admin | Administration provided update regarding the status of this project. |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Budget | 2020 Actual |
|------------------------|---------------------------------------|-------------------|-------------------|
| TAXATION | | | |
| 1-00-00-110 | Taxes Residential | 175,000.00 | 167,796.62 |
| 1-00-00-111 | Taxes Non-Residential | 50,000.00 | 46,938.72 |
| 1-00-00-112 | Taxes M & E | 1,800.00 | 1,817.35 |
| 1-00-00-190 | Taxes Linear | 20,750.00 | 25,184.67 |
| 1-00-00-230 | Taxes Federal GIL | 900.00 | 892.31 |
| 1-00-00-321 | ASFF Residential Levy | 26,500.00 | 27,555.43 |
| 1-00-00-322 | ASFF Non-Residential Levy | 11,000.00 | 11,297.39 |
| 1-00-00-330 | Seniors Housing Levy | 1,900.00 | 1,841.98 |
| * | TOTAL TAXATION | 287,850.00 | 283,324.47 |
| REQUISITIONS | | | |
| 2-00-00-321 | ASFF Requisition Residential | 36,700.00 | 22,128.92 |
| 2-00-00-330 | Seniors Foundation Requisition | 1,900.00 | 1,842.00 |
| * | TOTAL REQUISITIONS | 38,600.00 | 23,970.92 |
| **P | TOTAL TAX AVAILABLE FOR MUNICI | 249,250.00 | 259,353.55 |
| GENERAL REVENUE | | | |
| 1-00-00-510 | Penalties Taxes | 26,900.00 | 26,581.83 |
| 1-00-00-540 | Franchise Fees - Natural Gas | 23,500.00 | 19,521.52 |
| 1-00-00-541 | Franchise Fees - Electricity | 25,100.00 | 11,269.65 |
| 1-00-00-550 | Bank Interest | 3,700.00 | 1,843.94 |
| 1-01-00-590 | Other Revenue Own Sources Invest | 100.00 | 315.00 |
| 1-11-00-152 | Council Health Benefit Cost Recovery | 2,300.00 | 1,094.82 |
| ** | TOTAL GENERAL REVENUE | 81,600.00 | 60,626.76 |
| ADMIN REVENUE | | | |
| 1-12-00-401 | Sales Photocopies, Faxes, Services | 975.00 | 583.86 |
| 1-12-00-430 | Sales Hats, Pins, Promotional | 25.00 | 0.00 |
| 1-12-00-560 | Rental Revenue Adm | 8,845.00 | 5,531.79 |
| 1-12-00-590 | Other Revenue Own Sources Adm | 5,630.00 | 1,841.33 |
| 1-12-00-840 | Grants Conditional Provincial Adm | 160,000.00 | 274,826.00 |
| 1-12-00-911 | LTO Cost Recovery | 250.00 | 250.00 |
| ** | TOTAL ADMIN REVENUE | 175,725.00 | 283,032.98 |
| FINE REVENUE | | | |
| 1-21-00-530 | Fines Police | 0.00 | 500.00 |
| ** | TOTAL FINE REVENUE | 0.00 | 500.00 |
| FIRE REVENUE | | | |
| 1-23-00-410 | Fees Fire Fighting | 14,500.00 | 9,326.19 |
| 1-23-00-415 | Fire Dept Donations | 300.00 | 0.00 |
| 1-23-00-850 | Grants Conditional Local Gov't Fire | 20,500.00 | 20,730.03 |
| ** | TOTAL FIRE REVENUE | 35,300.00 | 30,056.22 |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Budget | 2020 Actual |
|--------------------------------------|------------------------------------|------------------|------------------|
| BYLAW REVENUE | | | |
| 1-26-00-522 | License Animal | 450.00 | 570.00 |
| 1-26-00-523 | Business Licenses | 350.00 | 350.00 |
| 1-26-00-590 | Fines Bylaw | 150.00 | 425.00 |
| ** TOTAL BYLAW REVENUE | | 950.00 | 1,345.00 |
| PUBLIC WORKS REVENUE | | | |
| 1-32-00-430 | Sales Service (Grass,Snow) | 1,450.00 | 825.00 |
| 1-32-00-560 | PW Rental Revenue | 200.00 | 0.00 |
| 1-32-00-830 | Grants Federal (CSJ) PW | 8,662.50 | 8,400.00 |
| ** TOTAL PUBLIC WORKS REVENUE | | 10,312.50 | 9,225.00 |
| STORMWATER REVENUE | | | |
| 1-37-00-410 | Stormwater Infrastructure Renewal | 4,915.00 | 3,608.30 |
| ** TOTAL STORMWATER REVENUE | | 4,915.00 | 3,608.30 |
| WATER REVENUE | | | |
| 1-41-00-410 | Water Consumption | 40,020.00 | 29,112.39 |
| 1-41-00-411 | Regional Water Fund | 24,200.00 | 17,616.00 |
| 1-41-00-412 | Water Base Fee | 31,615.00 | 21,105.31 |
| 1-41-00-510 | Penalties Water | 2,445.00 | 1,623.09 |
| ** TOTAL WATER REVENUE | | 98,280.00 | 69,456.79 |
| SEWER REVENUE | | | |
| 1-42-00-410 | Billings Sewer | 35,870.00 | 26,345.64 |
| ** TOTAL SEWER REVENUE | | 35,870.00 | 26,345.64 |
| SOLID WASTE | | | |
| 1-43-00-410 | Billings Garbage | 48,920.00 | 35,290.06 |
| 1-43-00-411 | Regional SWM Infrastructure Fee | 18,650.00 | 13,589.10 |
| ** TOTAL SOLID WASTE | | 67,570.00 | 48,879.16 |
| COMMUNITY REVENUE | | | |
| ** TOTAL COMMUNITY REVENUE | | 0.00 | 0.00 |
| LAND REVENUE | | | |
| 1-61-00-522 | Permits (Development, Subdivision) | 125.00 | 0.00 |
| 1-61-00-840 | Grants - Provincial | 10,000.00 | 0.00 |
| ** TOTAL LAND REVENUE | | 10,125.00 | 0.00 |
| RECREATION REVENUE | | | |
| 1-72-00-590 | Fees Park Grounds | 18,000.00 | 0.00 |
| ** TOTAL RECREATION REVENUE | | 18,000.00 | 0.00 |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Budget | 2020 Actual |
|-------------------------|--|-------------------|-------------------|
| CULTURAL REVENUE | | | |
| 1-74-00-415 | Museum Donations | 0.00 | 100.00 |
| ** | TOTAL CULTURAL REVENUE | 0.00 | 100.00 |
| *** | TOTAL REVENUE | 787,897.50 | 792,529.40 |
| COUNCIL EXPENSE | | | |
| 2-11-00-130 | Employer Cont Source Dec=ductions | 500.00 | 2.80 |
| 2-11-00-151 | Fees Council | 7,200.00 | 4,290.00 |
| 2-11-00-152 | Benefits Council | 1,965.00 | 1,642.23 |
| 2-11-00-211 | Travel/Subsistence Council | 1,000.00 | 287.52 |
| 2-11-00-212 | Conventions/Seminars Council | 2,500.00 | 825.00 |
| 2-11-00-274 | Council Insurance | 2,000.00 | 0.00 |
| ** | TOTAL COUNCIL EXPENSE | 15,165.00 | 7,047.55 |
| ADMIN EXPENSE | | | |
| 2-12-00-110 | Salaries & Wages Adm | 62,466.00 | 45,925.95 |
| 2-12-00-111 | Honorarium (Admin) | 750.00 | 0.00 |
| 2-12-00-130 | Employer Contributions Source Adm | 3,500.00 | 3,240.92 |
| 2-12-00-131 | Employer Benefits Adm | 11,200.00 | 17,271.41 |
| 2-12-00-135 | Workers Compensation ADM | 1,650.00 | 699.15 |
| 2-12-00-211 | Travel/Subsistence Adm | 1,050.00 | 0.00 |
| 2-12-00-212 | Education Adm | 1,000.00 | 260.00 |
| 2-12-00-215 | Telecommunications | 5,800.00 | 4,971.59 |
| 2-12-00-216 | Postage & Freight | 2,300.00 | 178.13 |
| 2-12-00-220 | Membership Dues Adm | 1,300.00 | 1,190.85 |
| 2-12-00-221 | Advertising/Printing/Subscriptions Adm | 10,000.00 | 4,550.63 |
| 2-12-00-230 | Audit/Assessor Fees Adm | 30,000.00 | 31,430.00 |
| 2-12-00-250 | Contracted Services Adm | 10,000.00 | 18,000.29 |
| 2-12-00-274 | Insurance Adm | 3,275.00 | 16,194.15 |
| 2-12-00-510 | Goods & Services Adm | 30,000.00 | 5,650.01 |
| 2-12-00-540 | Utilities Heat Adm | 1,600.00 | 1,151.22 |
| 2-12-00-541 | Utilities Power Adm | 2,500.00 | 1,857.21 |
| 2-12-00-810 | Bank Charges Adm | 1,520.00 | 1,197.77 |
| 2-12-00-911 | Land Title Charges | 750.00 | 630.00 |
| 2-12-00-995 | Legal Expenses | 35,000.00 | 26,345.78 |
| 2-12-00-770 | Grants to Organizations Adm | 300.00 | 0.00 |
| ** | TOTAL ADMIN EXPENSE | 215,961.00 | 180,745.06 |
| FIRE EXPENSE | | | |
| 2-23-00-120 | Salaries & Wages Fire | 20,700.00 | 11,766.00 |
| 2-23-00-211 | Travel & Subsistence Fire | 500.00 | 0.00 |
| 2-23-00-215 | Telecommunications Fire | 2,900.00 | 2,691.84 |
