Village of Innisfree
Regular Council Meeting
January 19, 2021 @ 5:00 p.m.
Village of Innisfree Council Chambers

1. Call to Order

2. Agenda
   a. Deletions/Additions:
   b. Adoption of Agenda

3. Delegations

4. Adoption of Minutes
   a. December 15, 2020 Regular Council Meeting (Page 2-4)

5. Business Arising from the Minutes:
   a.

6. Policies & Bylaws:
   a. Bylaw No. 662-20 - Regional Emergency Management (Page 5-11)

7. New Business:
   a. County of Minburn Letter December 23, 2020 - Fire Services Agreement (Page 12)
   b. Northern Lights Library System - 2021 Levy (Page 13-14)
   c. Regional Emergency Management Mutual Aid Agreement (Page 15-22)
   d. Town of Vegreville Letter December 16, 2020 - Labour, Equipment & Vehicle Rental Rates Update (Page 23-24)

8. Councillor Reports
   a.

9. Administration Reports
   a. CAO Report & Action List (Page 25-28)
   b. Financials
      i. Revenue & Expense (Page 29-34)
      ii. Tax Trial Balance (Page 35)
      iii. Utility Trial Balance (Page 36)
      iv. Accounts Payable Trial Balance (Page 37-38)

10. Correspondence
    a. Alberta Municipal Affairs - Questions and Answers Regarding COVID-19 (Page 39-40)
    b. Pembina's Damage Prevention Public Awareness Program - Letter December 2020 (Page 41-42)
    c. FCSS Progress Report for SSS Funding 2020 (Page 43-47)

11. Closed Session

12. Adjournment

	A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, December 15, 2020.
CALL TO ORDER	Mayor McMann called the meeting to order at 5:15 PM.
PRESENT	**Attendance via Electronic Means** Deborah McMann Mayor William Oudshoorn Councillor **Attendance in-person** Brooke Magosse Chief Administrative Officer
ABSENT WITH NOTICE	Aaron Cannan Deputy Mayor
APPROVAL OF AGENDA **2020-12-15/01**	Moved by Mayor McMann that the agenda be approved as amended: **New Business:** Amend 7 b: Replace "GO East of Edmonton – Christmas Package" with "Radio 106.5 – Christmas Package" **Councillor Reports:** 8 a – Parent Advisory Council Report – Deb McMann 8 b – M.D of Minburn Foundation – Will Oudshoorn CARRIED.
DELEGATION – GRANT BERGMAN AND PEGGY SMITH – 2021 MINIMUM TAX **2020-12-15/02**	Mayor and Council reviewed Mr. Bergman's delegation as presented. After much discussion, Mayor and Council passed the following resolution: Moved by Councillor Oudshoorn that the delegation of Mr. Bergman's regarding 2021 Minimum Tax be received as information. CARRIED.
APPROVAL OF MINUTES **2020-12-15/03**	Moved by Mayor McMann that the November 17, 2020 Regular Council Meeting minutes be approved as amended. CARRIED.
APPROVAL OF MINUTES **2020-12-15/04**	Moved by Councillor Oudshoorn that the December 8, 2020 Special Council Meeting minutes be approved as presented. CARRIED.

DRAFT

QUOTE DATED SEPTEMBER 17, 2020 – VEHICLE DECALS (PUBLIC WORKS TRUCK/EQUIPMENT) **2020-12-15/05**	Moved by Councillor Oudshoorn that Council approve ItsTime Promo's quote, in the amount of $100.00 (GST & Shipping not included) for the Village of Innisfree – Public Works vehicle decals as presented. CARRIED.
BUFFALO TRAIL PUBLIC SCHOOL – REQUEST FOR HANDICAP PARKING/LOADING ZONE ON HWY 870 **2020-12-15/06**	Moved by Mayor McMann that this item be received as information. Further that Council direct Administration to send a letter to Buffalo Trail Public School and the Parent's Advisory Council regarding Alberta Transportation's response and recommendation(s). CARRIED.
2021 GO EAST OF EDMONTON ADVERTISING RENEWAL – EMAIL RECEIVED OCTOBER 23, 2020 **2020-12-15/07**	Moved by Councillor Oudshoorn that the Village approve the 1/12th page advertisement in the amount of $350.00 (GST not included). CARRIED.
2021 INTERIM BUDGET(S) & BUDGET FORECASTS **2020-12-15/08**	Moved by Mayor McMann that Council approve the following: 2021 Interim Budget and 2022-2025 Budget forecast; 2021 Interim Capital Budget; 2021 Interim Five Year Capital Plan; and the Interim 10-30 Year Infrastructure/Capital Plan as amended. CARRIED.
RADIO 106.5 – CHRISTMAS PACKAGES **2020-12-15/09**	Moved by Mayor McMann that the Radio 106.5 – Christmas Package item be received as information. CARRIED.
FCM 2021 MEMBERSHIP RENEWAL **2020-12-15/10**	Moved by Councillor Oudshoorn that Council direct Administration to renew the 2021 FCM Membership as presented. CARRIED.

DRAFT

MD OF MINBURN FOUNDATION 2021 REQUISITION LETTER AND CALCULATIONS
2020-12-15/11

Moved by Mayor McMann that the M.D. of Minburn Foundation 2021 Requisition Letter and Calculations be approved as presented.

CARRIED.

COUNCILLOR REPORTS
2020-12-15/12

Moved by Councillor Oudshoorn that the listed items under Councillor Reports be approved as presented.

CARRIED.

2021 UTILITY RATES
2020-12-15/13

Moved by Councillor Oudshoorn that the 2021 Utility Rate's Increase be tabled to the February 16, 2021 Regular Council meeting for further discussion.

CARRIED.

ADMINISTRATION REPORTS
2020-12-15/14

Moved by Mayor McMann that the listed items under Administration Reports be approved as presented.

CARRIED.

CORRESPONDENCE
2020-12-15/15

Moved by Councillor Oudshoorn that the listed item under Correspondence be received as information.

CARRIED.

ADJOURNMENT

Mayor McMann adjourned the meeting at 7:24 PM.

_____
Mayor

_____
Chief Administrative Officer

DRAFT

Village of Innisfree
Bylaw No. 662-20
Regional Emergency Management Bylaw

A BYLAW TO ESTABLISH A REGIONAL MUNICIPAL EMERGENCY MANAGEMENT AGENCY AND COMMITTEE.

WHEREAS the Village of Innisfree is required under the Alberta *Emergency Management Act 2000 Chapter E-6.8 section 11* to appoint an Emergency Advisory Committee consisting of members of the local authority and an Emergency Management Agency to act as the agent of the local authority in exercising powers and duties; and

WHEREAS the following municipalities of the Minburn Region wish to establish a Regional Emergency Plan, Regional Advisory Committee and Regional Emergency Management Agency

- Town of Vegreville
- County of Minburn No. 27
- Village of Mannville
- Village of Innisfree

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF INNISFREE DULY ASSEMBLED ENACTS AS FOLLOWS:

1. Title

1.1 This Bylaw shall be known as the Regional Emergency Management Bylaw.

2. Definitions

2.1 In this Bylaw:

a. "Act" means the Alberta *Emergency Management Act, 2000* and all amendments thereto.

b. "Agency" means the Regional Emergency Management Agency unless stated otherwise.

c. "All-Hazards" refers to all types of hazards including natural, technological, and human caused.

d. "Bi-annual" occurring once every two (2) years.

e. "Council" means the elected officials that form the municipal council of the Village of Innisfree.

f. "Director of Emergency Management" means the person appointed by the Council of the local authority to organize the local authority's emergency management program.

g. "Disaster" shall have the same meaning as given to it by the *Act*.

h. “Emergency” shall have the same meaning as given to it by the *Act*.

i. “Emergency Social Services” are services that provide for the basic essential needs of victims, evacuees and/or affected residents as may be required.

j. “Incident Commander” means the person in control of the local authority’s Incident Command Post or a Regional Incident Command Post whose responsibility it is to oversee functions of the Incident Command Post including any municipally led Emergency Social Services.

k. “Incident Command Post” in this Bylaw means a location for carrying out coordinated emergency or disaster response activities including planning, logistical and operational requirements. It may function as the Incident Command Post of a local authority or a regional Incident Command Post on behalf of multiple local authorities within the County of Minburn No. 27.

l. “Local authority” and “Local authorities” refer to the authority having jurisdiction as represented by the Regional Emergency Advisory Committee and include the following:

- Town of Vegreville
- County of Minburn No. 27
- Village of Mannville
- Village of Innisfree

m. “Local Authority Emergency Management Regulation” means the Alberta *Local Authority Emergency Management Regulation 2020* and all amendments thereto.

n. “Minister” means the Minister charged with administration of the *Act.*

o. “Region” and “Regional” means the County and all local authorities having jurisdiction within the boundaries of the County of Minburn No. 27.

p. “Regional Emergency Advisory Committee” means the Committee comprised of council members of the regional local authorities that advise on development of emergency plans and programs.

q. “Regional Emergency Management Agency” is the agency appointed to act as the agent of the regional local authorities in exercising the regional authorities’ powers and duties under the Emergency Management Act of Alberta. Provides feedback, guidance and expertise regarding the regional emergency management plan and program.

r. “Regional Emergency Plan” refers to the document created to guide the actions of the local authorities herein during an emergency.

3. Council

3.1 Council hereby agrees to establish a Regional Advisory Committee to advise on the development of the regional emergency plan and program.

3.2 Council agrees to establish a Regional Emergency Management Agency to act as the Agency of the local authority in exercising their powers and duties as described in the *Act* and

the *Local Authority Emergency Management Regulation*. This does not include the power to declare, renew or terminate a state of local emergency.

