

**Village of Innisfree
Regular Council Meeting
November 17, 2020 @ 5:00 p.m.
Village of Innisfree Council Chambers**

1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. 5:05 PM - Cpl. Dunsmore – RCMP - Vermillion Detachment
 - b. 5:15 PM - 2021 Minimum Tax
Grant Bergman & Peggy Smith
4. Adoption of Minutes
 - a. [October 20, 2020 Organizational Minutes](#)
 - b. [October 20, 2020 Regular Council Minutes](#)
5. Business Arising from the Minutes:
 - a. [Bylaw 660-20 – Bylaw Enforcement Officer \(Second & Third Reading\)](#)
 - b. [Bylaw 661-20 – Subdivision & Development Appeal Board Bylaw \(Second & Third Reading\)](#)
 - c. [Quote Dated September 17, 2020 – Vehicle Decals \(Public Works Truck/Equipment\)](#)
 - d.
6. Policies & Bylaws:
 - a.
7. New Business:
 - a. [2021 Go East of Edmonton Advertising Renewal – Email received October 23, 2020](#)
 - b. [CARES Grant – Invigorate Innisfree – Economic Development Strategy – Update](#)
 - c. [Alberta Police Interim Advisory Board \(APIAB\) - Quarterly Report](#)
8. Councillor Reports
 - a. [Innisfree School / Parent Council Report – Deb McMann](#)
 - b.
9. 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](#)
10. Correspondence
 - a. [ACE Zone 1 - 2020 Annual General Meeting Minutes](#)
 - b. [Alberta Municipal Affairs Letter - Update on Infrastructure Funding](#)
 - c. [Urban Municipalities – Estimated Impact of Additional Depreciation on Total Tax Revenue](#)

11. Closed Session
 - a. Legal (FOIP Section 17 & 27)
 - i. [Mr. Bergman Vs. Village of Innisfree – Update on 2018 Minimum Tax Challenge](#)
 - b. Personnel (FOIP Sections)
 - i. [Administrative/Public Works Assistant Salary - Update](#)
12. Adjournment

Village of Innisfree (CAO)

From: Peggy Smith <peggydsmith2012@gmail.com>
Sent: November 9, 2020 6:59 AM
To: Village of Innisfree (CAO)
Subject: minimum tax

Delegation request for the Village of Innisfree regular meeting on Nov. 17 2020

I would first of all like to thank Council in its decision to settle the FOIP commissioner's hearing after reconsidering my offer. Thanks is also due to the councilors who listened to the Judicial Review. By listening and, hopefully, reading the briefs, exhibits and the decision, Council is now more aware of the issues involved in minimum tax. The fact that the court has found this Judicial Review issue estoppel is as a result of my own efforts to get the Alberta Legislature to define minimum tax. This decision does not change the harm and unfairness minimum tax has caused in Innisfree. The results of minimum tax continue to affect the village and its very sustainability. High tax in arrears, lower assessment, growing land bank, divided community, and higher costs to the taxpayer are all the results of the minimum tax. My ask of the Council is that they do not have a minimum tax in 2021 or ever again. I ask that council be fair and equitable to all concerned so that some healing can begin. Please let me know your political will on this matter as soon as possible. Please do not just take this as information.
I look forward to the response to this delegation.

Sincerely,
Grant Bergman

A ORGANIZATIONAL meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, October 20, 2020.

CALL TO ORDER

Deborah McMann called the meeting to order at 5:13 PM.

PRESENT

Deborah McMann	Mayor
William Oudshoorn	Deputy Mayor
Aaron Cannan	Councillor
Brooke Magosse	Chief Administrative Officer
Public Attendance:	Marie Yakimowich

APPROVAL OF AGENDA

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

CALL FOR NOMINATIONS - MAYOR

CAO Brooke Magosse, called for nominations for Mayor.

Aaron Cannan nominated Deborah McMann

CAO Brooke Magosse, called twice more for nominations for Mayor.

APPOINTMENT OF MAYOR
ORG-2020-10-20/01

Moved by Aaron Cannan that nominations cease.

CARRIED

Deborah McMann was declared the Mayor.

Deborah McMann assumed the chair.

CALL FOR NOMINATIONS – DEPUTY MAYOR

Mayor McMann called for nominations for Deputy Mayor.

Will Oudshoorn nominated Aaron Cannan for Deputy Mayor.

Mayor McMann called twice more for nominations for Deputy Mayor.

ELECTION FOR DEPUTY MAYOR
ORG-2020-10-20/02

Moved by Will Oudshoorn that nominations cease.

CARRIED

Aaron Cannan was declared the Deputy Mayor.

**PAGE 2, VILLAGE OF INNISFREE ORGANIZATIONAL MEETING MINUTES
OF OCTOBER 20, 2020.**

REGULAR
MEETING DATES
**ORG-2020-10-
20/03**

Moved by Deputy Mayor Cannan that pursuant to Section 193 of the *Municipal Government Act*, the Village of Innisfree Regular Council Meeting dates shall be the 3rd Tuesday of every month at 5:00 PM.

CARRIED

COMMITTEES
**ORG-2020-10-
20/04**

Moved by Deputy Mayor Cannan that the appointments to Council Committees are as follows:

Alberta Central East Regional Water Corporation

1. Cannan

M.D. of Minburn Foundation

1. Oudshoorn (Cannan)

MMI-FCSS

1. McMann (Oudshoorn)

Library Board

1. Oudshoorn

Northern Lights Library Systems

1. Oudshoorn (McMann)

East Central 911 Call Answer Society

1. Cannan

Parents Advisory Council

1. McMann (Cannan)

East Regional Transfer Station/Joint Landfill

1. Oudshoorn

Northeast Alberta Information Hub

1. McMann

Regional Assessment Review Board

1. Oudshoorn

Kalyna Country Regional Tourism

1. McMann

Historical Society (Museum)

1. McMann

CARRIED

**PAGE 3, VILLAGE OF INNISFREE ORGANIZATIONAL MEETING MINUTES
OF OCTOBER 20, 2020**

SIGNING
AUTHORITY
**ORG-2020-10-
20/05**

Moved by Deputy Mayor Cannan that pursuant to Section 213(4) of the *Municipal Government Act*, financial instruments' signing authorities shall be one elected official being Aaron Cannan, Deborah McMann or Will Oudshoorn and Chief Administrative Officer Brooke Magosse.

CARRIED

REMUNERATION
**ORG-2020-10-
20/06**

Moved by Deputy Mayor Cannan that Council remuneration shall be as follows:

Mileage	Current year Canada Revenue Agency rates
Regular Council Meetings	\$150.00
Special Council Meetings	\$75.00
Committee Meetings	\$15.00 per hour, to a maximum of \$120.00 per day

CARRIED

UPCOMING
COMMITMENTS

Council reviewed upcoming commitments.

ADJOURNMENT

Moved by Deputy Mayor Cannan that, as there was no further business to discuss, the meeting be adjourned at 5:28 p.m.

Mayor

Chief Administrative Officer

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, October 20, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:28 PM.

PRESENT

Deborah McMann	Mayor
William Oudshoorn	Deputy Mayor
Aaron Cannan	Councillor
Brooke Magosse	Chief Administrative Officer

PUBLIC HEARING

PUBLIC HEARING ATTENDENCE

Deborah McMann	Mayor
William Oudshoorn	Deputy Mayor
Aaron Cannan	Councillor
Brooke Magosse	Chief Administrative Officer
Marie Yakimowich	Public Attendance

PUBLIC HEARING – AMENDMENT TO LANDUSE BYLAW 628-18 – BYLAW 646-20 CANNABIS PRODUCTION AND DISTRIBUTION & BYLAW 655-20 C3 HIGHWAY COMMERCIAL PERMITTED AND DISCRETIONARY USES

Pursuant to Section 230 of the Municipal Government Act, Revised Statutes of Alberta 200, Chapter M-26 and amendments thereto, a public hearing on the amendments to Land Use Bylaw 628-17 for Bylaw 646-20 being Cannabis Production and Distribution Bylaw and Bylaw 655-20 being an amendment to the Land Use Bylaw 628-17 for a change in Discretionary & Permitted Use under C3 Highway Commercial, to hear any person, group of persons, or persons representing them, claiming to be affected by the proposed bylaw.

No representation was made, either it written or verbal format, regarding the proposed Land Use Amendment Bylaw 646-20 (Cannabis Production and Distribution) and proposed Land Use Amendment Bylaw 655-20 (C3 – Highway Commercial: Change in Permitted & Discretionary Uses).

Mayor McMann adjourned the Public Hearing.

Marie Yakimowich left the Council chambers at 5:38 P.M.

PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF OCTOBER 20, 2020.

**APPROVAL OF AGENDA
2020-10-20/01**

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

Business Arising from the Minutes

6 B – Bylaw 646-20 – Cannabis Production and Distribution

6 C – Bylaw 655-20 – C3 – Highway Commercial: Change in Discretionary & Permitted Uses

New Business

8 J – Alberta Municipal Affairs – 2019 Municipal Indicator Reporting

8 K – Request to Rent Boom Lift – Vantage Builders

8 L – Buffalo Trail Letter Dated October 20, 2020 – Request for Handicap Parking/Loading Zone at Delnorte School

Councillor Reports

9 C – MD of Minburn Foundation Report – Will Oudshoorn

9 D – Alberta HUB Report – Deb McMann

Correspondence

11 G – Alberta Health Services Letter dated October 19, 2020 – Influenza Immunization

CARRIED.

**APPROVAL OF MINUTES
2020-10-20/02**

Moved by Councillor Oudshoorn that the September 15, 2020 Regular Council Meeting minutes be approved as amended.

CARRIED.

**BYLAW 656-20 –
COUNCIL PROCEDURAL
BYLAW
SECOND
2020-10-20/03**

Moved by Deputy Mayor Cannan that Bylaw 656-20 Council Procedural Bylaw be approved as amended. Further that Bylaw 656-20 Council Procedural Bylaw be given SECOND reading this 20th day of October 2020.

CARRIED.

**BYLAW 656-20 –
COUNCIL PROCEDURAL
BYLAW
THIRD AND FINAL
READING
2020-10-20/04**

Moved by Councillor Oudshoorn that Bylaw 656-20 Council Procedural Bylaw be given THIRD and FINAL reading this 20th day of October 2020.

CARRIED.

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BYLAW 646-20 –
CANNABIS
PRODUCTION AND
DISTRIBUTION –
AMENDMENT TO LAND
USE BYLAW 628-17
SECOND READING
2020-10-20/05

Moved by Deputy Mayor Cannan that Bylaw 646-20 being an Amendment to Land Use Bylaw 628-17 for Cannabis Production and Distribution be given SECOND reading this 20th day of October 2020.

CARRIED.

BYLAW 646-20 –
CANNABIS
PRODUCTION AND
DISTRIBUTION –
AMENDMENT TO LAND
USE BYLAW 628-17
THIRD AND FINAL
READING
2020-10-20/06

Moved by Mayor McMann that Bylaw 646-20 being an amendment to Land Use Bylaw 628-17 for Cannabis Production and Distribution be given THIRD and FINAL reading this 20th day of October 2020.

CARRIED.

BYLAW 655-20 – C3 –
HIGHWAY
COMMERCIAL: CHANGE
IN DISCRETIONARY &
PERMITTED USES –
AMENDMENT TO LAND
USE BYLAW 628-17
SECOND READING
2020-10-20/07

Moved by Deputy Mayor Cannan that Bylaw 655-20 being an amendment to Land Use Bylaw 628-17 for C3-Highway Commercial: Change in Discretionary and Permitted Uses be given SECOND reading this 20th day of October 2020.

CARRIED.

BYLAW 655-20 – C3 –
HIGHWAY
COMMERCIAL: CHANGE
IN DISCRETIONARY &
PERMITTED USES –
AMENDMENT TO LAND
USE BYLAW 628-17
THIRD AND FINAL
READING
2020-10-20/08

Moved by Deputy Mayor Cannan that Bylaw 655-20 being an amendment to Land Use Bylaw 628-17 for C3-Highway Commercial: Change in Discretionary and Permitted Uses be given THIRD and FINAL reading this 20th day of October 2020.

CARRIED.

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REQUEST TO CHANGE
PAYMENT DUE DATE
AND PENALTY DUE
DATE - BYLAW 605-15 –
WATER &
WASTEWATER
SERVICES
2020-10-20/09

Moved by Councillor Oudshoorn that the Request to Change Payment Due Date and Penalty Due Date in Bylaw 605-15 being the Water and Wastewater Services Bylaw be received as information.

CARRIED.

BYLAW 658-20 –
TEMPORARY
BORROWING BYLAW
FIRST READING
2020-10-20/10

Moved by Deputy Mayor Cannan that Bylaw 658-20 Temporary Borrowing Bylaw be given FIRST reading this 20th day of October 2020

CARRIED.

BYLAW 658-20 –
TEMPORARY
BORROWING BYLAW
SECOND READING
2020-10-20/11

Moved by Mayor McMann that Bylaw 658-20 Temporary Borrowing Bylaw be given SECOND reading this 20th day of October 2020

CARRIED.

BYLAW 658-20 –
TEMPORARY
BORROWING BYLAW
AUTHORIZE THIRD
READING
2020-10-20/12

Moved by Councillor Oudshoorn that Council authorize THIRD reading on Bylaw 658-20 Temporary Borrowing Bylaw this 20th day of October 2020.

UNANIMOUSLY CARRIED.

BYLAW 658-20 –
TEMPORARY
BORROWING BYLAW
THIRD AND FINAL
READING
2020-10-20/13

Moved by Deputy Mayor Cannan that Bylaw 658-20 Temporary Borrowing Bylaw be given THIRD and FINAL reading this 20th day of October 2020

CARRIED.

BYLAW 659-20 –
REGIONAL
ASSESSMENT REVIEW
BOARD BYLAW
FIRST READING
2020-10-20/14

Moved by Deputy Mayor Cannan that Bylaw 659-20 Regional Assessment Review Board Bylaw be approved as amended and be given FIRST reading this 20th day of October 2020

CARRIED.

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BYLAW 659-20 –
REGIONAL
ASSESSMENT REVIEW
BOARD BYLAW
SECOND READING
2020-10-20/15

Moved by Mayor McMann that Bylaw 659-20 Regional Assessment Review Board Bylaw be given SECOND reading this 20th day of October 2020

CARRIED.

BYLAW 659-20 –
REGIONAL
ASSESSMENT REVIEW
BOARD BYLAW
AUTHORIZE THIRD
READING
2020-10-20/16

Moved by Councillor Oudshoorn that Council authorize THIRD reading on Bylaw 659-20 Regional Assessment Review Board Bylaw this 20th day of October 2020.

UNANIMOUSLY CARRIED.

BYLAW 659-20 –
REGIONAL
ASSESSMENT REVIEW
BOARD BYLAW
THIRD AND FINAL
READING
2020-10-20/17

Moved by Deputy Mayor Cannan that Bylaw 659-20 Regional Assessment Review Board Bylaw be given THIRD and FINAL reading this 20th day of October 2020

CARRIED.

BYLAW 660-20 – BYLAW
ENFORCEMENT
OFFICER BYLAW
FIRST READING
2020-10-20/18

Moved by Deputy Mayor Cannan that Bylaw 660-20 Bylaw Enforcement Officer Bylaw be approved as amended and given FIRST reading this 20th day of October 2020. Further that Bylaw 660-20 Bylaw Enforcement Officer Bylaw be tabled to the November 17, 2020 Regular Council meeting.

CARRIED.

BYLAW 661-20 –
SUDDIVISION AND
DEVELOPMENT APPEAL
BOARD BYLAW
FIRST READING
2020-10-20/19

Moved by Councillor Oudshoorn that Bylaw 661-20 Subdivision and Development Appeal Board Bylaw be approved as amended and be given FIRST reading this 20th day of October 2020. Further that Bylaw 661-20 Subdivision and Development Appeal Board Bylaw be tabled to the November 17, 2020 Regular Council meeting.

CARRIED.

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REQUEST FOR
PROPOSAL – WEBSITE
RENEWAL
2020-10-20/20

Moved by Deputy Mayor Cannan that Council approve BoxClever’s 2020-2021 annual cost of \$617.00 for website renewal. Further that Council direct Administration to enter into a 3-year contract, with BoxClever, to provide the Village of Innisfree website services, at an annual cost of \$1,050/year. Furthermore, that Administration be directed to send a letter to BoxClever in this regard.

CARRIED.

OFFER TO PURCHASE –
DOZER BLADE
2020-10-20/21

Moved by Deputy Mayor Cannan that council approve Mr. Pearce’s Offer to Purchase for the Dozer Blade in the amount of \$250.00 (GST included). Further that Administration be directed to contact Mr. Pearce in this regard.

CARRIED.

NORTHERN LIGHTS
LIBRARY SYSTEM
LETTER – SEPTEMBER
17, 2020 – 2021
MUNICIPAL LEVY
2020-10-20/22

Moved by Mayor McMann that Council approve the Northern Lights Library System’s 2020-2021 Municipal Levy in the amount of \$5.23 per capita rate for a total levy of \$1,166.29 for 2021.

CARRIED.

QUOTE DATED
SEPTEMBER 17, 2020 -
VEHICLE DECALS
(PUBLIC WORKS
TRUCK/EQUIPMENT)
2020-10-20/23

Moved by Deputy Mayor Cannan that Quote Dated September 17, 2020 – Vehicle Decal’s (Public Works Truck/Equipment) be tabled to the November 17, 2020 Regular Council meeting for further discussion.

CARRIED.

ITSTIME PROMO –
QUOTE FOR LOGO
REDESIGN – VILLAGE
OF INNISFREE
2020-10-20/24

Moved by Councillor Oudshoorn that Council approve ItsTime Promo’s Quote of \$150.00 (GST not included) for a redesigned “Village of Innisfree” Logo and/or crest.

CARRIED.