| 2-23-00-217 | Freight & Postage Fire | 50.00 | 26.90 |
| 2-23-00-234 | Training Fire | 10,000.00 | 2,333.19 |
| 2-23-00-250 | Contracted Services Fire | 3,000.00 | 458.79 |
| 2-23-00-274 | Insurance Fire | 2,000.00 | 0.00 |
| 2-23-00-510 | Supplies & Equipment Fire | 15,000.00 | 12,408.40 |
| 2-23-00-540 | Utilities Heat Fire | 2,500.00 | 1,636.05 |
| 2-23-00-541 | Utilities Power Fire | 1,900.00 | 1,012.53 |
| 2-23-00-762 | Transfer to Capital Reserves Fire | 4,000.00 | 0.00 |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Budget | 2020 Actual |
|--|--|-------------------|-------------------|
| ** TOTAL FIRE EXPENSE | | 62,550.00 | 32,333.70 |
| EMGERENCY SERVICE EXPENSE | | | |
| 2-25-00-310 | 911 Requisition | 1,430.00 | 1,427.20 |
| ** TOTAL EMGERENCY SERVICE EXPENS | | 1,430.00 | 1,427.20 |
| BYLAW EXPENSE | | | |
| 2-26-00-221 | Bylaw Advertising | 600.00 | 0.00 |
| 2-26-00-222 | Bylaw Enforcement Costs | 500.00 | 0.00 |
| 2-26-00-510 | Animal Control Goods & Services | 250.00 | 0.00 |
| ** TOTAL BYLAW EXPENSE | | 1,350.00 | 0.00 |
| PUBLIC WORKS EXPENSE | | | |
| 2-32-00-110 | Salaries & Wages PW | 26,460.00 | 19,200.92 |
| 2-32-00-111 | Honorarium (PW) | 750.00 | 0.00 |
| 2-32-00-115 | Salaries & Wages Casual PW | 17,325.00 | 9,240.00 |
| 2-32-00-130 | Employer Contributions Source PW | 2,500.00 | 1,725.34 |
| 2-32-00-131 | Employer Benefits PW | 3,500.00 | 4,255.33 |
| 2-32-00-211 | Travel & Subsistence PW | 100.00 | 0.00 |
| 2-32-00-215 | Telecommunications PW | 2,575.00 | 1,722.49 |
| 2-32-00-217 | Freight & Postage PW | 0.00 | 325.28 |
| 2-32-00-250 | Contracted Services PW | 20,000.00 | 446.19 |
| 2-32-00-270 | CN Services PW | 130.00 | 130.00 |
| 2-32-00-274 | Insurance PW | 5,200.00 | 0.00 |
| 2-32-00-510 | Goods & Services PW | 50,000.00 | 53,574.72 |
| 2-32-00-521 | Fuel & Oil PW | 7,200.00 | 4,956.19 |
| 2-32-00-540 | Utilities Heat PW | 1,675.00 | 1,364.41 |
| 2-32-00-541 | Utilities Power (Street/Shop) PW | 55,650.00 | 40,813.75 |
| 2-32-00-762 | Transfer to Capital PW | 9,500.00 | 0.00 |
| ** TOTAL PUBLIC WORKS EXPENSE | | 202,565.00 | 137,754.62 |
| STORM DRAINAGE EXPENSE | | | |
| 2-37-00-510 | Goods & Equipment Repairs - Storm Draina | 750.00 | 1,200.00 |
| ** TOTAL STORM DRAINAGE EXPENSE | | 750.00 | 1,200.00 |
| WATER EXPENSES | | | |
| 2-41-00-110 | Salaries & Wages Water | 11,340.00 | 8,228.95 |
| 2-41-00-130 | Employer Contributions Source Water | 1,300.00 | 572.77 |
| 2-41-00-131 | Employer Benefits Water | 250.00 | 896.85 |
| 2-41-00-215 | Telecommunications - Water | 660.00 | 812.32 |
| 2-41-00-250 | Contracted Services Water | 7,350.00 | 5,235.43 |
| 2-41-00-274 | Insurance Water | 3,400.00 | 0.00 |
| 2-41-00-350 | ACE Regional Water Purchase | 60,500.00 | 44,917.56 |
| 2-41-00-510 | Goods & Services Water | 2,600.00 | 7,607.89 |
| 2-41-00-540 | Utilities Heat Water Plant | 1,510.00 | 1,077.06 |
| 2-41-00-541 | Utilities Power Water Plant | 6,160.00 | 4,329.64 |
| 2-41-00-840 | 750-Capital ACE Water Contribution | 24,140.00 | 0.00 |
| ** TOTAL WATER EXPENSES | | 119,210.00 | 73,678.47 |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Budget | 2020 Actual |
|--|--|------------------|------------------|
| SEWER EXPENSE | | | |
| 2-42-00-110 | Salaries & Wages Sewer | 6,426.00 | 4,725.00 |
| 2-42-00-130 | Employer Contributions Source Sewer | 1,150.00 | 331.92 |
| 2-42-00-131 | Employer Benefits Sewer | 850.00 | 239.76 |
| 2-42-00-215 | Freight/Phone/Postage Sewer | 50.00 | 0.00 |
| 2-42-00-250 | Contracted Services Sewer | 1,700.00 | 0.00 |
| 2-42-00-274 | Insurance Sewer | 1,275.00 | 0.00 |
| 2-42-00-510 | Goods & Services Sewer | 30,000.00 | 2,240.00 |
| 2-42-00-541 | Utilities Power Sewer Lift Stations | 5,175.00 | 3,862.63 |
| 2-42-00-762 | Transfer to Capital Sewer | 10,000.00 | 0.00 |
| ** TOTAL SEWER EXPENSE | | 56,626.00 | 11,399.31 |
| GARBAGE EXPENSE | | | |
| 2-43-00-110 | Salaries & Wages Garbage | 19,908.00 | 14,528.88 |
| 2-43-00-130 | Employer Contributions Source Garbage | 2,800.00 | 1,015.21 |
| 2-43-00-131 | Employer Benefits Garbage | 250.00 | 1,216.42 |
| 2-43-00-250 | Contracted Services Garbage | 28,500.00 | 14,899.61 |
| 2-43-00-274 | Insurance Garbage | 360.00 | 0.00 |
| 2-43-00-510 | Goods & Services Garbage | 500.00 | 0.00 |
| 2-43-00-762 | Transfer to Capital Garbage | 18,500.00 | 0.00 |
| ** TOTAL GARBAGE EXPENSE | | 70,818.00 | 31,660.12 |
| FCSS EXPENSE | | | |
| 2-51-00-351 | FCSS Requisition | 1,850.00 | 1,837.75 |
| ** TOTAL FCSS EXPENSE | | 1,850.00 | 1,837.75 |
| PLANNING EXPENSE | | | |
| 2-61-00-510 | General Goods & Services | 500.00 | 0.00 |
| 2-61-00-250 | Contracted Services | 5,580.00 | 767.00 |
| 2-61-00-840 | Grants - Provincial | 10,000.00 | 0.00 |
| ** TOTAL PLANNING EXPENSE | | 16,080.00 | 767.00 |
| LAND PURCHASES EXPENSE | | | |
| ** TOTAL LAND PURCHASES EXPENSE | | 0.00 | 0.00 |
| RECREATION EXPENSES | | | |
| 2-72-00-130 | Employer Contributions Source Recreation | 110.00 | 0.00 |
| 2-72-00-215 | Freight/Phone/Postage Recreation | 750.00 | 811.90 |
| 2-72-00-221 | Printing/Advertising/Subscriptions | 500.00 | 380.00 |
| 2-72-00-250 | Contracted Services Recreation | 3,500.00 | 0.00 |
| 2-72-00-255 | Maintenance Sports Grounds | 750.00 | 0.00 |
| 2-72-00-274 | Insurance Recreation | 3,000.00 | 0.00 |
| 2-72-00-510 | Goods & Services Recreation | 8,000.00 | 0.00 |
| 2-72-00-511 | Rec Park Float | 100.00 | 0.00 |
| 2-72-00-521 | Fuel and Oil Park | 500.00 | 1,582.11 |
| 2-72-00-540 | Utilities Heat Park Building | 775.00 | 363.32 |
| 2-72-00-541 | Utilities Power Park Grounds | 5,650.00 | 1,095.34 |
| 2-72-00-762 | Transfer to Capital Recreation | 5,000.00 | 0.00 |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Budget | 2020 Actual |
|-------------------------|---|-------------------|---------------------|
| <hr/> | | | |
| ** | TOTAL RECREATION E XPENSES | 28,635.00 | 4,232.67 |
| | | | |
| CULTURE EXPENSES | | | |
| 2-74-00-250 | Contracted Services Library/Museum | 100.00 | 0.00 |
| 2-74-00-274 | Insurance Cultural Organization | 1,600.00 | 0.00 |
| 2-74-00-300 | Regional Library Requisition | 1,150.00 | 1,166.29 |
| 2-74-00-350 | Local Municipal Library Grant | 3,500.00 | 0.00 |
| 2-74-00-510 | Goods & Services Library/Museum/Culture | 0.00 | 75.00 |
| 2-74-00-540 | Utilities Heat Museum | 2,726.00 | 2,194.65 |
| 2-74-00-541 | Utilities Power Museum | 1,355.00 | 993.86 |
| 2-74-00-415 | Donations - Museum | 0.00 | 100.00 |
| | | <hr/> | <hr/> |
| ** | CULTURE EXPENSES | 10,431.00 | 4,529.80 |
| | | <hr/> | <hr/> |
| *** | TOTAL EXPENSES | 803,421.00 | 488,613.25 |
| | | <hr/> | <hr/> |
| **** | (SUPLUS)/DEFICIT | 15,523.50 | (303,916.15) |