3.3 Council shall:

a). Appoint a Director of Emergency Management.

b). Appoint one (1) member of Council to the Regional Emergency Advisory Committee and appoint at least one (1) other Council member as an alternate.

c). Pursuant to the *Act* provide for the payment of expenses of locally appointed members of the Regional Emergency Advisory Committee.

d). Annually review and approve the Regional Emergency Management Plan.

e). Complete any courses as prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the *Act* and any amendments thereto.

3.4 Council may:

a). Appoint a Deputy Director of Emergency Management.

4. Regional Emergency Plan

4.1 The Regional Emergency Plan shall be an all-hazards plan that details the regional emergency response structure, hazard and risk analysis, training and exercise schedule, emergency communications, provision of emergency social services and guidelines for implementation and activation of the plan.

4.2 The Regional Emergency Plan may be activated in whole or in part as required to respond to a potential, imminent or occurring emergency, disaster, or special planned event.

5. Regional Emergency Advisory Committee

5.1 A Regional Emergency Advisory Committee is hereby established and shall consist of a municipal Councillor appointed by each of the local authorities having jurisdiction as set forth within this Bylaw.

5.2 The Committee will be chaired by a council member appointed to the Committee from one of the representative regional local authorities. This position will be rotated on a bi-annual basis.

5.3 The Regional Emergency Advisory Committee will meet at least annually.

5.4 Each member will have one (1) vote regarding any matter presented before the Committee. Appointed alternate Committee members may vote in absence of the primary appointed member for their jurisdiction.

5.5 Decisions will be passed by a majority vote. A quorum of the Committee shall be at least three (3) members.

5.6 Any disputes will be resolved in accordance with Roberts Rules of Order.

5.7 The Regional Advisory Committee shall:

a). Provide policy direction, guidance, and oversight to the Regional Emergency Management Agency.

b). Each member will act as a liaison between the Committee and their local authority by communicating information from each meeting and bringing forth items requiring Council decision or approval to their elected Council on behalf of the Committee.

c). Annually review the Regional Emergency Plan after review by the Regional Emergency Management Agency as per section 7.8 (d) of this Bylaw.

d). Annually provide a copy of the reviewed Regional Emergency Plan for review and final approval to each Council.

e). Make the Regional Emergency Management Plan available to Alberta Emergency Management Agency for review and comment.

f). Review and where appropriate approve annual objectives of the Regional Emergency Management Agency.

g). Review any corrective or after-action reports submitted by the Regional Emergency Management Agency and determine process for approval where appropriate.

5.8 During an emergency or disaster the Advisory Committee will:

a). Provide support to the Incident Command Post by establishing clear lines of communication and liaising with regional Council members.

b). Provide policy oversight as needed.

6. State of Local Emergency

6.1 Each local authority shall at all times retain authority for the power to declare, renew or terminate a state of local emergency for its respective jurisdiction.

6.2 A state of local emergency may be declared by any of the following:

- Mayor/Reeve and Council.
- In the absence of a quorum of Council, a state of local emergency may be declared by any two (2) elected officials or the Mayor/Reeve of the declaring jurisdiction.

6.3 A resolution for a declaration of a state of local emergency shall be made by the elected Council of the governing authority having jurisdiction.

6.4 Immediately following a declaration of a state of local emergency, the public within the jurisdiction shall be notified by any means of communication most likely to make known to residents the details of the declaration. A state of local emergency lapses after seven (7) days unless it is renewed or terminated.

6.5 The local authority having jurisdiction may by resolution apply to have a State of Local Emergency renewed.

6.6 When in the opinion of the local authority an emergency no longer exists, it shall be terminated by resolution and the details of such immediately made public by the most effective means of communication for the population of the area possible.

6.7 All members of Council shall be notified of the declaration, renewal, or termination as soon as practicable.

6.8 In the event that an incident is significant enough that it may overwhelm the local authority or in which an incident affects more than a single local authority a regional Incident Command

Post may be activated to provide additional support and better organize a regional response and resources.

7. Regional Emergency Management Agency

7.1 There is hereby established a Regional Emergency Management Agency to act as the Agency of the local authorities in exercising their powers and duties under the *Act*.

7.2 The Agency is responsible for the administration of the Regional Emergency Management Program.

7.3 Members of the Regional Emergency Management Agency shall include:

- All appointed Directors of Emergency Management and Deputy Directors of Emergency Management within the region.
- All designated members of municipal Incident Command Posts.
- Representatives from public and private organizations or other stakeholders who may provide expertise or assist with emergency management activities within the region as invited by the Chair of the Agency.

7.4 The Agency shall be chaired by an appointed Director of Emergency Management from within the region on an annually rotating basis by motion of Agency members.

7.5 The Regional Emergency Management Agency shall meet at least quarterly but may meet more often as determined by the Chair of the Agency.

7.6 The Agency shall utilize the command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.

7.7 The Agency shall report to the Regional Emergency Advisory Committee at least once (1) per year and provide an update on the Agency's review of the regional emergency plan and program.

7.8 The Agency shall:

a). Coordinate the provision of services and operations in preparation for and during an emergency.

b). Coordinate annual training and exercises for members of the Regional Emergency Management Agency as per of the *Local Authority Emergency Management Regulation 2020* and any amendments thereto.

c). Set annual objectives for the Regional Emergency Management Agency and submit to the Regional Emergency Advisory Committee for approval.

d). Annually review and as necessary update the Regional Emergency Plan to ensure it meets changing regional capacities and all provincial requirements pursuant to the *Local Authority Emergency Management Regulation 2020* and any amendments thereto. Submit to the Advisory Committee annually following review and any updates.

e). Ensure that in the event of an emergency or disaster incident a group of individuals is designated under the Regional Emergency Management Plan to act on behalf of the Agency.

f). Identify corrective actions following Incident Command Post and Emergency Social Services activations or exercises.

7.9 Municipally employed Agency members who have been assigned responsibilities respecting implementation of the Regional Emergency Plan shall participate in:

a). Annual emergency training exercises as requested by the Director of Emergency Management.

b). Training as required by the Managing Director of Alberta Emergency Management Agency or as requested by the Director of Emergency Management.

8. Director of Emergency Management

8.1 Each local authority within the region shall by resolution appoint a Director of Emergency Management to act on their jurisdiction's behalf as per the *Act*. At the discretion of each local authority a Deputy Director of Emergency Management may be appointed in addition to the Director of Emergency Management.

8.2 Each appointed Director of Emergency Management or in their absence Deputy Director of Emergency Management within the region shall assume the following roles and responsibilities for the jurisdiction to which they have been appointed:

a). Be prepared to assume the role of Incident Commander in the event that an Incident Command Post is partially or fully activated.

b). Oversee municipally led emergency response operations including:

- Acting as director of emergency operations.
- Coordinating all emergency services and other resources used in an emergency.

c). Oversee municipally led recovery operations where directed by Council.

d). Coordinate a debrief for personnel involved in any incident activations and compile a corrective or after-action report with tasks and dates for completion assigned for review and approval by Council and/or the Regional Advisory Committee as appropriate.

e). Is prepared to respond to an Incident Command Post within the Region to provide relief capacity for the acting Director of Emergency Management.

f). Participate in assigned rotation as Chair of the Regional Emergency Management Agency as per section 7.4 of this Bylaw.

g). Participate as an active member of the Regional Emergency Management Agency.

h). Complete any courses prescribed by the Managing Director of the Alberta Emergency Management Agency within the designated timeframe.

9. Financial

9.1 Council may:

a). By bylaw which is not advertised borrow, levy, appropriate and expend all sums required for its share of the operation of the Regional Emergency Management Advisory Committee and Regional Emergency Management Agency.

b). Authorize and expend such monies as required to prepare, respond to, and recover from an emergency.

c). Enter into agreements and make payments to persons or organizations for emergency management services including development and implementation of plans, programs, or portions thereof.

d). Make applications for grants or other funding applicable to the development of emergency plans or programs including but not limited to mutual and/or regional aid plans and programs.

e). Enter into agreements with other regional districts or municipalities for the purpose of mutual aid, emergency assistance or coordination of emergency preparedness, response or recovery initiatives or resources.

10. Indemnification

10.1 No action lies against the local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the Alberta *Emergency Management Act 2000* and any amendments thereto or this Bylaw under a declaration of a state of local emergency.

11. Repealed

Bylaw No. _____ is hereby repealed.

INTRODUCED AND READ a first time this ___ day of ___, 20___.

READ a second time this ___ day of ___, 20___.

READ a third time and adopted this ___ day of ___, 20___.

_____
Mayor

_____
Chief Administrative Officer

COUNTY OF MINBURN NO. 27

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

P.O. Box 550
4909 - 50th Street
Vegreville, Alberta
Canada T9C 1R6

Phone: (780) 632-2082
Fax: (780) 632-6296

www.MinburnCounty.ab.ca
E-Mail: info@minburncounty.ab.ca

December 23, 2020

Brooke Yaremchuk
CAO
Village of Innisfree
5116 – 50 Avenue
Innisfree, AB T0B 2G0

Re: Fire Service Agreement

Dear Brooke,

At its regular December meeting, Council directed Administration to provide the required one-year notice to the Village of Innisfree regarding our intention to reopen our current fire services agreement.

As such, this letter serves the purpose of delivering such notice. We will reach out in the new year to discuss timelines and next steps. Thank you for the Village's continued partnership and I hope you have a Merry Christmas.

On behalf of Council,

Brent Williams
Chief Administrative Officer

c: Director of Protective Services Mike Fundytus

Northern Lights Library System

Sept 17 2020

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

Dear Mrs. Magosse,

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

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

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

2021 Levies:

$5.23 per capita	**Municipality**
$10.46 per capita	Municipality without Library Board

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

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

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

Regards,

Vicky Lefebvre
Chairman
Northern Lights Library System Board

Terri Hampson
Interim Acting Director
Northern Lights Library System

[redacted]

Northern Lights Library System

Postal Bag 8
5615 48 Street
Elk Point, Alberta T0A 1A0

INVOICE

Invoice No.: 9432
Date: 01/08/2021
Ship Date:
Page: 1
Re: Order No.