PURCHASE OF
FIREWOOD – BIRCH
LAKE CAMPGROUND –
QUOTE RECEIVED
FROM GLEN’S MARKET
AND GARDEN
2020-10-20/25

Moved by Deputy Mayor Cannan that Council accept Glen’s Market and Garden’s quote, in the amount of \$1,400.00 (GST not included) for the purchase of Firewood for the Birch Lake Campground to be delivered by May 2021.

CARRIED.

PAGE 7, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF OCTOBER 20, 2020.

FLOOD
MITIGATION/CULVERT
INSTALLATION –
UPDATE
2020-10-20/26

Moved by Deputy Mayor Cannan that Council approve Doug’s Bobcat and Backhoe Services quote, dated October 20, 2020, to proceed with the Culvert Installation across 50 Street (North), at an estimated cost of \$10,000.00 (GST Not Included). Further that Administration be directed to contact Doug’s Bobcat and Backhoe Services in this regard.

CARRIED.

ALBERTA MUNICIPAL
AFFAIRS – M.A.P.
REPORT DATED
OCTOBER 5, 2020
2020-10-20/27

Moved by Deputy Mayor Cannan that Council approve the Alberta Municipal Affairs M.A.P Report dated October 5, 2020. Further that Administration be directed to prepare a response to the report, including a plan detailing the actions to be taken to rectify the areas of non-compliance.

CARRIED.

M.A.P REPORT SECTION
3.8 (1) – OPERATING
BUDGET
2020-10-20/28

Moved by Councillor Oudshoorn that council recognize the deficit(s), as shown in the Village of Innisfree 2020 Budget and 2021-2024 Budget Forecast, in the amount of \$15,523.50, that is in contravention on Section 243 of the Municipal Government Act and the Capital Grant Funding, in the amount of \$160,000.00, that has been recorded as revenue, under GL # 1-12-00-840 that is in contravention of the Municipal Affairs Grant Regulation (AR 123/2000). Furthermore, that the 2020 Audited Financial Statement reflect the deficit and the Village of Innisfree’s unrestricted surplus be amended in this regard.

CARRIED.

ALBERTA MUNICIPAL
AFFAIRS LETTER
RECEIVED OCTOBER 15,
2020 – DETAILED
ASSESSMENT AUDIT
2020-10-20/29

Moved by Deputy Mayor Cannan that Alberta Municipal Affairs Letter Received October 15, 2020 – Detailed Assessment Audit be received as information.

CARRIED.

ACE WATER
CORPORATION LETTER
DATED SEPTEMBER
2020 – FINALIZATION OF
PHASES 4, 5 AND 6
2020-10-20/30

Moved by Councillor Oudshoorn that ACE Water Corporation Letter dated September 2020 – Finalization of Phase’s 4, 5 and 6 be received as information.

CARRIED.

ALBERTA MUNICIPAL
AFFAIRS – 2019
MUNICIPAL INDICATOR
REPORTING
2020-10-20/31

Moved by Mayor McMann that Council approve the 2019 Municipal Indicator Report as presented.

CARRIED.

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REQUEST TO RENT
BOOM LIFT – VANTAGE
BUILDERS
2020-10-20/32

Moved by Deputy Mayor Cannan that Council approve the rental of a Boom Lift, from Vantage Builders, at a rate of \$340/day to allow the Public Works Department safely trim tree's and put up Village Christmas Lights.

CARRIED.

BUFFALO TRAIL
LETTER DATED
OCTOBER 20, 2020 –
REQUEST TO INSTALL
HANDICAP
PARKING/LOADING
ZONE – DELNORTE
SCHOOL
2020-10-20/33

Moved by Councillor Oudshoorn that Council direct Administration to forward Buffalo Trail Public School's request to Alberta Transportation in regard to a Handicap Parking/Loading Zone in front of Delnorte School along Highway 870.

CARRIED.

MEETING TO EXCEED
PAST 8:00PM
2020-10-20/34

Moved by Deputy Mayor Cannan that the meeting moves past 8:00 PM.

CARRIED.

2021 LIBRARY BOARD
BUDGET
2020-10-20/35

Moved by Mayor McMann that Council approve the 2021 Library Budget as presented.

CARRIED.

RESCIND MOTION 2020-
10-20/35 - 2021 LIBRARY
BOARD BUDGET
2020-10-20/36

Moved by Mayor McMann that motion no. 2020-10-20/35 be rescinded.

CARRIED.

COUNCILLOR REPORTS
2020-10-20/37

Moved by Deputy Mayor Cannan that the listed Councillor Reports be presented.

CARRIED.

ADMINISTRATION
REPORTS
2020-10-20/38

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

CARRIED.

PAGE 9, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF OCTOBER 20, 2020.

**CORRESPONDENCE
2020-10-20/39**

Moved by Councillor Oudshoorn that the listed items under correspondence be as information.

CARRIED.

**CLOSED SESSION
ATTENDANCE**

Deborah McMann Mayor
William Oudshoorn Deputy Mayor
Aaron Cannan Councillor

Brooke Magosse Chief Administrative Officer

**CLOSED SESSION
2020-10-20/40**

Moved by Mayor McMann that the meeting moves into closed session at 8:47 PM to discuss Notice of Inquiry – Office of the Information and Privacy Commission – Village of Innisfree Vs. Mr. Bergman under FOIP Sections 17 & 27.

CARRIED.

**CLOSED SESSION
2020-10-20/41**

Moved by Deputy Mayor Cannan that the meeting come out of closed session at 8:58 PM.

CARRIED.

**FOIPP SECTION 17 & 27 –
NOTICE OF INQUIRY –
OFFICE OF THE
INFORMATION AND
PRIVACY
COMMISSIONER –
VILLAGE OF
INNISFRERE VS. MR.
BERGMAN
2020-10-20/42**

Moved by Deputy Mayor Cannan that Council approve the refund of FOIP Request Fees in the amount of \$247.00 to Mr. Bergman, once the Village of Innisfree receives notice that the inquiry is discontinued with the Office of Information and Privacy Commissioner. Further that the Village of Innisfree advise Mr. Bergman that the Village Employee's have completed a thorough search, for the letter referenced in Mr. Bergman's proposal, and are unable to locate said letter in the Village's records.

CARRIED.

ADJOURNMENT

Councillor Oudshoorn adjourned the meeting at 9:05 PM.

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 **ap 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 **er of** the Village of Innisfree;
 - e. Municipal Government Act: means the Municipal Government Act, RSA 2000, e 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 Village** 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 **bBylaw** 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 **bBylaw**;

**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 Chief Administrative Officer'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 **A** 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 prevent** a danger to public safety caused by a structure, excavation, or hole or to deal with the

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

- unsightly condition of a property in accordance with section 550 of the Municipal Government Act;
- f. Exercise all the powers, duties, and functions of a development authority to issue written order pursuant to section 645 of the **mMunicipal** Government Act;
 - g. Take whatever actions or measures are necessary to carry out an order issue 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 **relay** 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, **pending Council's approval.**

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.

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

9. The Chief Administrative Officer may contract out the Bylaw Enforcement Officer positions to a Service Provider.

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.

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

PART IV - OFFENCES

OFFENCE

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

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
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PART V – GENERAL

APPLICATION

24. **23.** This **Bylaw** applies to every Bylaw of the Village.

SERVICE

25. **24.** 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. **25.** 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. **26.** 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 20th day of October 2020.

Read a SECOND Time this day of 2020.

**VILLAGE OF INNISFREE
BYLAW ENFORCEMENT OFFICER
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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

Subdivision and Development Appeal Board

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 **No. 542-19** 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 **No. 643-19** 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, **in the Province of Alberta**.

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

Subdivision and Development Appeal Board

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.

VILLAGE OF INNISFREE

BYLAW NO. 661-20

Subdivision and Development Appeal Board

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.

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.

VILLAGE OF INNISFREE

BYLAW NO. 661-20

Subdivision and Development Appeal Board

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*.

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.

VILLAGE OF INNISFREE

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Subdivision and Development Appeal Board

- 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;
 - 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;

VILLAGE OF INNISFREE

BYLAW NO. 661-20

Subdivision and Development Appeal Board

- 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;
 - 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 20th day of October 2020.

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

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

Mayor

Chief Administrative Officer

Village of Innisfree (CAO)

From: Jolene Kisilevich <jolenek.design@gmail.com>
Sent: October 23, 2020 2:21 PM
To: Village of Innisfree (CAO)
Cc: Kevin Kisilevich
Subject: 2021 Go East of Edmonton Advertising Renewal
Attachments: Another year of Amazing Results for Go East of Edmonton Regional Tourism 2020.pdf; 2021 Power of Go East of Edm Marketing.pdf; 2021 GEE Roadtrip Adventure Game Opportunity.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Brooke;

RE: Village of Innisfree

It's time to renew your Community for the **2021 Go East of Edmonton Travel Guide & Annual Marketing Programs** in print & online. *See below for your renewal size and rate.*

🌟 **Once again Go EAST is the #1 CHOICE & THE HIGHEST REACHING in Tourism Promotions for Communities in the region.** We are excited to share with you another year of **OUTSTANDING GROWTH** that Go East of Edmonton has had over the past year:

In October, you received our News Update with the Impressive results from this year's campaigns. In spite of the pandemic we have achieved the highest results and highest reach for our tourism marketing efforts. Reaching more than double the amount of people in 2020 as compared to the previous year!

For more detailed results, see the attached documents.

5 years of Growth...

No other organization has had this much growth or puts this much effort into growing Tourism in the region. Year after year we increase the results and ROI for our communities and businesses across the region so you can have *the greatest potential for tourism growth annually.*

3 KEY FACTS about Go East of Edmonton Tourism Marketing:

1. Go East Travel Guide is the one and only regional Travel Guide and was an important tool for promoting recovery for the region through 2020. It's popularity continues to grow!
2. Go East Website has over 100,000 more visitors than any other type of App or tourism website in the region.
3. Go East of Edmonton was the one and only active DMO - Regional Tourism promotion that promoted communities during 2020 and the ongoing pandemic.

🌟 **2021 may be one of the most important years to promote tourism. With International borders closed or not safe to travel, the next year is a huge opportunity. People will be only travelling local - giving our region a chance to capitalize on potential growth in revenues for our local businesses and attractions.**

Looking Ahead...Positive Growth for Tourism for 2021

The Results in the document **Power of Go East of Edmonton Marketing** reinforce why we are the first choice for Tourism Marketing for Communities and Businesses across the region. The Go East Brand and Marketing Strategy is working very effectively to grow tourism and has made us the leaders in tourism and Destination Marketing for the region.

We are grateful for your support and we are pleased to show that your investments in our programs have seen a significant growth, increasing your ROI- Return on Investment.

- Around the region tourism operators have commented that they have seen Go East videos, ads, promotions and they have received many more out-of-town visitors and customers this year. Campaign partners have said how their website traffic has increased.
- In 2020, Go East of Edmonton has reached Millions more people and influenced Hundreds of Thousands more people than ever to travel to all areas in the region.

Seeing what we have achieved in spite of Covid-19 during such a challenging year, Go East of Edmonton is well positioned to capture more travellers to spend time and dollars in your communities in 2021 and future years. We look forward to continue working with you and growing tourism into the next decade.

TIPS for Advertising Your Community for 2021

- **Promoting Events:** While it's unclear that events may or may not be able to run properly next year, we anticipate changes to guidelines by the summer of 2021 that could make it more favourable for community events to operate. Even now Farmers' Markets and Tradeshows are allowed to operate. We would be pleased to assist you with creative ideas for events in 2021.
- **Promoting Activities:** We encourage you to promote outdoor activities, attractions, and businesses in your community. The local attractions and business community could really use your support to promote them for a more prosperous 2021.

As COVID-19 will still be with us in 2021, we will continue to take a responsible tourism approach, and promote for a safe and healthy lifestyle while following AHS guidelines.

1. About Renewal Rates:

Note: You will be pleased to know that our Rates are the same as last year for Membership and the Travel Guide for your Budget.

We are pleased to offer these affordable advertising programs, and we are proud to say that no other type of tourism promotion reaches as many people for such a low cost.

Note: you will not be invoiced till 2021 for your Membership or Advertising unless you request it to be sent in the current year.

- **Your Membership** includes many online and year round marketing benefits - see our attachment
- **Another year of Amazing Results for Go East of Edmonton.**

2. 2021 Travel Guide Advertising Renewal Information:

- **Display ad** runs in both print magazine, and online guide.
- With the purchase of your display ad you receive a **Feature editorial**, photo(s), and includes all listings on many pages of events, campgrounds, attractions, etc.
- **Low Cost...**No increase in Ad cost plus Member rate for your ad (ad design included). See attached rate card for various ad sizes.
- **Bonus Advertising** - your Display Ad and /or Editorial may also run in our Online Camping - Outdoors Guide or other Attractions Online guides at No Extra Charge.
- **With these Benefits, your advertising value is more than Triple your investment.**


Your investment based on 2020 - 1/12 page ad = \$350 + gst.

(If you wish to change the size of your ad please contact us and we will send you the Rate Sheet and options to choose from.)

Click to see your ad from last year: <https://goeastofedmonton.com/travel-guide/>

3. We invite you to join the 2021 Go East of Edmonton Roadtrip Adventure Game

Your community is guaranteed to receive visitors by participating in this unique and innovative tourism promotion. This was a huge success in 2020 in its trial year and we invite you to participate. Your investment to participate in this program ranges between \$250-\$500 depending on the size of your community. Please see the attached document that explains the valuable benefits to be a part of the Roadtrip Game.

 Kevin would be pleased to meet with you, if you have questions or would like a more detailed update. He would also be pleased to do a presentation to your Council. Let us know as soon as possible if you would like to schedule him in.

Our Deadline is December 15, 2020.

☐ Please reply so we know you received this email.

Thank you,

Jolene Kisilevich

Manager & Digital Designer

The Marketer - *Publisher of the
Go East of Edmonton Travel Guide*

Phone: 780-632-6191

jolenek.design@gmail.com

Another year of Amazing Results for Go East of Edmonton Regional Tourism

Dear Tourism Partners,

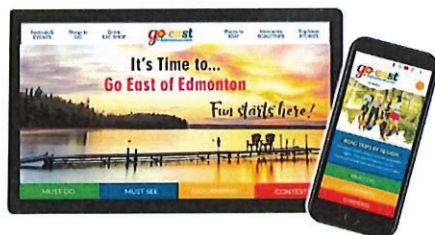
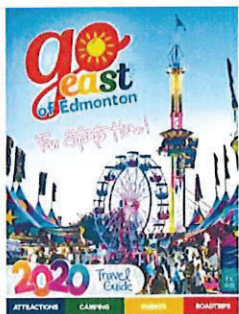
We have included for you, our Fall news which, updates you on all our recent Summer activities. **In spite of Covid -19 this is our most impressive update**, as we have literally doubled the amount the people reached through tourism marketing therefore **Doubling your ROI- Return on Investment for Tourism**.

2020 was a year of many challenges and many great successes. With so much news and so much success by the end of summer, this update will be a short summary of an unforgettable year for all of us!

We are pleased to present these successes that help your community to have the greatest potential for tourism growth annually.

Within this document:

- **2020 Travel Guide proves to be Important Tool for Recovery and Impact**
- **New Go East of Edmonton Website – an Explosion of Success in 2020!**
- **New Roadtrips Videos – perfect content during a pandemic!**
- **Social Media growth now reaching over 28,000 combined followers**
- **More Grants for Tourism Marketing and Development!**
- **Summer Campaign - digital marketing success reached over 6.5 Million impressions**
- **New Roadtrip Game – An Innovative Example of Tourism Success during Covid!**
- **Looking Forward to 2021**
- **Attend Upcoming AGM coming soon**



1. 2020 Travel Guide proves to be Important Tool for Recovery and Impact

- Numerous businesses and attractions commented how valuable it was for us to publish our Travel Guide in 2020. It was fully distributed across the region and our Target markets across Alberta during the re-launch for tourism in May and June.
- It is the One and Only Regional Travel Guide published for the region in 2020 and was packaged in a polybag with a letter regarding the Covid situation.
- **Traffic increased to 160,000 pageviews in the online version of the Travel Guide while most weeks in the summer over 1000 copies per week were being picked up at key distribution outlets.**
- While Covid-19 is top of mind with everyone, the annual guide has proven itself once again as an important marketing tool and is very popular with great feedback and testimonials.

-
- **Travel Guide Testimonials**

- "this is the best Travel guide you have ever created."
- "It will be very important to have the guide promoting the businesses in the region this year."
- "so glad you printed the guide this year cause there is a lot of people looking for a guide and a map to travel the region."
- "really like the way they were individually protected and packaged in the plastic and the nice letter to explain the situation."
- and many more positive comments.

2. New Go East of Edmonton Website – an Explosion of Success in 2020!

The new website was launched in 2020 in a brand new format modelled after other top destination websites. www.goeastofedmonton.com

- With a pandemic upon us and so many people online - the timing was impeccable as there was never a better time to launch to capture attention and grow tourism.
- Tourism operators and communities in the region commented that the new site is... beautiful, awesome, such a great tool to promote the region.
- Traffic Exploded this year to an all time high... **almost 500% Growth Increase...**
- **Website traffic reached over 350,000 Users with over 550,000 pageviews and the year is not over yet!**
- Traffic is up in all areas and we saw a large increases to: Camping/Accommodations, Roadtrips and Trip Ideas, Highway and Community sections and the tourism Directory webpages. **Some pages have doubled or tripled in traffic in 2020.**
- **For the Past 5 years no other tourism related website in the region even comes close to this achievement. We have increased visits (Sessions) to the website by over 375,000 since 2016.**
- Traffic is also up in our Special Campground, Golf and Outdoors Online guide on the website – now reaching over 50,000 pageviews annually!
- Around Alberta – Go East of Edmonton is out-performing other tourism regions. According to comparison data from 2020, we cannot find any other tourism region website in Alberta with so much growth.