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-10-15

| Roll # | Title Holder | Tax Levy | Accum. Penalty | Out. Penalty | Outstanding | Current | 1 Year | 2 Years | 3 Years | Over 3 |
|-------------------|--------------|----------------------------|-------------------|--------------|-------------------------------|-----------------|-------------------|---------|---------|--------|
| | | Tax Levy | 283,782.51 | | Local Improvement Levy | | 0.00 | | | |
| | | Additional Tax Levy | 0.00 | | Accumulated Penalty | | 26,581.83 | | | |
| | | | | | Outstanding Penalty | | 23,132.58 | | | |
| Sub Ledger | | | | | General Ledger | | | | | |
| | | Current | 89,392.07 | | | | | | | |
| | | 1 Year | 50,692.76 | | | 3-00-00-211 | 89,392.07 | | | |
| | | 2 Years | 32,234.43 | | | 3-00-00-212 | 122,707.80 | | | |
| | | 3 Years | 15,913.84 | | | Totals | <u>212,099.87</u> | | | |
| | | Over 3 | 23,866.77 | | | | | | | |
| | | Outstanding | <u>212,099.87</u> | | | | | | | |
| | | | | | | Total GL | 212,099.87 | | | |
| | | | | | | Total SL | 212,099.87 | | | |
| | | | | | | Proof | <u>0.00</u> | | | |

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2020-10-15

| Account # | Name | Account Active | Amount Outstanding | Current | Overdue1 | Overdue2 | Overdue3 | Overdue4 |
|-----------|------|----------------|--------------------|---------|----------|----------|----------|----------|
|-----------|------|----------------|--------------------|---------|----------|----------|----------|----------|

| Sub Ledger | | General Ledger | |
|--------------------|-----------|-----------------|-----------|
| Current | 10,614.40 | 3-00-00-274 | 39,546.47 |
| Overdue 1 | 3,172.23 | | |
| Overdue 2 | 2,095.49 | | |
| Overdue 3 | 1,418.98 | | |
| Overdue 4 | 6,395.55 | | |
| Outstanding | 23,696.65 | Totals | 39,546.47 |
| | | Total GL | 39,546.47 |
| | | Total SL | 23,696.65 |
| | | Proof | 15,849.82 |