Sold to:

Village of Innisfree
Box 69
Innisfree, Alberta T0B 2G0

Ship to:

Village of Innisfree
Box 69
Innisfree, Alberta T0B 2G0

Business No.: 131711335RP0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
Municpal Levy	per capita	223	Municipal Levy (has Board)		5.23	1,166.29
			Subtotal:			1,166.29

Shipped By: Tracking Number:

Comment: NET DUE 30 DAYS. 2% INTEREST CHARGED ON OVERDUE AMTS

Sold By:

Total Amount	1,166.29
Amount Paid	0.00
Amount Owing	**1,166.29**

Regional Emergency Management Mutual Aid Agreement

BETWEEN THE SIGNATORY MUNICIPAL CORPORATIONS

1. Definitions

1.1 In this Agreement the following words and terms have the following meanings:

a. “Act” means the Alberta *Emergency Management Act, 2000* and all amendments thereto.

b. “Assisting Party” the Party or Parties that has received and/or responds to a request for mutual aid assistance made under this Agreement.

c. “Authorized Signature” a person who has been authorized to represent a Party as it pertains to this Agreement.

d. “Director of Emergency Management” means the person appointed by the Council of a local authority listed within this Agreement to organize the local authority’s emergency management program.

e. “Disaster” shall have the same meaning as given to it by the *Act*.

f. “Emergency” shall have the same meaning as given to it by the *Act*.

g. “Hosting Arrangements” in this Agreement means provision of emergency social services for affected residents in a community other than their own from which mutual aid has been requested.

h. “Incident Command System” an organizational management system under which personnel have been organized for emergency and disaster response activities.

i. “Local authority” and “Local authorities” refer to the authority having jurisdiction within the boundaries of the County of Minburn No. 27 and include the following:

- Town of Vegreville
- County of Minburn No. 27
- Village of Mannville
- Village of Innisfree

j. “May” does not indicate a requirement under this Agreement but an optional response or action of a Party or Parties under this Agreement.

k. “Mutual Aid” means an agreement to provide emergency management resources where practical and possible under this Agreement.

l. “Party” or “Parties” means a local authority that has approved and implemented this Agreement.

m. “Region” and “Regional” means the County and all local authorities having jurisdiction within the boundaries of the County of Minburn No. 27 including the following:

- Town of Vegreville
- County of Minburn No. 27
- Village of Mannville
- Village of Innisfree

n. “Regional Emergency Advisory Committee” the Committee comprised of council members of the regional local authorities that advise on development of emergency plans and programs.

o. “Regional Emergency Management Agency” the Agency appointed to act as the agent of the regional local authorities in exercising the regional authorities’ powers and duties under the *Emergency Management Act* of Alberta.

p. “Regional Emergency Response Plan” refers to the document created to guide the actions of the local authorities herein during an emergency.

q. “Requesting Party” the Party that requests mutual aid from another Party or Parties under this Agreement.

r. “Shall” indicates a required obligation under this Agreement and is used interchangeably with “will” and “must”.

2. Purpose

2.1 Where an emergency or disaster exceeds or has the potential to exceed the capacity of one or more of the signatory municipalities to adequately respond or additional resources are required to support the response, mutual aid as described herein may be requested by the affected municipality or municipalities and provided pursuant to the conditions within this Agreement.

3. Exclusions & Limitations

3.1 Mutual aid will not be requested to compensate for day-to-day operational or resource shortfalls.

3.2 Notwithstanding section 3.1, a local authority is not required to have activated its own emergency response plan, Regional Emergency Response Plan nor Incident Command Post prior to requesting mutual aid. It is understood that no two disaster/emergency situations are the same and therefore mutual aid shall be situation dependent.

3.3 This Mutual Aid Agreement is separate from any existing Fire Service Mutual Aid Agreements and does not void, negate, or replace any such agreements.

4. Scope of Authority

4.1 Any amendments to this Agreement are subject to the approval of each Council representing the municipal signatories. Amendments must be agreed upon by all Parties by authorized municipal signature and date before coming into effect.

4.2 In the event an incident affects only one (1) municipality the local Director of Emergency Management will serve as the Incident Commander and at his/her request shall be supported by resources of the Regional Emergency Management Agency.

4.3 In the event an incident affects more than one (1) municipality within the Region, a regional Incident Command Post shall be activated and one (1) or more Directors of Emergency Management from the affected areas appointed by majority vote of Agency members present to lead the response.

5. Requests For Assistance

5.1 All requests for mutual aid assistance will be made by an authorized employee or designate of the requesting jurisdiction.

5.2 Requests shall be made in writing. Where time is of the essence, a verbal request for assistance will be followed by a written request from the Requesting Party as soon as practical.

5.3 All Requests for Assistance will be submitted to the appointed Director of Emergency Management or designate of the Assisting Party. In absence of the Director of Emergency Management or designate, requests for assistance will be submitted to the Chief Administrative Officer.

5.4 Prior to activation of mutual aid notice of the request will be provided to the Assisting Party's municipal Council.

5.5 The following types of resources may be requested for mutual aid assistance:

- Equipment
- Material and supplies
- Personnel
- Use of facilities
- Hosting arrangements
- Other items or assistance where mutually agreed upon.

6. Personnel Provisions

6.1 It is agreed that the Requesting Party is responsible for accommodations including food, refreshments, rest areas and lodging if applicable for personnel of the Assisting Party.

6.2 If any of the aforementioned personnel provisions cannot be provided, the Assisting Party shall be notified at the time of the request in order to assess their ability to provide self-sufficient personnel with appropriate provisions.

7. Provision of Assistance

7.1 Only those resources requested from the Assisting Party shall be deployed.

7.2 Based on an assessment of its capacity to provide requested resources the Assisting Party shall ensure that adequate protection, supplies, and other resources remain in place for its own jurisdiction prior to committing resources to the Requesting Party.

7.3 Provision of assistance will be at the unfettered discretion of the Assisting Party who reserves the right to:

- Not provide any assistance.
- Provide limited assistance.
- Provide assistance as requested.

7.4 Upon determination of resources that will be provided to the Requesting Party, the Assisting Party may confirm in writing the resources to be provided and an estimated timeframe for

arrival. Where time is of the essence resources may be confirmed verbally and followed by written confirmation.

7.5 The Assisting Party may at any time withdraw resources provided as it sees fit.

8. Deployed Resources

8.1 The Parties agree that the Assisting Party's personnel or other resources shall remain under the direct control of the Assisting Party but will be under the authority of the Requesting Party for operational purposes throughout the duration of deployment.

8.2 The Parties agree that the Requesting Party shall not be deemed the employer of the Assisting Party's personnel.

8.3 Personnel deployed by the Assisting Party will report and abide by the command-and-control structure set forth by the Requesting Party and will function according to the lines of authority within that structure.

8.4 The Requesting Party is considered responsible for personnel supplied by the Assisting Party until their return to home base.

8.5 Each Party shall maintain its own equipment for safe operational use.

9. Conduct

9.1 Personnel shall not self-deploy or freelance at any time. There will be no reimbursement for self-deployed or freelancing personnel, equipment, or other resources.

9.2 Requested personnel will travel only on approved transportation routes and not venture into restricted areas.

9.3 All personnel shall follow any identified safety protocols and ensure the safety of themselves, other responding or assisting personnel and the public remains a priority.

9.4 Assigned personnel shall be qualified to complete the tasks for which they are being deployed. In the event personnel are assigned to a task for which they are not qualified or comfortable in completing it is up to individual personnel to report this to their direct supervisor at the incident.

9.5 Requested personnel will respect other team and/or personnel's capabilities and limitations.

9.6 All personnel must be fit for duty and may be denied access to assist by the Requesting Party if deemed unfit.

9.7 Photos of victims or other affected members of the public are prohibited.

9.8 Requested personnel shall not remove items from a work area for souvenir purposes nor take photos in unauthorized areas.

9.9 Requested personnel shall not post pictures, video or confidential incident documents to public platforms including but not limited to social media without express prior approval and consent from the authority having jurisdiction.

10. Confidentiality

10.1 All information obtained by the Assisting Party while aiding the Requesting Party shall remain confidential as part of the Requesting Party's property. Disclosure of any such information shall be at the discretion and approval of the Requesting Party except where requirements of the law apply which may include but not be limited to documentation subject to the Freedom of Information and Protection of Privacy Act.

11. Reimbursement

11.1 All costs for assistance are to be paid by the Requesting Party.

11.2 Equipment and material costs shall be calculated based on each local authority's listed fee schedules. Where there is no such fee schedule or there are disagreements on costs billed, the rate schedule as published by Alberta's Ministries of Infrastructure and Transportation shall be utilized. If applicable, sales tax will be applied to all costs.

11.3 Personnel costs shall be reimbursed according to their positions and the current pay rate of the Assisting Party. Personnel shall not be expected to provide mutual aid assistance at a rate of pay lower than that which they receive from their municipality at the time of deployment.

11.4 The Assisting Party shall provide an invoice itemizing resources supplied including description of costs tallied based on established rates, dates, hours and/or quantities.

11.5 Additional costs incurred by personnel may include mileage costs accrued through travel to and from personnel incident reporting locations.

11.6 An Assisting Party may waive full or partial reimbursement costs of resources, personnel loss, or damages to the Requesting Party. The Assisting Party should notify the Requesting Party of their intention to waive any such costs as soon after the incident as possible.

11.7 Any account that is unpaid past ninety (90) days of receipt of the invoice shall be subject to the interest rate stipulated on the Assisting Party's invoice which shall not exceed the Bank of Canada rate at the date of invoice plus two percent (2%) per annum until paid.