3. New Roadtrips Videos – perfect content during a pandemic!

In 2019 after seeing how popular roadtripping comments were on social media, we realized Roadtrips were a tourism marketing strategy we needed to activate. In 2019 we created a series of 5 unique Roadtrip videos that would target travellers for launch in 2020. Not only was our Roadtrip Strategy important, it turned out to be **the most perfect content to promote during a pandemic**. See them all on our website at <https://goeastofedmonton.com/videos/>

- **Another huge success - Roadtrip videos promoting our main highways have reached nearly 500,000 views in 2020!**
- To the end of September, we are currently over 473,900 views with a watch time of over 384,700 minutes.
- We have **exceeded our goal by over 10x** for the video promotion and influenced more people than ever to travel into the region.

4. Social Media continues to Grow with over 28,000 for #goeastofedmonton!

Another year of milestones and growth for Go East of Edmonton on social media as over 4000 more people followed us and we reached new heights in promotion.

- In summer 2020, it was a **record increase of 734%** from the number of people who came from Social media to the Go East website.
- **In summer we achieved the highest ever post reach at over 300,000 per month and over 40,000 engagements.**
- Now at over 28,000 followers and will reach over 30,000 by 2021!

5. More Grants Received for Tourism Marketing and Development!

Announcing both CARES funding and a Travel Alberta Marketing Grant for continued projects to grow tourism.

- In summer 2020, we received funding for both of these grant programs.
- The CARES is a \$60,000 project that is a part 2 continuation of our successful Roadtrips strategy, developing videos and itineraries which will continue toward 2022. An update will come soon as this project begins.
- The 2020 Travel Alberta Grant was \$29,000 used for the 2020 Summer to Fall Marketing campaigns to drive up staycations and regional travel in the region. See the results from Summer Campaigns.
- **Net value of these grants with In-kind and other partner contributions will yield over \$100,000 in tourism marketing and development work, to support businesses and communities in the region over the next 2 years.**
-

6. Biggest Ever Summer Digital Campaigns brought best ever results for the Region!



With a Grant from Travel Alberta and other Community partners who invested dollars to help promote the region for both recovery and the tourist season – we had our largest campaign at over \$30,000 invested in Advertising.

Over 6.5 million impressions (views) on Google and Facebook ads were achieved- more than 2x previous summer campaigns!

Nearly 300,000 Interactions/Engagements were recorded from these ads. The Google/Youtube ads saw an increase of over 5000% growth. With a much larger budget to promote the region with ads - that's correct over 5000% growth in results!

Summer Blog Stories and E-Newsletter promotions yielded our best ever results.

- Online at <https://goeastofedmonton.com/trip-ideas-stories/>
- Over 22 articles reached over 16,000 in pageviews between July and September.
- Both Staff writers and Influencer articles- Seekers Media and Play Outside Guide
- Each E-News promotion in summer had an average of 1000 people reading with over 100 clicks on the content to learn more about the tourism partners.

Summer Radio Campaigns on 9 Local stations and other digital media-video promotions also promoted the region.

7. New Roadtrip Game – An Innovative Example of Tourism Success during Covid!

In mid July 2020 a number of the Go East Staff and Summer Campaign Partners collaborated and created a trial project called **Go East of Edmonton Roadtrip Adventure Game**. Modeled after a type of passport promotion, 16 communities rapidly agreed to a one month promotion as away to build up tourism for the final month of Summer. The concept was to visit select communities in each of the Northeast, East and Southeast of Edmonton areas and collect stickers on a roadtrip gameboard. A New One of a Kind Fun Adventure for Families to Enjoy.

- Learn more here <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>
- **Over 100,000 people were reached through marketing with over 150 entries through Social media and email. Including 9 who visited every community.**
- **Economic Impact is estimated at between \$10,000 to \$20,000 that was spent in the region.**
- Partner communities in 2020 said it was a...brilliant idea, innovative, a great way to adapt during the pandemic, very pleased with the results.
- **All communities had people visit from the game, with purchases at stores, restaurants and accommodations. Many were new, never visited these communities before now!**
- From this trial project Partners agreed to expand all over the region and invite more communities and locations to participate for 2021 as it is literally guaranteed to be an even bigger success in 2021.
- See actual posts, pictures and comments by searching the Hashtag #mygeeroadtrip2020
- More news coming soon on the 2021 program.

8. Looking forward to working with you in 2021...

The milestones and results above reinforce why we are the first choice for tourism marketing for communities and businesses across the region.

The Go East Brand and Marketing Strategy is working very effectively to grow tourism and has made us the leaders in tourism and destination marketing for the region.

We are grateful for your support and we are pleased to show that your investments in our programs have seen a significant growth and Doubling your ROI- Return on Investment.

Leads to partners has increased significantly as we estimate over 50,000 leads to businesses and activities from all our marketing initiatives.

- Around the region tourism operators have commented that they have seen Go East videos, ads, promotions and they have received many more out of town visitors and customers this year. Campaign partners have said how their website traffic has increased.
- **In 2020, Go East of Edmonton has reached Millions more people and influenced Hundreds of Thousands more people than ever to travel to all areas in the region.**

Seeing what we have achieved in spite of Covid-19 during such a challenging year, Go East of Edmonton is well positioned to capture more travellers to spend time and dollars in your communities in 2021 and future years. We look forward to continue working with you and growing tourism into the next decade.



9. Be sure to attend our AGM and Fall Meeting on November 10, 2020 at Metis Crossing. Watch for a separate email invitation. For more Info email: Kevin.goeast@gmail.com

Current Annual Reach and Benefits - based on the results in 2020.

Leads to Partners

- **1000+** referrals from phone calls, emails and messaging
- **1000+** click thrus from E-News to partners pages
- **20,000+** click thrus from the Website to partners pages
- **20,000+** clicks from Facebook ads/posts to partners content
- **200,000+** Facebook, Instagram, Twitter engagements on content. (Clicks, comments, and shares creates leads to partners).
- **200,000+** Google, Youtube (Clicks and interactions on content, creates leads to partners).

Travel Guide in Print & Online



It's the #1 most popular travel guide in the region and at Visitor Centres!



Includes live links!

Regional Tourism Website

The #1 highest traffic and most comprehensive tourism website in the region.

Awesome NEW content launched in 2020!



Regional Tourism Social Media

We have the region's BEST Tourism Audience Engagement!



Print Guide

- **70,000** copies printed
- 150 pages in 2020
- 250,000+ readership
- 2 Million+ pageviews

Online Guide

- **160,000+** pageviews
- Growth - 30,000 pageviews**

Website

- **350,000+** users
- 400,000+ sessions/visits
- 550,000+ pageviews
- 1000+ webpages
- 1000+ views on Box Ads
- Growth - nearly 500% increase**

Social Media

- **28,000+** combined followers
- 4,000 new followers in 2020
- 2 Million+ post reach annually
- 200,000+ engagements annually

E-Newsletter

- **6000+** subscribers
- Summer 2020 stats per Newsletter
- 1000+ avg people opening and reading each Newsletter
- 100+ avg clicks to partners content

NEW Roadtrip Videos

5 Highway Roadtrips



Combined Youtube and Facebook Results from April to Sept, 2020 (6 months)

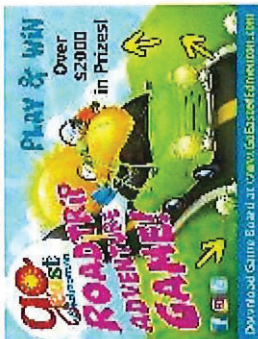
- **473,900** Views
- **384,700** Watch time in min.

www.GoEastofEdmonton.com/Videos

NEW Roadtrip Game Promotion

August to September 7, 2020

- **100,000+** reached on Social Media and Website
- 150+ entries in the Game/Contest
- 16 communities participated
- Economic Impact -ROI estimated at between \$10,000 to \$20,000 spent in the region.



Camping & Outdoors Online Guide



- Featuring Campgrounds, Golf, Outdoor Adventures (44 pages)
- **50,000** pageviews annually
20,000 Growth in pageviews
- New for 2020 Shop, Dine, and Stay Online Guide
Featuring partner shops, dining, local food, accommodations

Summer Digital Ad Campaigns



Low cost in partnership with Travel Alberta promoting businesses and communities with **Google** and **Facebook** ads.



(June 15 to Sept 15)

- **6,583,677** Impressions on Ads
- **3,803,869 Google** = **over 187% Growth**
- **2,779, 808 Facebook** = **over 33% Growth**

- **297,291** Interactions/Engagements and Clicks on Content

- **228,648 Google** = **over 5022% growth**

- **68,643 Facebook**
- 8700+ leads to partners from Summer Campaign

- **734% increased Summer Social Media visitation**

- 16,000+ pageviews on 22 Articles published in Trip Ideas / Blog

Radio Promotions

Country 106.ca

- **100,000+** reach Trading area - Country 106.5 Weekly Tourism Talk with Go East of Edmonton
- 10 minutes+ of regional promotion Weekly on Fridays 8:15 am
- 15+ events, attractions and businesses promoted weekly
- over 750 partners promoted
- 60+ of 30 sec ads for Summer Radio Campaign

CFCW and Stingray Radio Campaigns

- **1 Million+** reach trading area through 8 local Real Country, Boom and Hot stations and CFCW radio.
- 100+ of 30 sec ads for Summer Radio Campaigns

Other Promotions

- Digital Video and Tv Promotions
- Lakeland Connect & TVYou.ca
- Prize Giveaways and Contesting
- Tradeshow and Event Promotions
- Parades and on site Event Promotions
- **Proposed Tradeshow in 2021**
- Calgary RV Show
- Edmonton RV show
- Edmonton Boat and Sportsman Show
- Lloydminster, Sherwood Park, Fort Saskatchewan Tradeshow

JOIN

**THE 2021
ROADTRIP
ADVENTURE
GAME!**



**ROADTRIP
ADVENTURE
GAME!**



Page 41

May to August 2021 at www.GoEastofEdmonton.com



A unique and innovative tourism promotion! It's like a regional passport, but so much better!

Why you should Participate:

Your Community is Guaranteed to receive visitors by participating!

In 2020 Partner Communities said it was a... *"brilliant idea, innovative, an awesome great way to adapt during the pandemic, very pleased with the results".*

All communities had people visit from the game, with purchases at stores, restaurants and accommodations. Many were new, and never visited these communities before now!

If your community has a Roadside Attraction, or other popular attraction or business – people will love to come visit, and collect your sticker as a souvenir while playing the Game!

How did it get started?

With a lack of events and less profits for business due to COVID-19, we saw the need to create a new program that would help for recovery in 2020.

In mid July 2020, a number of the Go East Staff and Summer Campaign Partners collaborated and created this trial project. Modelled after a type of passport, **16 communities** rapidly agreed to a one month promotion as away to build up tourism for the final month of Summer.

The concept was to **encourage people from in and around the region to visit select communities in each of the Northeast, East and Southeast of Edmonton** areas and collect stickers on a Roadtrip Game Board. Sticker Stations were open weekends and most weekdays so visitors could collect the stickers.

Once completing a section of the game board, they entered to win a Regional Prize Package or the Grand Prize Package. In total, a value of **over \$3000 in prizes were awarded in 2020.**

2020 Results:

It was an amazing success!

In fact we have never had so much positive results for a project in such a short period of time.

- **Over 100,000 people were reached through marketing**, with over 150 entries through Social Media and email. Including 9 who visited every community.
- **Economic Impact** is estimated at between \$10,000 to \$20,000 that was spent in the region in one month!
- Over 30 Testimonials from people who played the game who said *"it was wonderful, had a great time, kids had a blast, was so much fun, can't wait ill next years game,"* and so on.
- From this trial project Partners agreed to expand all over the region and invite more communities and locations to participate for 2021, as it is literally guaranteed to be an even bigger success in 2021.

A New One-of-a-Kind Fun Adventure for Families to Enjoy!

Sample of Facebook Ad for the Game



When and How we will Promote your Community in the Game for 2021

- We are planning to run the game from **May long weekend to end of August 2021** with an extensive marketing campaign.
- **Game Board will be expanded** to include more communities with more details from each region of the Northeast, East, and Southeast of Edmonton.
- **New for 2021** the Go East of Edmonton Travel Guide will include a **special feature pullout section promoting the Game**. The Go East Website and Social Media will again promote your community in the Game.
- **Feature articles, photos and videos** will be promoted on Go East, Partner and other media websites and through e-newsletters.
- **Ad campaigns** to include Facebook/Instagram ads, Google and Youtube ads, local and regional radio stations, tradeshows and other digital media.
- **New creative ideas** will be added to the game to get people to stay longer, spend more \$ in the region. A planning committee will work through the winter season and announce these plans to the partners.

How to participate in 2021

We are offering a low cost for Communities to participate who are members of the Go East Regional Tourism Organization. As a member, this project is a benefit and assists your community with recovery and results for your attractions and businesses.

Plus, your costs are reduced because we are applying to **Travel Alberta Cooperative Marketing Grant for 2021**. Your cash investment helps us to coordinate and promote the game.

Your prize contributions help us to create prize packages that attract visitors. Some of your prizes will be allocated to go in the Regional Prize and others go in Grand Prize Package.

Your staff time is minimal, and Go East Team will coordinate and work with your staff to develop your Sticker Station and suggest appropriate prizes and promotions for you.

You will also receive: 1 roll of 500 stickers, all posters, signs, promo material for your Sticker Station and Campaign promotion and support.

Your Investment and Costs

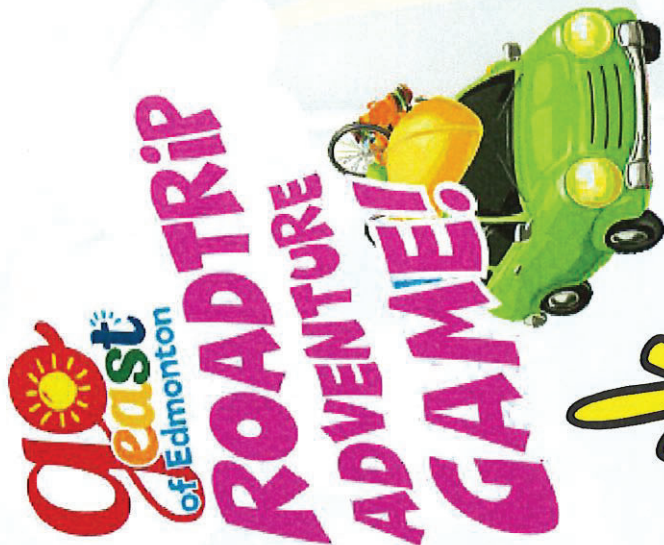
- | | |
|--|---|
| <input type="checkbox"/> All Villages
\$250 plus one \$50 prize contribution | <input type="checkbox"/> Towns from 2000 to 3000 pop.
\$400 plus two \$50 prize contribution |
| <input type="checkbox"/> Small Towns up to 1999 pop.
\$350 plus one \$50 prize contribution | <input type="checkbox"/> All Counties, Large Towns & Cities
\$500 plus two \$50 prize contribution |

Your Value and ROI for 2021 - The value of this promotion is 2X that of your investment due to our low cost and support from Travel Alberta. Your ROI – Return on investment is expected to grow in 2021, and depending on the size of your community is expected to be from 2X to 5X your investment.

It is an exceptional value and great potential for returns into your community!

TO PARTICIPATE please notify us by email. Invoicing will be in 2021. As well, for questions, or to have a presentation to your community contact: **Kevin Kisilevich, 780-632-6191, kevin.goeast@gmail.com**

Sample of Stickers, Game Board, Sticker Station Poster and Why Go?



To see the complete 2020 Roadtrip Adventure Game online, visit:

<https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>

- See a list of the **Winners** and **Testimonials** from the people who played in 2020!
- See actual posts, pictures and comments by searching the hashtag **#mygeeroadtrip2020**

COLLECT THE STICKERS!

Go East of Edmonton ROADTRIP ADVENTURE GAME!

www.GoEastofEdmonton.com

Go East of Edmonton ROADTRIP ADVENTURE GAME BOARD

PLAY & WIN OVER \$2000 IN PRIZES!

Collect the stickers and apply them in the correct box. Once a section is completed #mygeeroadtrip2020 and #goeastofedmonton

NORTHEAST OF EDMONTON	EAST OF EDMONTON	SOUTHWEST OF EDMONTON	WEST OF EDMONTON
<p>Strathcona County Hike the Beaver Hills, Sturgeon, Trout and Slocan Rivers</p> <p>City of Fort Saskatchewan See the World's Largest Paper Mill</p> <p>Town of Strathcona Lakeside Adventure</p> <p>City of Edmonton Lakeside Adventure</p>	<p>Sturgeon County Hike the Beaver Hills, Sturgeon, Trout and Slocan Rivers</p> <p>City of Fort Saskatchewan See the World's Largest Paper Mill</p> <p>Town of Strathcona Lakeside Adventure</p> <p>City of Edmonton Lakeside Adventure</p>	<p>Sturgeon County Hike the Beaver Hills, Sturgeon, Trout and Slocan Rivers</p> <p>City of Fort Saskatchewan See the World's Largest Paper Mill</p> <p>Town of Strathcona Lakeside Adventure</p> <p>City of Edmonton Lakeside Adventure</p>	<p>Sturgeon County Hike the Beaver Hills, Sturgeon, Trout and Slocan Rivers</p> <p>City of Fort Saskatchewan See the World's Largest Paper Mill</p> <p>Town of Strathcona Lakeside Adventure</p> <p>City of Edmonton Lakeside Adventure</p>

STICKER STATION

View your progress on the Game Board at the Sticker Station to collect your stickers

Collect your sticker here!

Go East of Edmonton ROADTRIP ADVENTURE GAME!

PLAY & WIN Over \$2000 in Prizes!

