

Village of Innisfree
Regular Council Meeting
December 15, 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. Grant Bergman
 - i. [2021 Minimum Tax](#) (Page 3)
4. Adoption of Minutes
 - a. [November 17, 2020 Regular Council Minutes](#) (Page 4-9)
 - b. [December 8, 2020 Special Council Minutes](#) (Page 10)
5. Business Arising from the Minutes:
 - a. [Quote Dated September 17, 2020 – Vehicle Decals \(Public Works Truck/Equipment\)](#) (Page 11-12)
 - b. [Buffalo Trail Public School - Request for Handicap Parking/Loading Zone on HWY 870](#) (Page 13-29)
 - c. [2021 Go East of Edmonton Advertising Renewal – Email received October 23, 2020](#) (Page 30-42)
6. Policies & Bylaws:
 - a.
7. New Business:
 - a. 2021 Interim Budget
 - i. [2021 Interim Budget & 2022-2025 Budget Forecast](#) (Page 43-48)
 - ii. [2021 Interim Capital Budget](#) (Page 49)
 - iii. [2021 Interim Five Year Capital Plan](#) (Page 50)
 - iv. [Interim 10-30 Year Infrastructure/Capital Plan](#) (Page 51-63)
 - b. [GO East of Edmonton - Christmas Packages](#) (Page 64-65)
 - c. [FCM 2021 Membership Renewal](#) (Page 66-68)
 - d. [MD of Minburn Foundation 2021 Requisition Letter & Calculations](#) (Page 69-70)
8. Councillor Reports
 - a.
9. Administration Reports
 - a. [CAO Report & Action List](#) (Page 71-75)
 - b. Financials
 - i. [Revenue & Expense](#) (Page 76-81)
 - ii. [Tax Trial Balance](#) (Page 82)
 - iii. [Utility Trial Balance](#) (Page 83)
 - iv. [Accounts Payable Trial Balance](#) (Page 84-85)
10. Correspondence
 - a. [Northern Lights Library System Email & Correspondence - December 1, 2020](#) (Page 86-106)
 - a. [Alberta Municipal Affairs Letter December 3, 2020 - MAP Review](#) (Page 107)
 - b. [Alberta Municipal Affairs Email November 19, 2020 - MSP Grant Acceptance](#) (Page 108)
 - c. [Municipal Governance - COVID-19 Update](#) (Page 109-111)

d. [City of Cold Lake Letter December 3, 2020 - COVID-19 Alert Mobile App](#) (Page 112-113)

11. Closed Session

12. Adjournment

Village of Innisfree (CAO)

From: Peggy Smith <peggydsmith2012@gmail.com>
Sent: December 6, 2020 6:42 AM
To: Village of Innisfree (CAO)
Subject: Delegation Request for regular Council meeting Dec. 15, 2020

First of all, I would like to thank Brooke and Council for their actions since the court decision. As you know, I will not appeal this case and, as a result of the good will shown, I will not be challenging the 2020 minimum tax bylaw. Council is aware that I requested of them to consider all of the exhibits and briefs contained in the 2018 minimum tax bylaw court case. These items were served through your lawyer and are considered tabled as information for your 2020 minimum tax bylaw. I request that you acknowledge this tabling and consider it tabled for your deliberations on your 2021 budget. I ask that you not have a minimum tax in 2021. As you now know, my actions for moving an amendment to the minimum tax legislation in the MGA allowed Council the authority to have your minimum tax. This is a direct result of the statement by the Minister of Municipal Affairs on the floor of the legislature. I ask you to reread Exhibit J and know that until the Minister of Municipal Affairs made her statement, all of the minimum tax bylaws in Innisfree were illegal. The court has ruled that, even though the minister and judge were not aware of this information, I cannot revisit this issue. It has been finally decided regardless of the new smoking gun evidence. Knowing the original intent of minimum tax and not adhering to that intent now shows the harm to the victims. When you consider a budget for 2021, please note that the budget amount does not change regardless of the options provided. If there is no minimum tax the budget is the same as if there is a \$750.00 minimum tax. The difference is that the mill rate is reduced. This action discriminates against the minimum tax property owners and benefits those who do not pay a minimum tax. Council now knows that by having a high minimum tax the village is reducing its assessment roll and adding more and more properties to its books. By not having a minimum tax in 2021 you can do no harm to the village. If you do have a minimum tax in 2021 you will only benefit yourselves and those that do not pay a minimum tax. Brooke has assured me that the council is serious in considering this request to not have a minimum tax in 2021. I take that in good faith. You cannot undo the harm that minimum tax has caused in the past but you can choose to not have a minimum tax in 2021. Not all laws are just, but you do not have to exercise your authority unjustly because of that. I hope that you act in a fair and equitable manner to all concerned. Thank you.

Sincerely, Grant Bergman
December 6, 2020

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, November 17, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:06 PM.

PRESENT

Deborah McMann Mayor
Aaron Cannan Deputy Mayor
William Oudshoorn Councillor

Brooke Magosse Chief Administrative Officer

APPROVAL OF AGENDA
2020-11-17/01

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

New Business:

7 D – Village of Innisfree Library – 2020 Municipal Contribution

7 E – Innisfree Library Board - 2021 Budget

7 F – Trans Canada Yellowhead Highway Association – 2021 Municipal Contribution

7 G – 2020 Staff Honorariums

Councillor Reports:

8 B – MMI FCSS Report – Deb McMann

8 C – Innisfree Library Board Report – Will Oudshoorn

8 D – Joint Landfill Report – Will Oudshoorn

8 E – MD of Minburn Foundation Report – Will Oudshoorn

CARRIED.

DELEGATION – CPL.
DUNSMORE – RCMP,
VERMILION
DETACHMENT -
3RD QUARTER CRIME
STATISTICS YEAR TO
DATE
2020-11-17/02

Attended via: Zoom

Cpl. Mike Dunsmore, from the Vermilion RCMP Detachment, presented report(s) to Council regarding the County of Minburn #27 – Vermilion Detachment Crime Statistics year to date.

Cpl. Mike Dunsmore left the meeting at 5:18 PM.

Moved by Deputy Mayor Cannan that the delegation of Cpl. Dunsmore and year to date crime statistics report be received as information.

CARRIED.

DELEGATION – GRANT
BERGMAN AND PEGGY
SMITH – 2021 MINIMUM
TAX
2020-11-17/03

Mayor and Council reviewed Mr. Bergman’s delegation as presented. After much discussion, Mayor and Council passed the following resolution:

Moved by Mayor McMann that the delegation of Mr. Bergman and Ms. Smith regarding 2021 Minimum Tax be received as information.

CARRIED.

PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF NOVEMBER 17, 2020.

**APPROVAL OF MINUTES
2020-11-17/04**

Moved by Councillor Oudshoorn that the October 20, 2020 Organizational Meeting minutes be approved as amended.

CARRIED.

**APPROVAL OF MINUTES
2020-11-17/05**

Moved by Councillor Oudshoorn that the October 20, 2020 Regular Council Meeting minutes be approved as amended.

CARRIED.

**BYLAW 660-20 – BYLAW
ENFORCEMENT
OFFICER BYLAW
SECOND READING
2020-11-17/06**

Moved by Deputy Mayor Cannan that Bylaw 660-20 Bylaw Enforcement Officer Bylaw be given SECOND reading this 17th day of November 2020.

CARRIED.

**BYLAW 660-20 – BYLAW
ENFORCEMENT
OFFICER BYLAW
THIRD AND FINAL
READING
2020-11-17/07**

Moved by Councillor Oudshoorn that Bylaw 660-20 Bylaw Enforcement Officer Bylaw be given THIRD and FINAL reading this 17th day of November 2020.

CARRIED.

**APPOINTMENT OF
BYLAW ENFORCEMENT
OFFICER.
2020-11-17/08**

Moved by Deputy Mayor Cannan that Brooke Magosse be appointed as the Bylaw Enforcement Officer, in accordance with Section 7 of Bylaw 660-20, effective immediately.

CARRIED.

**BYLAW 661-20 –
SUDDIVISION AND
DEVELOPMENT APPEAL
BOARD BYLAW
SECOND READING
2020-11-17/09**

Moved by Deputy Mayor Cannan that Bylaw 661-20 Subdivision and Development Appeal Board Bylaw be given SECOND reading this 17th day of November 2020.

CARRIED.

PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF NOVEMBER 17, 2020.

**BYLAW 661-20 –
SUDDIVISION AND
DEVELOPMENT APPEAL
BOARD BYLAW
THIRD AND FINAL
2020-11-17/10**

Moved by Mayor McMann that Bylaw 661-20 Subdivision and Development Appeal Board Bylaw be given THIRD and FINAL reading this 17th day of November 2020.

CARRIED.

**APPOINTMENT OF
CLERK AND MEMBER(S)
– SUBDIVISION
DEVELOPMENT AND
APPEAL BOARD
2020-11-17/11**

Moved by Councillor Oudshoorn that Brooke Magosse be appointed as the Clerk for the Village of Innisfree’s Subdivision Development and Appeal board, in accordance with Section 20 of Subdivision Development and Appeal Board Bylaw 661-20. Further, that Aaron Cannan be appointed as a Member of the Village of Innisfree’s Subdivision Development and Appeal Board in accordance with Section 4 of Subdivision Development and Appeal Board Bylaw 661-20. Furthermore, that Council direct Administration to advertise, in the local newspaper and social media, for two (2) members at large, in accordance with Section 4 of Subdivision Development and Appeal Board Bylaw 661-20.

CARRIED.

**QUOTE DATED
SEPTEMBER 17, 2020 –
VEHICLE DECALS
(PUBLIC WORKS
TRUCK/EQUIPMENT)
2020-11-17/12**

Moved by Deputy Mayor Cannan that Quote Dated September 17, 2020 – Vehicle Decal’s (Public Works Truck/Equipment) be tabled to the December 15, 2020 Regular Council meeting for further discussion.

CARRIED.

RECESS

Mayor McMann called for a recess at 5:37 PM.

RECONVENE

Mayor McMann reconvened the meeting at 5:41 PM.

**2021 GO EAST OF
EDMONTON
ADVERTISING
RENEWAL – EMAIL
RECEIVED OCTOBER 23,
2020
2020-11-17/13**

Moved by Councillor Oudshoorn that the 2021 Go East of Edmonton Advertising Renewal – Email received October 23, 2020 be tabled to the December 15, 2020 Regular Council Meeting.

CARRIED.

PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF NOVEMBER 17, 2020.

CARES GRANT –
INVIGORATE INNISFREE
– ECONOMIC
DEVELOPMENT
STRATEGY – UPDATE
2020-11-17/14

Moved by Deputy Mayor Cannan that the Village of Innisfree return the grant funds to the province in recognition that there is an inability to deliver on project outcomes with the changing environment. Further that Council direct Administration to contact Ms. Amanda Davis, the Management Consultant on this project, in light of Council’s decision and to advise that the Village of Innisfree would like to terminate our agreement, without penalty, in light of these unexpected circumstances as recommended in Ms. Davis’s letter of April 12, 2020.

CARRIED.

ALBERTA POLICE
INTERIM ADVISORY
BOARD (APIAB) –
QUARTERLY REPORT
2020-11-17/15

Moved by Councillor Oudshoorn that Alberta Police Interim Advisory Board (APIAB) – Quarterly Report be received as information.

CARRIED.

2020 MUNICIPAL
CONTRIBUTION TO
LIBRARY
2020-11-17/16

Moved by Deputy Mayor Cannan that Council direct Administration to pay \$3,500.00 to the Village of Innisfree Library as the 2020 Municipal Contribution in accordance with the Library Act.

CARRIED.

INNISFREE LIBRARY
BOARD – 2021 BUDGET
2020-11-17/17

Moved by Deputy Mayor Cannan that the 2021 Budget submitted by the Innisfree Library Board be approved as presented.

CARRIED.

TRANS CANADA
YELLOWHEAD
HIGHWAY
ASSOCIATION – 2021
MUNICIPAL
CONTRIBUTION &
MEMBERSHIP
RENEWAL
2020-11-17/18

Moved by Mayor McMann that Council direct Administration to pay \$40.53 (GST included) to Trans Canada Yellowhead Highway Association as the 2021 Municipal Contribution and approve the renewal of the Village’s 2021 Membership.

CARRIED.

2020 STAFF
HONORARIUMS
2020-11-17/19

Moved by Councillor Oudshoorn that Council direct Administration to issue Honorariums to Ms. Brooke Magosse, Chief Administrative Officer, in the amount of \$500.00, Mr. Justin Fleming, Public Works Foreman, in the amount of \$500.00 and Ms. Bobbi Jo Jackson, Administrative/Public Works Assistant, in the amount of \$500.00 in recognition of their hard work.