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

2020-Oct-15
2:38:01PM

| Cheque | | Vendor Name | General Ledger | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|------------|-----------------------------------|---|--|--|--|---------------|
| Cheque # | Date | | | | | | |
| 20200430 | 2020-09-18 | ACE | 2-41-00-350 | INN-08312020 | PAYMENT AUGUST 2020 WATER CONSUMPTIC | 4,972.05 | 4,972.05 |
| 20200431 | 2020-09-18 | Agriterra Equipment | 2-32-00-510 | 11129V | PAYMENT BELT FOR TORO MOWER | 70.96 | 70.96 |
| 20200432 | 2020-09-18 | Alberta One-Call Corporation | 2-12-00-250 | IN61492 | PAYMENT AUGUST 2020 NOTIFICATIONS | 6.30 | 6.30 |
| 20200433 | 2020-09-18 | Alta-Wide Builders | 2-32-00-510 2-32-00-510 2-32-00-510 2-32-00-510 | 631633-632870 631633-632870 631633-632870 631633-632870 | PAYMENT Plywood & Washers 24" Stakes Smart Key Deadbolts & handle Twine, Lag Bolt, Carriage bolt | 30.69 23.63 318.09 179.61 | 552.02 |
| 20200434 | 2020-09-18 | BAR ENGINEERING | 2-32-00-510 | 0029541 | PAYMENT 50 ST. FLOOD MITIGATION - SERVIC | 1,125.31 | 1,125.31 |
| 20200435 | 2020-09-18 | CAB-K Broadcasting Ltd | 2-12-00-221 | 20080658 | PAYMENT GRAD GREETINGS | 51.45 | 51.45 |
| 20200436 | 2020-09-18 | Clartech Industries Inc | 2-41-00-510 | 845588 | PAYMENT CHLORINE PACKETS | 80.03 | 80.03 |
| 20200437 | 2020-09-18 | Dancing Panels Door Co. | 2-32-00-510 | 4193 | PAYMENT BARRIER FREE RAMP INSTALLMENT | 6,300.00 | 6,300.00 |
| 20200438 | 2020-09-18 | Desjardins Card Services | 2-12-00-510 2-12-00-510 | 26-08-2020 26-08-2020 | PAYMENT CO2 & Smoke Detectors Ink cartridge | 461.92 58.68 | 520.60 |
| 20200439 | 2020-09-18 | Digital Connection Inc. | 2-12-00-221 | 275063 | PAYMENT LIBRARY PHOTOCOPIER | 91.30 | 91.30 |
| 20200440 | 2020-09-18 | Doug's Backhoe & Bobcat Service | 2-41-00-510 2-41-00-510 2-32-00-510 2-32-00-510 | 7501 7501 7501 7533 | PAYMENT HYDROVAC CURBSTOP INSTALL NEW BOX /HYDROVAC SIGNS INSTAL CULVERT | 840.00 1,323.00 1,357.12 1,958.25 | 5,478.37 |
| 20200441 | 2020-09-18 | North Saskatchewan Watershed A | 2-12-00-510 | 2021.075 | PAYMENT MUNICIPAL CONTRIBUTION JAN 1 -DE | 111.50 | 111.50 |
| 20200442 | 2020-09-18 | RAM Printing, Promotional & Emb | 2-12-00-510 | 177190 | PAYMENT ENVELOPES | 292.95 | 292.95 |
| 20200443 | 2020-09-18 | Suncor Energy Products Partnersl | 2-32-00-521 | 20-09-01 | PAYMENT PW FUEL | 383.43 | 383.43 |
| 20200444 | 2020-09-18 | Vermillion Voice | 2-12-00-221 | 38557 | PAYMENT NEWS AD REQUEST FOR QUOTES | 231.00 | 231.00 |
| 20200445 | 2020-09-18 | Wells Fargo Equipment Fin Co | 2-12-00-250 | 5011611090 | PAYMENT ADMIN PHOTOCOPIER | 620.55 | 620.55 |
| 20200446 | 2020-09-25 | Alberta Municipal Services Corpor | 2-32-00-540 2-41-00-540 2-74-00-540 2-23-00-540 2-12-00-540 2-32-00-541 2-32-00-541 2-41-00-541 2-32-00-541 2-74-00-541 2-23-00-541 2-12-00-541 2-42-00-541 2-42-00-541 2-42-00-541 | 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 20-1035264 | PAYMENT GAS - PW SHOP GAS - WTP GAS - MUSEUM GAS - FIREHALL GAS - VILLAGE OFFICE SENTINEL LIGHTS POWER - PW SHOP POWER - WTP POWER - OLD PW SHOP POWER - MUSEUM POWER - FIREHALL POWER - VILLAGE OFFICE POWER - LIFTSTATION POWER - LIFTSTATION POWER - LIFTSTATION | 64.73 62.67 105.89 63.15 68.80 57.67 356.32 506.28 21.00 140.53 134.47 296.52 159.46 131.24 200.11 | 7,422.63 |



Village of Innisfree

Cheque Listing For Council

2020-Oct-15

2:38:01PM

| Cheque | | Vendor Name | General Ledger | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|------------|-----------------------------------|--|--|---|--|---------------|
| Cheque # | Date | | | | | | |
| 20200446 | 2020-09-25 | Alberta Municipal Services Corpor | 2-72-00-541 2-32-00-541 2-32-00-541 | 20-1035264 20-1035264 20-1035264 | POWER - REC PARK XMAS LIGHTS AMSC POWER & GAS | 155.07 21.00 4,877.72 | 7,422.63 |
| 20200447 | 2020-09-25 | AMSC Insurance Services | 2-11-00-152 2-32-00-131 2-12-00-131 2-32-00-131 2-12-00-131 | 0732-40,629 0732-40,629 0732-40,629 0732-40,629 0732-40,629 | PAYMENT Aaron Cannan Justin Fleming Bobbi Jo Jackson Bobbi Jo Jackson Brooke Magosse | 182.47 299.22 279.92 279.92 616.53 | 1,658.06 |
| 20200448 | 2020-09-25 | County of Minburn | 2-32-00-521 | 29917 | PAYMENT PW FUEL | 186.45 | 186.45 |
| 20200449 | 2020-09-25 | Hlushak*, Joanna | 2-11-00-211 | Sep15/20 | PAYMENT COUNCIL MEETING LUNCH | 120.00 | 120.00 |
| 20200450 | 2020-09-25 | Kostynuk, Eldon | 2-23-00-215 | September2020 | PAYMENT FIRE CHEIF PHONE ALLOWANCE | 50.00 | 50.00 |
| 20200451 | 2020-09-25 | McEwen, Darlene | 2-12-00-250 | September2020 | PAYMENT SEPTEMBER 2020 CLEANING SERVI | 200.00 | 200.00 |
| 20200452 | 2020-09-25 | McMann, Deborah | 2-11-00-212 | September2020 | PAYMENT AUMA CONVENTION REGISTRATION | 105.00 | 105.00 |
| 20200453 | 2020-09-25 | Minco Gas Co-op Ltd. | 2-72-00-540 | August2020 | PAYMENT REC PARK GAS | 11.67 | 11.67 |
| 20200454 | 2020-09-25 | Municipal Information Systems Inc | 2-12-00-250 | 20201276 | PAYMENT SOFTWARE INSTALLATION PLAN 25 | 1,416.78 | 1,416.78 |
| 20200455 | 2020-09-25 | Telus Mobility | 2-12-00-215 2-32-00-215 | Sep02-Oct01 Sep02-Oct01 | PAYMENT CAO CELL PHONES PW CELL PHONES | 104.41 93.91 | 198.32 |
| 20200456 | 2020-09-25 | Town of Vegreville | 2-41-00-250 | IVC57613 | PAYMENT WTP SUPERVISION AUGUST 2020 | 517.36 | 517.36 |
| 20200474 | 2020-10-01 | ATB Financial MasterCard | 2-12-00-221 2-32-00-215 2-23-00-215 2-12-00-510 2-32-00-510 2-32-00-510 2-32-00-510 2-12-00-220 2-32-00-510 | Aug14-Sep11 Aug14-Sep11 Aug14-Sep11 Aug14-Sep11 Aug14-Sep11 Aug14-Sep11 Aug14-Sep11 Aug14-Sep11 Aug14-Sep11 | PAYMENT Canada Post PW shop WIFI Firehall WIFI Adobe PDF Viewer Concrete Supplies Plate tamper Vantage - wooden stakes AWWOA - membership Canadian Tire - PW | 183.02 104.95 104.95 21.64 503.66 53.15 23.09 60.00 56.74 | 1,111.20 |
| 20200475 | 2020-10-01 | CANADA REVENUE AGENCY | 4-00-00-237 | September2020 | PAYMENT CURRENT SOURCE DEDUCTIONS | 2,967.73 | 2,967.73 |
| 20200476 | 2020-10-01 | County of Minburn | 2-43-00-250 | 29928 | PAYMENT TIPPAGE AND TRUCKING | 1,887.67 | 1,887.67 |
| 20200477 | 2020-10-01 | Digital Connection Inc. | 2-12-00-250 | 275784 | PAYMENT ADMIN PHOTOCOPIER | 292.61 | 292.61 |
| 20200478 | 2020-10-01 | M.D. of Minburn Foundation | 2-00-00-330 | 2020 | PAYMENT 2020 EQUALIZED ASSESSMENT - SE | 1,842.00 | 1,842.00 |
| 20200480 | 2020-10-01 | Telus Communications Company | 2-12-00-215 2-12-00-215 2-41-00-215 2-72-00-215 2-12-00-215 2-12-00-215 2-23-00-215 2-12-00-215 2-12-00-215 2-41-00-215 | Aug28-Sep27 Aug28-Sep27 Aug28-Sep27 Aug28-Sep27 Aug28-Sep27 Aug28-Sep27 Aug28-Sep27 Jul28-Aug27 Jul28-Aug27 Jul28-Aug27 | PAYMENT Admin Fees Cable Mileage 592-2010 592-2414 592-3729 592-3886 592-3939 Cable Mileage 592-2010 592-2414 | 7.58 45.82 73.72 94.72 74.35 121.29 73.72 43.64 70.21 90.21 | 869.99 |