Download Game Board at www.GoEastofEdmonton.com

go EAST OF EDMONTON

Collect all 6 stickers and enter to win! Enter using #mygeeroadtrip2020 & #goeastofedmonton

<p>STRATHCONA COUNTY</p> <p>Why Go? Hike the Beaver Hills, Sturgeon, Trout and Slocan Rivers</p> <p>Sticker Station 10000 - 11000 Ave. Fort Saskatchewan Open Tues - Sat Noon - 4 pm Sun 10 am - 4:30 pm daily 15 min from Edmonton</p>	<p>CITY OF FORT SASKATCHEWAN</p> <p>Why Go? Come see the world's largest paper mill and collect your sticker</p> <p>Sticker Station 10000 - 11000 Ave. Fort Saskatchewan Open Tues - Sat Noon - 4 pm Sun 10 am - 4:30 pm daily 15 min from Edmonton</p>	<p>TOWN OF BRUDERHEIM</p> <p>Why Go? Learn about the mill and enjoy the recreation opportunities in the area</p> <p>Sticker Station 4804 - 42 Ave. Bruderheim Open Mon - Sat 9 am - 10 pm Sun 10 am - 10 pm 20 min from Edmonton</p>	<p>TOWN OF VERMILION</p> <p>Why Go? Enjoy the Good Life as you complete your board at the Good Life in Vermilion Park</p> <p>Sticker Station Waterfront Centre 408 - 52 St, Vermilion Open 9 am - 5 pm daily 2 hrs from Edmonton</p>
<p>LAMONT COUNTY</p> <p>Why Go? Enjoy the Cradle of Lakes - Settlement in Canaan and collect your sticker</p> <p>Sticker Station Winnipeg Crossing Golf Club 42000 Hwy 15 S, Canaan Open daily 9 am - 5 pm 30 min from Edmonton</p>	<p>TOWN OF VEREVILLE</p> <p>Why Go? Check out the World's Largest Pinotex, the oldest outdoor park and tennis newly installed</p> <p>Sticker Station 1000 - 1000 Ave. Vereville Open daily 9 am - 5 pm 1 hr from Edmonton</p>	<p>CITY OF EDMONTON</p> <p>Why Go? Learn about the mill and enjoy the recreation opportunities in the area</p> <p>Sticker Station 4804 - 42 Ave. Bruderheim Open Mon - Sat 9 am - 10 pm Sun 10 am - 10 pm 20 min from Edmonton</p>	<p>TOWN OF VERMILION</p> <p>Why Go? Enjoy the Good Life as you complete your board at the Good Life in Vermilion Park</p> <p>Sticker Station Waterfront Centre 408 - 52 St, Vermilion Open 9 am - 5 pm daily 2 hrs from Edmonton</p>

Village of Innisfree (CAO)

From: Amanda Davis <a205management@outlook.com>
Sent: October 24, 2020 7:53 PM
To: Village of Innisfree (CAO)
Subject: RE: Final Report Reminder - 05-04-VOI Village of Innisfree
Attachments: 6. Innisfree CARES Grant - Project Amendment.pdf; September 25, 2019 - 2052900 Alberta Ltd. - Consultant Agreement CARES Program Executed.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Brooke,

In keeping to the a CARES Agreement and per the email from Renata on May 4, 2020, I do not believe you are required to complete the final report at this time since the Village was provided an extension to March 31, 2021 to complete the project. We cannot complete the final progress report because we have not re-addressed the project.

It is important that we address the items outlined in my April 12, 2020 letter to the Village to better understand how the pandemic has impacted local operations and municipal sustainability before we proceed. Has the Village completed a financial risk assessment over the past 6-months and/or assessed greater fiscal impacts as a result of the pandemic? Now is the time for you and your council to critically assess your operations and determine if proceeding with this project is of value for the Village. Please also refer to the Terms of Reference outlined in our contract and verify that if the Village chooses to proceed, that the in-kind commitment can be met.

Two key pieces of legislation have been adopted to support province wide-economics; the Alberta Recovery Plan and the Red Tape Reduction Act. If we choose to move ahead with the project, this legislation is essential.

I am available if you would like to schedule a call to discuss any of this.

Sincerely,

Amanda Davis, MBA
Management Consultant
780-385-0316

From: [Village of Innisfree \(CAO\)](#)
Sent: October 20, 2020 9:27 AM
To: [Amanda Davis](#)
Subject: RE: Final Report Reminder - 05-04-VOI Village of Innisfree

Thank you Amanda. I really appreciate your help!

Regards,
Brooke Magosse
Chief Administrative Officer
Village of Innisfree

Phone: 780-592-3886
Fax: 780-592-3729
Cell: 780-581-3380

MANAGEMENT CONSULTANT

Achieving Alignment

April 12, 2020

Village of Innisfree

P.O. Box 69

Innisfree, AB T0B 2G0

Sent via email: cao@innisfree.ca

Attention: Brooke Magosse, CAO

Dear Mrs. Magosse,

RE: Invigorate Innisfree – Economic Development

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

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

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

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

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

2052900 Alberta Ltd.

P.O. Box 581 Sedgewick, Alberta T0B 4C0

a205management@outlook.com (780) 385-0316

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

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

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

Your options regarding the use of the grant are:

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

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

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

Sincerely,



Amanda Davis, MBA
Management Consultant



Village of Innisfree

Box 69, Innisfree, AB T0B 2G0
Phone: 780-592-3886
Email: cao@innisfree.ca
Web: www.innisfree.ca

September 25, 2019

2052900 Alberta Ltd.
C/o Amanda Davis
Box 581
Sedgewick, AB
T0B 4C0

Dear Ms. Davis,

**RE: Consultant Agreement
Community and Regional Economic Support (CARES) Program
Invigorate Innisfree – Economic Development Strategy**

The Village of Innisfree Mayor and Council reviewed your Request for Decision submitted regarding the Consultant Agreement for the Community and Regional Economic Support (CARES) Program.

After reviewing the Request for Decision, Council passed motion 2019-09-23/33 which reads as follows:

*REQUEST FOR
DECISION –
ECONOMIC
DEVELOPMENT
STRATEGY – TERMS
OF REFERENCE
2019-09-23/33*

*Moved by Deputy Mayor McMann that Council approve the
Economic Development Strategy Terms of Reference as presented
and authorize signatures in the consulting agreement with
2052900 Alberta Ltd.*

CARRIED.

Please find enclosed two (2) original signed and sealed copies of the consulting agreement as requested. Please return one signed copy for our records.

Should you have any questions and/or concerns, please feel free to contact the undersigned.

Respectfully,

Brooke Magosse
Chief Administrative Officer
Village of Innisfree

Encl.

CONSULTING AGREEMENT

THIS AGREEMENT made effective as of the 23 day of September 2019
(the "Effective Date")

BETWEEN:

2052900 ALBERTA LTD.
(the "Consultant")

and

VILLAGE OF INNISFREE
(the "Client")

(collectively, the "Parties")

WHEREAS:

- A. The Client is a municipal government in Alberta;
- B. The Consultant has the expertise, qualifications and professional designation(s) to perform the services set out in this Agreement; and
- C. The Client wishes to engage the Consultant to perform the Services; and
- D. As and from the Effective Date, and pursuant to the Agreement, the Consultant has agreed to be engaged by the Client as a consultant to perform the Services.

NOW THEREFORE in consideration of the covenants and agreements contained in this Agreement and for such other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree:

ARTICLE 1 - SERVICES

1.1 Consultant's Services

Subject to the terms and conditions in this Agreement, the Client shall retain the Consultant to perform management consultant services, the specifics of which are outlined in Schedule "A" of this Agreement (the "Services").

The Parties may change and/or update the scope of the Services provided by the Consultant to the Client only upon mutual written agreement.

1.2 Promotion of Interests

The Consultant agrees to faithfully serve and use its best efforts to promote the interests of the Client.

1.3 Non-Exclusive Relationship

The engagement of the Consultant by the Client hereunder shall be on a non-exclusive basis and the Consultant shall be free to perform services or any other functions for any other party, provided the Consultant complies with the terms of this Agreement and the services performed for other parties do not directly or indirectly conflict with the Services performed for the Client under this Agreement.

ARTICLE 2 - TERM

2.1 Duration of Term

The term of this Agreement shall commence on the Effective Date and continue until May 31, 2020 (the "Completion Date") unless terminated in accordance with this Agreement ("Term"). This Agreement may be extended by mutual agreement of the Parties.

ARTICLE 3 - REMUNERATION AND EXPENSES

3.1 Consulting Fee

The Client shall pay to the Consultant for the Services provided under this Agreement a lump sum of \$10,000.00 (the "Consulting Fee") plus GST. Three progress payments will be issued to the Client and are immediately due payable. A 50 percent progress payment is due payable upon the execution of this Agreement. A 25 percent progress payment is due payable upon the delivery of the draft report. And, the final 25 percent progress payment is due payable upon receipt of the final report. All disbursement fees and travel expenses are included in the lump sum Consulting Fee.

There shall be no wages, salaries or accompanying source deductions made by in respect of the Consultant's performance of the Services, and the Consulting Fee paid to the Consultant from time to time shall not alter the fact that the Consultant is an independent contractor for all purposes.

3.2 Professional Services

With prior written consent from the Client, the Consultant may retain the services of other professionals, or service providers such as legal counsel, accountants, engineers, architects or other professional services that may be required, for the purposes of providing the Services. The Client shall be responsible for paying the full cost of any such professional services, the invoices for which will be charged directly to the Client by the retained professional.

3.3 Payment of Invoices

The Consultant shall provide to the Client invoices outlining the Consulting Fees owed by the Client to the Consultant as well as GST amounts owed by the Client. All invoices are payable upon Client receipt.

The Consultant shall be at liberty to suspend or cease the provision of Services if invoices are not paid within 30 days of the Client receiving those invoices. The Client agrees that the failure to pay invoices issued under this Agreement within 30 days Client constitutes a material breach of this Agreement.

ARTICLE 4 - LOCATION

4.1 Location of Performance of Services

Unless requested by the Client that the Consultant must perform the Services from the Client's offices or another location directed by the Client, it is expected that the Consultant will provide the Services remotely.

ARTICLE 5 - INDEPENDENT CONTRACTOR

5.1 Independent Contractor, not Employee

The Consultant is being retained as an independent contractor and nothing contained in this Agreement shall be deemed or construed to create between the Parties a partnership, employment relationship, or joint venture.

No Party shall have the authority to act on behalf of any other Party, or to commit any other Party in any manner or cause whatsoever or to use any other Party's name in any way unless specifically authorized under Article 5.2 of this Agreement. No Party shall be liable for any act, omission, representation, obligation or debt of any other Party, even if informed of such act, omission, representation, obligation or debt.

5.2 Consultant's Authority to Act on Behalf of Client

The Consultant shall be authorized to act on behalf of the Client in respect of all matters specifically outlined on the attached Schedule "B". By mutual agreement, the Parties may amend or add to Schedule "B" at any time during the Term of this Agreement.

ARTICLE 6 - TERMINATION

6.1 Surviving Obligations

Termination of this Agreement shall not affect the validity of any provisions which are, expressly or by implication, to survive or to take effect on or after such termination.

6.2 Termination for Material Breach

In the event either Party commits a material breach of this Agreement, the other Party may terminate this Agreement prior to the Completion Date without notice. If the Agreement is terminated as a result of a material breach of the Agreement, the Consultant shall be entitled to payment of all Consulting Fees up to the date of the termination.

6.3 Termination by Client absent Material Breach

The Client may terminate this Agreement for any reason upon giving not less than 30 days advance notice in writing to the Consultant. Alternatively, the Client may provide a payment in lieu of this notice to the Consultant representing a reasonable pre-estimate of the remuneration and expenses that the Consultant would have charged over this period.

6.4 Termination by Consultant absent Material Breach

The Consultant may terminate the Agreement for any reason upon giving not less than 30 days advance notice in writing to the Client.

6.5 Termination by Mutual Consent

Notwithstanding anything in sections 6.2, 6.3, or 6.4, above, the Parties can terminate this Agreement at any time upon mutual agreement in writing.

6.6 Force Majeure

The obligations of either Party will be suspended by written notice from one Party to the other and for so long as the performance of the obligations are prevented or hindered, in whole or in part by reason of strikes, acts of God or the Queen's enemies, provincial, federal or municipal regulations, or for any other cause beyond the reasonable control of the Parties, except lack of funds. Performance will be resumed within a reasonable time after the cause has been removed. A Party is not required to settle any labour dispute against its will.

ARTICLE 7 - LIABILITY AND INDEMNIFICATION

7.1 Indemnification of the Consultant

The Client agrees to be liable to and agrees to defend, indemnify and hold harmless the Consultant, its employees, agents, representatives, subcontractors, successors and assigns (collectively, the "Indemnitees") from any and all claims, demands, actions or causes of action, and any and all liabilities, costs and expenses, including legal fees (on a solicitor and own client basis), damage or loss, incurred by the Indemnitees; relating to, arising out of, or are alleged to arise out of or result from, directly or indirectly, the activities and business of the Client occurring prior to the Effective Date (regardless of whether such claims, demands, actions or causes of action, and any and all liabilities, costs and expenses are known or unknown at the Effective Date). This Agreement shall apply notwithstanding any negligent or intentional act or omission of the Indemnitees.

In the event that any claim is brought against the Consultant or any other Indemnitee by any party for any actions made by or omissions of the Consultant or any Indemnitee pertaining to performance of the Services for which there is no insurance coverage and/or for which such claim exceeds the applicable insurance coverage, the Client agrees to indemnify and save the Consultant and each Indemnitee harmless from any such claim including payment of the Consultant's legal fees (on a solicitor and own client basis) incurred in the defence of such claim.

7.2 Insurance

The Consultant agrees to have in place workers' compensation coverage to be obtained at its own expense, and liability insurance for damages arising out of errors, omissions or negligent acts by on or behalf of the Consultant in providing the Services under this Agreement.

If requested by the Client, the Consultant agrees to provide copies and supporting documentation of same within 5 business days of the Effective Date.

7.3 Total Liability

In no event shall the Consultant be liable to the Client for any indirect, consequential, special, incidental or contingent damages of any nature whatsoever, including but not limited to loss of revenue or profit, or loss of use of either, or costs of capital. The Consultant's total liability relating to any claim arising from or related to this Agreement shall in no event exceed the limits of the insurance obtained by the Consultant.

7.4 Survival

The Parties acknowledge and agree that the indemnities contained in this Article 8 shall survive termination of this Agreement.

ARTICLE 8 - CONFIDENTIAL INFORMATION

8.1 Confidential Information

The Consultant acknowledges that in the course of the Consultant's service to the Client, the Consultant may have access to and come into possession of confidential information of the Client. The Consultant agrees to keep all confidential information strictly confidential and not to use confidential information for any purpose or disclose confidential information to any person or entity, except as required for the provision of the Services.

8.2 Work Product

All work product created by the Consultant during the performance of the Services which does not contain or otherwise make reference to confidential information of the Client, shall be and become the exclusive property of the Consultant.

ARTICLE 9 - GENERAL

9.1 Independent Legal Advice

The Parties acknowledge they have both had the opportunity to obtain independent legal advice respecting this Agreement.

9.2 Benefit of Agreement

This Agreement shall ensure to the benefit of and be binding upon the successors and permitted assigns of the Consultant and the Client, respectively.

9.3 Amendments and Waivers

No amendment to this Agreement shall be valid or binding unless set forth in writing and duly executed by both Parties. No waiver of any breach of any term or provision of this Agreement shall be effective or binding unless made in writing and signed by the Party purporting to give the same and, unless otherwise provided in the written waiver, shall be limited to the specific breach waived.

9.4 Assignment

Except as may be expressly provided in this Agreement, neither Party may assign its rights or obligations under this Agreement without the prior written consent of the other Party.

9.5 Severability

If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision or part thereof and the remaining part of such provision and all other provisions hereof shall continue in full force and effect.

9.6 Governing Law

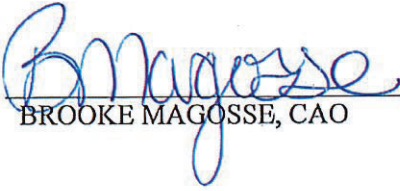
This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta. Any legal action or proceeding commenced by either Party arising out of this Agreement will be brought in a court of competent jurisdiction in the Province of Alberta.

IN WITNESS WHEREOF the Parties have executed this Agreement to be effective as of the Effective Date.

2052900 ALBERTA LTD.

Per: 
_____ AMANDA DAVIS

VILLAGE OF INNISFREE

Per: 
_____ BROOKE MAGOSSE, CAO

SCHEDULE "A"

Terms of Reference Invigorate Innisfree – Economic Development Strategy

Project Partner:

1. Village of Innisfree – Main Project Partner and In-kind Funder
Brooke Magosse, CAO
cao@innisfree.ca
780-592-3886

Project Funding

This project is funded as a 50/50 cost share between the Village of Innisfree and the Community and Regional Economic Support (CARES) program. CARES is a fund offered by the province of Alberta specific to rural municipalities to support/enable/expand economic development opportunities. Innisfree's contribution to this project is not financial, it is an in-kind contribution of labour specifically in the form of research, community relations, financial planning and marketing.

- Project funds: \$10,000 plus GST (inclusive)
 - Plus \$10,000 in-kind contribution from the Village for a total project cost of \$20,000.

The consultant must include all research, travel, communications, plan preparation and other expenses within the project proposal. If the consultant cannot complete the work with the funds provided, notification must be directed to the main project funder immediately.

Project Timeline

- The project must be completed by May 31, 2020.

Objective

The objective of this project is to develop an economic development strategy that specifically addresses how the Village can take advantage of its assets and resources. Assets and resources in the context of this project include well maintained and active transportation networks and developable lands.

The strategy will act as a framework for economic development in Innisfree and is intended to identify industry opportunities for current and future investors. The strategy will result in a pathway report to guide and support residents and investors with their economic development goals.

The foundation of the strategy will be built off the work completed and adopted by the Village council pursuant to the Strategic Framework Policy and Municipal Development Plan. It will focus on the creation of a realistic strategy to expand the local economy to improve the tax base to ensure a variety of local employment opportunities and to enhance the quality of life for Innisfree's residents.

This project is a part of a larger strategy in Innisfree as outlined in the Municipal Development Plan whereby the Village looks to maintain or decrease the residential and non-residential mill rates to improve the affordability and to attract economic development. In addition, the Village aims to increase the non-residential assessment base 10 percent by 2029. Thus, confirming the importance of creating a strategy to achieve the Village's goals. Overall, the strategy shall contribute to the Villages's vision "*Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles.*"

The Project

There are two transportation networks in Innisfree, land and rail. The municipality must understand the networks in order to utilize them to their fullest potential. The report will include an industry analysis and address industry trends and target opportunities for each of the networks.