11.8 Extensions to deadlines for payment may be extended past ninety (90) days upon approval from the Assisting Party.

12. Documentation & Resource Tracking

12.1 All requested resources and personnel shall be documented and tracked as best as possible by the Requesting Party.

12.2 Not withstanding 12.1, the Assisting Party is responsible for tracking resource time and costs for later reimbursement and invoicing purposes.

13. Liability

13.1 Each Party shall hold throughout the entirety of this Agreement general liability insurance of not less than $5,000,000 per occurrence for personal injury, public liability and/or property damage. A copy of the Certificate of Insurance indicating such shall be provided at the request of any of the Parties herein.

13.2 Each Party shall maintain their own vehicle and equipment insurance coverage of not less than $2,000,000 per incident.

13.3 All insurance policies shall be primary and not contributory.

13.4 Any changes or cancellations to policy terms which reduce coverage amounts shall be provided in writing to all other signatory Parties of this Agreement.

13.5 The Assisting Party shall not be held liable for:

- Failure to respond to a request for assistance or failure to provide assistance.
- Failure to respond or provide assistance within an identified timeframe.
- Any claims that result from a Party's refusal to provide assistance.

14. Indemnification

14.1 Each of the Parties agree to indemnify and save harmless each of the other Parties for any damage or claims of any nature due to any act done in good faith in the performance of this Agreement. This includes but is not limited to all claims, losses and costs resulting in any injury, death and/or damage to any property. This excludes damage or loss caused by the gross or wilful misconduct of any of the Parties in the performance of their duties under this Agreement.

14.2 In the event of any dispute arising under this Agreement which cannot be resolved by mutual agreement between the respective Parties the same shall be submitted to arbitration. The decision rendered in respect of the proceedings shall be binding upon the respective Parties. The cost of the arbitrator will be shared equally by the Parties involved in the dispute.

15. Term

15.1 This Agreement is considered effective when it has been signed by each of the signatory Parties.

15.2 Any Party may withdraw from this Agreement given thirty (30) days' written notice to the other Parties. A notice will be considered to have been received within ten (10) days from the postage date.

16. Binding Agreement

16.1 This Agreement shall supersede any and all previous emergency and disaster mutual aid agreements with the exception of the aforementioned fire services agreements whether oral or written among the Parties.

IN WITNESS WHEREOF the signing officers on behalf of the Parties give authorization to this Agreement by their signature.

Town of Vegreville

_____	_____
(Printed Name)	(Title)
_____	_____
(Date)	(Signature)

County of Minburn No. 27

_____	_____
(Printed Name)	(Title)
_____	_____
(Date)	(Signature)

Village of Mannville

_____	_____
(Printed Name)	(Title)
_____	_____
(Date)	(Signature)

Village of Innisfree

_____	_____
(Printed Name)	(Title)
_____	_____
(Date)	(Signature)

TOWN OF Vegreville

Infrastructure, Planning & Development Department
4829 50 Street, Lower Level
Postal Drawer 640
VEGREVILLE, ALBERTA T9C 1R7

T: 780-632-6479 | F: 780-632-6856
ipd@vegreville.com | **www.vegreville.com**

Received Dec 22/20
BM

December 16, 2020

Brooke Yaremchuk, CAO
Village of Innisfree
5116 - 50 Avenue
Innisfree AB T0B 2G0

RE: Town of Vegreville Labour, Equipment & Vehicle Rental Rates Update

Dear Brooke,

At the December 14, 2020 Regular Council Meeting, Vegreville Town Council gave third and final reading to the Town of Vegreville 2021 Fees & Charges Bylaw #13-2020. A copy of Schedule 'M' of this Bylaw is attached to this correspondence.

The changes to Schedule 'M' are as follows:

Description	Previous Rate	Amended/New Rate
Utilities Operator/Supervisor without Vehicle	$70.88/hour	$71.88/hour
Operator without Vehicle	$61.73/hour	$62.73/hour
Labourer without Vehicle	$48.20/hour	$49.20/hour

If you have any questions or require any further information, please do not hesitate to contact me at the above information or by emailing dlefebvre@vegreville.com .

Sincerely,

Dale Lefebvre
Infrastructure, Planning & Development Director

DL/bg
Encl.

cc: Mayor and Town Council
Cliff Craig, Town Manager

SCHEDULE "M"
LABOUR, EQUIPMENT & VEHICLE RENTAL RATES

LABOUR, EQUIPMENT & VEHICLE RENTAL RATES

Unit #	Description	Rates
	Utilities Operator/Supervisor without Vehicle	$71.88/hr
	Operator without vehicle	$62.73/hr
	Labourer without vehicle	$49.20/hr
	¼ Ton to ¾ Ton Trucks (Trucks only)	$29.90/hr
	Traveling out of Town with vehicle	$0.51/km
36	F-700 for Truck Pump c/w Suction Pump w/Operator	$169.00/hr
60	½ Ton Arrow Board Truck (Truck Only)	$39.80/hr
73	Bucket Truck with Operator	$125.00/hr
75	3 Ton Water Tanker/Operator (+ Water @ current rates)	$126.00/hr
92/105/115	3 Ton Dump Truck 14' Box/Single Axle	$105.00/hr
93	Street Sander w /Operator & Salt /Sand	$176.00/hr
108/121/125	Garbage Truck w/Operator	$177.00/hr
65/96	Tandem Truck	$123.00/hr
104	1 Ton Chevrolet c/w Box & Hoist w/Operator	$95.00/hr
112	Vac Truck w/Operator	$275.00/hr
259	Air Compressor	$268.00/day
286	J.D. Gator 6 – Wheel w/Operator	$70.00/hr
295	Tandem Trailer Only	$10.00/hr
300	Rigid Sewer Cleaner w/Operator	$105.00/hr
312	936E Landfill Compactor w/Operator	$117.00/hr
313	936F Cat Loader w/Operator	$122.85/hr
314 & 454	15' Rotary Mower & Tractor w/Operator	$111.00/hr
317 & 454	Rotovator & Tractor w/Operator	$162.00/hr
406	Pulse Jet De-icer c/w Heater	$125.00/hr
	With Operator	$175.00/day
411	Traffic Line Marker w/Operator	$79.00/hr
412	416C Caterpillar Backhoe w/Operator	$127.68/hr
418	Cat Grader w/Operator	$200.02/hr
	Cat Grader c/w Wing w/Operator	$222.04/hr
424/462/530	Skid-steer w/Operator	$103.00/hr
	Skid-steer c/w Sweeper w/Operator	$118.45/hr
	Skid-steer c/w Post Hole Auger w/Operator	$113.30/hr
	Skid-steer c/w Breaker w/Operator	$118.45/hr
	Skid-steer c/w Backhoe w/Operator	$118.45/hr
423	Hydraulic Jackhammer w/2 Operators & 1/2 Ton	$120.00/hr
425	RayGo Smooth Drum Packer Rustler	$117.00/hr
440	Spray Patch w/Operator	$348.00/hr
449 & 83	End Dump Trailer w/Highway Truck	$213.00/hr
455	Backhoe w/Operator	$150.42/hr
	Backhoe w/Breaker w/Operator	$180.51/hr
	Backhoe c/w Hydraulic Tamper w/Operator	$165.46/hr
463	140M Cat Grader w/Operator	$232.30/hr
	140M Cat Grader c/w Wing w/Operator	$256.54/hr
464	544K John Deere Loader w/Operator	$148.05/hr

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICERS REPORT

December 15, 2020 – January 19, 2021

WELCOME 2021 !!

Administration

- **Finances:**
  - **Year end**
    - **i.** Administration has completed most of the year-end reporting. There are some areas that cannot be finalized until Audit is completed.
  - **2021 Interim Budget & Budget Forecast(s)**
    - **i.** Interim Budget(s) have been amended and finalized, as requested at the December 15, 2020 Regular Council meeting for further discussion.
    - **ii.** Finalized Budget will be presented once 2020 audit is completed (Approx. April 2021).
  - **2021 Utility Rates**
    - i. As requested by Council, Administration will bring this item forward at the February 16, 2021 Council meeting for further discussion.

- **Events:**
  - As requested by Council, administration has brought this item forward from the December 15, 2020 Council meeting for further discussion.
  - Administration is brainstorming ideas (along with Council) on hosting a photo contest. **Please provide more details included deadlines, submitting options, etc.**

- **Grant Funding**
  - 2020 SFE's deadline is May 1, 2021.
  - Administration has submitted our applications for Canada Summer Job.
  - Administration will be applying for funding (MSI/GTF) to have some minor renovations done to the Administration Office. This will include re-varnishing/sanding/Painting of the outside, removing old carpet and replacing with flooring, front desk to be re-done to allow better accessibility to residents/visitors.

- **GIS System – County of Minburn**
  - Ongoing.
  - Administration has reached out to the County of Minburn. We are currently waiting for an update.

- **2021 Municipal Election**
  - January 1, 2021 was opening day to accept nominations for the 2021 Municipal Election.
  - Administration has put together nomination packages for the 2021 Municipal Election. All forms and information, pertaining to the 2021 Municipal Election / Senate Election, are available online: https://www.innisfree.ca/governance/2021-municipal-election.
- **Training**
  - **AEMA Mandatory 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):
    CAO has crossed out courses that have now been completed
    Admin/PW Assist has crossed out courses that have now been completed

    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*(PW is certified)~~
      PW Foreman has yet to complete the BEM Course

  - **Subdivision & Development Appeal Board Training**
    - CAO completed SDAB Clerk Training and is now certified.
    - CAO has registered the appointed Councillor for training on February 22-25, 2021.

    ❖ Administration has not received any applications for members at large to sit on the SDAB. Administration will advertise again on social media. We will also advertise in our local newspaper.

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 – Ongoing

  2021 *Proposed* Project List:

  - Inspect Outhouses – Campground
  - Ensure roads at Campground are gravelled
  - Trim Tree's in sites – Campground
  - Trimming of Tree's in Town. Ensuring back-alleys/sidewalks are clear of overhanging tree's
  - 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.