CARRIED.

PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF NOVEMBER 17, 2020.

**COUNCILLOR REPORTS
2020-11-17/20**

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

RECESS

Mayor McMann called for a recess at 6:28 PM.

RECONVENE

Mayor McMann reconvened the meeting at 6:30 PM.

**ADMINISTRATION
REPORTS
2020-11-17/21**

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

**CORRESPONDENCE
2020-11-17/22**

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
2020-11-17/23**

Moved by Deputy Mayor Cannan that the meeting moves into closed session at 6:58 PM to discuss Mr. Bergman Vs. Village of Innisfree – Update on 2018 Minimum Tax Challenge and Administrative/Public Works Assistant Salary – Update under FOIP Sections 17 & 27. CARRIED.

**CLOSED SESSION
2020-11-17/24**

Moved by Councillor Oudshoorn that the meeting come out of closed session at 7:09 PM. CARRIED.

**FOIP SECTION 17 & 27 –
MR. BERGMAN VS.
VILLAGE OF INNISFREE
– UPDATE ON 2018
MINIMUM TAX
CHALLENGE
2020-11-17/25**

Moved by Councillor Oudshoorn that Council approve Brownlee LLP's recommendation, as presented in email dated November 16, 2020. Further that Administration be directed to contact Brownlee LLP in this regard. CARRIED.

PAGE 6, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF NOVEMBER 17, 2020.

FOIP SECTION 17 & 27 -
ADMINISTRATIVE/
PUBLIC WORKS
ASSISTANCE SALARY –
UPDATE
2020-11-17/26

Moved by Deputy Mayor Cannan that Council recognize the clerical error that was made, as presented in the 2019 Audit Findings Report, regarding the Employee Wage Discrepancy for the Administrative/Public Works Assistant’s Salary. Further, that Council amend the Administrative/Public Works Assistant’s salary, as presented in motion no. 2019-07-16/09, to be calculated at 1820hr/year. Council would like it noted that the amendment shown above, does not include the 3% wage increase, that was previously approved at the July 21, 2020 Regular Council meeting.

CARRIED.

ADJOURNMENT

Deputy Mayor Cannan adjourned the meeting at 7:14 PM.

Mayor

Chief Administrative Officer

A SPECIAL 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 8, 2020.

CALL TO ORDER

Mayor McMann called the meeting to order at 10:09 AM.

PRESENT

Deborah McMann Mayor (Via Electronic Means)
Aaron Cannan Deputy Mayor (Via Electronic Means)
Will Oudshoorn Councillor

Also Present:

Brooke Magosse Chief Administrative Officer

Delegation(s):

Jeffrey Carlisle BEHR Integrated Solutions (Via Electronic Means)
Isaac Comandante BEHR Integrated Solutions (Via Electronic Means)

Press:

Angela Mouly Lakeland Connect Inc. (Via Electronic Means)

In accordance with Section 194 of the Municipal Government Act, RSA 2000 c.M-26, the nature of business to be discussed is the Regional Fire Services Feasibility Study Presentation by BEHR Integrated Solutions.

AGENDA
2019-07-26/01

Moved by Deputy Mayor Cannan that the agenda be approved as presented.

CARRIED.

REGIONAL FIRE SERVICES FEASIBILITY STUDY PRESENTATION – BEHR INTEGRATED SOLUTIONS

Jeffrey Carlisle and Isaac Comandante made a presentation regarding the Regional Fire Services Feasibility Study. The purpose of this study was to identify opportunities that achieve a more collaborative, streamlined, effective, efficient, and fiscally responsible regional fire service model.

After hearing the presentation, Mayor and Council passed the following motion:

Moved by Deputy Mayor Cannan that the Regional Fire Services Feasibility Study be approved as presented.

CARRIED.

ADJOURNMENT

Councillor Oudshoorn adjourned the meeting at 11:02 AM.

Mayor

Chief Administrative Officer



Date: Sep 22, 2020
Company: Village of Innisfree
Contact: Magosse, Brooke
Phone: p 780-592-3886 c 780-581-3380
Email: cao@innisfree.ca

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

TOTAL (before GST & Shipping): \$100.00

Qty	Width / Height	Type	Colors	Unit Sell	Total
6	12X2.3	Vinyl Cut Vinyl	White	12.50	75.00
Village of Innisfree Text					

Setup Fee: \$25.00

Total (GST not included): \$100.00

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



Date: Sep 22, 2020
Company: Village of Innisfree
Contact: Magosse, Brooke
Phone: p 780-592-3886 c 780-581-3380
Email: cao@innisfree.ca

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

TOTAL (before GST & Shipping): \$100.00

Proof

PLEASE NOTE:

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

VILLAGE OF INNISFREE

PUBLIC WORKS

12" X 2.3" WINDOW DECALS
WHITE

Village of Innisfree (CAO)

From: Tim Guenther <tim.guenther@gov.ab.ca>
Sent: December 1, 2020 4:08 PM
To: Village of Innisfree (CAO)
Subject: FW: Buffalo Trail Public School Letter of Request - Handicap Parking/Loading Zone
Attachments: December 18, 2019 - Alberta Transportation - Letter of Concern - No Parking Signs HWY 870.pdf;
Village of Innisfree Letter Jan 16, 2020.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon Brooke,

Thank you for reaching out to AT regarding the request from BTPS. As you may already be aware, Bill Heaslip is out of office for the next foreseeable future and as such, this request has landed on my desk.

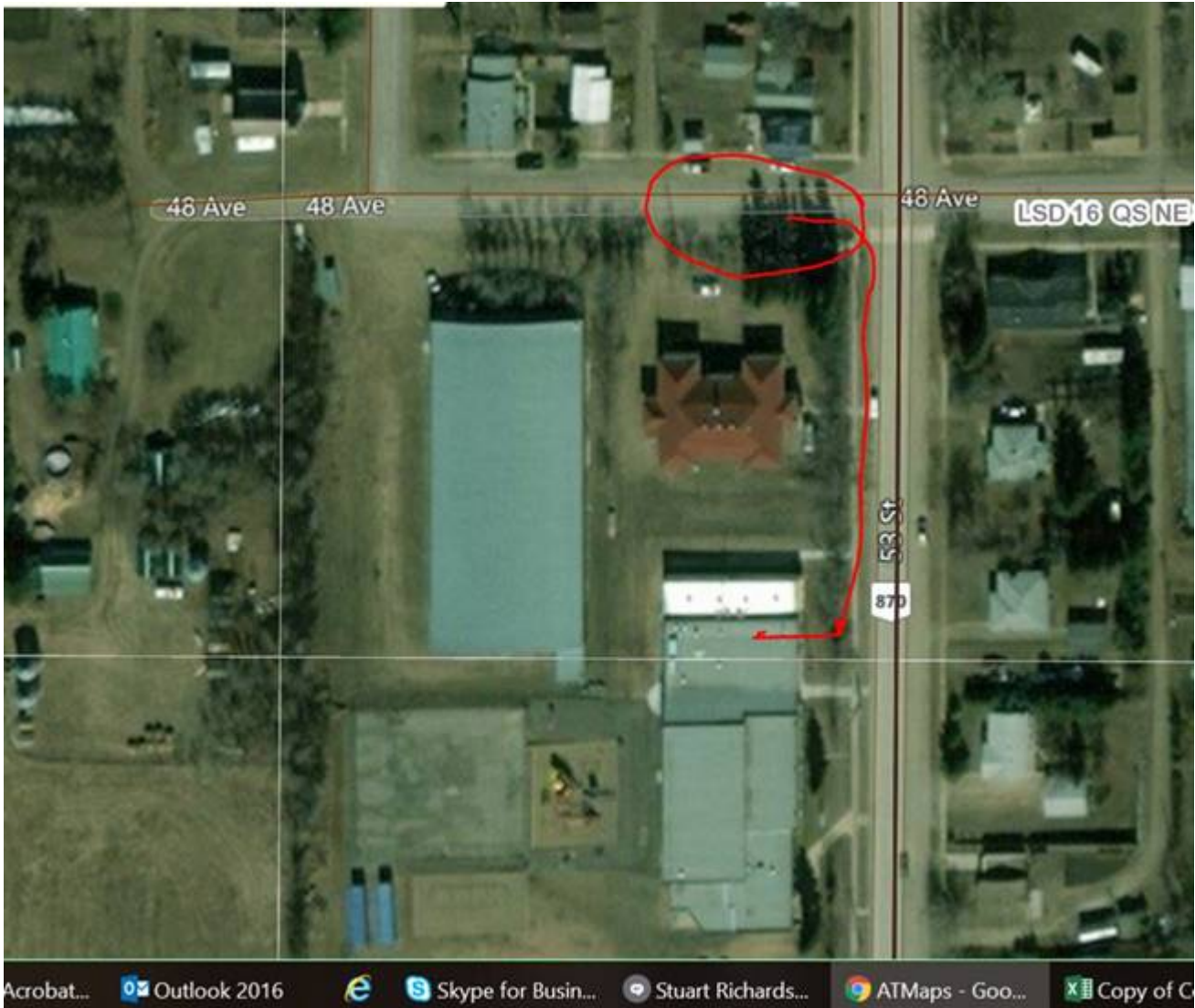
In November of 2019, the Village of Innisfree received a request to have “No Parking” signs installed adjacent the school by the school parent council.

In December of 2019, the Village of Innisfree in a letter to Alberta Transportation (attached) requested, by motion in council, that Alberta Transportation install “No Parking” signs on Hwy 870 adjacent the Innisfree Delnorte School. Alberta Transportation supported this decision and in January of 2020 issued a letter (attached) in response whereby Alberta Transportation would supply the “No Stopping” signs and the village would install as required.

Therefore, Alberta Transportation will stand by this decision and not permit Accessible parking/unloading adjacent the school along Hwy 870.

Several options are available to the Village of Innisfree and the School Board to accommodate this need.

OPTION 1 - Utilize the large area north of the Library for off loading and loading for handicapped, as that sidewalk is continuous to the front of the school



OPTION 2 – Town to replace steps with accessible ramp and safely use existing parking lot to the south of the school.



OPTION 3 - utilize area south of the school and create a new drop off/ loading zone, with accessible parking spots designated.



Please feel free to contact me if you have any further concerns regarding this matter and I will be happy to assist.

Regards,

Tim Guenther

Operations Manager - Acting
Operations Technologist
Alberta Transportation
780-679-1774

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Classification: Protected A

From: Bill Heaslip <Bill.Heaslip@gov.ab.ca>
Sent: Wednesday, October 28, 2020 9:15 PM
To: Tim Guenther <tim.guenther@gov.ab.ca>
Subject: FW: Buffalo Trail Public School Letter of Request - Handicap Parking/Loading Zone

Tim, will you follow up on this request...

Thanks;

Bill Heaslip, Operations Manager
Construction and Maintenance Division, Central Region
Vermilion District
Alberta Transportation
Government of Alberta

Tel 780-853-8182
Fax 780-853-8270
Bill.Heaslip@gov.ab.ca

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Classification: Protected A

From: Village of Innisfree (CAO) <cao@innisfree.ca>
Sent: Tuesday, October 27, 2020 2:49 PM
To: Bill Heaslip <Bill.Heaslip@gov.ab.ca>
Cc: Admin <admin@innisfree.ca>; debmcmmcom@yahoo.com
Subject: Buffalo Trail Public School Letter of Request - Handicap Parking/Loading Zone

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good Afternoon Bill,

The Village has received the attached letter, from Buffalo Trail Public School Systems, regarding a request to install a Handicap Parking/Loading Zone along Highway 870 in front of Innisfree Delnorte School.

Please feel free to contact the Village Office should you have any questions or concerns.

Thank you.

Regards,
Brooke Magasse
Chief Administrative Officer
Village of Innisfree

Phone: 780-592-3886

December 18, 2019

Department of Transportation
Provincial Building
Box 28, 4701 52 Street
Vermilion, AB
T9X 1J9

Attention: Bill Heaslip, Operations Manager

RE: Letter of Concern - Innisfree Delnorte School
Placement of "No Parking" Signs – Highway 870
Village of Innisfree

The Village of Innisfree mayor and Council received a letter of concern from the Innisfree Delnorte School Parent Council regarding the placement of "No Parking" signs along Highway 870 adjacent to Innisfree Delnorte School.

Mayor and Council reviewed the Innisfree Delnorte School Parent Council's letter of concern at their Regular Council meeting on December 17, 2019. After reviewing the letter of concern, Council passed Motion No. 2019-12-17/18 which reads as follows:

INNISFREE *Moved by Deputy Mayor Oudshoorn that Council approve the request*
DELNORTE SCHOOL *to install "No Parking" signs along Highway 870 adjacent to*
– NO PARKING *Innisfree Delnorte School. Further that a letter in this regard be sent*
SIGNS *to Department of Transportation in response to Innisfree Parent*
2019-12-17/18 *School Council's Letter of Concern dated November 28, 2019.*

CARRIED.