The report will address the Village's physical assets and how they can be utilized based on the outcomes of the industry research.

Various project specific questions are outlined below.

1. Provide background information regarding transportation and logistic models specific to economic development.
2. Labor statistic analysis.
3. Competitive analysis (urban municipality) – why Innisfree.
4. Determine industry targets and opportunities (e.g. industry clusters, diversified industries) for investment and attraction.
5. Determine local capacity for growth.

Project Outline

1. Background research,
2. Local competitive analysis,
3. Industry targets,
4. Conclusion,
5. Recommendations,
6. Implementation Plan.

Intended Use

The intended use of the report/strategy is:

1. To inform local decision making,
2. To guide economic development locally and regionally,
3. To support investment attraction,
4. To educate the public,
5. To assist with marketing objectives,
6. Improve overall fiscal sustainability, and
7. Support local growth objectives.

Deliverables/Milestones

1. Approve Terms of Reference by September 30, 2019.
2. Execute contract with consultant by September 30, 2019.
3. Draft report to Village council by February 15, 2020.
4. Present draft report to Village council by April 15, 2020.
5. Amendments to draft report by April 30, 2020 if required.
6. Final report to Village council for approval by May 31, 2020.

Completion by May 31, 2020.

Project Partners Roles and Responsibilities

Brooke Magosse, CAO

1. Sign off on contract terms with consultant based on the Terms of Reference approved by the Village council.

2. Provide resources and support to consultant to meet the 50% in-kind contributions of the project outlined in the grant application.
3. Complete all financial reporting for the project.

Amanda Davis, Consultant

1. Deliver on project outcomes as outlined in the Terms of Reference.
2. Prepare research objectives for the Village to ensure they meet the 50% in-kind contributions of the project outlined in the grant application.
3. Ensure the project stays on schedule.

Innisfree Village Council – Roles and Responsibilities

Village council shall:

1. Approve the project Terms of Reference,
2. Approve the project consultant, 2052900 Alberta Ltd.,
3. Contribute to the boots on the ground work and research required to prepare the economic development strategy as per the grant application.
4. Approve/reject the final report, and
5. Communicate and actively promote the project in the community and on local/regional boards.

SCHEDULE "B"

The Consultant shall be fully authorized to act on behalf of the Client in respect of the matters outlined below. The Client fully consents to the Consultant having access to, or being able to request or otherwise deal with, any records or documentation relating to these matters, whether or not these records or documents are held by a third party:

- Engineering plans or studies,
- Financial reports,
- Assessment reports,
- Land reports, or
- Any other files/correspondence that may be required to deliver on the project outcomes.



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

October 20, 2020

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities have an understanding of the work the Board is doing, including the information we are collecting and our upcoming priorities. In an effort to achieve this we will be distributing a quarterly update to municipalities outlining our work. This update covers the interim Board's work over the summer of 2020 up to today, and looks ahead at upcoming priorities.

Interim Board's Mandate

The APIAB was established by the Minister of Justice and Solicitor General (JSG). Our work is two-fold: to share the municipal perspective on policing priorities with the RCMP and Government of Alberta, while developing the governance structure for the permanent Board. As determined by JSG, the interim Board is comprised of representatives from RMA, AUMA and the Alberta Association of Police Governance, with specific representation identified by each association. The interim Board's mandate concludes at the end of 2021. Based upon the Minister of JSG accepting the recommendations for the Governance structure of the permanent Board, the recruitment & selection process for the permanent Board will begin.

Interim Board's Focus

To this point, the interim Board has held seven meetings. We generally meet twice each month; once virtually, and once in-person. JSG staff and the RCMP have been active participants in these meetings.

The interim Board has been making progress on both aspects of its mandate. We have received presentations from the RCMP, Government of Alberta and Edmonton Police Commission. The RCMP has focused on topics such as the detachment resourcing process, how RCMP workload is measured, and how crime statistics are used for resourcing decisions. The Government of Alberta has provided an overview of their existing strategic planning process for provincial policing and the role that the Board will play in that moving forward, as well as the new provincial police funding model. The

Edmonton Police Commission shared their experiences in board governance and operations, including strategies for effective recruitment and public engagement.

The interim Board has also engaged in discussions with both the Government of Alberta and RCMP about how the Board will ensure that municipal perspectives on policing are better included in the provincial police planning process. Our objective is to ensure that the local knowledge that municipalities have on crime and public safety, and their increased financial commitments for policing provide them with an effective voice at the table. These conversations are ongoing, but both the Province and RCMP have indicated a willingness to regularly engage the Board.

Board members have also taken initial steps to consider how they can serve as a municipal voice on other policing-related issues such as the *Police Act* review and the current research being conducted into the viability of a provincial police service.

Focus for this next quarter will be on:

1. Compiling data from our current municipal survey to determine themes/priorities by district for the RCMP/JSG Joint Business Plan.
2. Providing recommendations for the RCMP's 2021 resourcing strategy and multi-year financial plan.
3. Creating the governance structure framework for the permanent Board, including the following:
 - a. Terms of reference,
 - b. Recruitment and selection process
 - c. Competency matrix

Interim Board's Engagement with Municipalities

The main role of the interim Board (and upcoming permanent Board) will be to provide municipalities with a collective voice in shaping provincial policing priorities. To fulfill this role effectively we rely on direct input from municipalities.

Over the past month, we have conducted a municipal survey to collect a variety of information related to policing priorities, detachment communication practices, and the roll-out of new policing resources under the police costing mode. We greatly appreciate the time that many of you took to complete the survey, as your input in these areas is critical to ensuring we adequately represent your interests at the provincial level. As we work through the process of analyzing the survey results, they will be integral to our work in informing RCMP and GOA policing priorities moving forward.

As part of this quarterly update we have attached a draft Provincial Police Service reporting template created by the RCMP that we are seeking input on (some of you have received this under a separate email). One of the areas that has been identified through our work with the RCMP and JSG is the disparity of information municipalities receive from their local detachments. The objective of this report is to streamline reporting to municipalities across the province so information sharing is more standardized.

“K” Division is prioritizing the consistent use of the template in all detachments in 2021 and is interested in the perspective of municipalities on possible changes or improvements that could be made to enhance its usefulness. With this in mind, we would encourage your municipality (at either the council or administrative level) to review the template and provide the APIAB with comments or suggestions. Consider focusing input on areas such as:

- Template format
- Statistics included
- Missing information
- How the information could be used
- How frequently the information should be provided
- Any other feedback your municipality considers important

Upon receiving input, the APIAB will review, compile, and work with “K” Division to enhance the template.

Please submit input to Board@ABPoliceAdvisoryBoard.com no later than **Friday November 6**. Please feel free to direct any questions about the templates or any other aspects of the APIAB’s work to myself or any other board member.

Finally, through our initial work with the RCMP, we have received helpful information on how detachment resourcing needs are determined. Call volume is a key determinant in resource planning so ensuring residents report crimes is imperative. The RCMP has released an online reporting tool that can help facilitate reporting in certain circumstances without requiring RCMP to attend the scene or residents to go to the detachment. The link to this tool is here if you wish to share this as an information item in your municipality’s communications: <https://ocre-sielc.rcmp-grc.gc.ca/alberta/en>.

The general formula for determining resourcing takes a number of factors into account: call volumes, types of crime, geography of crime, training, leaves, location of detachments, and overtime are all key elements. Unique local considerations are also factored in. RCMP run this methodology annually and it gives them the ability to be proactive. They also go through a process after this to determine the amount of time

remaining in the detachment to dedicate to proactive policing. They have also identified a value in front-line policing capabilities by increasing the regular member to civilian member ratio to 3:1 instead of the current 4:1 which is why there is a significant increase in the civilian member allocation for this budget year.

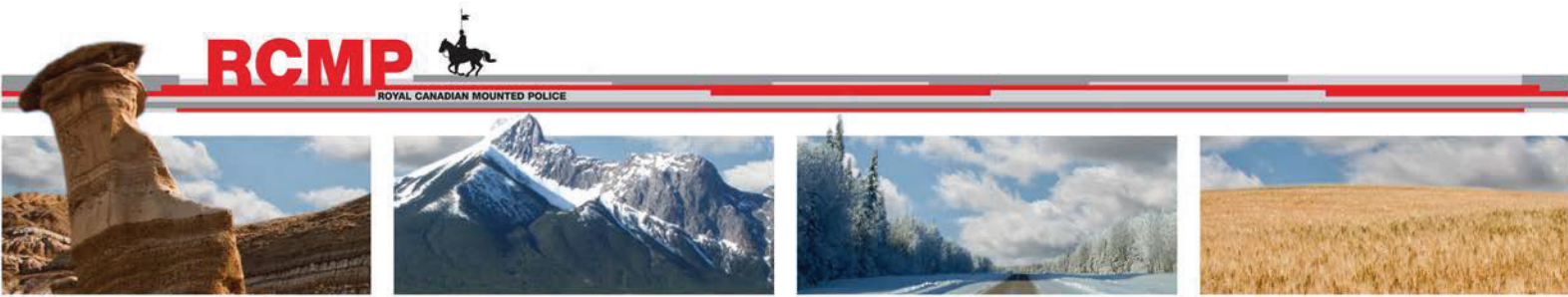
For the 2020/21 budget year, the new funding gathered through the police funding model is to result in 76 new regular RCMP members and 55 civilian members. As COVID-19 closed Depot for three months earlier in 2020, the RCMP is anticipating challenges in fulfilling this commitment. Depot is currently operating and has nine troops currently going through training. The RCMP will be providing the interim Board with a monthly update on resourcing. Attached is the most current update as of October 2021. As outlined above, the police resourcing methodology is how resourcing was determined for this budget year. This will be a key area that APIAB will be working with RCMP on for 2021/22.

In conclusion, myself and my fellow Board members are excited about the potential of this Board to increase the municipal voice in policing across the province. We appreciate your patience as we develop our own processes for the interim Board, as well as a permanent governance model. Please contact me or my Board colleagues with any questions or concerns, and I look forward to providing you with the next quarterly update in a few months.

Sincerely,



Tanya Thorn
Board Chair, Alberta Police Interim Advisory Board
403-860-7342
Board@ABPoliceAdvisoryBoard.com



RCMP Provincial Policing Report

MUNICIPALITY OF... X | VILLAGE OF... X

Provided for the ----: (month or quarter as per reporting schedule noted below)

DATE:

PROVINCIAL POLICE SERVICE COMPOSITION

2020-21 Fiscal Year Staffing Category:	Number as per Org Chart ¹	Actual Number	Variance	Pending (+/-)
Regular Members			0	
Public Servants			0	
Detachment Commander :				

*current could include mat leave, long term leave etc., which should be noted in explanation below.

* Pending – status of members/PSSs leaving or coming to the detachment

¹ The number of approved Provincial Police Service positions on the detachment Organisation Chart

Variance explanations: 1 cadet coming in March.....one retirement pending April.....

May want to mention duties over and above Detachment policing such as Major Event deployments or special duties on the detachment members ERT, TAC, SAR and Containment

1 REPORTING SCHEDULE

The reporting schedule as determined in consultation between the RCMP and the municipality, as of October 2020 is set for quarterly reporting.

- *It is agreed that in addition to the template the following additional reporting will be provided:*
- *Initiatives such as programs like START and DART, or briefing on a current issue like the Fentanyl role out, or crime trends).*
- *Other items that could be considered are traffic initiatives with support from Divisional Traffic Units*
- *Major Investigations with significant support of Provincial Support Services Units (FIS, PDS, MCU etc.)*

2 MANAGEMENT OF THE POLICE SERVICE:

2.1 Objectives, Priorities and Goals for 2020/21:

As per the meeting on date.....Municipality of XX place a high value on controlling property crime.....Drugs on our streets and in our schools is a major issue for the municipalities.....

This should read identical to the objectives and initiatives as indicated on your Detachment Annual Performance Plan.

RCMP's Planned Initiatives to Meet Objectives, Priorities and Goals:

2.1.1 OBJECTIVE:

Sample Text: Control Property Crime

Initiative #1:

Sample Text: The RCMP will target prolific offenders in the community committing property crime offences.....

Current Status and Results:

What is the impact on the community, what has been achieved, school visits, drug awareness presentations, and prolific offender checks done?

Initiative #2:

Current Status and Results:

2.1.2 OBJECTIVE:

Sample text: The RCMP will work with the community and the schools on target drug enforcement and education

Initiative #1:

Sample text: _Community Mobilization

Current Status and Results:

Initiative #2:

Sample text: Drug Enforcement activities

Current Status and Results:

3 CURRENT ACTIVITY STATISTICS – *(as selected by municipality, should be tied to policing priorities)*

Category:	Number This Half in 2020-21	Number This Half in 2019-20	Year to Date 2020-21	Year to Date 2019-20
Property Crime				
Common Offence Notices				
Impaired Driving Charges				
<i>Other statistic as requested (specify)</i>				
<i>Other statistic as requested</i>				
Other				

In order to provide comparable information, the reporting period for the current year is being compared to the same reporting period for the previous year. This will provide a more accurate comparison by taking into account any special events that happen in the community on an annual basis, and also account for seasonal changes in traffic/tourism, and RCMP strategic initiatives etc.

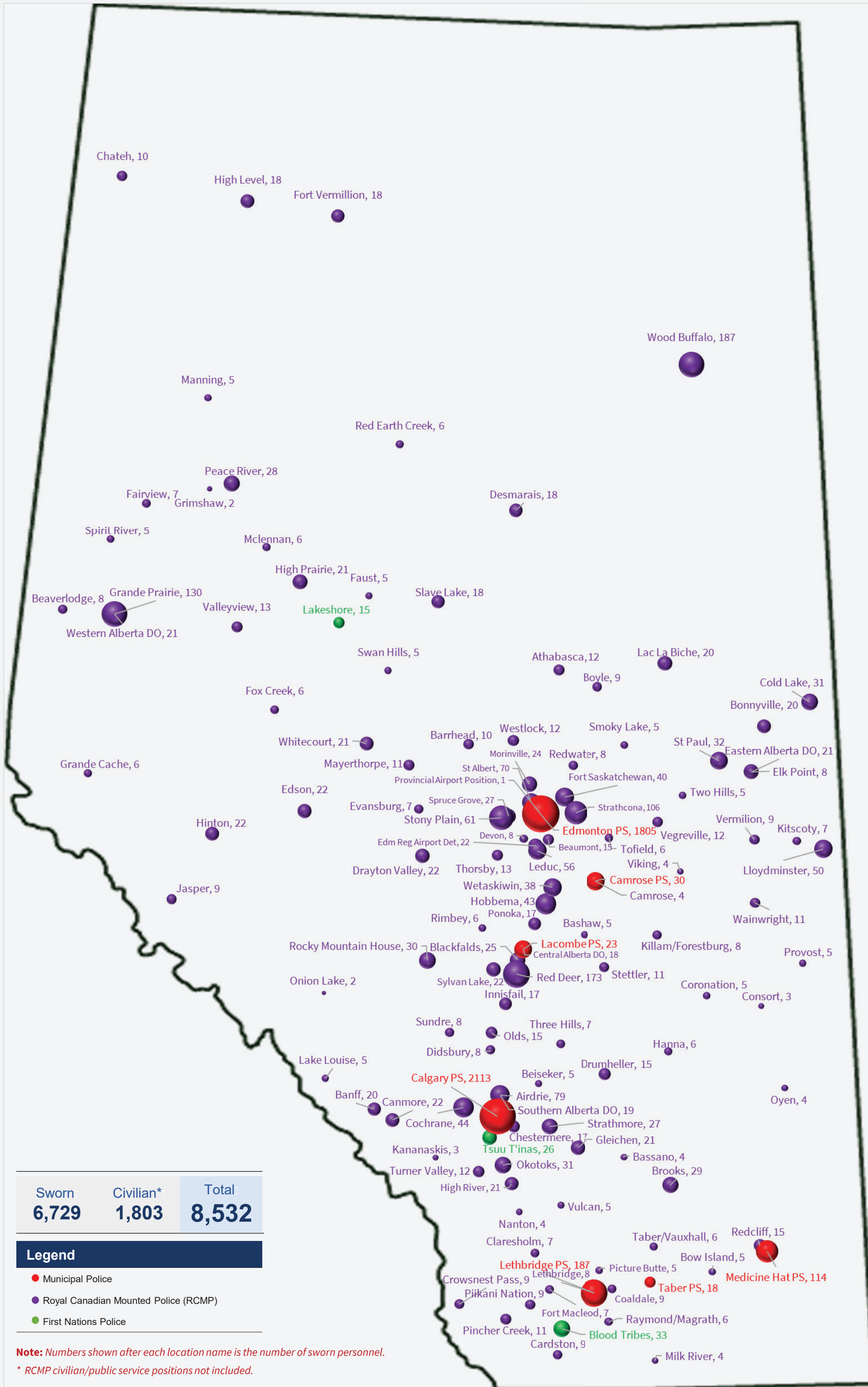
3.1 TRENDS/ POINTS OF INTEREST/ VALUE/ PERTINENT COST DRIVERS

Sample Narrative could include: traffic initiatives that required outside support from other detachments or Traffic Service members, requirement for resources outside detachment area such as major incident where ERT, Major Crimes, or other support services were required to deal with investigation of significant event. Also include any particular cost drivers that have potentially put a strain on the detachment budget such as mentioning a large incident or file in the community that has resulted in elevated overtime costs.