Upcoming Events:

- January 19, 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	Fire Services Feasibility Study is completed. Waiting for the County of Minburn's recommendation.
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. **survey has been completed. Public Works will drawn up a map to be included with the Discharge of Partial URW Form**
2020-12-15/13	2021 Utility Rates	Admin/Council	To be discussed at the February 16, 2021 Council Meeting.

Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2021 Actual	2021 Budget
TAXATION			
1-00-00-110	Taxes Residential	0.00	170,000.00
1-00-00-111	Taxes Non-Residential	0.00	49,000.00
1-00-00-112	Taxes M & E	0.00	1,900.00
1-00-00-190	Taxes Linear	0.00	25,200.00
1-00-00-230	Taxes Federal GIL	0.00	890.00
1-00-00-250	Taxes Minimum Levy	0.00	55,000.00
1-00-00-321	ASFF Residential Levy	0.00	27,550.00
1-00-00-322	ASFF Non-Residential Levy	0.00	11,300.00
1-00-00-330	Seniors Housing Levy	0.00	2,825.00
*	**TOTAL TAXATION**	**0.00**	**343,665.00**
REQUISITIONS			
2-00-00-321	ASFF Requsition Residential	0.00	27,550.00
2-00-00-330	Seniors Foundation Requisition	0.00	2,825.00
*	**TOTAL REQUISITIONS**	**0.00**	**30,375.00**
**P	**TOTAL TAX AVAILABLE FOR MUNICI**	**0.00**	**313,290.00**
GENERAL REVENUE			
1-00-00-510	Penalties Taxes	20,591.84	27,500.00
1-00-00-540	Franchise Fees - Natural Gas	0.00	23,500.00
1-00-00-541	Franchise Fees - Electricity	1,255.52	14,500.00
1-00-00-550	Bank Interest	0.00	2,580.00
1-01-00-590	Other Revenue Own Sources Invest	0.00	300.00
1-11-00-152	Council Health Benefit Cost Recovery	0.00	2,000.00
**	**TOTAL GENERAL REVENUE**	**21,847.36**	**70,380.00**
ADMIN REVENUE			
1-12-00-401	Sales Photocopies, Faxes, Services	40.00	825.00
1-12-00-560	Rental Revenue Adm	0.00	7,980.00
1-12-00-590	Other Revenue Own Sources Adm	0.00	1,850.00
1-12-00-911	LTO Cost Recovery	0.00	250.00
**	**TOTAL ADMIN REVENUE**	**40.00**	**10,905.00**
FINE REVENUE			
1-21-00-530	Fines Police	100.00	0.00
**	**TOTAL FINE REVENUE**	**100.00**	**0.00**
FIRE REVENUE			
1-23-00-410	Fees Fire Fighting	0.00	12,075.00
**	**TOTAL FIRE REVENUE**	**0.00**	**12,075.00**
BYLAW REVENUE			
1-26-00-522	License Animal	0.00	570.00
1-26-00-523	Business Licenses	300.00	350.00

General Ledger	Description	2021 Actual	2021 Budget
1-26-00-590	Fines Bylaw	0.00	450.00
**	**TOTAL BYLAW REVENUE**	**300.00**	**1,370.00**
	PUBLIC WORKS REVENUE		
1-32-00-430	Sales Service (Grass,Snow)	0.00	1,100.00
1-32-00-560	PW Rental Revenue	0.00	200.00
**	**TOTAL PUBLIC WORKS REVENUE**	**0.00**	**1,300.00**
	STORMWATER REVENUE		
1-37-00-410	Stormwater Infrastructure Renewal	(1.64)	4,950.00
**	**TOTAL STORMWATER REVENUE**	**(1.64)**	**4,950.00**
	WATER REVENUE		
1-41-00-410	Water Consumption	(6.29)	45,000.00
1-41-00-411	Regional Water Fund	(7.26)	24,475.00
1-41-00-412	Water Base Fee	0.00	29,300.00
1-41-00-510	Penalties Water	0.00	1,650.00
**	**TOTAL WATER REVENUE**	**(13.55)**	**100,425.00**
	SEWER REVENUE		
1-42-00-410	Billings Sewer	(10.40)	36,900.00
**	**TOTAL SEWER REVENUE**	**(10.40)**	**36,900.00**
	SOLID WASTE		
1-43-00-410	Billings Garbage	(14.15)	49,200.00
1-43-00-411	Regional SWM Infrastructure Fee	(5.81)	18,300.00
**	**TOTAL SOLID WASTE**	**(19.96)**	**67,500.00**
	COMMUNITY REVENUE		
**	**TOTAL COMMUNITY REVENUE**	**0.00**	**0.00**
	LAND REVENUE		
1-61-00-522	Permits (Development, Subdivision)	0.00	125.00
**	**TOTAL LAND REVENUE**	**0.00**	**125.00**
	RECREATION REVENUE		
1-72-00-590	Fees Park Grounds	0.00	18,000.00
1-72-00-591	Fees Park Concession	0.00	2,000.00
**	**TOTAL RECREATION REVENUE**	**0.00**	**20,000.00**
	CULTURAL REVENUE		
**	**TOTAL CULTURAL REVENUE**	**0.00**	**0.00**
***	**TOTAL REVENUE**	**22,241.81**	**639,220.00**

General Ledger	Description	2021 Actual	2021 Budget
COUNCIL EXPENSE			
2-11-00-130	Employer Cont Source Dec=ductions	0.00	250.00
2-11-00-151	Fees Council	0.00	5,000.00
2-11-00-152	Benefits Council	0.00	1,965.00
2-11-00-211	Travel/Subsistence Council	0.00	550.00
2-11-00-212	Conventions/Seminars Council	0.00	1,500.00
2-11-00-274	Council Insurance	0.00	582.00
**	**TOTAL COUNCIL EXPENSE**	**0.00**	**9,847.00**
ADMIN EXPENSE			
2-12-00-110	Salaries & Wages Adm	0.00	64,533.00
2-12-00-111	Honorarium (Admin)	0.00	750.00
2-12-00-130	Employer Contributions Source Adm	0.00	4,015.00
2-12-00-131	Employer Benefits Adm	0.00	20,500.00
2-12-00-135	Workers Compensation ADM	0.00	700.00
2-12-00-211	Travel/Subsistence Adm	0.00	750.00
2-12-00-212	Education Adm	0.00	500.00
2-12-00-215	Telecommunications	0.00	5,800.00
2-12-00-216	Postage & Freight	0.00	500.00
2-12-00-220	Membership Dues Adm	0.00	1,250.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	0.00	6,000.00
2-12-00-230	Audit/Assessor Fees Adm	0.00	15,000.00
2-12-00-250	Contracted Services Adm	0.00	22,500.00
2-12-00-274	Insurance Adm	0.00	2,525.00
2-12-00-290	Election/Census Expense Adm	0.00	2,000.00
2-12-00-510	Goods, Materials & Supplies Adm	0.00	7,500.00
2-12-00-540	Utilities Heat Adm	0.00	1,600.00
2-12-00-541	Utilities Power Adm	0.00	2,500.00
2-12-00-810	Bank Charges Adm	0.00	1,500.00
2-12-00-911	Land Title Charges	0.00	500.00
2-12-00-995	Legal Expenses	0.00	10,000.00
**	**TOTAL ADMIN EXPENSE**	**0.00**	**170,923.00**
FIRE EXPENSE			
2-23-00-120	Salaries & Wages Fire	0.00	17,500.00
2-23-00-211	Travel & Subsistence Fire	0.00	1,000.00
2-23-00-215	Telecommunications Fire	0.00	2,100.00
2-23-00-217	Freight & Postage Fire	0.00	50.00
2-23-00-234	Training Fire	0.00	2,500.00
2-23-00-250	Contracted Services Fire	0.00	500.00
2-23-00-274	Insurance Fire	0.00	2,284.00
2-23-00-510	Supplies, Goods & Equipment Fire	0.00	12,500.00
2-23-00-540	Utilities Heat Fire	0.00	2,500.00
2-23-00-541	Utilities Power Fire	0.00	1,900.00
2-23-00-762	Transfer to Capital Reserves Fire	0.00	4,000.00
**	**TOTAL FIRE EXPENSE**	**0.00**	**46,834.00**
EMGERENCY SERVICE EXPENSE			
2-25-00-310	911 Requisition	0.00	1,430.00
**	**TOTAL EMGERENCY SERVICE EXPENS**	**0.00**	**1,430.00**