The Village of Innisfree is sending this letter to the Department of Transportation in hopes to obtain your approval to install these signs to ensure the safety of parents, students, teachers and residents.

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

Thank you.

Sincerely,



Brooke Magosse
Chief Administrative Officer
Village of Innisfree

Encl.

C.c Mayor and Council
C.c Innisfree Delnorte School Parent Council



Central Region
Vermilion District

Box 28, 4701 - 52 St., Provincial Building
Vermilion, Alberta
Canada T9X 1J9

Telephone 780/853-8178
Fax 780/853-8270

January 16, 2020

File: Hwy 870:08

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

Dear: Ms. Magosse

Re: Request for No Parking Signs.

Thank you for your letter dated December 18th, regarding the request for "No Parking" signs on Hwy 870 and your email dated January 15, clarifying our go forward plan, with these signs.

I have arranged to have SIX "No Stopping" signs (RB-55) ordered and delivered to the Village office. As noted, the Village will arrange to have these signs installed between the curb and sidewalk, on each side of Highway 870, in front of the school.

I have attached our Recommended Practice for the Placement of Signs for your reference. This document advises that the signs should be installed approximately 2.0 meters above the ground, to provide clearance to any one walking in that area.

Please contact Gary Faas, our Maintenance Contractor Inspector for this area prior to installing the signs. Gary will meet your staff on site to approve the location for the installation of the signs. Gary can be reached @ 780-208-7008 cell.


If you have any further questions regarding the highways in your area, please do not hesitate to give me a call.

Regards,



Bill Heaslip
Operations Manager

cc Tim Guenther, Operations Technologist
Gary Faas, Vegreville Maintenance Office

	PLACEMENT OF SIGNS		<i>Issued: MAY 2005</i>
			<i>Revised: AUG 2017</i>
			<i>Page 1 of 6</i>
RECOMMENDED PRACTICES	PART	HIGHWAY SIGNS	
	SECTION	GENERAL	
	SUB-SECTION		

General

Proper positioning of signs is an important element in the overall control of traffic within a roadway network. When carefully planned and applied, it significantly improves the driver's ability to navigate through the network. Conversely, when neglected it may contribute to operational and safety problems.

For example, a Stop sign placed too far from an intersection may cause a driver to enter the intersection without stopping, or a guide sign placed too far from the road may affect the driver's ability to read the navigational message.

Drivers are very limited in how many places they can look as they drive along the roadway at speeds of 10 metres to 30 metres every second (about 40 km/h to 110 km/h). At higher speeds, reacting to a sign or a device that appears unexpectedly takes longer than to a sign that is placed in a standard manner.

Consequently, it is important to standardize the position of signs so drivers can quickly locate them and spend more time reading the signs.

Standardization of sign position is not always attainable, however, due to the changing roadway geometric conditions and environment. As a general rule, signs should be adapted to the road alignment and placed in the most advantageous position.

The following guidelines describe best practices for placing ground-mounted and overhead signs along a highway and should

be used in conjunction with engineering judgement in consideration of the site specific conditions.

Location of Signs

Ground Mounted Signs

In Canada, motorists drive on the right-hand side of the road and consequently signs are installed on the right-hand side of the road to meet drivers' expectations.

In complex roadway environments, signs may be placed overhead or on channelized islands so they appear conspicuous. Other situations (e.g., sharp horizontal curves) may require signs to be placed on the left side of a roadway (e.g., chevron or checkerboard signs). When applied along a curve, signs are usually placed in the line of sight of the approaching vehicles.

In a multi-lane roadway environment, it is sometimes advisable to place a second sign on the left-hand side of the road to supplement the primary sign placed on the right-hand side of the road.

Examples of such environments include multi-lane one-way roadways and streets, and all divided multi-lane highways. In these instances, supplementary regulatory or warning signs are usually placed on the left-hand side of the roadway.

Overhead Signs

Overhead signs are not normally installed along two-lane highways.

Exceptions are made at complex at-grade intersections where the placement of overhead signs may help control traffic movements (i.e., Lane Designation and Turn signs) and special pedestrian crosswalks (i.e., Pedestrian Crosswalk sign).

Overhead signs are often considered along multi-lane divided highways where they are needed to provide motorists with navigational information related to a given traffic lane.

Examples of overhead sign applications are directional guide signs installed in advance of interchanges. Overhead warning signs may also be installed in advance of signalized urban or semi-urban intersections.

Lateral Sign Placement

Rural Areas

In rural areas, signs with an area less than 5 m² should be placed a distance of 6 metres from the painted shoulder line to the near sign edge. Typical sign horizontal positions are illustrated in the drawings TCS-A-110, TCS-A-111 and TCS-A-112.

The 6 metre horizontal sign offset may be reduced if the roadside width is restricted by physical features, such as: bridge supports, cliffs or other structural features. Even when offset adjustments are needed, signs should be placed as far from the edge of the road as allowed by the roadside restriction.

Large ground mounted signs with an area equal to or greater than 5 m² should be placed far enough from the white painted line to provide a roadside recovery area for

out-of-control vehicles. The sign's supports should be placed outside the clear zone, as defined for each highway class.

Guidelines summarizing clear zone requirements can be found in Section H3 of Alberta Transportation's *Roadside Design Guide*.

Where the placement of signs outside a clear zone is not possible, sign supports should be of either a break-away or yielding design or protected with an appropriate traffic barrier system.

Details on the design and application of break-away support structures can be found in the Alberta Highway Guide and Information Sign Manual. Various traffic barrier systems are illustrated in Appendix B of the *Roadside Design Guide*.

Urban Areas

In urban areas with raised curbs, signs should normally be placed adjacent to the road with their nearest edge not less than 0.3 metres and not more than 2.0 metres from the curb face.

Where practical, signs should be installed between the curb and the sidewalk or beyond the sidewalk if the sidewalk abuts the street.

Such practice protects a sign and post, and eliminates the costly process of breaking the concrete sidewalk.

Factors Influencing Sign Location

Signs should be placed in such a manner to ensure good visibility of the sign, the legibility of the message and safety of the roadside. One should always weigh the benefits of locating signs at a smaller offset

(i.e., to provide improved legibility of the message) versus larger offset (i.e., to provide protection for an errant vehicle).

A smaller horizontal offset is always preferred, provided that a minimum clearance between the roadway and sign is maintained.

At smaller offsets, the sign entrance angle is reduced, which in turn increases the coefficient of retroreflectivity and improves the night legibility of the sign. Drivers can also keep a sign within their peripheral vision for a longer time, which increases the time available for reading the sign message.

The main benefit of locating a sign at a larger offset is that it provides a larger recovery area for an errant vehicle.

When locating a sign along a highway, one should always ensure that the sign is not obstructed by trees, vegetation, fences, poles, etc.

Signs may also obstruct the driver's view when he is waiting to cross a street at an intersection, so it is important that signs are located outside the intersection sight triangle, if possible.

Vertical Placement of Ground Mount Signs

Rural Areas

In rural areas, the sign mounting height should be between 1.5 metres and 2.5 metres from the road surface to the bottom of the sign. When a supplementary tab sign is mounted beneath the principal sign, the height should be measured to the bottom of the tab sign.

Urban Areas With No Pedestrians

In urban areas with raised curbs and no pedestrian traffic, the sign mounting height should be between 1.5 metres and 2.5 metres from the road surface to the bottom of the sign. When a supplementary tab sign is mounted beneath the principal sign, the height should be measured to the bottom of the tab sign.

Urban Areas With Pedestrians

In urban areas with raised curbs, where pedestrians are present, signs should be mounted no less than 2 metres and no more than 3 metres from ground elevation, measured from the base of the sign post to the bottom of the sign, including the tab if present.

Overhead Signs

For small overhead signs (such as a special pedestrian crossing sign), the minimum vertical clearance is 5.8 m, measured from the road surface to the bottom of the sign, including the tabs if present.

For large overhead signs mounted on dedicated overhead sign supports, such as aluminium trusses, the vertical clearance must be at least 6.0 metres. Such vertical offset is needed to protect the sign structure from being struck by a truck, as the safety consequences of such a collision may be severe.

For overhead signs mounted on traffic signal mast arms, the vertical clearance must be at least 6.0 metres.

Overhead signs should be centred over the traffic lanes to which they apply.

Spacing of Signs

Rural Areas

When placing signs along the highway, one must take into account driver limitations in detecting signs in the roadway environment, processing sign information, and selecting the appropriate response. Usually, small sign spacing will affect the legibility distance requirements and the driver's ability to read the sign message.

Speeds along highways in rural areas are typically higher than in urban areas and consequently, signs require greater legibility distances and larger spacing.

The spacing of signs in rural areas is usually established based on site specific conditions and the operational needs.

For example, spacing between the Maximum Speed Ahead sign and the Maximum Speed sign will depend on the deceleration distance requirement. Spacing between two guide signs will need to consider time required to read each individual sign and the legibility distance requirements.

For large guide signs containing long messages, this distance may be increased to reflect greater legibility distance requirements.

Urban Areas

Sign spacing in urban environments with intense vehicular and pedestrian activities usually depends on many factors and requires careful assessment of the site specific conditions.

Factors which influence the sign's position and spacing include: presence of

intersections and street poles, presence of other signs, landscaping and existing street lighting. One general rule is to place signs sufficiently far apart to give drivers enough time to read and comprehend the sign message.

In extreme situations, one sign may block the view of another sign resulting in drivers ignoring or missing the sign. Such poor sign arrangement may affect the control of traffic and undermine safety at a given location.

It is good practice to maintain a minimum spacing of 50 metres between signs in a low speed urban environment. Spacing of signs along higher speed urban roadways will need to be established based on the site specific conditions and the operational needs.

Horizontal and Vertical Angling of Sign Face

As a general rule, signs should be mounted at approximately right angles to the direction of traffic, facing the traffic to which they apply.

Exceptions to this rule are parking signs, which should be placed at an angle of 30 to 45 degrees to the flow of traffic. Parking signs should be placed so they are always visible to the approaching traffic.

Ground mounted signs should be angled horizontally away from traffic (by about 1 degree) to reduce the effect of glare.



Figure 1 - Horizontal Angling of Sign Face

Glare is a bright reflection off the sign's smooth surface, which makes the sign legend unreadable while the driver's eye is within a certain angle of the sign.

Horizontal angling of ground mounted signs impacts the entrance angle for night reflectivity, thus reducing sign glare.

With overhead signs, the glare problem is not as severe as with ground mounted signs since the height difference between the overhead sign and the driver's eye is much greater.

It is good practice to tilt overhead signs slightly towards traffic, off the vertical by about 1 to 2 degrees.

Tilting the sign in this direction slightly reduces the entrance angle, and therefore increases sign legibility at night.

Guidelines for Sign Installation

Normally, signs should be installed on separate posts except where a second sign is needed to supplement the primary sign or where route or directional signs must be grouped. Sign posts and their foundations should be able to hold signs rigidly in their proper and permanent position.

When determining appropriate sign installation locations, an investigation should be undertaken to ensure there are no existing buried utilities in the area before digging holes to install sign posts.

Rural Areas

In rural areas, signs are usually installed on wood posts. In some cases, they may be installed on steel posts. Section H8 of the *Roadside Design Guide* should be used to determine the post's material type and size. For larger installations, the following post requirements also apply:

- two posts are needed if the sign width exceeds 150 cm
- breakaway ground mounts are needed if the sign area exceeds 3 square metres (signs located outside the clear zone or protected by a guardrail do not need breakaway supporting structures)
- signs greater than 5.5 m in width require 3 post mounting.

Urban Areas

In urban areas, signs should preferably be installed on existing roadway appurtenances (such as street light and power poles) to minimize the number of poles along the road.

Separate sign supports, if needed, should be installed as not to create a hazard to cyclists, motorcyclists, pedestrians and drivers.