3.2 SIGNIFICANT MEETINGS IN THE COMMUNITY

*Meetings attended with organizations within the community, (Municipalities, Villages, First Nations, Chamber of Commerce, School District, Victim Services, local service clubs, COPP). This would speak to the goal of community based policing. This is different from officers attending schools or participating in community charity events. It is more about meetings attended by the **RCMP leadership** to provide a RCMP insight to a specific issue.*

Alberta Police Personnel Data, 2020



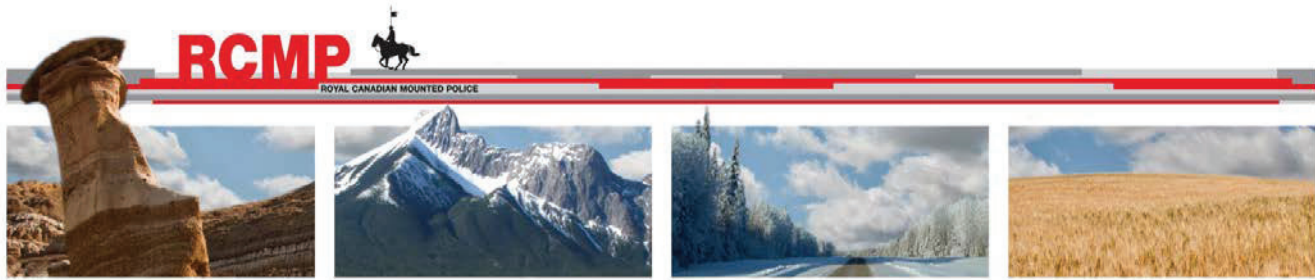
Municipal	Sworn	Civilian	Total
Calgary	2113	760	2873
Camrose	30	33	63
Edmonton	1805	838	2643
Lacombe	23	14	37
Lethbridge	187	75	262
Medicine Hat	114	35	149
Taber	18	15	33
Total	4,290	1,770	6,060

First Nations	Sworn	Civilian	Total
Blood Tribes	33	21	54
Lakeshore	15	3	18
Tsuu T'inas	26	9	35
Total	74	33	107

RCMP [Total Sworn Position] **2,365**

Sources:

1. Alberta Association of Chiefs of Police: AACP, Provincial Police Agency - Employee Report, June 2020
2. RCMP "K" Division, Resource Summary, June 2020



PPSA Police Funding Model – 2020/21 Positions

Updated: October 8, 2020

As per the 2020/21 PPSA Call-Up of new positions, including 76 regular member and 57 public service employee positions, the Alberta RCMP has allotted the following new regular member resources:

- 46 positions in rural Alberta Detachments
 - 28 Filled
 - 18 Pending
- 10 positions in the Call Back Unit (Filled)
- 2 positions to KMOSS (Filled)
- 3 positions to Child Advocacy Centers (Filled)
- 3 positions to Emergency Response Teams (Filled)
- 4 positions to Offender Management (Pending)
- 3 positions to General Investigative Services (SAD) (Pending)
- 2 positions to Police Dog Services (Pending)
- 3 positions to the Diversity Unit (Pending)

This accounts for all of the 76 regular member positions. A total of 46 positions have been filled to date, 30 positions are pending within the staffing process. See Annex A for further details.

The following public service employee positions have been allocated:

- 31 Detachment Services Support positions (3 Filled, 28 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call Center Operators (3 Filled, 3 Pending)
- 2 Operational Call Center Administrative Support positions (2 Filled)
- 4 Rural Crime Reduction Analysts (Pending)
- 1 Rural Crime Administrative Support positions (Pending)
- 1 Forensic Identification Services Clerk – St. Paul position (Filled)
- 1 Intellex position (Pending)

This accounts for all of the 57 public service employee positions. A total of 12 positions have been filled to date, and the remaining positions are pending within the staffing process. See Annex B for further details.



Annex A – Regular Member Position Detail

Police Funding Model - Year 1 - Regular Members - as of October 8, 2020				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	AIRDRIE	General Duty	Filled	2020-07-10
		General Duty	Pending	
	CANMORE	General Duty	Filled	2020-08-11
		General Duty	Pending	
		General Duty	Pending	
	DIDSBURY	General Duty	Filled	2020-09-15
		General Duty	Pending	
	HIGH RIVER	General Duty	Pending	
	OKOTOKS	General Duty	Filled	2020-07-06
	STRATHMORE	General Duty	Filled	2020-09-14
	SAD GIS	General Investigative Services	Pending	
		General Investigative Services	Pending	
		General Investigative Services	Pending	
Central Alberta District	BLACKFALDS	General Duty	Filled	2020-07-22
	CAMROSE	General Duty	Filled	2020-04-01
	INNISFAIL	General Duty	Pending	
	LEDUC	General Duty	Filled	2020-04-01
	MORINVILLE	General Duty	Filled	2020-09-03
	PARKLAND	General Duty	Filled	2020-07-27
	RIMBEY	General Duty	Pending	
	ROCKY MOUNTAIN HOUSE	General Duty	Filled	2020-07-22
		General Duty	Filled	2020-07-22
	STETTLER	General Duty	Pending	
	STRATHCONA	General Duty	Filled	2020-07-27
	SYLVAN LAKE	General Duty	Pending	
	THORSBY	General Duty	Pending	
		General Duty	Pending	
WETASKIWIN	General Duty	Filled	2020-07-18	
Eastern Alberta District	ATHABASCA	General Duty	Filled	2020-09-21
		General Duty	Pending	
	BONNYVILLE	General Duty	Filled	2020-07-28
	COLD LAKE	General Duty	Filled	2020-07-01
	ELK POINT	General Duty	Filled	2020-07-21
		General Duty	Filled	2020-09-14
	KITSCOTY	General Duty	Filled	2020-08-10
	LAC LA BICHE	General Duty	Pending	
	ST PAUL	General Duty	Pending	
	VEGREVILLE	General Duty	Filled	2020-07-22
WESTLOCK	General Duty	Pending		



Police Funding Model - Year 1 - Regular Members - as of October 8, 2020				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE PRAIRIE	General Duty	Pending	
		General Duty	Filled	2020-09-12
		General Duty	Pending	
	HIGH LEVEL	General Duty	Pending	
	MAYERTHORPE	General Duty	Filled	2020-07-02
	VALLEYVIEW	General Duty	Filled	2020-07-02
WHITECOURT	General Duty	Filled	2020-07-02	
CROPS Contract Policing	Contract Policing Support Services	Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-07-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Management KMOSS	Filled	2020-04-07
			Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Diversity Engagement	Pending	
		Diversity Engagement	Pending	
		Hate Crimes	Pending	
		Offender Management	Pending	
		Offender Management	Pending	
Offender Management	Pending			
Offender Management	Pending			
Police Dog Services	Pending			
Police Dog Services	Pending			
Serious Crimes Branch	Operations South	Child Advocacy Center - Red Deer	Filled	2020-04-01
		Child Advocacy Center - Sheldon Kennedy Centre	Filled	2020-09-01
	Operations North	Centre	Filled	2020-04-01



Annex B – Civilian Position Detail


Police Funding Model - Year 1 - Civilian Support - as of October 8, 2020				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	BEISEKER	Detachment support	Pending	
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Filled	2020-09-10
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Pending	
	OLDS	Detachment support	Pending	
	PICTURE BUTTE	Detachment support	Pending	
	TURNER VALLEY	Detachment support	Pending	
Central Alberta District	BASHAW	Detachment support	Pending	
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Pending	
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Pending	
	SYLVAN LAKE	Detachment support	Pending	
	THORSBY	Detachment support	Pending	
Eastern Alberta District	CORONATION	Detachment support	Pending	
	DESMARAIS	Detachment support	Pending	
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Pending	
	TWO HILLS	Detachment support	Pending	
	WOOD BUFFALO	Detachment support	Pending	
		Detachment support	Pending	
Western Alberta District	BEAVERLODGE	Detachment support	Pending	
	FOX CREEK	Detachment support	Pending	
	GRANDE PRAIRIE	Detachment support	Pending	
		Detachment support	Pending	
	HINTON	Detachment support	Filled	2020-10-02
	MANNING	Detachment support	Pending	
	PEACE RIVER	Detachment support	Pending	
	RED EARTH CREEK	Detachment support	Pending	
VALLEYVIEW	Detachment support	Pending		



Police Funding Model - Year 1 - Civilian Support - as of October 8, 2020

District/Unit	Detachment	Position Description	Staffing Status	Start Date
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01
			Filled	2020-10-14
		OCC - Telecommunications Operators	Filled	2020-11-05
			Filled	2020-11-06
			Filled	2020-11-05
			Pending	
		Scenes of Crime Officers	Pending	
			Pending	
			Pending	
		Community and Indigenous Policing	Court Case Management	Filled
	Pending			
	Pending			
	Pending			
CROPS Contract	Criminal Operations	CROPS Strategic Management Services	Filled	2020-04-01
			Filled	2019-03-18
		Crime Reduction Analysts	Pending	
			Pending	
			Pending	
			Pending	
		Crime Reduction - Administrative Support	Pending	
		Forensic Identification Services Clerk - St. Paul	Filled	2020-04-01
		Intellex	Pending	

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Innisfree School / Parent Council
Meeting Date & Time:	Oct. 27, 2020 7:00 - 8:30
Attendees:	Amberlyn Myshaniuk, Carmen Kassian, Lori Feschuk, Stacy Barber, Felice Nott, Lisa Anderson, Tracy Rudolf, Bobbi Boucher, April P, Rose (BTPS Rep.)
Discussion:	<ul style="list-style-type: none"> - Parent / teacher sessions will be Virtual - Breakfast as started - Bins in classrooms NO Hot food Service - Covid update when children are ill - attendance must be called in to office or emailed daily - Extra curricular Sports will begin Monday NOV 2 - Volleyball
Actions:	<ul style="list-style-type: none"> - Tennis Courts BTPS - will check and see what should be done - use also Baseball Hoops - Signs at roadside - Handicap parking - Future meetings will be Virtual <u>or</u> at Millennium Building.
Future Items:	<ul style="list-style-type: none"> - Author will do presentation - Jan 11 or 18 David Daniels - Halloween lunch - Oct. 30
Submitted By:	 <p>Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p>

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICERS REPORT
October 20, 2020 – November 17, 2020

Administration

- **Finances:**
 - **Year end**
 - i. Administration had started prepping for 2020 Year End.
 - **2021 Interim Budget & Budget Forecast(s)**
 - i. Administration has been working on the 2021 Interim Budget & Budget Forecast(s). This will be presented at the December 15, 2020 Regular Council meeting for Council’s approval.

- **Events:**
 - No events scheduled at this time.

- **Grant Funding**
 - **Municipal Stimulus Program:** Administration is currently awaiting Municipal Affairs approval for this grant.
 - **MSI Capital:** The Village has been approved for the following projects:
 - i. **CAP-12135: Bobcat/Skid Steer Accessories - Steel Tracks & Salt/Sand Spreader**
Administration may be amending this application as we may no longer need the salt/sand spreader OR the steel tracks for the skid steer. Public Works has asked if the funds could be used towards a proper snowblade for the skid steer instead of the tracks.
 - ii. **CAP-12135: Replacement of Zero Turn Mower & Weed Whackers**
Public Works is currently researching and obtaining quotes for these items.

- **GIS System – County of Minburn**
 - Ongoing.

- **2021 Municipal Election**
 - Chief Administrative Officer attended an online training session for Election Training on November 9, 2020, offered by Municipal Affairs, to prepare for the 2021 Municipal Election. Module 1 covered items such as: bylaws and resolutions required, deadlines, roles, and requirements, etc. Module 2 will be offered on November 24, 2020.

○ **AEMA Training**

- Administration has registered for the mandatory AEMA Training that is currently being offered on-line. The C.A.O will be taking B.E.M. and I.C.S. 100 Course. I am currently waiting for in-person OR on-line courses to be announced for the D.E.M, I.C.S. 200 and 300 courses as well. See below the mandatory courses for all members of staff (including elected officials):

Elected Officials:

- **MEO (Municipal Elected Officials Course) *On-line or in-person***

Director of Emergency Management:

- **BEM (Basic Emergency Management) *on-line or in-person***
- **DEM *In-Person***
- **ICS 100, 200 and 300 *ICS 100 on-line and in-person* *200 & 300 only in-person***

Municipal Staff:

- **BEM (Basic Emergency Management) *on-line or in-person***
- **ICS 100 * on-line and in-person***

Public Works

○ **Innisfree Campground Cleanup & Inventory**

Some tasks that are currently on going are:

- Office roof repairs:
To be completed Spring of 2021.

2020 Village Project List:

- Flooding Mitigation & Culvert Installation – Complete

2021 Proposed Project List:

- Inspect Outhouses – Campground
- Ensure roads at Campground are gravelled
- Trim Tree's in sites – Campground
- Clean out Fire Pits
- Post removal at campground
- 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
- Remove concrete pile – West side of Town

Bylaw Enforcement

- Bylaw enforcement is still on going.
- Public Works is continuing to attempt to trap stray cats.

Upcoming Events:

- November 23-26, 2020 – S.D.A.B. Clerk Training
- November 24, 2020 – 2021 Election Training: Module 2
- November 25, 26, 27 & 30, 2020 – CAO Away (Holidays)
- December 15, 2020 – Regular Council Meeting

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 December/January Council Meeting to be effective for 2021.
2020-07-21/09	Flood Mitigation / Culvert Installation – Bar Engineering	Admin	Completed. Currently waiting for a surveyor to survey the URW area in order to discharge the rest of the URW. Sidewalk and road repair to take place in 2021.



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
TAXATION				
1-00-00-110	Taxes Residential	173,837.39	175,000.00	167,796.62
1-00-00-111	Taxes Non-Residential	47,790.64	50,000.00	46,938.72
1-00-00-112	Taxes M & E	1,793.65	1,800.00	1,817.35
1-00-00-190	Taxes Linear	26,123.66	20,750.00	25,184.67
1-00-00-230	Taxes Federal GIL	881.03	900.00	892.31
1-00-00-321	ASFF Residential Levy	26,050.44	26,500.00	27,555.43
1-00-00-322	ASFF Non-Residential Levy	10,582.01	11,000.00	11,297.39
1-00-00-330	Seniors Housing Levy	1,890.86	1,900.00	1,841.98
*	TOTAL TAXATION	288,949.68	287,850.00	283,324.47
REQUISITIONS				
2-00-00-321	ASFF Requisition Residential	36,632.45	36,700.00	22,128.92
2-00-00-330	Seniors Foundation Requisition	1,889.00	1,900.00	1,842.00
*	TOTAL REQUISITIONS	38,521.45	38,600.00	23,970.92
**P	TOTAL TAX AVAILABLE FOR MUNICI	250,428.23	249,250.00	259,353.55
GENERAL REVENUE				
1-00-00-510	Penalties Taxes	26,879.31	26,900.00	26,069.96
1-00-00-540	Franchise Fees - Natural Gas	24,015.11	23,500.00	20,719.78
1-00-00-541	Franchise Fees - Electricity	14,633.53	25,100.00	12,385.70
1-00-00-550	Bank Interest	2,578.96	3,700.00	2,546.91
1-01-00-590	Other Revenue Own Sources Invest	80.00	100.00	315.00
1-11-00-152	Council Health Benefit Cost Recovery	2,296.10	2,300.00	1,094.82
**	TOTAL GENERAL REVENUE	70,483.01	81,600.00	63,132.17
ADMIN REVENUE				
1-12-00-401	Sales Photocopies, Faxes, Services	976.75	975.00	710.17
1-12-00-402	Flower Pots	(63.33)	0.00	0.00
1-12-00-430	Sales Hats, Pins, Promotional	3.26	25.00	0.00
1-12-00-511	Wild Pink Yonder Revenues	(960.00)	0.00	0.00
1-12-00-560	Rental Revenue Adm	6,190.50	8,845.00	7,981.79
1-12-00-590	Other Revenue Own Sources Adm	13,832.81	5,630.00	1,876.33
1-12-00-840	Grants Conditional Provincial Adm	39,127.00	160,000.00	274,826.00
1-12-00-841	Provincial Grant Capital	20,000.00	0.00	0.00
1-12-00-911	LTO Cost Recovery	115.00	250.00	250.00
**	TOTAL ADMIN REVENUE	79,221.99	175,725.00	285,644.29
FINE REVENUE				
1-21-00-530	Fines Police	0.00	0.00	500.00
**	TOTAL FINE REVENUE	0.00	0.00	500.00
FIRE REVENUE				
1-23-00-410	Fees Fire Fighting	14,367.07	14,500.00	10,759.57
1-23-00-415	Fire Dept Donations	225.00	300.00	0.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,425.60	20,500.00	20,730.03