General Ledger	Description	2021 Actual	2021 Budget
BYLAW EXPENSE			
2-26-00-221	Bylaw Advertising	0.00	600.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00
2-26-00-510	Animal Control Goods & Materials	0.00	250.00
**	**TOTAL BYLAW EXPENSE**	**0.00**	**1,350.00**
PUBLIC WORKS EXPENSE			
2-32-00-110	Salaries & Wages PW	0.00	27,084.00
2-32-00-111	Honorarium (PW)	0.00	750.00
2-32-00-130	Employer Contributions Source PW	0.00	2,100.00
2-32-00-131	Employer Benefits PW	0.00	6,000.00
2-32-00-211	Travel & Subsistence PW	0.00	100.00
2-32-00-215	Telecommunications PW	0.00	2,450.00
2-32-00-217	Freight & Postage PW	0.00	350.00
2-32-00-250	Contracted Services PW	0.00	500.00
2-32-00-270	CN Services PW	0.00	130.00
2-32-00-274	Insurance PW	0.00	5,200.00
2-32-00-510	Goods, Supplies & Materials PW	0.00	15,000.00
2-32-00-521	Fuel & Oil PW	0.00	5,500.00
2-32-00-540	Utilities Heat PW	0.00	1,675.00
2-32-00-541	Utilities Power (Street/Shop) PW	0.00	55,650.00
2-32-00-762	Transfer to Capital PW	0.00	9,500.00
**	**TOTAL PUBLIC WORKS EXPENSE**	**0.00**	**131,989.00**
STORM DRAINAGE EXPENSE			
2-37-00-510	Goods & Equipment Repairs - Storm Draina	0.00	1,200.00
**	**TOTAL STORM DRAINAGE EXPENSE**	**0.00**	**1,200.00**
WATER EXPENSES			
2-41-00-110	Salaries & Wages Water	0.00	11,607.00
2-41-00-130	Employer Contributions Source Water	0.00	725.00
2-41-00-131	Employer Benefits Water	0.00	1,150.00
2-41-00-215	Telecommunications - Water	0.00	900.00
2-41-00-250	Contracted Services Water	0.00	6,400.00
2-41-00-274	Insurance Water	0.00	3,400.00
2-41-00-350	ACE Regional Water Purchase	0.00	55,000.00
2-41-00-510	Goods, Supplies & Materials Water	0.00	7,600.00
2-41-00-540	Utilities Heat Water Plant	0.00	1,510.00
2-41-00-541	Utilities Power Water Plant	0.00	6,160.00
2-41-00-762	Transfer to Capital Water	0.00	8,500.00
2-41-00-840	750-Capital ACE Water Contribution	0.00	37,400.00
**	**TOTAL WATER EXPENSES**	**0.00**	**140,352.00**
SEWER EXPENSE			
2-42-00-110	Salaries & Wages Sewer	0.00	6,683.67
2-42-00-130	Employer Contributions Source Sewer	0.00	400.00
2-42-00-131	Employer Benefits Sewer	0.00	350.00
2-42-00-250	Contracted Services Sewer	0.00	1,000.00
2-42-00-274	Insurance Sewer	0.00	1,275.00
2-42-00-510	Goods, Supplies & Materials Sewer	0.00	3,500.00

General Ledger	Description	2021 Actual	2021 Budget
2-42-00-541	Utilities Power Sewer Lift Stations	0.00	5,175.00
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00
**	**TOTAL SEWER EXPENSE**	**0.00**	**28,383.67**
	GARBAGE EXPENSE		
2-43-00-110	Salaries & Wages Garbage	0.00	20,519.00
2-43-00-130	Employer Contributions Source Garbage	0.00	1,300.00
2-43-00-131	Employer Benefits Garbage	0.00	1,500.00
2-43-00-250	Contracted Services Garbage	0.00	23,500.00
2-43-00-274	Insurance Garbage	0.00	360.00
2-43-00-510	Goods, Supplies & Materials Garbage	0.00	500.00
2-43-00-762	Transfer to Capital Garbage	0.00	18,500.00
**	**TOTAL GARBAGE EXPENSE**	**0.00**	**66,179.00**
	FCSS EXPENSE		
2-51-00-351	FCSS Requisition	0.00	1,850.00
**	**TOTAL FCSS EXPENSE**	**0.00**	**1,850.00**
	PLANNING EXPENSE		
2-61-00-510	General Goods, Supplies and Materials	0.00	500.00
2-61-00-250	Contracted Services	0.00	775.00
**	**TOTAL PLANNING EXPENSE**	**0.00**	**1,275.00**
	LAND PURCHASES EXPENSE		
**	**TOTAL LAND PURCHASES EXPENSE**	**0.00**	**0.00**
	RECREATION E XPENSES		
2-72-00-130	Employer Contributions Source Recreation	0.00	110.00
2-72-00-215	Freight/Phone/Postage Recreation	0.00	850.00
2-72-00-221	Printing/Advertising/Subscriptions	0.00	400.00
2-72-00-250	Contracted Services Recreation	0.00	12,000.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00
2-72-00-274	Insurance Recreation	0.00	1,130.00
2-72-00-510	Goods, Materials & Supplies Recreation	0.00	4,000.00
2-72-00-511	Rec Park Float	0.00	100.00
2-72-00-521	Fuel and Oil Park	0.00	500.00
2-72-00-540	Utilities Heat Park Building	0.00	775.00
2-72-00-541	Utilities Power Park Grounds	0.00	1,350.00
2-72-00-591	Concessions Park Grounds	0.00	200.00
2-72-00-762	Transfer to Capital Recreation	0.00	5,000.00
**	**TOTAL RECREATION E XPENSES**	**0.00**	**27,165.00**
	CULTURE EXPENSES		
2-74-00-250	Contracted Services Library/Museum	0.00	100.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00
2-74-00-300	Regional Library Requisition	0.00	1,150.00
2-74-00-350	Local Municipal Library Grant	0.00	3,500.00
2-74-00-540	Utilities Heat Museum	0.00	2,726.00
2-74-00-541	Uttilities Power Museum	0.00	1,350.00

General Ledger	Description	2021 Actual	2021 Budget
**	CULTURE EXPENSES	0.00	10,426.00
***	TOTAL EXPENSES	0.00	639,203.67
****	(SUPLUS)/DEFICIT	(22,241.81)	(16.33)

*** End of Report ***

Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2021-01-14

2021-Jan-14
9:47:23AM

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**	20,591.84
		Outstanding Penalty	20,591.84

Sub Ledger		General Ledger	
Current	14,463.78		
1 Year	62,758.91	3-00-00-211	14,463.78
2 Years	50,153.95	3-00-00-212	178,688.84
3 Years	27,498.37	**Totals**	193,152.62
Over 3	38,277.61		
Outstanding	193,152.62		

Total GL	193,152.62
Total SL	193,152.62
Proof	0.00

*** End of Report ***

Village of Innisfree

Utilities Trial Balance (All Balances)

Trial Balance As Of 2021-01-14

2021-Jan-14
9:47:54AM

Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4

Sub Ledger		General Ledger	
Current	10,778.90	3-00-00-274	22,988.88
Overdue 1	3,472.61		
Overdue 2	1,750.77		
Overdue 3	1,309.23		
Overdue 4	5,677.37		
Outstanding	22,988.88	**Totals**	22,988.88
		Total GL	22,988.88
		Total SL	22,988.88
		Proof	0.00

*** End of Report ***

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20200635	2020-12-22	Alberta Municipal Services Corpor			PAYMENT		7,316.88
			2-32-00-540	20-1036468	Gas - PW Shop	174.68	
			2-41-00-540	20-1036468	Gas - WTP	162.35	
			2-74-00-540	20-1036468	Gas - Museum	329.53	
			2-23-00-540	20-1036468	Gas - Fire Hall	285.04	
			2-12-00-540	20-1036468	Gas - Village Office	125.23	
			2-32-00-541	20-1036468	Sentinel Lights	59.12	
			2-32-00-541	20-1036468	Power - PW Shop	384.98	
			2-41-00-541	20-1036468	Power - WTP	564.52	
			2-32-00-541	20-1036468	Power - Old PW Shop	21.00	
			2-74-00-541	20-1036468	Power - Museum	142.18	
			2-23-00-541	20-1036468	Power - Fire Hall	172.10	
			2-12-00-541	20-1036468	Power - Village Office	238.19	
			2-42-00-541	20-1036468	Power - Lift Station	202.95	
			2-42-00-541	20-1036468	Power - Lift Station	134.39	
			2-42-00-541	20-1036468	Power - Lift Station	193.84	
			2-72-00-541	20-1036468	Power - Rec Park	180.68	
			2-32-00-541	20-1036468	Xmas Lights	21.00	
			2-32-00-541	20-1036468	Street Lights	3,925.10	
20200636	2020-12-22	County of Minburn			PAYMENT		1,347.07
			2-43-00-250	30517	NOVEMBER 2020 TIPPAGE AND TRU	1,218.98	
			2-32-00-521	30521	PW FUEL - DIESEL	128.09	
20200637	2020-12-22	Doug's Backhoe & Bobcat Service			PAYMENT		10,500.00
			2-32-00-510	7595	INSTALL CULVERTS FOR 50 ST FLO	10,500.00	
20200638	2020-12-22	Federation of Canadian Municipali			PAYMENT		123.96
			2-12-00-220	INV26782-J7P9F6	MEMBERSHIP 2021-2022	123.96	
20200639	2020-12-22	It's Time Promotions Inc			PAYMENT		157.50
			2-12-00-510	22519	LOGO DESIGN	157.50	
20200640	2020-12-22	Meridian Surveys Ltd.			PAYMENT		1,995.00
			2-32-00-510	LL202461	SURVEYING OF 3 LOTS	1,995.00	
20200641	2020-12-22	Municipal Information Systems Inc			PAYMENT		1,521.78
			2-12-00-250	20201840	SOFTWARE INSTALLATIOAN PLAN 2	1,416.78	
			2-12-00-250	20201859	NEW HOURS CODE IN PAYROLL	105.00	
20200642	2020-12-22	Town of Vegreville			PAYMENT		517.36
			2-41-00-250	IVC58220	NOVEMBER 2020 WTP SUPERVISIO	517.36	
20200654	2020-12-31	ACE			PAYMENT		1,447.98
			2-41-00-510	BFINN12312020	2020 BOARD OF DIRECTORS FEES	1,447.98	
20200655	2020-12-31	CANADA REVENUE AGENCY			PAYMENT		3,007.19
			4-00-00-237	December2020	CURRENT SOURCEDEDUCTIONS DE	3,007.19	
20200656	2020-12-31	It's Time Promotions Inc			PAYMENT		110.20
			2-32-00-510	22573	PUBLIC WORKS VEHICLE DECALS	110.20	
20200657	2020-12-31	McEwen, Darlene			PAYMENT		250.00
			2-12-00-250	December2020	DECEMBER CLEANING SERVICES	250.00	
20200658	2020-12-31	Telus Communications Company			PAYMENT		482.25
			2-12-00-215	Dec28-Jan27	Cable Mileage	45.82	
			2-12-00-215	Dec28-Jan27	780-592-2010	73.72	
			2-41-00-215	Dec28-Jan27	780-59-2414	94.72	
			2-12-00-215	Dec28-Jan27	780-592-3729	74.09	
			2-12-00-215	Dec28-Jan27	780-592-3886	120.18	
			2-23-00-215	Dec28-Jan27	780-592-3939	73.72	
20200659	2020-12-31	Telus Communications Company			PAYMENT		105.14
			2-12-00-215	Dec28-Jan27	780-592-2041 CHARGES	105.14	
20200660	2020-12-31	VM Systems			PAYMENT		27.56
			2-12-00-510	CW6413	ERROR SENDING UTILITY BILLS THI	27.56	
20210001	2021-01-07	ACE			PAYMENT		14,439.06
			2-41-00-350	INN-01312020	JANUARY 2020 WATER CONSUMPTI	10,038.60	