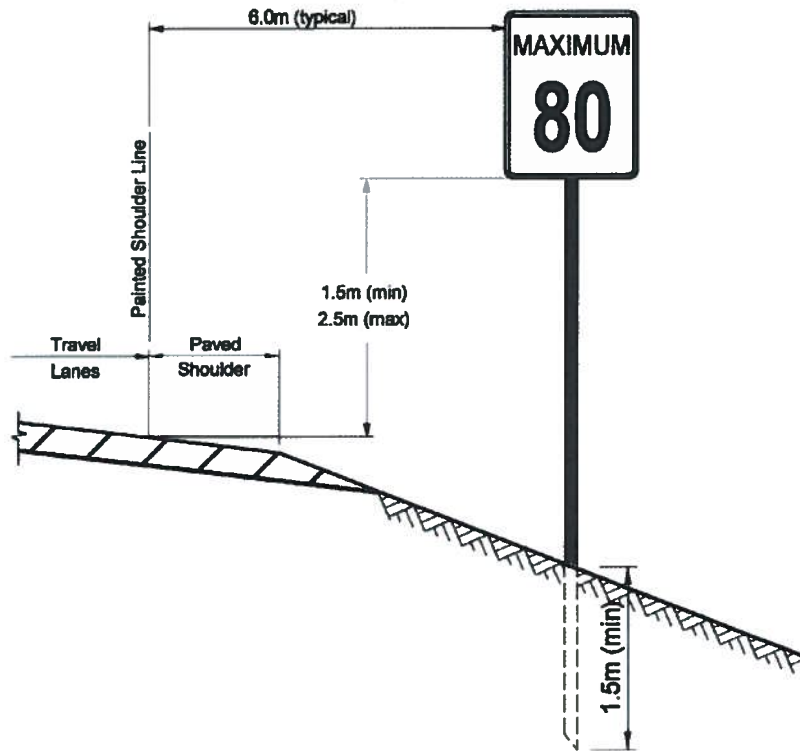
If used, rigid metal posts are more appropriate than wood posts because they can better withstand the impact when struck by an errant vehicle. They are also easier to

replace, if needed.

In urban areas the use of posts may be minimized by co-mounting two or more signs on one post (where logical and practical). The criteria for mounting large ground mounted and overhead signs are the same as the criteria for mounting signs along rural highways.

References to Standards

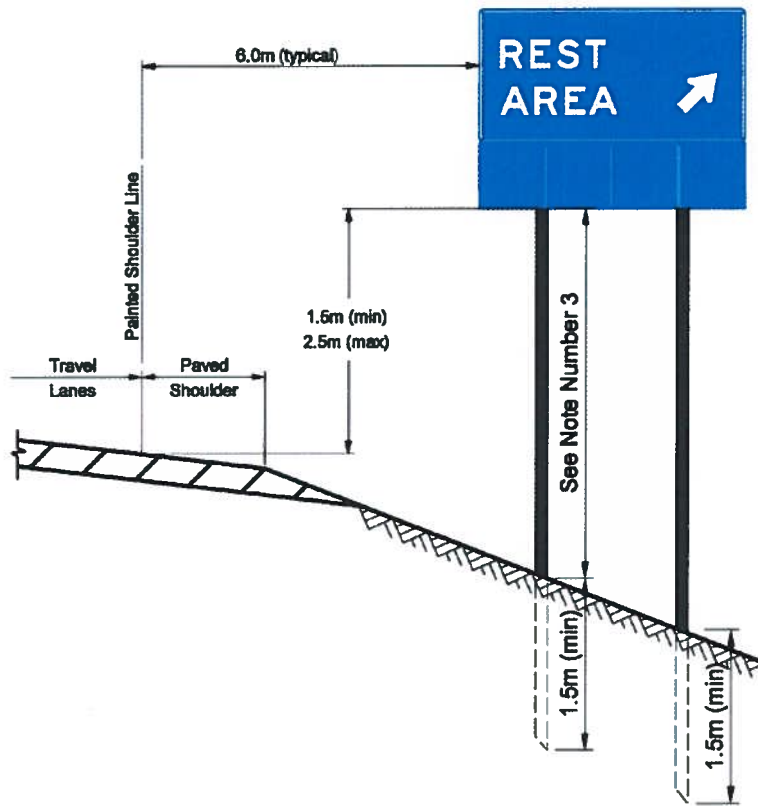
<i>Alberta Roadside Design Guide</i>	Section H3 Appendix B Section H8
<i>Alberta Highway Guide and Information Sign Manual</i>	



NOTES:

1. All signs should be mounted at approximately right angles to the direction of traffic.
2. When a supplementary tab sign is mounted beneath the principal sign, the height should be measured to the bottom of the tab sign.
3. The 6 metre horizontal offset may be reduced in the areas restricted by physical features such as cliffs or bridge supports or other structural features.
4. The minimum mounting depth is 1.5 metres below the ground.

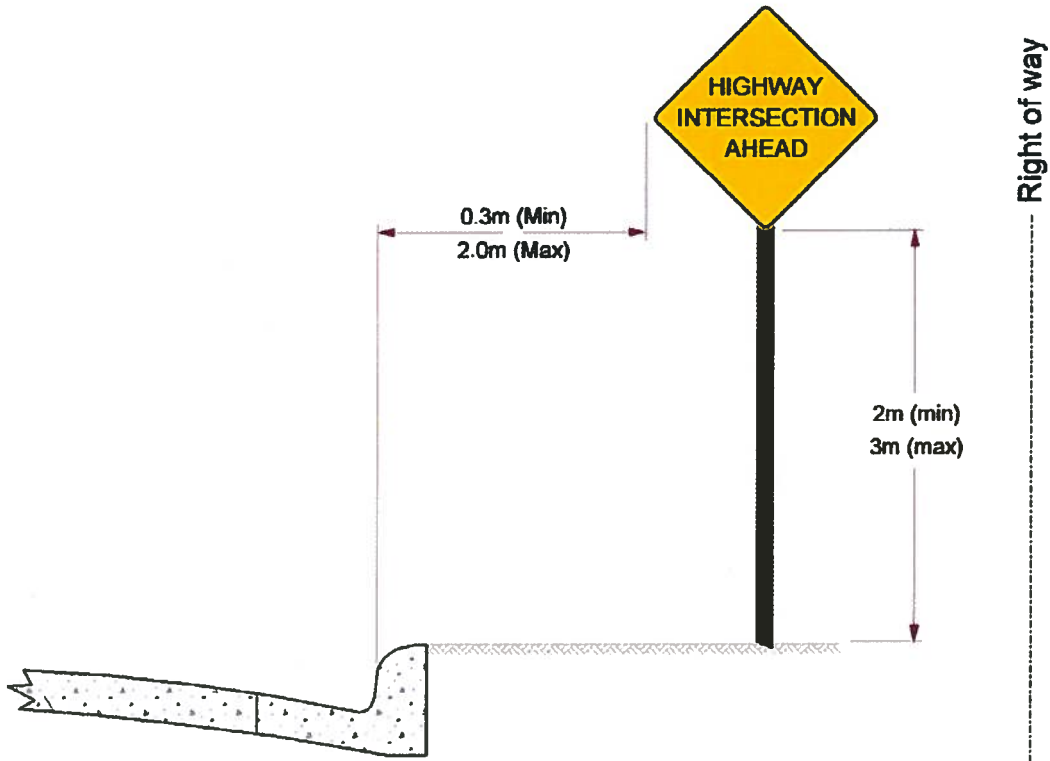
NO.	DESCRIPTION	BY	DATE
	Government of Alberta Transportation		DRAWING TCS-A-110
			Date: May, 2005
Lateral Sign Placement (single post)			
Prepared by: S.L.	Checked by: B.B.	Scale: N.T.S.	SECTION A1



NOTES:


1. Breakaway ground mounts are needed for any sign greater than 3 square metres unless the sign is protected by a guardrail or it is located outside a clear zone.
2. Three posts are needed when a sign width exceeds 5.5 metres.
3. The minimum height is 2.2 metres for steel breakaway ground mount posts.

NO.	DESCRIPTION	BY	DATE
Government of Alberta Transportation		DRAWING TCS-A-111	
		Date: May 2005	
Lateral Sign Placement (double post)			
Prepared by: S.L.	Checked by: B.B.	Scale: N.T.S.	SECTION A1



NOTES:

1. All signs should be mounted at approximately right angles to the direction of traffic.
2. When a supplementary tab sign is mounted beneath the principal sign, the height should be measured to the bottom of the tab sign.
3. The vertical offset may be reduced to 1.5 metres in areas with no pedestrian traffic.

NO.	DESCRIPTION	BY	DATE
Government of Alberta  Transportation		DRAWING TCS-A-112	
		Date: May 2005	
Lateral Sign Placement with Curb and Gutter			
Prepared by: S.L.	Checked by: B.B.	Scale: N.T.S.	SECTION A1

NO STOPPING

RB-55



SECTION REFERENCE		
DIMENSIONS (mm)		300 X 300
ENLARGEMENT FACTOR		2 X
COLOUR		
BACKGROUND	BORDER	MESSAGE / SYMBOL
WHITE	BLACK	RED / BLACK

Government of Alberta ■
Transportation

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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.

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

Dear Tourism Partners,

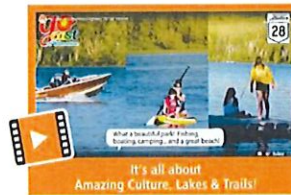
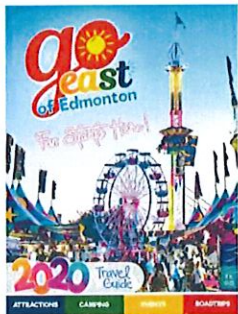
We have included for you, our Fall news which, updates you on all our recent Summer activities. **In spite of Covid -19 this is our most impressive update**, as we have literally doubled the amount the people reached through tourism marketing therefore **Doubling your ROI- Return on Investment for Tourism**.

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 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.



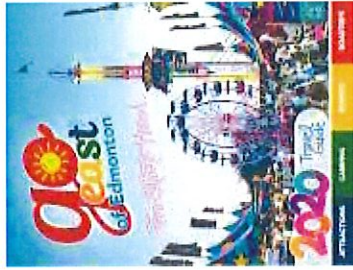
9. Be sure to attend our AGM and Fall Meeting on November 10, 2020 at Metis Crossing. Watch for a separate email invitation. For more Info email: Kevin.goeast@gmail.com

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

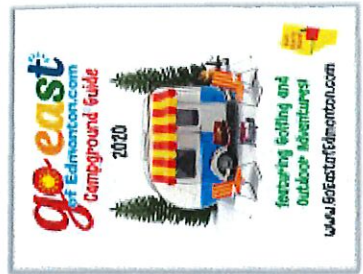
NEW Roadtrip Game Promotion

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!**



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

GO EAST of Edmonton Daytrips & Getaways
Published by Jolene Kisilevich on August 6, 2020

We are excited to bring you the Go East of Edmonton ROADTRIP ADVENTURE GAME!!!

Play & Win Game starts August 7th (mid to September 7th, 2020).

Go to www.GoEastofEdmonton.com for the complete details.

#goeastofedmonton #thetravelingbegin #mygetaways #goeastofedmonton

Download Game Board at www.GoEastofEdmonton.com

41,331 People Reached 3,051 Engagements

Boost Again

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.

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.

Your Investment and Costs

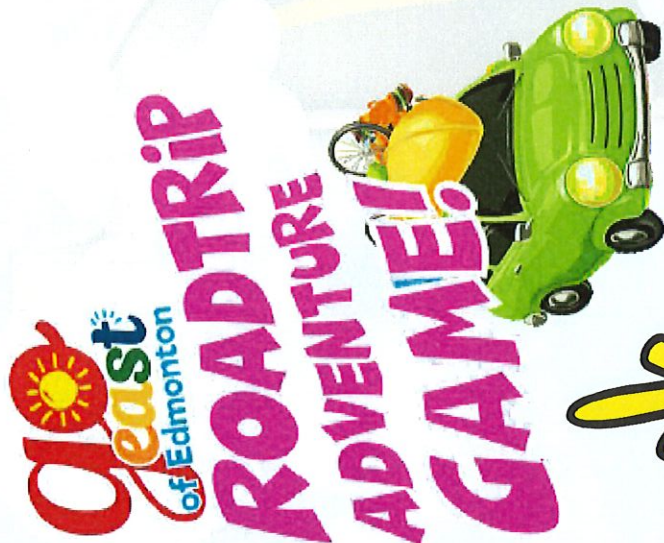
- | | |
|--|---|
| <input type="checkbox"/> All Villages
\$250 plus one \$50 prize contribution | <input type="checkbox"/> Towns from 2000 to 3000 pop.
\$400 plus two \$50 prize contribution |
| <input type="checkbox"/> Small Towns up to 1999 pop.
\$350 plus one \$50 prize contribution | <input type="checkbox"/>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