Village of Innisfree

Cheque Listing For Council

2020-Oct-15

2:38:01PM

| Cheque # | Cheque Date | Vendor Name | General Ledger | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|-------------|-----------------------------------|---|---|--|--|---------------|
| 20200480 | 2020-10-01 | Telus Communications Company | 2-12-00-215 2-12-00-215 2-23-00-215 | Jul28-Aug27 Jul28-Aug27 Jul28-Aug27 | 592-3729 592-3886 592-3939 | 70.21 34.31 70.21 | 869.99 |
| 20200481 | 2020-10-01 | Top Gun Pipe Inspection | 2-32-00-510 | 224 | PAYMENT FLUSH OUT LINES | 2,442.56 | 2,442.56 |
| 20200482 | 2020-10-01 | VM Systems | 2-12-00-510 | CW6116 | PAYMENT ADMIN TECHNICAL SUPPORT FOR V | 44.63 | 44.63 |
| 20200490 | 2020-10-14 | ACE | 2-41-00-350 | INN-09302020 | PAYMENT SEPTEMBER 2020 WATER CONSUM | 3,935.88 | 3,935.88 |
| 20200491 | 2020-10-14 | Agriterra Equipment | 2-32-00-510 | 11915V | PAYMENT BELT FOR TORO MOWER | 162.52 | 162.52 |
| 20200492 | 2020-10-14 | B & R Eckel's Transport | 2-32-00-217 2-32-00-217 | 4692273 4710684 | PAYMENT HYDRANT FROM FRONTIER WATER RODS & FITTINGS FROM FRONTIER | 208.20 122.70 | 330.90 |
| 20200493 | 2020-10-14 | BAR ENGINEERING | 2-32-00-510 | 0029774 | PAYMENT 50 STREET FLOOD MITIGATION | 1,650.01 | 1,650.01 |
| 20200494 | 2020-10-14 | Brownlee LLP | 2-12-00-995 | 505355 | PAYMENT GRANT BERGMAN - TAX BYLAW CH/ | 4,313.88 | 4,313.88 |
| 20200495 | 2020-10-14 | Dancing Panels Door Co. | 2-32-00-510 | 4195 | PAYMENT BARRIER FREE RAMP | 15,933.75 | 15,933.75 |
| 20200496 | 2020-10-14 | Desjardins Card Services | 2-12-00-510 2-12-00-510 2-12-00-510 | 25-09-2020 25-09-2020 25-09-2020 | PAYMENT Envelope sealers Coffee Legal size binders | 27.29 41.98 155.49 | 224.76 |
| 20200497 | 2020-10-14 | Digital Connection Inc. | 2-12-00-221 | 281553 | PAYMENT LIBRARY PHOTOCOPIER | 16.40 | 16.40 |
| 20200498 | 2020-10-14 | Metrix Group LLP | 2-12-00-230 | EJA5116-4 | PAYMENT 4TH 7 FINAL AUDIT BILLING FOR 201 | 12,967.50 | 12,967.50 |
| 20200499 | 2020-10-14 | Municipal Assessment Services | 2-12-00-230 | V01004 | PAYMENT OCTOBER 1 TO DECEMBER 31, 2020 | 1,207.50 | 1,207.50 |
| 20200500 | 2020-10-14 | Suncor Energy Products Partnersl | 2-32-00-521 | 20-10-01 | PAYMENT PUBLIC WORKS FUEL | 455.40 | 455.40 |
| 20200501 | 2020-10-14 | Telus Communications Company | 2-12-00-215 2-12-00-215 2-12-00-215 2-41-00-215 2-12-00-215 2-12-00-215 2-23-00-215 | Sep28-Oct27 Sep28-Oct27 Sep28-Oct27 Sep28-Oct27 Sep28-Oct27 Sep28-Oct27 Sep28-Oct27 | PAYMENT Admin Fees Cable Mileage 780-592-2010 780-592-2414 780-592-3729 780-592-3886 780-592-3939 | 17.40 45.82 73.72 94.72 73.88 126.27 73.72 | 505.53 |
| 20200502 | 2020-10-14 | TownLife | 2-12-00-510 | 2100 | PAYMENT ANNUAL EMAIL RENEWAL | 226.80 | 226.80 |
| 20200503 | 2020-10-14 | Twin Lakes Ready Mix & Aggrega | 2-32-00-510 | 58540 | PAYMENT CONCRETE | 630.00 | 630.00 |
| 20200504 | 2020-10-14 | Webb's Machinery (Vegreville) Ltd | 2-32-00-510 | 55686B | PAYMENT TRACTOR BATTERY | 210.21 | 210.21 |

Total 87,003.52

*** End of Report ***

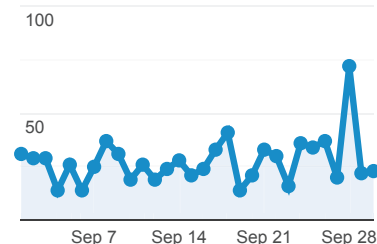
Village of Innisfree Monthly Stats

Sep 1, 2020 - Sep 30, 2020

● All Users
100.00% Sessions

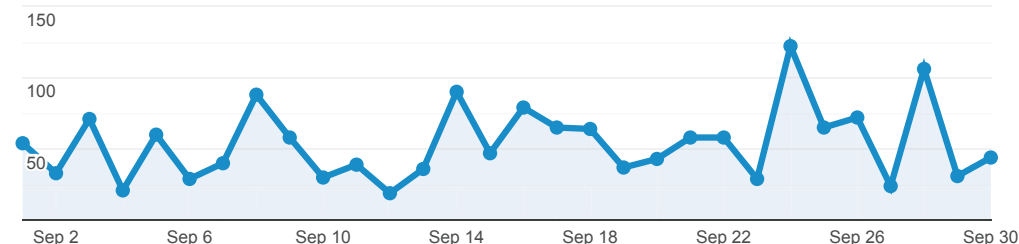
Visits

● Sessions



Pageviews

● Pageviews



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

| Source / Medium | Sessions | Pages / Session |
|------------------------------------|----------|-----------------|
| google / organic | 407 | 2.42 |
| (direct) / (none) | 220 | 1.42 |
| m.facebook.com / referral | 115 | 1.20 |
| bing / organic | 35 | 2.23 |
| l.facebook.com / referral | 10 | 1.20 |
| facebook.com / referral | 6 | 1.67 |
| duckduckgo / organic | 5 | 1.40 |
| TravelAlberta-ATIS / TravelAlberta | 5 | 4.40 |
| yahoo / organic | 5 | 3.60 |
| todocanada.ca / referral | 4 | 1.25 |

Top Business Directory Listings

| Page | Pageviews | Unique Pageviews |
|--|-----------|------------------|
| /places/Greg-s-Truck-Stop-Cafe_12462 | 20 | 19 |
| /places/Innisfree-Hotel_12463 | 14 | 9 |
| /places/Hiway-16-News_12548 | 5 | 5 |
| /places/Innisfree-Petro-Canada_12461 | 5 | 5 |
| /places/Nutrien-Ag-Solutions_12465 | 5 | 5 |
| /places/Prairie-Bank-Museum_12444 | 5 | 5 |
| /places/Ron-s-Auto--Ag_12451 | 5 | 4 |
| /places/Ice-Arena--Agridplex_12445 | 3 | 2 |
| /places/Innisfree-Public-Trout-Pond_12448 | 3 | 3 |
| /places/Prairie-Rose-Veterinary-Clinic_12599 | 3 | 3 |

Pageviews and Unique Pageviews by Page

| Page | Pageviews | Unique Pageviews |
|---|-----------|------------------|
| / | 356 | 317 |
| /About-Innisfree | 79 | 69 |
| /Employment | 53 | 39 |
| /115/businesses/12447/255/Innisfree-Recreational-Park | 52 | 44 |
| /115/businesses | 51 | 30 |
| /blogs/show_entry/14505/Water-Conservation-in-Effect-September-28-2020 | 51 | 48 |
| /page/contact/422 | 51 | 38 |
| /bylaw/library/52 | 49 | 22 |
| /search/Canada/Alberta/Innisfree/422?site_id=422&commit=SEARCH | 39 | 25 |
| /blogs/show_entry/14451/Change-in-Venue-September-15-2020-Regular-Council-Meeting | 34 | 34 |