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210001	2021-01-07	ACE	2-41-00-350	INN-12312020	DECEMBER 2020 WATER CONSUMP	4,400.46	14,439.06
20210002	2021-01-07	ATB Financial MasterCard			PAYMENT		1,298.71
			2-12-00-216	Nov13-Dec14,20	Canada Post	342.55	
			2-32-00-215	Nov13-Dec14,20	MCSNet -PW shop	104.95	
			2-23-00-215	Nov13-Dec14,20	MCSNet - Firehall	104.95	
			2-12-00-510	Nov13-Dec14,20	Adobe PDF Veiwer	41.89	
			2-32-00-510	Nov13-Dec14,20	Skid Shoes	309.75	
			2-32-00-510	Nov13-Dec14,20	Loader Keys & Bulbs	75.42	
			2-32-00-510	Nov13-Dec14,20	Air Filter & Oil for Skidsteer	193.51	
			2-32-00-510	Nov13-Dec14,20	Supplies to hook up Sander	125.69	
20210003	2021-01-07	Brownlee LLP			PAYMENT		402.52
			2-12-00-995	509483	GRANT BERGMAN - TAX BYLAW CH/	402.52	
20210004	2021-01-07	Kostynuk, Eldon			PAYMENT		50.00
			2-23-00-215	December2020	FIRE CHIEF CELL PHONE ALLOWAN	50.00	
20210005	2021-01-07	Purolator Inc.			PAYMENT		164.78
			2-12-00-216	446442261	SHIPMENT OF METERS BACK TO M/	164.78	
20210006	2021-01-07	Suncor Energy Products Partnersl			PAYMENT		204.50
			2-32-00-521	21-01-01	PW FUEL	204.50	
20210007	2021-01-07	VM Systems			PAYMENT		474.33
			2-12-00-510	CW6479	INSTALL NEW ROUTER AND VPN	474.33	
20210011	2021-01-07	Alta-Wide Builders			PAYMENT		34.41
			2-32-00-510	637096	RIVET TOOL	34.41	
20210012	2021-01-07	Brownlee LLP			PAYMENT		70.88
			2-12-00-995	509113	FOIP REQUEST FOR REVIEW - GRAI	70.88	
20210013	2021-01-07	Desjardins Card Services			PAYMENT		239.62
			2-12-00-510	24-12-2020	PAPER, PRINTER INK, COFFEE	218.13	
			2-12-00-510	24-12-2020	CANON PRINTER INK	21.49	
20210014	2021-01-07	Digital Connection Inc.			PAYMENT		18.11
			2-12-00-221	298418	LIBRARY PHOTOCOPIER	18.11	
20210015	2021-01-07	Minco Gas Co-op Ltd.			PAYMENT		196.07
			2-72-00-540	DECEMBER2020	REC PARK GAS	196.07	
20210016	2021-01-07	Purolator Inc.			PAYMENT		7.88
			2-12-00-216	446476058	OVERSIZED PACKAGE FEE	7.88	
20210017	2021-01-07	Town of Vegreville			PAYMENT		731.09
			2-41-00-250	IVC58249	WTP SUPERVISION DECEMBER 202	731.09	
20210018	2021-01-07	UFA Co-Operative Limited			PAYMENT		143.14
			2-32-00-510	DECEMBER1-31,2	OIL & EXTENSION CORD	143.14	

Total 47,384.97

*** End of Report ***

Municipal Governance

During the COVID-19 Pandemic

Frequently Asked Questions – December 18, 2020

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit alberta.ca/COVID19.

If you would like a specific issue addressed in an upcoming update, please email your request to ma.lgsmail@gov.ab.ca.

Municipal Affairs Updates

Previous COVID-19 updates are available online at: www.alberta.ca/municipal-government-resources.aspx

Christmas Closure

Will there be support from Municipal Affairs over the holidays should any urgent matters arise or if there are changes to the current health orders?

YES. Although our office will be closed from December 25 to January 4, you can email any time sensitive inquiries to ma.lgsmail@gov.ab.ca inbox, which will continue to be monitored.

As we enter into this holiday season, take time to rest and reflect on the great work you have done in being responsive to your citizens and businesses during this challenging year.

2021 Municipal Elections

The 2021 nomination period starts when municipal offices reopen in January 2021. For municipalities with nomination deposit bylaws, the *Local Authorities Election Act* (*LAEA*) requires nomination deposits to be in cash, certified cheques, and money orders. Are there other paperless options available to encourage the current COVID-19 pandemic?

YES. On December 14, 2020, the Honourable Tracy Allard, Minister of Municipal Affairs. signed Ministerial Order No. MSD:103/20 to amend specific requirements under Section 30(1) of the *LAEA* to allow deposits to be provided to the returning officer by in-person payments using a debit card or a credit card, in addition to the current cash, certified cheque, or money order options. This modification is only in effect for the 2021 general election year.

If a nomination deposit bylaw states the form of payment, do municipalities need to amend their bylaw to include the new methods of payment?

YES. The MO No. MSD:103/20 does not amend a local bylaw. If a municipality's local bylaw includes provisions that limit the way in which payments can be made, the bylaw would need to be amended to enable debit and credit card payments for 2021 only.

Public Libraries Resources

Resources are available at: www.alberta.ca/public-library-services.aspx

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Classification: Public

Can our municipal office remain open to accept nomination forms?

YES. Employers shall require employees to work from home, unless their physical presence is required to effectively operate the workplace. Municipal offices could remain open to accept nominations papers. Determining what constitutes an essential service remains a local operational decision, and individual municipalities are encouraged to choose a process for accepting nomination forms that they deem appropriate. Nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box.

General Questions

Can we provide an option for households to rent public facilities (pools, indoor rinks) for personal use?

NO. Alberta's Chief Medical Officer of Health's current recommendation is that municipal recreation facilitates should not be rented out to individual households, as this is difficult to determine whether social gathering restrictions are being adhered to.

Are there resources available to ensure municipal messages are consistent with the provincial public health guidance?

YES. The Government of Alberta collection of COVID-19 visual resources is updated and also includes a new mandatory masking poster that municipalities and your community partners may use. Information posters and fact sheets can be accessed and downloaded online.

In order to adhere to social distancing requirements, our municipality has moved council meetings to the community hall. Given the current orders restrict the use of community halls, is council required to change the location?

YES. As community halls are to remain closed except for a permitted use, councils should conduct meetings electronically per the Public Meeting Procedures (COVID-19 Suppression) Regulation. If meetings have already been scheduled to take place in the community hall, councils must call a special meeting to change the location of the meeting. If time does not permit a special meeting to be called, municipalities should review their procedural bylaw, which may set out the process for adjourning a meeting should council not achieve quorum.

Relaunch Status Map

Map reporting formats are updated. To review the level of risk in your community, rate of COVID-19 cases, number of active cases, and current measures in place, visit: www.alberta.ca/maps/covid-19-status-map.htm

Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at https://rmalberta.com/about/covid-19-response-hub.

AUMA's updated guide is available at www.auma.ca/covid19.

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at www.fcm.ca/en/resources/covid-19-resources-municipalities.

For the most up-to-date information on the COVID-19 situation in Alberta, visit: www.alberta.ca/COVID19.

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Classification: Public

December 2020

Dear neighbour:

Re: Pembina's Damage Prevention Public Awareness Program

Working with our community neighbours to develop a partnership in safety is very important to Pembina.

Pembina takes pride in designing, constructing and operating our pipelines so they are the safest and most reliable way to transport the energy you need. We care about the safety of our pipelines and the safety of the people in the communities where we operate. But safety is a shared responsibility.

Some of the biggest threats to pipeline safety come from construction, development, encroachment and digging activities that can cause serious damage to our pipelines and put those near them at risk.

That's why we regularly keep in touch with our landowners, tenants, business owners, Aboriginal communities, public and emergency officials, excavators and members of the community through educational outreach, so that all stakeholders understand their role in preventing damage to our pipelines.

As part of our Damage Prevention Public Awareness Program, you have received this brochure, which contains important pipeline safety information.

Pembina Pipeline Corporation
4000, 585 – 8th Avenue S.W., Calgary, Alberta Canada T2P 1G1
Telephone: (403) 231-7500 Fax: (403) 237-0254

Help us be better.

We want to make sure we are doing a good job of informing people like you about pipeline safety.
Please take the time to complete our survey below.*

WebCode 38TY-KMCD

VILLAGE OF INNISFREE
CURRENT CAO
OR BROOKE YAREMCHUK
PO BOX 69
INNISFREE AB T0B 2G0

38TY-KMCD

COMPANY NAME

E-MAIL

NAME

TITLE

PHONE: (XXX) - XXX - XXXX Ext.