Download Game Board at 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

POST YOUR TRIP WITH #mygeeroadtrip2020 and #goeastofedmonton

NORTHEAST OF EDMONTON			EAST OF EDMONTON			SOUTHWEST OF EDMONTON		
<p>Alberta Region See the amazing natural beauty of our province!</p>	<p>Lac La Poudre Region Enjoy the beautiful scenery!</p>	<p>Smoky Lake Region See the beautiful scenery!</p>	<p>M.D. of Bonnyville See the beautiful scenery!</p>	<p>Town of Bonnyville See the beautiful scenery!</p>	<p>City of Cold Lake See the beautiful scenery!</p>	<p>Strathcona County See the beautiful scenery!</p>	<p>City of Fort Saskatchewan See the beautiful scenery!</p>	<p>Playcat County See the beautiful scenery!</p>
<p>Town of Brudenium See the beautiful scenery!</p>	<p>City of Vegreville See the beautiful scenery!</p>	<p>Town of Vegreville See the beautiful scenery!</p>	<p>Town of Vermilion See the beautiful scenery!</p>	<p>City of Carmack See the beautiful scenery!</p>	<p>City of Camrose See the beautiful scenery!</p>	<p>City of Camrose See the beautiful scenery!</p>	<p>City of Camrose See the beautiful scenery!</p>	<p>City of Camrose See the beautiful scenery!</p>

STICKER STATION

Collect your sticker here!



go EAST OF EDMONTON

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

<p>STRATHCONA COUNTY</p> <p>Why Go? Have the Beaver Hills Scenic Trail and Scenic Trail and collect your sticker!</p> <p>Sticker Station Strathcona Wellness Centre 2225 Range Rd 202, Armstrong Open 9 am - 4:30 pm daily 30 min from Edmonton</p>	<p>CITY OF FORT SASKATCHEWAN</p> <p>Why Go? Come visit the world famous Fort Saskatchewan Heritage Park and collect your sticker!</p> <p>Sticker Station 10000 - 110 Ave, Fort Saskatchewan Open Tues - Sat Noon - 6 pm Sundays - Sticker dispenser available 15 min from Edmonton</p>	<p>TOWN OF VERMILION</p> <p>Why Go? Check out the World's Largest Peanut, the oldest restaurant eat and relax in nearby markets.</p> <p>Sticker Station Verdure 4002 Elizabeth Ave, Vegreville Open daily 9 am - 5 pm 1 hr from Edmonton</p>
<p>STRATHCONA COUNTY</p> <p>Why Go? Have the Beaver Hills Scenic Trail and Scenic Trail and collect your sticker!</p> <p>Sticker Station Strathcona Wellness Centre 2225 Range Rd 202, Armstrong Open 9 am - 4:30 pm daily 30 min from Edmonton</p>	<p>CITY OF FORT SASKATCHEWAN</p> <p>Why Go? Come visit the world famous Fort Saskatchewan Heritage Park and collect your sticker!</p> <p>Sticker Station 10000 - 110 Ave, Fort Saskatchewan Open Tues - Sat Noon - 6 pm Sundays - Sticker dispenser available 15 min from Edmonton</p>	<p>TOWN OF VERMILION</p> <p>Why Go? Check out the World's Largest Peanut, the oldest restaurant eat and relax in nearby markets.</p> <p>Sticker Station Verdure 4002 Elizabeth Ave, Vegreville Open daily 9 am - 5 pm 1 hr from Edmonton</p>



Village of Innisfree

2020 - 2024 Budget and Budget Forecast

****INTERIM BUDGET****

Amended on:

Motion No.:

General Ledger	Description	2020 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
TAXATION							
1-00-00-110	Taxes Residential	167,796.62	180,000.00	180,000.00	180,000.00	180,000.00	180,000.00
1-00-00-111	Taxes Non-Residential	46,938.72	87,304.00	87,300.00	87,300.00	87,300.00	87,300.00
1-00-00-112	Taxes M & E	1,817.35	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00
1-00-00-190	Taxes Linear	25,184.67	25,200.00	25,200.00	25,200.00	25,200.00	25,200.00
1-00-00-230	Taxes Federal GIL	892.31	890.00	885.00	885.00	885.00	885.00
1-00-00-250	Taxes Minimum Levy	0.00	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00
1-00-00-321	ASFF Residential Levy	27,555.43	27,550.00	27,550.00	27,550.00	27,550.00	27,550.00
1-00-00-322	ASFF Non-Residential Levy	11,297.39	11,300.00	11,300.00	11,300.00	11,300.00	11,300.00
1-00-00-330	Seniors Housing Levy	1,841.98	1,845.00	1,845.00	1,845.00	1,845.00	1,845.00
* TOTAL TAXATION		283,324.47	400,989.00	400,980.00	400,980.00	400,980.00	400,980.00
REQUISITIONS							
2-00-00-321	ASFF Requisition Residential	22,128.92	27,550.00	27,550.00	27,550.00	27,550.00	27,550.00
2-00-00-322	ASFF Requisition Non-Residential	0.00	0.00	0.00	0.00	0.00	0.00
2-00-00-330	Seniors Foundation Requisition	1,842.00	1,845.00	1,845.00	1,845.00	1,845.00	1,845.00
* TOTAL REQUISITIONS		23,970.92	29,395.00	29,395.00	29,395.00	29,395.00	29,395.00
**P TAX AVAILABLE FOR MUNICIPAL		259,353.55	371,594.00	371,585.00	371,585.00	371,585.00	371,585.00
GENERAL REVENUE							
1-00-00-510	Penalties Taxes	26,629.99	27,500.00	26,580.00	26,580.00	26,580.00	26,580.00
1-00-00-540	Franchise Fees - Natural Gas	22,250.92	23,500.00	23,500.00	23,500.00	23,500.00	23,500.00
1-00-00-541	Franchise Fees - Electricity	13,526.67	14,500.00	13,500.00	13,500.00	13,500.00	13,500.00
1-00-00-550	Bank Interest	2,884.72	2,580.00	2,580.00	2,580.00	2,580.00	2,580.00
1-01-00-590	Other Revenue Own Sources Invest	315.00	300.00	300.00	300.00	300.00	300.00
1-11-00-152	Council Health Benefit Cost	1,094.82	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
** TOTAL GENERAL REVENUE		66,702.12	70,380.00	68,460.00	68,460.00	68,460.00	68,460.00
ADMIN REVENUE							
1-12-00-135	Contract Refunds (WCB, AMSC,	0.00	0.00	0.00	0.00	0.00	0.00
1-12-00-401	Sales Photocopies, Faxes, Services	823.98	825.00	825.00	825.00	825.00	825.00
1-12-00-402	Flower Pots	0.00	0.00	0.00	0.00	0.00	0.00
1-12-00-430	Sales Hats, Pins, Promotional	0.00	0.00	0.00	0.00	0.00	0.00
1-12-00-511	Wild Pink Yonder Revenues	0.00	0.00	0.00	0.00	0.00	0.00
1-12-00-560	Rental Revenue Adm	8,431.79	7,980.00	7,980.00	7,980.00	7,980.00	7,980.00
1-12-00-590	Other Revenue Own Sources Adm	1,841.33	1,850.00	1,850.00	1,850.00	1,850.00	1,850.00
1-12-00-840	Grants Conditional Provincial Adm	274,826.00	0.00	0.00	0.00	0.00	0.00
1-12-00-911	LTO Cost Recovery	250.00	250.00	250.00	250.00	250.00	250.00
** TOTAL ADMIN REVENUE		286,173.10	10,905.00	10,905.00	10,905.00	10,905.00	10,905.00
FINE REVENUE							
1-21-00-530	Fines Police	500.00	0.00	0.00	0.00	0.00	0.00
** TOTAL FINE REVENUE		500.00	0.00	0.00	0.00	0.00	0.00
FIRE REVENUE							
1-23-00-410	Fees Fire Fighting	12,484.82	12,075.00	12,075.00	12,075.00	12,075.00	12,075.00
1-23-00-415	Fire Dept Donations	0.00	0.00	0.00	0.00	0.00	0.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,730.03	0.00	0.00	0.00	0.00	0.00
** TOTAL FIRE REVENUE		33,214.85	12,075.00	12,075.00	12,075.00	12,075.00	12,075.00
BYLAW REVENUE							
1-26-00-522	License Animal	600.00	570.00	570.00	570.00	570.00	570.00

General Ledger	Description	2020 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast	
1-26-00-523	Business Licenses	350.00	350.00	350.00	350.00	350.00	350.00	
1-26-00-590	Fines Bylaw	425.00	450.00	450.00	450.00	450.00	450.00	
**	TOTAL BYLAW REVENUE	1,375.00	1,370.00	1,370.00	1,370.00	1,370.00	1,370.00	
PUBLIC WORKS REVENUE								
1-32-00-430	Sales Service (Grass,Snow)	1,063.10	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	
1-32-00-560	PW Rental Revenue	0.00	200.00	200.00	200.00	200.00	200.00	
1-32-00-830	Grants Federal (CSJ) PW	8,400.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL PUBLIC WORKS REVENUE	9,463.10	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	
STORMWATER REVENUE								
1-37-00-410	Stormwater Infrastructure Renewal	4,383.36	4,950.00	4,950.00	4,950.00	4,950.00	4,950.00	Increased Utility Costs by 3%
**	TOTAL STORMWATER REVENUE	4,383.36	4,950.00	4,950.00	4,950.00	4,950.00	4,950.00	
WATER REVENUE								
1-41-00-410	Water Consumption	35,402.81	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	Increased Utility Costs by 3%
1-41-00-411	Regional Water Fund	21,405.50	24,475.00	24,475.00	24,475.00	24,475.00	24,475.00	Increased Utility Costs by 3%
1-41-00-412	Water Base Fee	25,756.74	29,300.00	29,300.00	29,300.00	29,300.00	29,300.00	Increased Utility Costs by 3%
1-41-00-510	Penalties Water	2,133.24	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	
1-41-00-511	Penalties-Regional Water Fund	0.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL WATER REVENUE	84,698.29	100,425.00	100,425.00	100,425.00	100,425.00	100,425.00	
SEWER REVENUE								
1-42-00-410	Billings Sewer	32,156.76	36,900.00	36,900.00	36,900.00	36,900.00	36,900.00	Increased Utility Costs by 3%
1-42-00-510	Sanitary Sewer Penalties	0.00	0.00	0.00	0.00	0.00	0.00	
1-42-00-830	Grants Conditional Federal Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL SEWER REVENUE	32,156.76	36,900.00	36,900.00	36,900.00	36,900.00	36,900.00	
SOLID WASTE								
1-43-00-410	Billings Garbage	43,063.85	49,200.00	49,200.00	49,200.00	49,200.00	49,200.00	Increased Utility Costs by 3%
1-43-00-411	Regional SWM Infrastructure Fee	16,498.70	18,300.00	18,300.00	18,300.00	18,300.00	18,300.00	Increased Utility Costs by 3%
1-43-00-510	Penalties - Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00	
1-43-00-511	Penalties SWM Fee	0.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL SOLID WASTE	59,562.55	67,500.00	67,500.00	67,500.00	67,500.00	67,500.00	
COMMUNITY REVENUE								
**	TOTAL COMMUNITY REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	
LAND REVENUE								
1-61-00-522	Permits (Development, Subdivision)	0.00	125.00	125.00	125.00	125.00	125.00	
1-61-00-840	Grants - Provincial	0.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL LAND REVENUE	0.00	125.00	125.00	125.00	125.00	125.00	
RECREATION REVENUE								
1-72-00-590	Fees Park Grounds	0.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	
1-72-00-591	Fees Park Concession	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
1-72-00-830	Federal Conditional Grants	0.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL RECREATION REVENUE	0.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	
CULTURAL REVENUE								
1-74-00-415	Museum - Donations	100.00	0.00	0.00	0.00	0.00	0.00	
1-74-00-557	Museum Cost Recovery	0.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL CULTURAL REVENUE	100.00	0.00	0.00	0.00	0.00	0.00	
***	TOTAL REVENUE	837,682.68	697,524.00	695,595.00	695,595.00	695,595.00	695,595.00	

COUNCIL EXPENSE

2-11-00-130	Employer Cont Source	2.80	250.00	250.00	250.00	250.00	250.00	
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General Ledger	Description	2020 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
2-11-00-135	WCB Council	0.00	0.00	0.00	0.00	0.00	0.00
2-11-00-151	Fees Council	5,400.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-11-00-152	Benefits Council	2,007.17	1,965.00	1,965.00	1,965.00	1,965.00	1,965.00
2-11-00-211	Travel/Subsistence Council	357.14	550.00	550.00	550.00	550.00	550.00
2-11-00-212	Conventions/Seminars Council	860.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
2-11-00-274	Council Insurance	582.00	582.00	582.00	582.00	582.00	582.00
**	TOTAL COUNCIL EXPENSE	9,209.11	9,847.00	9,847.00	9,847.00	9,847.00	9,847.00