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
<hr/>				
**	TOTAL FIRE REVENUE	35,017.67	35,300.00	31,489.60
BYLAW REVENUE				
	1-26-00-522 License Animal	420.00	450.00	600.00
	1-26-00-523 Business Licenses	340.00	350.00	350.00
	1-26-00-590 Fines Bylaw	(550.00)	150.00	425.00
**	TOTAL BYLAW REVENUE	210.00	950.00	1,375.00
PUBLIC WORKS REVENUE				
	1-32-00-430 Sales Service (Grass,Snow)	1,450.00	1,450.00	1,063.10
	1-32-00-560 PW Rental Revenue	(300.00)	200.00	0.00
	1-32-00-830 Grants Federal (CSJ) PW	2,100.00	8,662.50	8,400.00
**	TOTAL PUBLIC WORKS REVENUE	3,250.00	10,312.50	9,463.10
STORMWATER REVENUE				
	1-37-00-410 Stormwater Infrastructure Renewal	4,913.58	4,915.00	4,003.57
**	TOTAL STORMWATER REVENUE	4,913.58	4,915.00	4,003.57
WATER REVENUE				
	1-41-00-410 Water Consumption	40,021.92	40,020.00	32,242.34
	1-41-00-411 Regional Water Fund	24,201.50	24,200.00	19,545.00
	1-41-00-412 Water Base Fee	31,615.73	31,615.00	23,453.56
	1-41-00-510 Penalties Water	2,444.31	2,445.00	1,879.49
**	TOTAL WATER REVENUE	98,283.46	98,280.00	77,120.39
SEWER REVENUE				
	1-42-00-410 Billings Sewer	35,865.57	35,870.00	29,300.29
**	TOTAL SEWER REVENUE	35,865.57	35,870.00	29,300.29
SOLID WASTE				
	1-43-00-410 Billings Garbage	51,312.93	48,920.00	39,258.37
	1-43-00-411 Regional SWM Infrastructure Fee	18,654.20	18,650.00	15,071.30
**	TOTAL SOLID WASTE	69,967.13	67,570.00	54,329.67
COMMUNITY REVENUE				
**	TOTAL COMMUNITY REVENUE	0.00	0.00	0.00
LAND REVENUE				
	1-61-00-522 Permits (Development, Subdivision)	125.00	125.00	0.00
	1-61-00-840 Grants - Provincial	20,000.00	10,000.00	0.00
**	TOTAL LAND REVENUE	20,125.00	10,125.00	0.00
RECREATION REVENUE				
	1-72-00-590 Fees Park Grounds	22,317.27	18,000.00	0.00
	1-72-00-591 Fees Park Concession	1,853.95	0.00	0.00
	1-72-00-830 Federal Conditional Grants	1,915.00	0.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
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**	TOTAL RECREATION REVENUE	26,086.22	18,000.00	0.00
CULTURAL REVENUE				
	1-74-00-415 Museum Donations	0.00	0.00	100.00
**	TOTAL CULTURAL REVENUE	0.00	0.00	100.00
***	TOTAL REVENUE	693,851.86	787,897.50	815,811.63
COUNCIL EXPENSE				
	2-11-00-130 Employer Cont Source Dec=ductions	0.00	500.00	2.80
	2-11-00-151 Fees Council	7,177.50	7,200.00	4,830.00
	2-11-00-152 Benefits Council	1,949.64	1,965.00	1,824.70
	2-11-00-211 Travel/Subsistence Council	983.54	1,000.00	287.52
	2-11-00-212 Conventions/Seminars Council	1,429.88	2,500.00	860.00
	2-11-00-274 Council Insurance	2,000.00	2,000.00	558.00
**	TOTAL COUNCIL EXPENSE	13,540.56	15,165.00	8,363.02
ADMIN EXPENSE				
	2-12-00-110 Salaries & Wages Adm	59,597.66	62,466.00	51,147.11
	2-12-00-111 Honorarium (Admin)	500.00	750.00	0.00
	2-12-00-130 Employer Contributions Source Adm	167.72	3,500.00	3,609.85
	2-12-00-131 Employer Benefits Adm	4,312.32	11,200.00	18,836.36
	2-12-00-135 Workers Compensation ADM	1,641.33	1,650.00	699.15
	2-12-00-211 Travel/Subsistence Adm	1,043.72	1,050.00	0.00
	2-12-00-212 Education Adm	614.25	1,000.00	260.00
	2-12-00-215 Telecommunications	5,811.46	5,800.00	5,071.83
	2-12-00-216 Postage & Freight	2,313.11	2,300.00	433.05
	2-12-00-220 Membership Dues Adm	1,289.08	1,300.00	1,190.85
	2-12-00-221 Advertising/Printing/Subscriptions Adm	16,903.29	10,000.00	5,656.73
	2-12-00-230 Audit/Assessor Fees Adm	28,894.48	30,000.00	31,430.00
	2-12-00-250 Contracted Services Adm	23,760.64	10,000.00	19,661.54
	2-12-00-274 Insurance Adm	3,264.32	3,275.00	2,275.00
	2-12-00-510 Goods, Materials & Supplies Adm	15,323.04	30,000.00	6,137.18
	2-12-00-540 Utilities Heat Adm	1,504.63	1,600.00	1,216.17
	2-12-00-541 Utilities Power Adm	2,674.26	2,500.00	2,115.68
	2-12-00-650 Provision Doubtful Accounts	2,438.87	0.00	0.00
	2-12-00-765 Transfer to Reserves Adm	1,000.00	0.00	0.00
	2-12-00-810 Bank Charges Adm	1,514.68	1,520.00	1,350.78
	2-12-00-911 Land Title Charges	731.00	750.00	670.00
	2-12-00-995 Legal Expenses	30,934.99	35,000.00	30,233.18
	2-12-00-770 Grants to Organizations Adm	140.00	300.00	0.00
**	TOTAL ADMIN EXPENSE	206,374.85	215,961.00	181,994.46
FIRE EXPENSE				
	2-23-00-120 Salaries & Wages Fire	20,690.73	20,700.00	14,609.00
	2-23-00-211 Travel & Subsistence Fire	0.00	500.00	1,564.53
	2-23-00-215 Telecommunications Fire	2,899.35	2,900.00	2,841.79
	2-23-00-217 Freight & Postage Fire	17.00	50.00	26.90
	2-23-00-234 Training Fire	1,815.75	10,000.00	2,333.19
	2-23-00-250 Contracted Services Fire	9,253.95	3,000.00	509.18
	2-23-00-274 Insurance Fire	1,906.50	2,000.00	2,000.00
	2-23-00-510 Supplies, Goods & Equipment Fire	8,638.93	15,000.00	12,418.94



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
2-23-00-521	Fuel & Oil Fire	553.56	0.00	0.00
2-23-00-540	Utilities Heat Fire	2,186.74	2,500.00	1,702.01
2-23-00-541	Utilities Power Fire	2,150.81	1,900.00	1,279.31
2-23-00-762	Transfer to Capital Reserves Fire	4,000.00	4,000.00	0.00
** TOTAL FIRE EXPENSE		54,113.32	62,550.00	39,314.55
EMGERENCY SERVICE EXPENSE				
2-25-00-310	911 Requisition	1,427.20	1,430.00	1,427.20
** TOTAL EMGERENCY SERVICE EXPENS		1,427.20	1,430.00	1,427.20
BYLAW EXPENSE				
2-26-00-221	Bylaw Advertising	0.00	600.00	0.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00	0.00
2-26-00-510	Animal Control Goods & Materials	0.00	250.00	0.00
** TOTAL BYLAW EXPENSE		0.00	1,350.00	0.00
PUBLIC WORKS EXPENSE				
2-32-00-110	Salaries & Wages PW	23,033.86	26,460.00	21,355.41
2-32-00-111	Honorarium (PW)	500.00	750.00	0.00
2-32-00-115	Salaries & Wages Casual PW	0.00	17,325.00	9,240.00
2-32-00-130	Employer Contributions Source PW	3,097.75	2,500.00	1,875.39
2-32-00-131	Employer Benefits PW	7,037.84	3,500.00	5,074.72
2-32-00-211	Travel & Subsistence PW	34.40	100.00	0.00
2-32-00-215	Telecommunications PW	2,572.52	2,575.00	1,911.88
2-32-00-217	Freight & Postage PW	0.00	0.00	325.28
2-32-00-250	Contracted Services PW	106,014.69	20,000.00	494.48
2-32-00-270	CN Services PW	130.00	130.00	130.00
2-32-00-274	Insurance PW	5,204.58	5,200.00	5,200.00
2-32-00-510	Goods, Supplies & Materials PW	23,666.62	50,000.00	87,340.67
2-32-00-521	Fuel & Oil PW	7,129.08	7,200.00	4,956.19
2-32-00-540	Utilities Heat PW	1,502.27	1,675.00	1,423.33
2-32-00-541	Utilities Power (Street/Shop) PW	66,064.66	55,650.00	44,744.42
2-32-00-762	Transfer to Capital PW	9,500.00	9,500.00	0.00
** TOTAL PUBLIC WORKS EXPENSE		255,488.27	202,565.00	184,071.77
STORM DRAINAGE EXPENSE				
2-37-00-510	Goods & Equipment Repairs - Storm Draina	0.00	750.00	1,200.00
** TOTAL STORM DRAINAGE EXPENSE		0.00	750.00	1,200.00
WATER EXPENSES				
2-41-00-110	Salaries & Wages Water	8,227.16	11,340.00	9,152.30
2-41-00-130	Employer Contributions Source Water	1,216.42	1,300.00	637.08
2-41-00-131	Employer Benefits Water	0.00	250.00	999.82
2-41-00-215	Telecommunications - Water	657.40	660.00	812.32
2-41-00-250	Contracted Services Water	7,351.55	7,350.00	5,882.13
2-41-00-274	Insurance Water	3,400.00	3,400.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	60,677.04	60,500.00	44,917.56
2-41-00-510	Goods, Supplies & Materials Water	2,603.26	2,600.00	7,607.89
2-41-00-540	Utilities Heat Water Plant	1,300.02	1,510.00	1,144.52
2-41-00-541	Utilities Power Water Plant	6,667.29	6,160.00	4,726.39



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
2-41-00-840	750-Capital ACE Water Contribution	0.00	24,140.00	0.00
**	TOTAL WATER EXPENSES	92,100.14	119,210.00	79,279.91
SEWER EXPENSE				
2-42-00-110	Salaries & Wages Sewer	6,496.75	6,426.00	5,250.00
2-42-00-130	Employer Contributions Source Sewer	1,057.63	1,150.00	368.80
2-42-00-131	Employer Benefits Sewer	0.00	850.00	269.73
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00	0.00
2-42-00-250	Contracted Services Sewer	1,693.71	1,700.00	0.00
2-42-00-274	Insurance Sewer	1,275.00	1,275.00	1,275.00
2-42-00-510	Goods, Supplies & Materials Sewer	25,082.11	30,000.00	2,240.00
2-42-00-541	Utilities Power Sewer Lift Stations	5,364.30	5,175.00	4,312.83
2-42-00-762	Transfer to Capital Sewer	10,000.00	10,000.00	0.00
**	TOTAL SEWER EXPENSE	50,969.50	56,626.00	13,716.36
GARBAGE EXPENSE				
2-43-00-110	Salaries & Wages Garbage	17,314.58	19,908.00	16,152.23
2-43-00-130	Employer Contributions Source Garbage	2,632.86	2,800.00	1,128.68
2-43-00-131	Employer Benefits Garbage	0.00	250.00	1,359.34
2-43-00-250	Contracted Services Garbage	(14,713.06)	28,500.00	19,684.78
2-43-00-274	Insurance Garbage	360.00	360.00	360.00
2-43-00-510	Goods, Supplies & Materials Garbage	0.00	500.00	0.00
2-43-00-762	Transfer to Capital Garbage	18,500.00	18,500.00	0.00
**	TOTAL GARBAGE EXPENSE	24,094.38	70,818.00	38,685.03
FCSS EXPENSE				
2-51-00-351	FCSS Requisition	1,837.75	1,850.00	1,837.75
**	TOTAL FCSS EXPENSE	1,837.75	1,850.00	1,837.75
PLANNING EXPENSE				
2-61-00-510	General Goods, Supplies and Materials	0.00	500.00	0.00
2-61-00-250	Contracted Services	5,579.51	5,580.00	767.00
2-61-00-840	Grants - Provincial	10,000.00	10,000.00	0.00
**	TOTAL PLANNING EXPENSE	15,579.51	16,080.00	767.00
LAND PURCHASES EXPENSE				
**	TOTAL LAND PURCHASES EXPENSE	0.00	0.00	0.00
RECREATION EXPENSES				
2-72-00-130	Employer Contributions Source Recreation	102.31	110.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	734.11	750.00	811.90
2-72-00-221	Printing/Advertising/Subscriptions	395.00	500.00	380.00
2-72-00-250	Contracted Services Recreation	12,271.25	3,500.00	0.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00	0.00
2-72-00-274	Insurance Recreation	3,000.00	3,000.00	1,126.15
2-72-00-510	Goods, Materials & Supplies Recreation	6,057.07	8,000.00	0.00
2-72-00-511	Rec Park Float	0.00	100.00	0.00
2-72-00-521	Fuel and Oil Park	0.00	500.00	352.16
2-72-00-540	Utilities Heat Park Building	776.47	775.00	457.43



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2019 Actual	2020 Budget	2020 Actual
2-72-00-541	Utilities Power Park Grounds	5,770.86	5,650.00	1,095.34
2-72-00-762	Transfer to Capital Recreation	5,000.00	5,000.00	0.00
**	TOTAL RECREATION EXPENSES	34,107.07	28,635.00	4,180.98
 CULTURE EXPENSES				
2-74-00-250	Contracted Services Library/Museum	93.11	100.00	0.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00	0.00
2-74-00-300	Regional Library Requisition	1,148.45	1,150.00	1,166.29
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500.00	0.00
2-74-00-510	Goods & Materials Library/Museum/Culture	0.00	0.00	75.00
2-74-00-540	Utilities Heat Museum	2,990.93	2,726.00	2,321.07
2-74-00-541	Utilities Power Museum	872.81	1,355.00	1,122.80
2-74-00-415	Donations - Museum	0.00	0.00	100.00
**	CULTURE EXPENSES	8,605.30	10,431.00	4,785.16
***	TOTAL EXPENSES	758,237.85	803,421.00	559,623.19
****	(SUPLUS)/DEFICIT	64,385.99	15,523.50	(256,188.44)

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-11-09

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		26,069.96			
					Outstanding Penalty		21,600.68			
Sub Ledger					General Ledger					
		Current	67,434.29							
		1 Year	50,455.91			3-00-00-211	67,434.29			
		2 Years	30,562.41			3-00-00-212	120,798.93			
		3 Years	15,913.84			Totals	<u>188,233.22</u>			
		Over 3	23,866.77							
		Outstanding	<u>188,233.22</u>							
						Total GL	188,233.22			
						Total SL	188,233.22			
						Proof	<u>0.00</u>			

*** End of Report ***



Village of Innisfree

Utilities Trial Balance (All Balances)

Trial Balance As Of 2020-11-09

Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	11,730.63		
Overdue 1	3,243.56	3-00-00-274	26,122.92
Overdue 2	2,110.09		
Overdue 3	1,754.14		
Overdue 4	7,284.50		
Outstanding	<u>26,122.92</u>	Totals	<u>26,122.92</u>
		Total GL	26,122.92
		Total SL	26,122.92
		Proof	<u>0.00</u>

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

2020-Nov-9
4:49:34PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20200505	2020-10-27	Alberta Municipal Services Corpor	2-32-00-540	20-1035910	PAYMENT New PW Shop - Gas	61.87	6,106.34
			2-41-00-540	20-1035910	WTP - Gas	70.83	
			2-74-00-540	20-1035910	Museum - Gas	132.74	
			2-23-00-540	20-1035910	Firehall - Gas	69.26	
			2-12-00-540	20-1035910	Office - Gas	68.20	
			2-32-00-541	20-1035910	Sentinel Lights	56.52	
			2-32-00-541	20-1035910	New PW Shop - power	306.38	
			2-41-00-541	20-1035910	WTP - Power	416.48	
			2-32-00-541	20-1035910	Old PW Shop- Power	21.00	
			2-74-00-541	20-1035910	Museum - Power	135.39	
			2-23-00-541	20-1035910	Firehall - Power	130.20	
			2-12-00-541	20-1035910	Office - Power	271.39	
			2-42-00-541	20-1035910	Lift Station - Power	155.68	
			2-42-00-541	20-1035910	Lift Station - Power	126.60	
			2-42-00-541	20-1035910	Lift Station - Power	190.43	
			2-23-00-541	20-1035910	Rec Park - Power	149.92	
			2-32-00-541	20-1035910	Xmas Lights	21.00	
			2-32-00-541	20-1035910	Street Lights	3,722.45	
20200506	2020-10-27	Alberta One-Call Corporation	2-12-00-250	IN162204	PAYMENT SEPTEMBER 2020 NOTIFICATIONS	18.90	18.90
20200507	2020-10-27	Alta-Wide Builders	2-32-00-510	633252-559-292	PAYMENT Red DangerTape, Nail Double Head 3"	18.39	255.69
			2-32-00-510	633252-559-292	Redicrete Concrete Mix	31.46	
			2-32-00-510	633252-559-292	Pine Shelf, 2x2 spruce, carpenter glue	205.84	
20200508	2020-10-27	ATB Financial MasterCard	2-12-00-216	Sep12-Oct13	PAYMENT Canada Post	267.67	1,709.73
			2-32-00-215	Sep12-Oct13	MCSNet - PW Shop WIFI	104.95	
			2-23-00-215	Sep12-Oct13	MCSNet - Fire hall WIFI	104.95	
			2-12-00-510	Sep12-Oct13	ADobe PDF Viewer	21.38	
			2-32-00-510	Sep12-Oct13	Generator battery/new holland batter	156.44	
			2-12-00-510	Sep12-Oct13	Carpet & Supplies	127.38	
			2-32-00-510	Sep12-Oct13	Tire patch repair	60.90	
			2-12-00-510	Sep12-Oct13	MICR Toner \	266.68	
			2-12-00-510	Sep12-Oct13	Beverage - September 15 council meet	27.13	
			2-23-00-211	Sep12-Oct13	Hotel Stay Justin Fleming Fire training	572.25	
20200509	2020-10-27	Brownlee LLP	2-12-00-995	505126	PAYMENT FOIP REQUEST FOR REVIEW - GRAI	1,143.46	4,081.77
			2-12-00-995	505350	URW - 50TH STREET CULVERT PRO	2,618.91	
			2-12-00-995	505562	AUDIT LETTERS	319.40	
20200510	2020-10-27	CANADA REVENUE AGENCY	4-00-00-230	GST2019	PAYMENT 2019 GST	1,852.56	1,852.56
20200511	2020-10-27	Cornerstone Co-Operative	2-12-00-510	Sep1-Sep30,2020	PAYMENT CLEANING SUPPLIES	65.68	65.68
20200512	2020-10-27	County of Minburn	2-43-00-250	30130	PAYMENT TRUCKING AND TIPPAGE	1,116.70	1,116.70
20200513	2020-10-27	Fleming, Justin	2-23-00-211	October2020	PAYMENT MILEAGE - FIRE TRAINING	877.92	877.92
20200514	2020-10-27	Minco Gas Co-op Ltd.	2-72-00-540	September2020	PAYMENT REC PARK GAS	54.72	54.72
20200515	2020-10-27	Municipal Information Systems Inc	2-12-00-250	20201449	PAYMENT SOFTWARE INSTALLATION PLAN 26.	1,416.78	1,416.78
20200516	2020-10-27	SS Paving	2-32-00-510	268	PAYMENT 20'X12" CULVERTS	4,289.78	4,289.78
20200517	2020-10-27	Telus Mobility	2-12-00-215	Oct2-Nov1	PAYMENT ADMIN CELLPHONE	105.25	199.16
			2-32-00-215	Oct2-Nov1	PUBLIC WORKS CELLPHONES	93.91	
20200518	2020-10-27	Town of Vegreville			PAYMENT		646.70