1. Do you know how to recognize a pipeline leak?
   ○ Yes ○ No

2. Have you ever heard of www.ClickBeforeYouDig.com?
   ○ Yes ○ No

3. How would you know if a pipeline was near? *(select all that apply)*
   ○ Sign/marker ○ Mailing ○ Linear clearing
   ○ One-Call made ○ I don't know

4. If you are planning on digging, which of the following actions will you take? *(select all that apply)*
   ○ Call One-Call Centre ○ Visit www.ClickBeforeYouDig.com
   ○ Call pipeline company ○ Other:

5. How often do you request a locate prior to digging?
   ○ Always ○ Usually ○ Sometimes
   ○ Rarely ○ Never

6. What are you likely to do if you see suspicious activity on or near a pipeline right-of-way? *(select all that apply)*
   ○ Call 911 ○ Call pipeline company
   ○ Call One-Call Centre ○ Nothing

7. What are you likely to do in the event of a pipeline emergency such as a leak or line strike? *(select all that apply)*
   ○ Call 911 ○ Call pipeline company
   ○ Evacuate the area ○ Nothing

8. How well informed are you regarding pipeline safety?
   ○ Very well informed ○ Somewhat informed
   ○ Not too informed ○ Not at all informed

9. Are you aware of the damage prevention measures pipeline companies take to maintain safe operation?
   ○ Yes ○ No

COMMENTS:

*Mail your completed survey using the enclosed envelope.

PEMB CAN COCHIN AP_Sch_EX_Farm_PO 2020 PEMBINA

Village of Innisfree (CAO)

From: Jannette Riedel <director@mannville.com>
Sent: January 13, 2021 11:25 AM
To: 'Village Treasures'; Village of Innisfree (CAO); Pat Calyniuk
Subject: FW: FYI Progress report for SSS funding 2020
Attachments: F 139 Schedule B Yellowhead Community Support.docx

See below.

Jannette Riedel
FCSS Outcome Measures Trainer
Family and Community Services Branch
Community Services and Supports Division
Community and Social Services
And
Director of Mannville – Minburn – Innisfree
Family and Community support Services
And
Yellowhead Community Support Society
5004 – 49 Street
Box 534
Mannville AB T0B 2W0
Phone: 780-763-3005 fax: 780-763-3004
Cell: 780-581-4477
Email: director@mannville.com

Website: http://mmifcss.wixsite.com/mmifcss

From: Jannette Riedel
Sent: January 13, 2021 11:22 AM
To: 'Rebecca McCullough (rebecca.mccullough@btps.ca)' <rebecca.mccullough@btps.ca>; Stacey Barber <stacey.barber@btps.ca>; Kerri Lorenson <kerrilorenson@gmail.com>; jamie@goodlifecollective.ca; Librarian Mannville <librarian@mannvillelibrary.ab.ca>; 'librarian@innisfreelibrary.ca' <librarian@innisfreelibrary.ca>; Cheryl Jory <mvfood@cornerstone.crs>; Innisfree Village <inisfree@telus.net>; Jody Quickstad <cao@mannville.com>; Wanda Konieczny (wandkon9@gmail.com) <wandkon9@gmail.com>; dinoshouse@hmsinet.ca
Subject: FYI Progress report for SSS funding 2020

Hello Partners,

Please find attached a copy of the Social Services Support for COVID-19 Progress [Final Report]

Thank you so much for your partnership and support in whatever way you were able to contribute to this Community funded project.

Our application for Mental Health & Addictions Grant funding has of yet not been approved. We are hopeful for a positive outcome any day now. With that

M-M-I F.C.S.S. looks forward to future partnerships with your organizations.

Jannette Riedel
FCSS Outcome Measures Trainer
Family and Community Services Branch
Community Services and Supports Division
Community and Social Services
And
Director of Mannville – Minburn – Innisfree
Family and Community support Services
And
Yellowhead Community Support Society
5004 – 49 Street
Box 534
Mannville AB T0B 2W0
Phone: 780-763-3005 fax: 780-763-3004
Cell: 780-581-4477
Email: director@mannville.com

Website: http://mmifcss.wixsite.com/mmifcss

Schedule B

Social Services Support for COVID-19 Progress Report

Organization Information File F139

Name of Organization: Yellowhead Community Support Society [Y.C.S.S.]

Banker: FCSSAA

Local FCSS Program: Mannville-Minburn-Innisfree Family and Community Support Services [M-M-I F.C.S.S.]

Total funding amount: 15,500

Date funding received: June 12, 2020

Program Description

Please provide a description of how the funding was used to support the social well-being of vulnerable Albertans affected by COVID-19 in the community.

The funding was spent as intended, with some adjustments in where the actual costs occurred.

 We provided coordinated access to supports that allowed residents impacted by COVID-19 to remain in their homes and still receive services and programs relevant to their immediate situation.

 In partnership with M-M-I F.C.S.S. and MMI Family Resource Network, we provided Porch Packages to every household in our entire service area. Some were delivered by volunteers and some where mailed. Inside the packages we included AHS information about COIVID-19, Community Business & Services connection list, an activity, Help Line, Counselling Services Contact numbers and MMIFRN / M-M-I F.C.S.S. information. We offered presentations in two communities: “How to Find Balance in a Time of Uncertainty.”

 Supports include:

: delivery of local grocery store groceries, and food bank bags. In partnership with the local Cornerstone Co-op and the Mannville Food Bank, we were able to provide volunteers to deliver groceries to those needing the service.

: referrals with subsidies to Counselling services by phone, skype or Zoom and when possible, in Person. In partnership with Good Life Counselling Services, we were able to connect individuals and families to Counselling services from July to Dec.

: Check in Service -Weekly phone calls, facetime, skype or zoom individually as well as group sessions.
In Partnership with M-M-I F.C.S.S. [SMILE Program], we were able to instigate a Phone Visiting Program in which staff, made connecting phone calls to seniors in the community. These check in calls were instrumental in finding out about other needs of that group of people and contributed to reducing isolation.

: Newsletter Fan Out. School Swift were used to email information about our programs and services to all families with children connected to our schools. Mannville and Innisfree Village offices send out regular newsletter, and in partnership we were able to include our programming information, which was modified to meet the AHS restrictions.

Outcomes

Please report on the outcomes selected in the funding request form.

1. ***Enable vulnerable Albertans to have their social well-being needs met, which have been compromised during or as a result of the COVID-19 pandemic.***

   Performance Measure: Number of individuals served through Social Services Support for COVID-19 grant:

   OUTPUTS

   >Porch Packages delivered to **1000** family dwellings

   >Counselling Services: # **11** of Clients [6 youth, 5 adults] # of Sessions **62** [50 Video, 9 phone, 3 in person]

   >Community Presentations: # of Sessions **2**; # of attendees **21**

   >Phone Visiting Program: # of clients 41 # of calls made **34** # of Referral to support agencies **66**

   >Covid Programs/Services Information included in Village Newsletters: # sent out Monthly 1000 x 9 months **9000**

   >Grocery Delivery: # of deliveries **181** # of Volunteers **20** # of clients **40**

   OUTCOMES ACHIEVED

   >**Community members have capacity for planning and decision making: 11** of **11** participants in the Counselling Program.

   >**Community members are more connected with others: 180** of **222** total participants in the Phone Visiting and the Grocery Delivery Program and Porch Package/Newsletter Programs

   >**Community members feel a sense of belonging: 180** of **222** total participants of the Phone Visiting Program and the Grocery Deliver Program and Porch Package/Newsletter Programs

   >Community members have social supports: 933 of **1033** total participants in the Counselling, Phone Visiting, Grocery Delivery and Porch Package/Newsletter Programs

   >**Community members feel a sense of meaning and purpose because they volunteer. 32** of **32** participants that Volunteered and/or Partnered

   ☐ Not applicable

2. ***Engage individuals, families, communities and civil societies in identifying and implementing ways to meet their social well-being needs during the COVID-19 pandemic.***

   Performance Measures:

   Number of community organizations/funded agencies engaged in providing services and supports:

   12 Community partnerships with: Mannville School, Innisfree School, Mannville Library, Innisfree Library, Cornerstone Co-op, MMI Family Resource Network, VIBE, Good Life Collective, Golden Age Seniors Society, Mannville & District Chamber of Commerce, Village of Innisfree and Village of Mannville.

   Number of volunteers engaged in providing services and supports**: 20 Volunteers: 14 Adults and 6 Youth**

   ☐ Not applicable

3. ***Provide additional social infrastructure to support the social well-being of Albertans who are affected either directly or indirectly by COVID-19.***

   Performance Measure: Type of additional supports created/provided: The main part of this project was to offer free counselling services to those in need that may not have otherwise used the service. This was well received and used. Our M-M-I F.C.S.S. Needs Assessment identified counselling services as a high need. This project helped to meet that need. The unfortunate thing is that the funding was not enough to continue.

We have applied for the Mental Health & Addictions funding in hopes of continuing the service as well as hosting programs that encourage self help and to build resilience. The Delivery program was successful to meet the needs of those needing grocery deliver. The partnership resulted in a more unified service within the community. M-M-I F.C.S.S. Meals on Wheels Delivery Driver program is working with the Co-op to do deliveries on the same dates. Other partnerships with the Library and Restaurants are being pursued to share delivery Volunteers as a continued project.

☐ Not applicable

Budget

Please provide a breakdown of the expenditures for this project.

Expenditure	Budget	Actual	Balance Remaining
Administration	**1,000**	**500**	
Front line staff (includes salary and benefits)	**11,500**	**13,600**	
Support staff		**2,000**	
Supplies	**1,000**	**500**	
Service Costs (delivery costs, training, travel)	**2,000**	**1,200**	
Other (please list) • Community Presentations		**834**	
Total	**15,500**	**18,634**	**-3,134 shared expenses M-M-I F.C.S.S. & MMI FRN**

Contact Information

Yellowhead Community Support Society

Primary Contact Name: Jannette Riedel **Signature:**

Primary Contact Telephone: 780-763-3005

Primary Contact Email: director@mannville.com

Additional Signature:
Michael Myhovich **Signature:**
Y.C.S.S. and M-M-I F.C.S.S. Board Chair
Contact Telephone: 780-763-6455

Date: January 11, 2021