ADMIN EXPENSE

2-12-00-110	Salaries & Wages Adm	57,118.27	64,533.00	66,469.00	68,463.00	70,517.00	72,632.00	Estimated up to a 3% increase (COLA)
2-12-00-111	Honorarium (Admin)	0.00	750.00	750.00	750.00	750.00	750.00	
2-12-00-130	Employer Contributions Source	4,011.78	4,015.00	3,600.00	3,600.00	3,600.00	3,600.00	
2-12-00-131	Employer Benefits Adm	20,401.31	20,500.00	20,000.00	20,000.00	20,000.00	20,000.00	
2-12-00-135	Workers Compensation ADM	699.15	700.00	700.00	700.00	700.00	700.00	
2-12-00-211	Travel/Subsistence Adm	0.00	750.00	750.00	750.00	750.00	750.00	
2-12-00-212	Education Adm	260.00	500.00	500.00	500.00	500.00	500.00	
2-12-00-215	Telecommunications	5,425.07	5,800.00	5,800.00	5,800.00	5,800.00	5,800.00	
2-12-00-216	Postage & Freight	433.05	500.00	1,000.00	1,000.00	1,000.00	1,000.00	
2-12-00-220	Membership Dues Adm	1,229.45	1,250.00	1,300.00	1,300.00	1,300.00	1,300.00	
2-12-00-221	Advertising/Printing/Subscriptions	5,925.32	6,000.00	7,500.00	7,500.00	7,500.00	7,500.00	
2-12-00-230	Audit/Assessor Fees Adm	31,430.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	2020 Auditors put more time as they were new. 2021 should be closer to the "estimated" amount presented by the auditors.
2-12-00-250	Contracted Services Adm	21,847.51	22,500.00	20,000.00	20,000.00	20,000.00	20,000.00	
2-12-00-274	Insurance Adm	2,525.00	2,525.00	2,275.00	2,275.00	2,275.00	2,275.00	
2-12-00-290	Election/Census Expense Adm	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	
2-12-00-510	Goods & Services Adm	7,195.59	7,500.00	6,500.00	6,500.00	6,500.00	6,500.00	
2-12-00-540	Utilities Heat Adm	1,295.02	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	
2-12-00-541	Utilities Power Adm	2,355.04	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
2-12-00-650	Provision Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00	
2-12-00-765	Transfer to Reserves Adm	0.00	0.00	0.00	0.00	0.00	0.00	
2-12-00-790	Amortization	0.00	600.00	600.00	600.00	600.00	600.00	
2-12-00-810	Bank Charges Adm	1,449.76	1,500.00	1,520.00	1,520.00	1,520.00	1,520.00	
2-12-00-910	Outages/Account for Penny Loss	0.00	0.00	0.00	0.00	0.00	0.00	
2-12-00-911	Land Title Charges	810.00	500.00	650.00	650.00	650.00	650.00	
2-12-00-920	Tax Adjustments Council Adm	0.00	0.00	0.00	0.00	0.00	0.00	
2-12-00-995	Legal Expenses	33,887.88	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	Hopefully less legal costs in 2021.
2-12-00-770	Grants to Organizations Adm	0.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL ADMIN EXPENSE	198,299.20	186,523.00	186,014.00	188,008.00	190,062.00	192,177.00	
****	LESS AMORTIZATION	198,299.20	185,923.00	185,414.00	187,408.00	189,462.00	191,577.00	

FIRE EXPENSE

2-23-00-120	Salaries & Wages Fire	16,005.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	
2-23-00-135	WCB Fire	0.00	0.00	0.00	0.00	0.00	0.00	
2-23-00-211	Travel & Subsistence Fire	2,109.53	1,000.00	500.00	500.00	500.00	500.00	
2-23-00-215	Telecommunications Fire	2,962.01	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	No more fax line
2-23-00-217	Freight & Postage Fire	26.90	50.00	50.00	50.00	50.00	50.00	
2-23-00-234	Training Fire	2,333.19	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
2-23-00-250	Contracted Services Fire	559.57	500.00	750.00	750.00	750.00	750.00	
2-23-00-274	Insurance Fire	2,284.00	2,284.00	2,284.00	2,284.00	2,284.00	2,284.00	
2-23-00-510	Supplies & Equipment Fire	12,448.64	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	
2-23-00-521	Fuel & Oil Fire	0.00	0.00	0.00	0.00	0.00	0.00	
2-23-00-540	Utilities Heat Fire	1,887.75	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
2-23-00-541	Utilities Power	1,425.04	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	
2-23-00-762	Transfer to Capital Reserves Fire	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	
2-23-00-792	Amortization	0.00	2,525.00	2,525.00	2,525.00	2,525.00	2,525.00	
**	TOTAL FIRE EXPENSE	42,041.63	49,359.00	49,109.00	49,109.00	49,109.00	49,109.00	
****	LESS AMORTIZATION	42,041.63	46,834.00	46,584.00	46,584.00	46,584.00	46,584.00	

EMERGENCY SERVICE EXPENSE

2-25-00-310	911 Requisition	1,427.20	1,430.00	1,430.00	1,430.00	1,430.00	1,430.00
**	TOTAL EMERGENCY SERVICE EXPENS	1,427.20	1,430.00	1,430.00	1,430.00	1,430.00	1,430.00

BYLAW EXPENSE

2-26-00-221	Bylaw Advertising	0.00	600.00	600.00	600.00	600.00	600.00
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General Ledger	Description	2020 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00	500.00	500.00	500.00	500.00
2-26-00-510	Animal Control Goods & Services	0.00	250.00	250.00	250.00	250.00	250.00
**	TOTAL BYLAW EXPENSE	0.00	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00

PUBLIC WORKS EXPENSE

2-32-00-110	Salaries & Wages PW	24,296.65	27,084.00	27,896.00	28,733.00	29,595.00	30,483.00	Estimated up to a 3% increase (COLA)
2-32-00-111	Honorarium (PW)	0.00	750.00	750.00	750.00	750.00	750.00	
2-32-00-115	Salaries & Wages Casual PW	9,240.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	
2-32-00-130	Employer Contributions Source PW	2,061.18	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	
2-32-00-131	Employer Benefits PW	5,902.18	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
2-32-00-135	WCB	0.00	0.00	0.00	0.00	0.00	0.00	
2-32-00-211	Travel & Subsistence PW	0.00	100.00	100.00	100.00	100.00	100.00	
2-32-00-215	Telecommunications PW	2,318.59	2,450.00	2,450.00	2,450.00	2,450.00	2,450.00	
2-32-00-217	Freight & Postage PW	405.97	350.00	350.00	350.00	350.00	350.00	
2-32-00-250	Contracted Services PW	542.77	500.00	750.00	750.00	750.00	750.00	
2-32-00-270	CN Services PW	130.00	130.00	130.00	130.00	130.00	130.00	
2-32-00-274	Insurance PW	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00	
2-32-00-510	Goods & Services PW	96,374.22	45,000.00	45,250.00	45,500.00	45,750.00	46,000.00	
2-32-00-521	Fuel & Oil PW	5,529.66	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	
2-32-00-540	Utilities Heat PW	1,506.36	1,675.00	1,675.00	1,675.00	1,675.00	1,675.00	
2-32-00-541	Utilities Power (Street/Shop) PW	48,761.17	55,650.00	55,650.00	55,650.00	55,650.00	55,650.00	
2-32-00-762	Transfer to Capital PW	0.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	
2-32-00-790	Amortization	0.00	12,500.00	12,500.00	12,500.00	12,500.00	12,500.00	
**	TOTAL PUBLIC WORKS EXPENSE	202,268.75	183,989.00	185,301.00	186,388.00	187,500.00	188,638.00	
****	LESS AMORTIZATION	202,268.75	171,489.00	172,801.00	173,888.00	175,000.00	176,138.00	

STORM DRAINAGE EXPENSE

2-37-00-510	Goods & Equipment Repairs -	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
**	TOTAL STORM DRAINAGE EXPENSE	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00

WATER EXPENSES

2-41-00-110	Salaries & Wages Water	10,091.40	11,607.00	11,956.00	12,314.00	12,684.00	13,064.00	Estimated up to a 3% increase (COLA)
2-41-00-130	Employer Contributions Source	702.56	725.00	725.00	725.00	725.00	725.00	
2-41-00-131	Employer Benefits Water	1,102.93	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	
2-41-00-215	Telecommunications - Water	902.53	900.00	900.00	900.00	900.00	900.00	
2-41-00-217	Freight & Postage - Water	0.00	0.00	0.00	0.00	0.00	0.00	
2-41-00-250	Contracted Services Water	6,399.49	6,400.00	6,400.00	6,400.00	6,400.00	6,400.00	
2-41-00-274	Insurance Water	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00	
2-41-00-350	ACE Regional Water Purchase	53,005.95	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
2-41-00-510	Goods & Services Water	7,607.89	7,600.00	7,600.00	7,600.00	7,600.00	7,600.00	
2-41-00-540	Utilities Heat Water Plant	1,250.47	1,510.00	1,510.00	1,510.00	1,510.00	1,510.00	
2-41-00-541	Utilities Power Water Plant	5,149.35	6,160.00	6,160.00	6,160.00	6,160.00	6,160.00	
2-41-00-790	Amortization	0.00	66,900.00	66,900.00	66,900.00	66,900.00	66,900.00	
2-41-00-840	750-Capital ACE Water Contribution	0.00	37,400.00	28,050.00	8,883.00	0.00	0.00	Add new amounts for final phases
2-41-00-762	Transfer to Reserves - Reservoir	0.00	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00	
*	TOTAL WATER EXPENSES	89,612.57	202,252.00	193,251.00	174,442.00	165,929.00	166,309.00	
****	LESS AMORTIZATION	89,612.57	135,352.00	126,351.00	107,542.00	99,029.00	99,409.00	

SEWER EXPENSE

2-42-00-110	Salaries & Wages Sewer	5,790.75	6,683.67	6,884.21	7,090.78	7,303.52	7,522.61	Estimated up to a 3% increase (COLA)
2-42-00-130	Employer Contributions Source	406.85	400.00	500.00	500.00	500.00	500.00	
2-42-00-131	Employer Benefits Sewer	299.84	350.00	400.00	400.00	400.00	400.00	
2-42-00-215	Freight/Phone/Postage Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
2-42-00-250	Contracted Services Sewer	0.00	1,000.00	1,700.00	1,700.00	1,700.00	1,700.00	
2-42-00-274	Insurance Sewer	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	
2-42-00-510	Goods & Services Sewer	2,240.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	10 Year Capital Plan
2-42-00-541	Utilities Power Sewer Lift Stations	4,768.02	5,175.00	5,175.00	5,175.00	5,175.00	5,175.00	
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
2-42-00-790	Amortization	0.00	26,000.00	26,000.00	26,000.00	26,000.00	26,000.00	
2-42-00-840	MSI Capital Grant Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
**	TOTAL SEWER EXPENSE	14,780.46	54,383.67	55,434.21	55,640.78	55,853.52	56,072.61	

General Ledger	Description	2020 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
****	LESS AMORTIZATION	14,780.46	28,383.67	29,434.21	29,640.78	29,853.52	30,072.61
GARBAGE EXPENSE							
2-43-00-110	Salaries & Wages Garbage	17,812.33	20,519.00	21,134.00	21,769.00	22,422.00	23,094.00
2-43-00-130	Employer Contributions Source	1,244.90	1,300.00	2,800.00	2,800.00	2,800.00	2,800.00
2-43-00-131	Employer Benefits Garbage	1,502.58	1,500.00	250.00	250.00	250.00	250.00
2-43-00-250	Contracted Services Garbage	20,734.71	23,500.00	23,500.00	23,500.00	23,500.00	23,500.00
2-43-00-274	Insurance Garbage	360.00	360.00	360.00	360.00	360.00	360.00
2-43-00-510	Goods & Services Garbage	0.00	500.00	500.00	500.00	500.00	500.00
2-43-00-762	Transfer to Capital Garbage	0.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00
2-43-00-790	Amortization	0.00	2,165.00	2,165.00	2,165.00	2,165.00	2,165.00
**	TOTAL GARBAGE EXPENSE	41,654.52	68,344.00	69,209.00	69,844.00	70,497.00	71,169.00
****	LESS AMORTIZATION	41,654.52	66,179.00	67,044.00	67,679.00	68,332.00	69,004.00

Estimated up to a 3% increase (COLA)

FCSS EXPENSE							
2-51-00-351	FCSS Requisition	1,837.75	1,850.00	1,850.00	1,850.00	1,850.00	1,850.00
**	TOTAL FCSS EXPENSE	1,837.75	1,850.00	1,850.00	1,850.00	1,850.00	1,850.00

PLANNING EXPENSE							
2-61-00-510	General Goods & Services	0.00	500.00	500.00	500.00	500.00	500.00
2-61-00-250	Contracted Services	767.00	775.00	775.00	775.00	775.00	775.00
2-61-00-840	Grants - Provincial	0.00	0.00	0.00	0.00	0.00	0.00
**	TOTAL PLANNING EXPENSE	767.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00

LAND PURCHASES EXPENSE							
**	TOTAL LAND PURCHASES EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00

RECREATION EXPENSES							
2-72-00-130	Employer Contributions Source	0.00	110.00	110.00	110.00	110.00	110.00
2-72-00-135	WCB Rec Park	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	811.90	850.00	750.00	750.00	750.00	750.00
2-72-00-221	Printing/Advertising/Subscriptions	380.00	400.00	400.00	400.00	400.00	400.00
2-72-00-250	Contracted Services Recreation	0.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00	750.00	750.00	750.00	750.00
2-72-00-274	Insurance Recreation	1,126.15	1,130.00	1,130.00	1,130.00	1,130.00	1,130.00
2-72-00-510	Goods & Services Recreation	0.00	7,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-72-00-511	Rec Park Float	0.00	100.00	100.00	100.00	100.00	100.00
2-72-00-521	Fuel and Oil Park	352.16	500.00	500.00	500.00	500.00	500.00
2-72-00-540	Utilities Heat Park Building	481.36	775.00	775.00	775.00	775.00	775.00
2-72-00-541	Utilities Power Park Grounds	1,248.39	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00
2-72-00-591	Concessions Park Grounds	0.00	200.00	200.00	200.00	200.00	200.00
2-72-00-762	Transfer to Capital Recreation	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
2-72-00-790	Amortization	0.00	8,450.00	8,450.00	8,450.00	8,450.00	8,450.00
**	TOTAL RECREATION EXPENSES	4,399.96	38,615.00	36,515.00	36,515.00	36,515.00	36,515.00
****	LESS AMORTIZATION	4,399.96	30,165.00	28,065.00	28,065.00	28,065.00	28,065.00

Did not have contractors in 2020 / Budgetted for 2021 opening.