Village of Innisfree

Cheque Listing For Council

2020-Nov-9
4:49:34PM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200518	2020-10-27	Town of Vegreville	2-41-00-250	IVC57884	SEPTEMBER 2020 WTP SUPERVISIC	646.70	646.70
20200519	2020-10-27	Vegreville News Advertiser	2-12-00-221 2-12-00-221 2-12-00-221	219570 219600 219676	PAYMENT FIRE PREVENTION AD NOTICE OF PUBLIC HEARING AD NOTICE OF PUBLIC HEARING	262.50 449.45 449.45	1,161.40
20200539	2020-11-02	AMSC Insurance Services	2-11-00-152 2-32-00-131 2-32-00-131 2-12-00-131 2-12-00-131	0732-41,053 0732-41,053 0732-41,053 0732-41,053 0732-41,053	PAYMENT Aaron Cannan benefits Justin Fleming Benefits Bobbi Jo Jackson PW Benefits Bobbi Jo Jackson Admin Benefits Brooke Magosse Benefits	182.47 299.22 279.92 279.92 616.53	1,658.06
20200540	2020-11-02	Anderson, Joan	2-23-00-510	October2020	PAYMENT Gatorade	41.52	41.52
20200541	2020-11-02	Cameron, Chris	2-23-00-211	October2020	PAYMENT MILEAGE FOR NFPA-1002 PUMP CO	141.60	141.60
20200542	2020-11-02	CANADA REVENUE AGENCY	4-00-00-237	October2020	PAYMENT CURRENT SOURCE DEDUCTIONS O	2,967.73	2,967.73
20200543	2020-11-02	County of Minburn	2-43-00-250	30164	PAYMENT Q3 2020 WASTE TRANSFER COSTS	3,668.47	3,668.47
20200544	2020-11-02	Go East RTO	2-11-00-212	905	PAYMENT NOV 10TH GO EAST AGM & FALL EV	35.00	35.00
20200545	2020-11-02	Kostynuk, Eldon	2-23-00-215	October2020	PAYMENT FIRE CHIEF PHONE ALLOWANCE	50.00	50.00
20200546	2020-11-02	McEwen, Darlene	2-12-00-250	October2020	PAYMENT OCTOBER CLEANING SERVICES	250.00	250.00
20200547	2020-11-02	Road Runner Water Hauling	2-32-00-510	3315	PAYMENT DEMOLITION AND HAUL OUT OF OLI	29,400.00	29,400.00

Total 62,066.21

*** End of Report ***

ALBERTA CENTRAL EAST (ACE) WATER CORPORATION
Zone 1 Minburn and District

Minutes of the Zone 1 Minburn and District Annual General Meeting (AGM) meeting held on October 28, 2020 at the Innisfree Recreation Centre.

- ATTENDANCE** County of Minburn: Reeve Roger Konieczny, Deputy Reeve Clifford Wowdzia, Councillor Tara Kuzio, Councillor Carl Ogrodnick, Councillor Kevin Bentley, CAO Brent Williams, Director of Agriculture and Utility Services Darwin Ullery
- Village of Mannville: Mayor Rex Smith, Deputy Mayor Jim Jackson, Councillor Shantell Bielesch, Councillor Jocelyne Lanovaz, CAO Jody Quickstad, Assistant CAO Jennifer Hodel
- Village of Innisfree: Mayor Deborah McMann, Deputy Mayor Aaron Cannan, Councillor Will Oudshoorn, CAO Brooke Magosse
- ACE Water Corporation Project Manager Brent Romanchuk
- CALL TO ORDER** County of Minburn CAO Brent Williams called the meeting to order at 6:07 p.m.
- AGENDA** Councillor Jim Jackson moved the Agenda for the October 28, 2020 ACE Water Corporation Zone 1 Minburn and District AGM meeting be accepted as presented.
Carried.
- CHAIR** County of Minburn CAO Brent Williams called for nominations for Chair.
- Councillor Tara Kuzio was nominated by Deputy Reeve Clifford Wowdzia.
- Councillor Aaron Cannan moved that nominations cease.
Carried.
- VICE-CHAIR** Chair Councillor Tara Kuzio called for nominations for Vice-Chair.
- Mayor Rex Smith was nominated by Reeve Roger Konieczny.
- Deputy Mayor Aaron Cannan moved that nominations cease.
Carried.
- SECRETARY** The County of Minburn CAO was appointed as Secretary for the ACE Water Corporation Zone 1 Minburn and District.
- AGM MINUTES – NOVEMBER 4, 2019** Reeve Roger Konieczny moved the minutes of the November 4, 2019 ACE Water Corporation Zone 1 Minburn and District AGM meeting be adopted as presented.
Carried.
- ELECTION OF DIRECTOR – THREE YEAR TERM** Chair Councillor Tara Kuzio called for nominations for one (1), three (3) year term Director from the Village of Mannville.
- Mayor Rex Smith was nominated by Councillor Jocelyne Lanovaz.
- Deputy Mayor Aaron Cannon moved nominations cease.
Carried.

DIRECTORS

ACE Water Corporation Directors for Zone 1 Minburn and District are as follows:

<u>Elected Director</u>	<u>Municipality</u>	<u>Term Ends</u>
Aaron Cannan	Village of Innisfree	November 2021
Clifford Wowdzia	County of Minburn	November 2022
Rex Smith	Village of Mannville	November 2023

ACE WATER CORPORATION OPERATIONS/PROJECT MANAGER

ACE Operations/Project Manager Brent Romanchuk reported the following:

- Leaks in 4-inch watermain in the Village of Marwayne and 16-inch water valve in the Hamlet of Minburn. Valves sent back to New Brunswick for factory inspection.
- \$33 million grant funding received to complete waterline construction. Village of Dewberry to the Hamlet of Clandonald will be completed first followed by Hamlet of Blackfoot to the Village of Paradise Valley, and Hamlet of Derwent to Hamlet of Duverny. This phase is estimated to take three to four years to complete.
- Engineering contract work awarded to MPE Engineering through the RFP and RFQ procurement process.

BOARD OF DIRECTORS

Board of Director annual reports were presented.

Project Manager Brent Romanchuk and Manager Rhonda King have renewed their contracts for four and five years respectively.

Deputy Mayor Aaron Cannon commended Brent Romanchuk for his work as Project Manager.

ADJOURNMENT

The meeting adjourned at 6:40 p.m.
Carried.

Chair

Secretary



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Grande Prairie*

AR103014

Dear Chief Elected Official,

As you are aware, our province is facing some very challenging economic circumstances. Resource revenues are lower than they were in the early 1970s, while expenses are higher than anticipated due to the need to respond to the COVID-19 pandemic. This will cause financial challenges that will be felt for many years.

In light of these economic circumstances, Alberta may not be able to sustain our current levels of infrastructure and operating spending. We are already planning for Budget 2021; there will be some difficult choices the province must make to ensure Alberta's finances are sustainable over the long-term.

Having met with many municipalities recently, I understand your communities are also facing significant challenges. I will ensure your views are represented as we plan the provincial budget. In the meantime, I strongly encourage you to make certain all of your capital spending is used to support critical infrastructure that will benefit future generations of Albertans and position your community to participate in our economic recovery.

I look forward to working with you to create a sustainable and prosperous future for our province and our communities.

Sincerely,

Tracy L. Allard
Minister

Urban Municipalities – Estimated Impact of Additional Depreciation on Total Tax Revenue

Municipality	Property Tax Revenue from Wells and Pipe	Estimated Tax Reduction from Additional Depreciation
ACME	5,693	-319
AIRDRIE	95,035	-281
ATHABASCA	19,004	-196
BIG VALLEY	17,558	-503
BIRCHCLIFF	0	0
BITTERN LAKE	3,479	-71
BLACKFALDS	28,808	-646
BONNYVILLE	25,828	-149
BOWDEN	6,422	-150
BROOKS	88,097	-3,832
BRUDERHEIM	25,131	-2,127
CALGARY	3,593,924	-1,857
CARSTAIRS	46,761	0
CHAUVIN	58,779	-1,364
CHESTERMERE	20,278	-197
CHIPMAN	44,129	-234
CLARESHOLM	28,221	0
COLD LAKE	54,218	-414
CONSORT	9,529	-312
CROSSFIELD	20,294	-347
DELBURNE	7,115	-155
DEVON	42,154	-1,145
DIDSBURY	11,644	-203
DRAYTON VALLEY	371,573	-5,681
DRUMHELLER	242,361	-19,987
DUCHESS	4,845	-148
ECKVILLE	10,117	0
EDMONTON	5,897,931	-7,156
EDSON	120,609	-1,372
ELNORA	1,659	-63
FORT SASKATCHEWAN	352,061	-12,903
FOX CREEK	49,881	-965
GOLDEN DAYS	0	0
GRANDE PRAIRIE	272,579	-3,100
HANNA	17,900	-266
HINTON	83,001	0
HYPHE	9,396	-405

Municipality	Property Tax Revenue from Wells and Pipe	Estimated Tax Reduction from Additional Depreciation
LACOMBE	30,559	-205
LAMONT	12,877	-904
LETHBRIDGE	546,818	-4,930
LLOYDMINSTER	140,603	-863
LONGVIEW	12,502	-614
MEDICINE HAT	636,779	-11,283
MUNSON	6,723	-477
PENHOLD	17,845	-343
RED DEER	321,930	-1,495
REDCLIFF	37,935	-1,107
REDWATER	63,655	-2,280
RIMBEY	14,300	-170
ROCKY MOUNTAIN HOUSE	32,257	-1,238
ROCKYFORD	1,431	-48
SEXSMITH	51,829	-3,076
SMOKY LAKE	11,026	-145
ST. ALBERT	156,797	-1,153
STETTLER	21,830	-266
STONY PLAIN	27,207	-91
STRATHMORE	28,866	-1,239
SUNDRE	113,966	0
SWAN HILLS	126,996	-13,839
SYLVAN LAKE	59,957	-863
TABER	95,149	-6,633
THORSBY	24,906	-1,113
THREE HILLS	12,507	-276
TURNER VALLEY	20,997	-102
VERMILION	17,205	-796
VIKING	11,751	-214
WAINWRIGHT	26,091	-117
WEMBLEY	8,058	0
WHITECOURT	60,419	-164
Grand Total	14,437,786	-122,591

Attachment 2: Estimated Impact of Additional Depreciation on Total Tax Revenue

Municipality	Property Tax Revenue 2019 (FIRs)	Property Tax Revenue from Wells and Pipe	Estimated Tax Reduction from Additional Depreciation	Percent of Property Tax Revenue	Estimated Percent Change in Equalized Assessment (rounded)
ACADIA NO. 34, M.D. OF	1,097,009	192,664	- 18,663	-2%	-1%
ATHABASCA COUNTY		7,538,047	- 48,331		0%
BARRHEAD NO. 11, COUNTY OF	8,749,655	1,904,678	- 52,739	-1%	0%
BEAVER COUNTY	13,222,926	4,430,327	- 118,100	-1%	-1%
BIG LAKES COUNTY	23,225,741	10,226,290	- 518,242	-2%	-2%
BIGHORN NO. 8, M.D. OF	6,436,099	761,076	- 4,610	0%	0%
BIRCH HILLS COUNTY	4,931,384	2,271,682	- 116,101	-2%	-2%
BONNYVILLE NO. 87, M.D. OF	62,612,758	23,188,161	- 1,066,337	-2%	-1%
BRAZEAU COUNTY	25,602,864	14,943,250	- 733,630	-3%	-2%
CAMROSE COUNTY	16,004,156	4,480,107	- 134,773	-1%	0%
CARDSTON COUNTY	5,567,506	664,856	- 23,887	0%	0%
CLEAR HILLS COUNTY		9,158,142	- 205,535		-1%
CLEARWATER COUNTY	45,401,740	23,467,762	- 581,550	-1%	-1%
CYPRESS COUNTY	24,556,862	11,138,249	- 887,260	-4%	-3%
FAIRVIEW NO. 136, M.D. OF	5,245,390	1,694,035	- 57,476	-1%	-1%
FLAGSTAFF COUNTY	22,251,563	8,580,794	- 449,401	-2%	-2%
FOOTHILLS COUNTY	35,097,677	2,143,639	- 49,420	0%	0%
FORTY MILE NO. 8, COUNTY OF	7,512,490	2,181,578	- 180,185	-2%	-2%
GRANDE PRAIRIE NO. 1, COUNTY OF	83,366,583	16,738,141	- 513,675	-1%	0%
GREENVIEW NO. 16, M.D. OF	91,686,183	42,678,379	- 941,217	-1%	-1%
KNEEHILL COUNTY	24,547,043	12,754,770	- 648,517	-3%	-2%
LAC LA BICHE COUNTY	63,577,645	19,429,710	- 317,104	0%	0%
LAC STE. ANNE COUNTY	15,385,307	4,291,972	- 111,440	-1%	0%
LACOMBE COUNTY	31,303,213	3,551,682	- 180,010	-1%	0%
LAMONT COUNTY	14,969,863	4,996,309	- 109,066	-1%	-1%
LEDUC COUNTY	49,349,133	2,606,237	- 106,247	0%	0%
LESSER SLAVE RIVER NO. 124, M.D.		4,962,703	- 148,437		-1%
LETHBRIDGE COUNTY	15,711,213	1,214,900	- 64,532	0%	0%
MACKENZIE COUNTY		8,359,150	- 405,606		-1%
MINBURN NO. 27, COUNTY OF	12,996,962	5,639,364	- 152,193	-1%	-1%
MOUNTAIN VIEW COUNTY	29,324,961	12,290,240	- 336,633	-1%	-1%
NEWELL, COUNTY OF	29,653,558	17,085,643	- 1,138,945	-4%	-3%
NORTHERN LIGHTS, COUNTY OF	15,052,814	5,771,551	- 120,562	-1%	-1%
NORTHERN SUNRISE COUNTY		12,987,987	- 565,095		-2%
OPPORTUNITY NO. 17, M.D. OF		33,169,710	- 760,312		-1%

Municipality	Property Tax Revenue 2019 (FIRs)	Property Tax Revenue from Wells and Pipe	Estimated Tax Reduction from Additional Depreciation	Percent of Property Tax Revenue	Estimated Percent Change in Equalized Assessment (rounded)
PAINT EARTH NO. 18, COUNTY OF	14,194,805	3,738,692	- 213,433	-2%	-1%
PARKLAND COUNTY	61,214,785	1,165,661	- 61,628	0%	0%
PEACE NO. 135, M.D. OF	2,987,393	687,907	- 8,538	0%	0%
PINCHER CREEK NO. 9, M.D. OF	12,073,910	1,449,792	- 5,365	0%	0%
PONOKA COUNTY	18,327,449	8,111,369	- 318,756	-2%	-1%
PROVOST NO. 52, M.D. OF	22,818,833	7,893,145	- 351,920	-2%	-1%
RANGLAND NO. 66, M.D. OF	1,308,394	868,507	- 2,060	0%	0%
RED DEER COUNTY	48,219,259	9,119,060	- 439,454	-1%	-1%
ROCKY VIEW COUNTY	72,603,350	5,176,554	- 113,032	0%	0%
SADDLE HILLS COUNTY	33,069,475	17,691,206	- 439,946	-1%	-1%
SMOKY LAKE COUNTY	9,684,252	4,757,652	- 72,409	-1%	-1%
SMOKY RIVER NO. 130, M.D. OF	7,169,270	2,182,333	- 173,468	-2%	-2%
SPECIAL AREAS BOARD		18,288,507	- 1,209,720		-3%
SPIRIT RIVER NO. 133, M.D. OF	3,036,562	726,749	- 24,983	-1%	-1%
ST. PAUL NO. 19, COUNTY OF	22,402,158	6,852,553	- 615,887	-3%	-2%
STARLAND COUNTY	11,323,618	6,480,441	- 459,260	-4%	-2%
STETTLER NO. 6, COUNTY OF	14,446,812	6,098,789	- 283,768	-2%	-1%
STRATHCONA COUNTY	227,633,022	4,745,503	- 57,678	0%	0%
STURGEON COUNTY	50,308,830	3,979,599	- 129,461	0%	0%
TABER, M.D. OF	15,595,777	5,432,828	- 398,559	-3%	-2%
THORHILD COUNTY		7,273,814	- 91,414		0%
TWO HILLS NO. 21, COUNTY OF	8,303,330	3,290,903	- 185,339	-2%	-1%
VERMILION RIVER, COUNTY OF	24,448,219	11,484,813	- 937,316	-4%	-3%
VULCAN COUNTY	13,168,630	3,058,693	- 246,244	-2%	-2%
WAINWRIGHT NO. 61, M.D. OF	26,980,449	15,618,904	- 350,242	-1%	-2%
WARNER NO. 5, COUNTY OF	6,812,559	1,996,872	- 139,250	-2%	-2%
WESTLOCK COUNTY	11,424,109	2,511,405	- 59,030	-1%	0%
WETASKIWIN NO. 10, COUNTY OF	19,435,477	7,308,311	- 376,726	-2%	-1%
WHEATLAND COUNTY	30,714,588	11,194,869	- 650,964	-2%	-2%
WILLOW CREEK NO. 26, M.D. OF	9,128,538	1,741,419	- 47,170	-1%	0%
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	655,583,267	30,570,285	- 306,017	0%	0%
WOODLANDS COUNTY		6,541,407	- 243,384		-1%
YELLOWHEAD COUNTY	56,380,689	30,572,103	- 529,652	-1%	-1%
Grand Total	2,295,238,107	586,104,431	- 21,407,903	-1%	-1%

Note: total revenue is as reported on submitted financial information returns (FIRs) (blank cells represent FIRs not yet submitted). Tax impacts are an estimated amount only, based on current assessments and current tax rates.