Map Overlay

| Country | Sessions | Pages / Session |
|---------------|----------|-----------------|
| Canada | 688 | 2.10 |
| United States | 61 | 1.13 |
| France | 17 | 1.00 |
| India | 9 | 1.33 |
| Germany | 7 | 1.00 |
| Malaysia | 7 | 1.00 |
| Vietnam | 6 | 1.50 |
| China | 4 | 1.00 |
| (not set) | 4 | 1.50 |
| Indonesia | 3 | 1.67 |

Visits and Pages/Visit by Browser

Visits and Pages/Visit by Mobile

| Mobile (Including Tablet) | Sessions | Pages / Session |
|---------------------------|----------|-----------------|
| Yes | 420 | 1.91 |
| No | 409 | 1.98 |

Visits and Pageviews by Social Net...

| Social Network | Sessions | Pageviews |
|----------------|----------|-----------|
| Facebook | 131 | 160 |

Visits and Pages/Visit by Visitor Type

| User Type | Sessions | Pages / Session |
|-------------------|----------|-----------------|
| New Visitor | 645 | 1.84 |
| Returning Visitor | 184 | 2.29 |

Visits by Keyword

| Keyword | Sessions |
|-----------------------------------|----------|
| (not provided) | 440 |
| (not set) | 5 |
| cutting edge hair salon innisfree | 1 |
| hiway 16 news | 1 |
| innisfree | 1 |
| innisfree alberta canada | 1 |
| innisfree ca | 1 |
| innisfree in newspaper | 1 |
| innisfree trout pond | 1 |
| rons auto and ag innisfree | 1 |

| Browser | Sessions | Pages / Session |
|--------------------------|----------|-----------------|
| Chrome | 324 | 2.20 |
| Safari | 282 | 1.95 |
| Safari (in-app) | 72 | 1.32 |
| Edge | 45 | 1.80 |
| Firefox | 36 | 1.53 |
| Android Webview | 23 | 1.00 |
| Internet Explorer | 21 | 2.14 |
| Samsung Internet | 20 | 2.25 |
| Mozilla Compatible Agent | 2 | 1.00 |
| UC Browser | 2 | 1.00 |

Visits and Pages/Visit by Mobile Device Info

| Mobile Device Info | Sessions | Pages / Session |
|---------------------------------|----------|-----------------|
| Apple iPhone | 234 | 2.03 |
| Apple iPad | 19 | 2.68 |
| Apple iPhone 8 | 13 | 1.08 |
| Apple iPhone XR | 10 | 1.00 |
| Samsung SM-G960W Galaxy S9 | 8 | 3.75 |
| Samsung SM-G981W Galaxy S20 5G | 8 | 1.25 |
| Samsung SM-A505W Galaxy A50 | 7 | 1.71 |
| Samsung SM-G965W Galaxy S9+ | 7 | 1.71 |
| Apple iPhone SE | 5 | 1.00 |
| Samsung SM-A530W Galaxy A8 2018 | 5 | 3.60 |

go: The Innisfree Fire Dept.

We are very grateful
and appreciate all
your help with the
fire on our combine.

We are so lucky
to have such an
efficient and caring
volunteer fire department.

Thank-you
Daryl, Stacy, Austyn &
Conrad Fowler.



Northeast Alberta Information HUB Board/Membership Virtual Meeting Minutes September 28, 2020

Attendance: Bob Buckle/Cold Lake, Caroline McAuley/Vermilion, Jocelyne Lanovaz/Mannville, Soren Odegard/County of Two Hills, Gerald Aalbers/Lloydminster, Bev Lockett/Portage College, Lorin Tkachuk/Lac La Biche County, Lindsay Haag/EMW, Steve Upham/St. Paul County, Mike Tartkowski/Two Hills, Tim MacPhee/Vegreville, Jana Rowe/Lac La Biche County, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB,, Rob Pulyk/Vermilion, Jerico Vanbrabant/MCSnet, Ben Fadeyiw/M.D. Bonnyville, Lonnie Wolgein/County Vermilion River, Terri Hampson/Elk Point, , Lorne Halisky/Smoky Lake County, Ross Whitelaw/Smoky Lake, Don Romanko/Vilna, Cheryle Eikeland/Marwayne, Laurent Amyotte/County of St. Paul, Jody Foulds/Lamont, Brian McEvoy/Bonnyville, Christine Beveridge/Lamont, Debbie McMann/Innisfree, Heather Perryman/Kitscoty, Doug Sullivan/Bruderheim, Sheila Lupul/Andrew, Mark Laver/Bonnyville region, Caroline Toppazzini, County Vermilion River,

Regrets: Greg Sparklingeyes/Whitefish Lake First Nations, Stan Delorme/Buffalo Lake Metis Settlement, Gary Ward/St. Paul

- 1) Steve Upham called the meeting to order at 9:40am and welcomed everyone.
- 2) Steve asked for any additions to the agenda, hearing none Steve asked for a motion to approve.

| | |
|---|----------------|
| Caroline McAuley moved to accept the agenda as presented | Carried |
|---|----------------|
- 3 a) **Alberta HUB draft May 27, 2020 meeting minutes**
 Steve asked for a motion to approve the minutes from the May 27,2020 as they were deferred from the June 24 board meeting.

| | |
|---|----------------|
| Tim MacPhee moved approval of the May 27, 2020 meeting minutes | Carried |
|---|----------------|
- b) **Approval of the June 24, 2020 Board /membership meeting Minutes**
 Steve asked for a motion to approve the minutes from the June 24, 2020 board meeting

| | |
|---|----------------|
| Jocelyne Lanovaz moved approval of the June 24,2020 meeting minutes. | Carried |
|---|----------------|
- 4) Steve called upon Jennifer Leroux to present the financial report as of August 31, 2020
 Steve thanked Jennifer and asked if there was any questions or comments. Hearing done
 Steve asked for a motion to approve the financial report as presented.

| | |
|--|----------------|
| Soren Odegard moved to approve the financial report as presented. | Carried |
|--|----------------|



5) a,b,c **Alberta HUB sustainability – for discussion purposes only**

Steve began the discussion regarding Alberta HUB’s value proposition and funding Options.....

Steve asked the board/membership their feelings regarding the current per capita community members pay and if there was an appetite to adjust.

Tim MacPhee/Vegreville stated he was not in favor increasing the per capita in the current fiscal environment. Bob Buckle/Cold Lake agreed with Tim stating Alberta HUB is currently in a strong fiscal Position. Rob Pulyk/Vermilion and Cheryle Eikeland/Marwayne echoed Tim’s and Bob’s statements. Soren Odegard/Two Hills County detailed the “tough times” ahead for municipalities and spoke to the Value of Alberta HUB’s work in economic development for the communities/region.

Steve asked how the Alberta HUB membership felt about allowing communities outside the Alberta HUB region in joint as associated member.

Bob Bezpalko added this membership would be “limited” in scope.

- Alberta HUB email list - industry development trends/opportunities info
- Inclusion in meetings with GOA regarding issues... Eg. broadband, transportation
- Access to reports **No voting privileges but can attend meetings**

Most of the board was not in favor of this option as it would “water down” the Alberta HUB Alliance.

Bob Bezpalko iterated that the focus of the Alberta HUB alliance would continue to be showing the value to business and industry to increase membership in that category.

This led Bob to speak to the following subject.....

d) options:

Leverage the appointment of Board member EMW (Lindsay Haag) to Canadian Manufacturing & Exporters (CME) Alberta Advisory Board.