Includes Seniors Drop in Centre Plumbing Issues/Expense

CULTURE EXPENSES							
2-74-00-250	Contracted Services	0.00	100.00	100.00	100.00	100.00	100.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
2-74-00-300	Regional Library Requisition	1,166.29	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-74-00-510	Goods & Services	75.00	0.00	0.00	0.00	0.00	0.00
2-74-00-540	Utilities Heat Museum	2,531.89	2,726.00	2,726.00	2,726.00	2,726.00	2,726.00
2-74-00-541	Utilities Power Museum	1,252.69	1,350.00	1,350.00	1,350.00	1,350.00	1,350.00
2-74-00-541	Donations - Museum	100.00	0.00	0.00	0.00	0.00	0.00
**	CULTURE EXPENSES	8,625.87	10,426.00	10,426.00	10,426.00	10,426.00	10,426.00
***	TOTAL EXPENSES	616,124.02	691,703.67	683,071.21	668,184.78	663,703.52	668,227.61

General Ledger	Description	2020 Actual	2021 Budget	2022 Forecast	2023 Forecast	2024 Forecast	2025 Forecast
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****	SUPLUS/(DEFICIT)	221,558.66	5,820.33	12,523.79	27,410.22	31,891.48	27,367.39
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DETAILS			BUSINESS SAVINGS / RESERVES						
INFRASTRUCTURE AUDIT - ITEM NO.	PROJECT	DESCRIPTION	MSI CAPITAL \$224,340.00	OTHER AND PROVINCIAL/ FEDERAL GRANTS	CANADA SUMMER JOBS	FEDERAL GAS TAX FUND - \$265,329	MSI OPERATING	OPERATING (CHEQUING)	TOTAL 2020 PROJECT COST
N/A	MUNIWARE	NEW ACCOUNTING SOFTWARE - 8 INSTALLMENTS @ \$1,349.31/M					2020 - \$14,842.41		\$10,794.48
6.01	Tranfer to Savings	Funds towards Water Reservoir Upgrades					\$10,794.48	\$8,500.00	\$8,500.00
GTF-516	Road Rehabilitation & Drainage	Road Repairs to 50 Street from Railway Avenue N to 51 Ave and 50 Street / flooding on west side of 50 Avenue				2019: \$35,326 \$39,674.00			\$39,674.00
GTF-1196	Pedestrian Crossing Sign	Install a Radar Feedback Sign as well as a Push Button Pedestrian Crossing Sign along HWY 870 across from Delnorte School.				\$50,000.00			\$50,000.00
N/A	Skid Steer Accessories	2020 Conterra Sand Kicker (Skid Steer Mount)	\$4,600.00						\$8,250.00
		2020 Conterra SP-84, 84" Snow Push	\$3,650.00						
GTF-1187	Sidewalk Replacement/Rehabilitation	Numerous Sidewalks within our community are in need of being replaced/repared in accordance with an inspection that was completed on November 18, 2016.				2021 = \$42400 Total = \$218,800			\$42,400.00
N/A	Zero Turn Lawn Mower	PENDING - Replacement of old zero turn lawn mower.	\$5,500.00						\$5,500.00
3.05	Seniors Drop In Centre	Correct Multiple Plumbing Issues @ seniors drop in centre						\$2,000.00	\$2,000.00
4.01-4.02	Fire Hydrant	Install two (2) fire hydrants - 54 St (Rec Centre) & 54 St (49 Ave)	Pending Approval \$20,000.00						\$20,000.00
3.01-3.05	Manhole Repairs	Immediate Manhole Repairs requiring immediate attention	Pending Approval \$15,500.00						\$15,500.00
n/a	Canada Summer Jobs	Administration will apply for 3 Public Works Labourer positions with CSJ.			-\$8,662.50			\$17,325.00	\$8,662.50
			\$49,250.00	\$0.00	-\$8,662.50	\$89,674.00	\$10,794.48	\$27,825.00	\$211,280.98

2021

	Muniware Software Installation Plan	\$10,794.48
3.05	Correct Multiple Plumbing issues - Seniors	\$2,000.00
4.01	Install Fire Hydrant - 54 Street at the Rec Centre	\$10,000.00
4.02	Install Fire Hydrant - 54 Street at 49 Avenue	\$10,000.00
3	Sidewalk Rehab/Replacement	\$42,400.00
6.01	Transfer to Savings -Funds towards Water Reservoir Upgrades	\$8,500.00
3.01-3.05	Immediate Manhole Repairs requiring immediate attention	\$15,500.00
N/A	Skid Steer Accessories - Tracks & Salt/Sand Spreader	\$8,250.00
2.3	Road Rehabilitation and Drainage	\$39,674.00
N/A	Replacement of Zero Turn Lawn Mower	\$5,500.00
N/A	Canada Summer Job - 3 Public Works Labourers	\$8,662.50
GTF-1196	Pedstrian Crossing Sign	\$50,000.00

Subtotal \$211,280.98

2022

6.01	Museum - Brick Chimney Reconstruction	\$30,000.00
6.01	Transfer to Savings -Funds towards Water Reservoir Upgrades	\$8,500.00
1.02	MH18-16 50 Avenue - East of 54 St (Lrg Joint Offset)	\$116,000.00

Subtotal \$154,500.00

2023

6.06	Museum - Re-plumb drainage lines and correct venting problem	\$18,000.00
7	Birch Lake change house - Electrical connections	\$1,000.00
9	Birch Lake Picnic Shelter - Ball Diamonds - Electrical Conn.	\$1,000.00
10	Birch Lake Wood Shed - Replace wood shed	\$6,000.00
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00

Subtotal \$34,500.00

2024

6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00
6.04	Museum - Remove and re-do wooden subfloor in basement	\$8,000.00
1	Replace Sidewalk on 48 Avenue - Part 1	\$41,280.00
1	Replace Sidewalk on 48 Avenue - Part 2	\$20,000.00

Subtotal \$77,780.00

2025

2023

6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00
6.07	Museum - Remove and Replace Boiler	\$45,000.00
1	Replace Sidewalk on 48 Avenue - Part 3	\$41,280.00
1	Replace Sidewalk on 48 Avenue - Part 4	\$20,000.00

\$114,780.00

Grand Total \$592,840.98

2021			
2020 Items Carried Forward			
Road Rehabilitation and Drainage - Railway Ave N & 50 Street			
Reconstruction of Road and installation of culvert to prevent flooding of residential properties.	\$53,166.60	GTF Funding - 100%	Culvert has been installed. Road Repair to be completed in Spring of 2021
3 Seniors Drop-in Centre			
3.05 Correct Multiple Plumbing Issues	\$2,000.00	Village Expense - 100%	Reflected in GL 2-72-00-510
4 Install Fire Hydrants to Increase Coverage			
4.01 54 Street at the Recreation Centre	\$10,000.00	Grant Funding - 100%	Reflected in PW GL 2-32-00-510
4.02 53 Street at 49 Avenue	\$10,000.00	Grant Funding - 100%	"
Sidewalk Upgrades			
2 Sidewalk connections to roadways	\$18,800.00	Grant Funding - 100%	MSI Capital
3 curb ramps	\$23,600.00	Grant Funding - 100%	MSI Capital
6.01 Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
MH Defects Requiring Immediate Repair			
3.01 MH 18 Broken concrete bench and missing pieces	\$500.00	Village Expense - 100%	Reflected in GL 2-42-00-510
3.02 MH 22 Severe Corroded Bottom	\$13,000.00	Grant Funding - 100%	"
3.03 MH 21 Bench Broken, Corroded Concrete Surface	\$500.00	Village Expense - 100%	"
3.04 MH 19 Misaligned and failing neck bricks, unknown object in MH	\$500.00	Village Expense - 100%	"
3.05 MH 7 Severe Misaligned Manhole cover and ring	\$1,000.00	Village Expense - 100%	"
TOTAL	\$141,566.60		
2022			
Pipe Repair due to Structural Defects			
1.02 MH18-16 50 Ave - East of 54 Street Large joint offset, Severe pipe	\$116,000.00	Grant Funding - 100%	
Prairie Bank of Commerce			
6.01 Brick Chimney reconstruct	\$30,000.00	Grant Funding - 100%	
6.02 Back Steps, balcony and railings (not including roof membrane)	-	Village Expense - 100%	This item has been completed.
6.01 Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
TOTAL	\$154,500.00		

2023			
6.06	re-plumb drainage lines and correct venting problems	\$18,000.00	Grant Funding - 100%
7	Birch lake change house - electrical connections	\$1,000.00	Village Expense - 100%
9	Birch lake picnic shelter - ball diamonds - electrical corrections at panel	\$1,000.00	Village Expense - 100%
10	Birch lake wood shed - replace wood shed	\$6,000.00	Grant Funding - 100%
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%
			Expense is large - Funding will be set aside over the years.
TOTAL		\$34,500.00	
2024			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%
			Expense is large - Funding will be set aside over the years.
Prairie Bank of Commerce			
6.04	Remove and redo wooden subfloor basement	\$8,000.00	Grant Funding - 100%
Sidewalk Upgrades			
1	Replace Sidewalk on 48 Avenue - Part 1	\$41,280.00	Grant Funding - 100%
			Expense is large - Project will be split into numerous parts (over 4 years)
1	Replace Sidewalk on 48 Avenue - Part 2	\$20,000.00	Village Expense - 100%
			Expense is large - Project will be split into numerous parts (over 4 years)
TOTAL		\$77,780.00	
2025			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%
			Expense is large - Funding will be set aside over the years.
Prairie Bank of Commerce			
6.07	Remove and replace boiler, associated piping in basement complete with new zone controls	\$45,000.00	Grant Funding - 100%
Sidewalk Upgrades			
1	Replace Sidewalk on 48 Avenue - Part 3	\$41,280.00	Grant Funding - 100%
			Expense is large - Project will be split into numerous parts (over 5 years)
1	Replace Sidewalk on 48 Avenue - Part 4	\$20,000.00	Village Expense - 100%
			Expense is large - Project will be split into numerous parts (over 4 years)
TOTAL		\$114,780.00	

2026			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Sidewalk Upgrades			
1	Replace Sidewalk on 48 Avenue - Part 5	\$43,840.00	Grant Funding - 100% Expense is large - Project will be split into numerous parts (over 4 years)
Municipal Fire Hall			
4.01	Remediation and Repair from leak damage	\$12,000.00	Grant Funding - 100%
4.02	New Hot Water Tank	\$1,500.00	Village Expense - 100%
TOTAL		\$65,840.00	
2027			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
8	Birch Lake Camp Kitchen - Replace Wood Stove	\$6,000.00	Grant Funding - 100%
TOTAL		\$14,500.00	
2028			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Prairie Bank of Commerce			
6.08	Replace Radiators for entire radiator systems and piping	\$40,000.00	Grant Funding - 100%
Road Network Upgrades			
1.02	50 Avenue from 54 Street West	\$26,330.00	Grant Funding - 100%
TOTAL		\$74,830.00	