- Develop a manufacturing committee..... under the Alberta HUB organization.
- Lindsay’s goal was the ability to create a Northeast Alberta Manufacturing cluster / attract more industry/business members

Identify barriers for, red tape, transportation, diversification opportunities, increased employment, etc

6) Operations Update - Bob Bezpalko

Bob updated the board/membership about the marketing portion of the CARES Project – research, strategy, proactive marketing in Tourism, Ag, Energy, Aerospace, UAVs

Marketing Material: Proactive approach: Aerial videos Virtual Tour

Bob advised that this project would focus on development of aerial videos utilizing drones highlighting the value proposition for investment of each member. This would utilize augmented reality allowing

The use of text, animated architecture, and narrative. Result, 60 second (approx.) videos



Alberta HUB
Where opportunity comes to life



Broadband – Bob advised the membership the federal Universal Broadband funding is set to be Released with a focus on regional broadband projects.

A discussion by those in attendance expressed their feelings the issue of the lack of connectivity Needs to be addressed.

Board member Tim MacPhee suggested that communities consider having a question concerning Broadband at the upcoming municipal elections.

Councilor Rob Pulyk and Mayor Caroline McAuley spoke that this should move forward on a regional Level..... the Alberta HUB region.

Steve Upham introduced and asked CEO Jerico Vanbrabant from MCSnet to speak to this.

Jerico provided information about MCSnet and their plans in providing connectivity services and addressing the need for rural broadband. Jerico (MCSnet) looks forward to meeting with communities And discussing options/opportunities.

Steve thanked Jerico for his time and information.

Bob advised the membership that different stakeholders concerning broadband are meeting to address this issue.....

Recognizing the centrality of broadband to Alberta's future and the importance of "Digital Futures" in catalyzing broadband discussions in communities and around the province, work has begun on creating a new broadband discussion forum – the Alberta Connectivity and Digital Environment Forum (ABCDEF), which would reunite stakeholders from across the province.

Bob would provide updates to this.

8) Steve asked the board and membership if there was interest in hearing a presentation from Cool Green Solutions regarding Waste To Energy.....

There was consensus to have this presentation.

Bob will move forward with arranging the presentation.

Steve advised that the next meeting date is November 23rd, 2020

This will be an in-person event at Portage College, St. Paul campus beginning at 10am.

Steve thanked everyone for their time and adjourned the meeting at 11:35am

Steve Upham
Chair

Lorin Tkachuk
Sec/Treasurer



Corporate Services

Sean Finn
Executive Vice-President
Corporate Services
and Chief Legal Officer

935 de La Gauchetière Street West
16th Floor
Montreal, Quebec H3B 2M9
Canada
T 514-399-8100
F 514-399-4854

Services corporatifs

Vice-président exécutif
Services corporatifs et chef de la
direction des Affaires juridiques

935 rue de La Gauchetière Ouest
16^e étage
Montréal (Québec) H3B 2M9
Canada
T 514-399-8100
Tc 514-399-4854

July 27, 2020

Ms. Jennifer Hodel
Chief Administrative Officer
Village of Innisfree
PO Box 69
Innisfree AB T0B 2G0

RECEIVED
OCT 08 2020

Dear Ms. Hodel:

We at CN hope that you and your family are safe and healthy as the COVID-19 pandemic is ongoing.

This letter is a follow-up to the email we sent to you in May in which we shared an electronic copy of our 2020 edition of *CN in your Community* publication. We are now happy to share with you the hard copy of this important document.

In reading this report, you will find information about our various regional initiatives, including our strong economic contribution, our capital investments, as well as our community partnerships. Building on our record \$ 7.4 billion capital investment in 2018-2019, we will invest \$ 2.9 billion in new infrastructure this year. These important investments ensure we are serving our customers and the communities safely and efficiently. They will benefit the businesses across our network which employ citizens of your community.

CN continues to operate a safe and efficient railroad while respecting our pandemic plan put in place in February to protect our employees and the communities in which we operate. The Provincial, State and Federal governments have all recognized railroads as essential service providers to their respective economy. We are proud to play our role in moving the critical supplies all citizens are counting on during these difficult times.



Ms. Jennifer Hodel
July 27, 2020
Page 2

Our commitment to building and maintaining strong connections with all of the communities across our network is more important now than ever. Spanning Canada from coast-to-coast through eight provinces and stretching north to south down the middle of the United States through sixteen states to the Gulf of Mexico, our unique network allows us to build precious community relations and to ensure meaningful and respectful interactions with our neighbours.

As a key enabler of the North American economy, we pride ourselves on moving our customers' goods safely, creating and supporting quality jobs, and investing in the many communities we serve. In addition, we continue to have our sights set on becoming the safest railway in North America. Beside reinforcing safety as a core value amongst our 25,000 employees, we also collaborate with communities and local authorities who share with us the responsibility to ensure everyone's safety and that remain good neighbours.

Should you have any questions or concerns, please do not hesitate to contact me or the CN Public Affairs manager for your region. Our contact information is enclosed on page 6 of this copy of *CN in your Community*. We look forward to collaborating and building stronger communities with you in 2020.

I hope that you and your community stay safe and healthy.

Sincerely,



Sean Finn

Encl.

CN in Your Community 2020: Proud To Be Your Neighbour



Interim Alberta Police Advisory Board – Municipal Survey on RCMP Police Services in Alberta

Background

With the implementation of the new police costing model, Alberta's municipalities that are policed by the RCMP deserve a voice in setting policing priorities and determining how new police resources are distributed. The Government of Alberta has established the Alberta Police Advisory Board to give municipalities a stronger voice in RCMP policing oversight and resource deployment.

The Alberta Police Advisory Board is being implemented in two phases. In its first year, an Interim Board will focus on establishing the operational Board's structure and scope. As per the Terms of Reference developed by Justice and Solicitor General, the Interim Board is made up of four representatives from the RMA Board, four representatives from the AUMA Board, and one representative from the Alberta Association of Police Governance Executive. Interim Board members were appointed to ensure broad municipal perspectives and to align with each of the four RCMP districts (Central, Eastern, Southern, and Western). It is important to note that once the Interim Board has completed its mandate, it will reach out to municipalities looking for nominations to serve on the operational Police Advisory Board.

The Interim Board has specifically been tasked with:

- Developing the scope and terms of reference for the operational Board;
- Developing a recruitment and selection process for operational Board members;
- Developing governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles document;
- Providing input, advice, and recommendations to the government and RCMP on the buildup of the provincial police service related to funds raised by the new police costing model; and
- Providing input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

The purpose of this survey is to help inform Interim Board's recommendations and input on 2021/22 provincial policing priorities and the buildup of the provincial police service. Please provide only one response per municipality. Completing the survey as a council is suggested where possible. Individual survey responses will not be shared and only aggregated results will be reported.

The Interim Board will be engaging with municipalities again to solicit feedback on the operational Board's scope and governance, including how to recruit and select operational Board members.

If you have any questions regarding this survey, please email the Alberta Police Advisory Board at Board@ABPoliceAdvisoryBoard.com.

The deadline for completing the survey is October 19, 2020.

Survey

1. Name of Municipality
2. Our municipality is a:
City

Town
Village
Summer Village
Specialized Municipality
County/Municipal District
Other (please specify)

3. We represent a population:
Under 2,000
2,000 - 5,000
5,001 - 10,000
Over 10,000
4. Our municipality receives RCMP services from the following detachment(s): (fill in)
5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

Engagement with RCMP

6. Does your municipality have a police oversight body?
Yes
No
7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?
Four times a year or more
2-3 times a year
Once a year
Less than once a year
We've never met formally
8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?
Yes
No
9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?
Yes
No
10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?
Yes
No
11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?

Yes
No

If yes, what type of information *do you* receive?

Is there any other type of information you would like to receive that is not currently provided?

If no, what type of information *would you like* to receive?

12. Please share any examples of effective collaboration between your detachment(s) and your municipality/community members.
13. How could your detachment(s) improve engagement with your municipality/community members?
14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.

Yes
No

If yes, what is your preferred mechanism for doing so?

Policing Priorities

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.

Traffic enforcement (i.e. aggressive driving, distracted driving)

Family violence (i.e. domestic abuse and threats)

Illegal drug-related offenses (i.e. possession, trafficking)

Impaired driving (drugs, alcohol)

Crimes against persons (i.e. assaults, threats)

Minor property crime (i.e. vandalism, theft from motor vehicles, theft under \$5,000)

Major property crime (i.e. break and enters, theft of motor vehicles, theft over \$5,000)

Proactive/community policing (i.e. school resource officers, patrols)

Increased focus on prolific offenders

Other (fill in)

16. Rank the RCMP service issues below in the order of importance for your local RCMP detachment to resolve in 2021/22.

911 response times

Community visibility

Filling vacancies and providing full coverage service

Engaging with the municipality (reporting, setting priorities, communication on service changes, etc.)

Communication with community members and other stakeholders

Other (fill in)

Rollout of New Police Resources

The RCMP currently determines how to allocate additional and/or new policing resources by analyzing each detachment's workload. This analysis takes the following factors into account:

- Travel time
- Call volume
- Type of crimes occurring in the area
- Amount of time required for investigations
- Size of detachment
- Time available for proactive policing (patrols, community engagement, visiting schools, and attending community events).

17. Rank the order of importance of these factors to your municipality.

18. Are there any other factors that should be considered?

Revenue collected through the new costing model will be reinvested into policing, leading to an increase in the number of RCMP officers and civilian positions throughout the province. This investment prioritizes adding uniformed patrol officers in rural RCMP detachments, but will also add police officers to centralized RCMP units that work to address province-wide issues such as organized crime, drug trafficking, and auto and scrap metal theft. A portion of the revenue will also be used to fund new civilian positions to assist with administrative tasks and provide investigative support. These administrative roles are intended to improve response times and help ensure officers have the support they need to protect Albertans by spending more time in their communities.

19. Do you agree that RCMP resource allocation should balance frontline officers with centralized, specialized, and/or civilian positions? (Strongly agree to strongly disagree)

Police Costing Model

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?

- Yes
- No

If yes, what information did you receive from your detachment on new police resources?

21. Has the information provided by the Government of Alberta on the new police costing model been sufficient to ensure your council and staff understand the new model, including how costs are determined and how the additional funding could be used?

- Yes
- No

If no, what additional information do you require on the new police costing model?

Thank you for taking the time to complete this survey!

Vegreville Constituency Office
Box 451, 4927 – 51 Avenue
Vegreville, Alberta T9C 1M1

Fort Saskatchewan Constituency Office
Suite 204, 10211 100 Avenue
Fort Saskatchewan, Alberta T8L 1Y7



LEGISLATIVE ASSEMBLY
ALBERTA

Jackie Armstrong-Homeniuk, MLA
Fort Saskatchewan-Vegreville

RECEIVED
OCT 08 2020

September 29, 2020

Good Day,

Please distribute the enclosed letters to the Mayor, Councillors, and the Chief Administrative Officer.

Regards,

A handwritten signature in cursive script that reads "Sharon Lencewich".

Sharon Lencewich
Constituency Assistant
Fort Saskatchewan- Vegreville Constituency Office

Vegreville Constituency Office
Box 451, 4927 – 51 Avenue
Vegreville, Alberta T9C 1M1

Fort Saskatchewan Constituency Office
Suite 204, 10211 100 Avenue
Fort Saskatchewan, Alberta T8L 1Y7



LEGISLATIVE ASSEMBLY
ALBERTA

Jackie Armstrong-Homeniuk, MLA
Fort Saskatchewan-Vegreville

September 29, 2020

Mayor Deborah Mc Mann
Village of Innisfree
Box 69
Innisfree AB T0B 2G0

Dear Ms. McMann,

On September 25, 2020, our government was proud to announce the Municipal Operating Support Transfer (MOST). This new program delivers funding provided by the provincial and federal governments to support municipal operations impacted by the COVID pandemic and actions taken in response to it.

A total of \$606 million in operating funding will be provided to municipalities under this program, including \$30 million already allocated under the Municipal Sustainability Initiative Operating program. \$140 million of this funding will be provided to municipalities with public transit systems to support public transit operating costs and revenue decreases due to COVID-19, while the remainder will be provided to all municipalities and Metis Settlements to support general COVID-19-related operating costs and revenue losses.

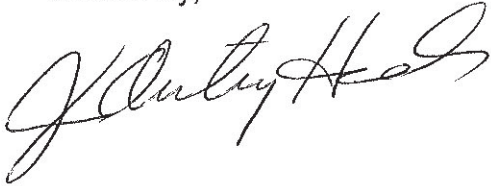
As you have likely seen in the program announcement from Minister Allard, The Village of Innisfree will receive \$ 27,581.00 in MOST funding. I trust this will be put to good use in your municipality to address the financial impacts caused by the pandemic.

Thank you to the Honourable Tracy Allard, Minister of Municipal Affairs and the Government of Canada for recognizing the importance of supporting Alberta's municipalities in these difficult times. If you have any questions regarding this funding, I urge you to contact Alberta Municipal Affairs at 780-422-7125 or ma.municipalstimulus@gov.ab.ca.

Vegreville Constituency Office
Box 451, 4927 – 51 Avenue
Vegreville, Alberta T9C 1M1

Fort Saskatchewan Constituency Office
Suite 204, 10211 100 Avenue
Fort Saskatchewan, Alberta T8L 1Y7

Yours truly,

A handwritten signature in black ink, appearing to read 'Jackie Armstrong-Homeniuk', written in a cursive style.

Jackie Armstrong-Homeniuk, MLA

cc: Councillor Aaron Cannon
cc: Councillor Will Oudshoorn
cc: CAO Brooke Magosse

cc: Honourable Tracy Allard, Minister of Municipal Affairs

SAVE THE DATE

Go East Regional Tourism Organization Annual General Meeting & Fall Event...

PERSEVERING THROUGH THE PANDEMIC

When:

**Tuesday, November 10, 2020
11:30 am – 3:00 pm**

Where:

**Metis Crossing
17339 Victoria Trail
Off Highway 855
Smoky Lake**



Come join us and see this Beautiful Brand New facility and network with the top people involved in Tourism in the region.

Make sure your community is represented at this Important meeting and a dinner that you don't want to miss!

Come meet with Go East staff, ask questions and get one-on-one assistance to help promote your community or business better.

CONFIRMED Presentations

2019 AGM Meeting and Presentation

2020 Special Meeting Presentations by the Go East Team Members

- Learn how Go East RTO and others adapted to create successes for tourism by Persevering through the Pandemic.
- The Phenomenal Go East Digital Campaign Results from the summer of 2020 - in spite of Covid 19.
- CARES Program Tourism Development Update on the next phase of itineraries and expanded video series.
- Preview of the new enhancements to the outstanding Go East of Edmonton Website.
- Exciting plans and opportunities for the 2021 tourism season including the Roadtrip Game promotion.

A Special Presentation and Development Update by Metis Crossing

- With a tour of the New Facility and Grounds

Luncheon Dining Experience by Metis Crossing

Enjoy a locally sourced meal from the Indigenous culinary masters that are bringing a taste of our Metis culture right to you.

Featuring Bison and Banack with dessert and refreshments included.

Go East Regional Tourism Organization Annual General Meeting & Fall Event...

RSVP your attendance by October 30 to Go East RTO.

For more information or to RSVP you can contact Donna Jenson by email donna.goeast@gmail.com or phone (780) 632-7699.

Don't delay book your spot as the maximum number of people who can attend is 50.

Cost: **\$35.00** per person (no tax) includes Luncheon

Company: _____

Number of people attending: _____

Name(s) of those attending: _____

Address: _____ Postal Code: _____

Display space required: Yes No

Email invoice: Yes No

Make cheques payable to **Go East RTO**, 50230 Range Road 200, Beaver County, AB, T0B 4J2
E-Transfer is also available

In accordance with AHS Health and Safety guidelines physical distancing will be in place. Masks will be required for a portion of this event so please bring a mask.

Once registered we will be sending out an email to everyone with any additional guidelines and information!

Special thanks to METIS CROSSING for helping to sponsor this event.