2029				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Road Network Upgrades				
1.03	50 Street from Railway Ave N to 51 Avenue	\$79,000.00	Grant Funding - 100%	
	TOTAL	\$87,500.00		

2030				
Item #	Project Name/Description	Amount	Proposed Funding	Details
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Road Rehabilitation				
2.01	54 Street from 49 Ave to 51 Ave	\$6,000.00	Village Expense - 100%	
2.02	50 Avenue from 53 St to 54 St	\$6,000.00	Village Expense - 100%	
2.03	53 St from 50 Ave to 51 Ave	\$6,000.00	Village Expense - 100%	
2.04	48 Avenue from 52 St to 53 St	\$6,000.00	Village Expense - 100%	
2.05	52 Street from 47 Ave to 48 Ave	\$6,000.00	Grant Funding - 100%	
2.06	52 Street from 49 Ave to 50 Ave	\$6,000.00	Grant Funding - 100%	
2.07	51 Street from Railway Ave N to 51 Ave	\$6,000.00	Grant Funding - 100%	
2.08	54 Street from 48 Ave to 49 Ave	\$6,000.00	Grant Funding - 100%	
TOTAL		\$56,500.00		
2031				
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Road Rehabilitation				
2.09	48 Ave from 53 St to 54 St	\$6,000.00	Village Expense - 100%	
2.10	49 Ave from 53 St to 54 St	\$6,000.00	Grant Funding - 100%	
2.11	51 Avenue from 53 st to 54 st	\$6,000.00	Grant Funding - 100%	
Ditch Repair				
2.01	SE Corner of 54 Street and 49 Ave - fill and rip-rap	\$500.00	Village Expense - 100%	
Pipe Repair due to Structural Defects				
1.05	MH37-38 4725-52 st broken pipe	\$22,000.00	Grant Funding - 100%	
1.06	MH38-23 48 Ave - 52 St broken pipe	\$27,000.00	Grant Funding - 100%	
1.07	MH26-25 4739 - 51 St Broken liner	\$22,000.00	Grant Funding - 100%	
TOTAL		\$92,000.00		

2032			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Grading around most of the building to improve expected life cycle			
1.01.01	Administrative Office	\$2,000.00	Village Expense - 100%
1.01.02	Seniors Drop in Centre	\$2,000.00	Village Expense - 100%
1.01.03	Prairie Bank Museum	\$2,000.00	Village Expense - 100%
1.01.04	Fire Hall	\$2,000.00	Grant Funding - 100%
1.01.05	Birch Lake Change House	\$2,000.00	Grant Funding - 100%
1.01.06	Birch Lake Picnic Shelters	\$2,000.00	Grant Funding - 100%
3.02	Seniors Drop in Centre - Down Spout Extensions	\$500.00	Village Expense - 100%
3.03	Seniors Drop In Centre - Foundation Fix Grade	\$2,000.00	Grant Funding - 100%
Pipe Repair due to Structural Defects			
1.08	MH25-24 4832 - 51 Street under cut liner at service, broken liner	\$12,000.00	Grant Funding - 100%
1.09	MH13-12 49 Ave - 51 St Broken pipe and void	\$12,000.00	Grant Funding - 100%
TOTAL		\$47,000.00	
2033			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Road Network Upgrades			
2.12	53 St from 47 Ave to 48 Ave	\$6,000.00	Grant Funding 100%
2.13	53 st from 49 Ave to 50 Ave	\$6,000.00	Grant Funding 100%
2.14	50 Ave from 52 St to 53 St	\$6,000.00	Grant Funding 100%
2.15	52 St from 48 Ave to 49 Ave	\$6,000.00	Grant Funding 100%
2.16	48 Ave from 50 St to 52 St	\$6,000.00	Village Expense - 100%
2.17	Railway Ave S from 51 St to 52 St	\$6,000.00	Village Expense - 100%
New Construction			
4.01	Installation of two catch basin and storm pipe - Railway Ave S	\$48,400.00	Grant Funding 100%
TOTAL		\$92,900.00	

2034			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Road Network Upgrades			
2.18	51 St from 47 Ave to 49 Ave	\$6,000.00	Grant Funding - 100%
2.19	50 St from 47 Ave to 49 Ave	\$6,000.00	Grant Funding - 100%
Prairie Bank of Commerce Museum			
6.05	Structural Engineer to evaluate foundation	\$3,000.00	Village Expense - 100%
Driveway Crossings			
3.01	Reconstruct two (2) driveway crossings	\$6,800.00	Village Expense - 100%
Road Construction			
1.01	Railway Avenue S from 50 St to 51 Street	\$52,670.00	Grant Funding - 100%
TOTAL		\$82,970.00	
2035			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Pipe Repair due to Structural Defects			
1.01	MH35-plug 4813-54st broken pipe and large joint offset	\$14,000.00	Village Expense - 100%
1.03	MH22-21 4723-53 Street Broken pipe	\$12,000.00	Village Expense - 100%
1.04	MH36-37 4721 - 52 St large joint offset (displaced)	\$18,000.00	Village Expense - 100%
Road Rehabilitation			
3.01	53 Street South of 47 Avenue	\$202,000.00	Grant Funding - 100%
TOTAL		\$254,500.00	
2036			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Pipe Repair Due to Structural Defects			
1.10	MH33-6 51 Ave -West of 51 St Broken Pipe and Void	\$108,000.00	Grant Funding - 100%
Road Rehabilitation			
3.02	53 Street from 48 Ave to 49 Ave	\$102,000.00	Grant Funding - 100%
TOTAL		\$218,500.00	

2037			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Pipe Repair Due to Structural Defects			
1.11	MH8-5 Railway Ave North - 50St broken pipe	\$213,000.00	Grant Funding/Village \$200,000 - Grant / \$21,500 - Village
	TOTAL	\$221,500.00	
2038			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Pipe Repair Due to Structural Defects			
1.12	MH5-4 51 Ave - 50 St broken pipe, cracks at multiple locations	\$268,000.00	Grant Funding/Village \$200,000 - Grant / \$68,000 - Village
	TOTAL	\$276,500.00	
2039			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Pipe Repair Due to Structural Defects			
1.13	MH4-3 51 Ave - 50 St broken pipe, cracks at multiple locations	\$208,000.00	Grant Funding/Village \$190,000 - Grant / \$18,000 - Village
	TOTAL	\$216,500.00	

30 Year Infrastructure/Capital Plan

2040				
Item #	Project Name/Description	Amount	Proposed Funding	Details
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.03	49 Ave from 53 Street to 52 Street	\$52,000.00	Grant Funding - 100%	
3.04	49 Ave from 52 Street to 51 Street	\$52,000.00	Grant Funding - 100%	
TOTAL		\$166,300.00		
2041				
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Inspection and Maintenance of Storm Pipes				
2.01	Stripping, Painting and caulking of exterior wall cladding	\$10,000.00	Grant/Village - 50/50	
Seniors Drop-in Centre				
3.01	New Shingles	\$10,000.00	Grant Funding - 100%	
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
TOTAL		\$82,300.00		

30 Year Infrastructure/Capital Plan

2042			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Inspection and Maintenance of Storm Pipes			
1.01	CCTV and Flushing Pipes	\$10,000.00	Village Expense - 100%
Further Investigation			
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100% Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum			
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100% Expense is large - Project will be completed over 10 years.
TOTAL		\$72,300.00	
2043			
Water Storage			
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100% Expense is large - Funding will be set aside over the years.
Further Investigation			
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100% Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum			
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100% Expense is large - Project will be completed over 10 years.
TOTAL		\$164,300.00	
2044			
Water Storage			

6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.06	50 Ave from Railway Ave S to 52 Street	\$52,000.00	Grant Funding - 100%	
3.07	52 Street from 50 Ave to Railway Ave S	\$52,000.00	Grant Funding - 100%	
TOTAL		\$166,300.00		
2045				
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.08	Railway Ave S from 52 St to 53 St	\$102,000.00	Grant Funding - 100%	
TOTAL		\$164,300.00		
2046				
Water Storage				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				

5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.09	51 Ave from Railway Ave S to 51 St	\$102,000.00	Grant Funding - 100%	
TOTAL		\$164,300.00		
2047				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Road Rehabilitation				
3.10	51 Ave from 51 Street to 50 Street	\$52,000.00	Grant Funding - 100%	
TOTAL		\$114,300.00		
2048				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.

Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
TOTAL		\$62,300.00		
2049				
6.01	Transfer to Savings - Funds towards water reservoir upgrades	\$8,500.00	Village Expense - 100%	Expense is large - Funding will be set aside over the years.
Further Investigation				
5.01	Video Inspection to measure pipe wall thickness	\$36,300.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
Prairie Bank of Commerce Museum				
6.03	Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal	\$17,500.00	Grant Funding - 100%	Expense is large - Project will be completed over 10 years.
TOTAL		\$62,300.00		



Christmas Packages

CHRISTMAS GREETINGS

Send your customers a wish for a wonderful Christmas Season! Example Christmas Greeting:



"The miracle of Christmas reminds us of the special people we know. Country 106 hopes the warmth of the season fills your heart with Christmas joy. Have a happy holiday, from all the staff at Country 106."

- 20 Fifteen second greetings: Value = \$174 / Cost = \$99
- 50 Fifteen Second greetings: Value = \$435 / Cost = \$250

Save up to \$185!

HOLIDAY HYSTERIA

You receive **60 fifteen second commercials** to advertise your business this Holiday shopping season at a drastically reduced price.

- **60 fifteen second commercials**, works out to 3 commercials per day for 4 weeks (or other schedule based on your needs)

Value of Package = \$530
 Holiday Special Price = **\$300**

***Savings of \$230!**



CHRISTMAS 'LIVE ON LOCATION' PACKAGE

Buy the 30 second OES package and get 2 hours "Live on Location" at no additional charge! This is perfect for retail locations who want to bring the customers in to do their Christmas shopping.

- **42 thirty-second commercials**
- **2 hour Live on Location**, which equates to 6 sixty-second cut ins from your location

Value of Package = \$1,025
 Holiday Special Price = **\$525**

***Savings of \$500!**



More on next page...

SANTA'S WORKSHOP

Get your marketing dollars working for you twofold! This package includes both commercials on Country 106 and online marketing at country106.ca.

- **42 thirty-second commercials**
- **Prime ad space on Home page at country106.ca**, which includes a link to your website. We've had more than *a million* page views since our launch in Jan. 2016!



Value of Package = \$1,025

Holiday Special Price = \$525

(limited to 3 businesses)

***Savings of \$500!**

Village of Innisfree (CAO)

From: membership@fcm.ca
Sent: December 4, 2020 9:30 AM
To: Village of Innisfree (CAO)
Subject: It's time to renew your FCM membership.
Attachments: Village of Innisfree 2021-2022.pdf



Renew your FCM membership. We're all in this together.

Dear Brooke Magosse,

Local leaders are working hard on the front lines of COVID-19. The Federation of Canadian Municipalities has been there for its members every step of the way—from coordinating frontline efforts to securing up to \$8.6 billion in emergency funding for municipalities facing financial crisis.

FCM gets results because we bring thousands of municipalities together as one strong and united national voice. Now we need to grow our voice—to keep cities and communities supported today, and to position them at the heart of tomorrow's nationwide recovery.

The Village of Innisfree will have a critical role to play.

Renew your FCM membership today to ensure your priorities continue to be heard at the federal level. We've gone digital this year, so attached you will find your member invoice for 2021-2022.

There's strength in numbers, and every FCM member is key to forming the strong and united voice that drives our federal influence. Ottawa is where this country's pandemic plan is being shaped, and so Ottawa is where we need to ramp up our advocacy.

FCM is working hard to bring western municipal perspectives to the federal government, and our Western Economic Solutions Taskforce is getting concrete results. To continue this important work, we need a strong western contingent at FCM—including the Village of Innisfree.

I know times are tough, but I also know how important it is to stick together. As local leaders, we've shown we can rise to any challenge. Together we can keep our cities and communities supported through this pandemic, and we can build a better Canada.

So let's continue working together—because we're all in this together.

To learn how FCM is helping communities through COVID-19, visit <http://together2021.fcm.ca>

Sincerely,



Garth Frizzell

FCM President

Councillor, City of Prince George, B.C.

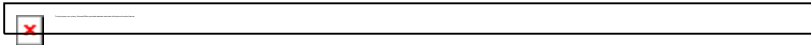


Membership / Adhésion

The Member Relations Team | Policy and Public Affairs

L'équipe de relations avec les membres | Politiques et affaires publiques

T. 613-241-5221





FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

**Membership Invoice
2021-2022
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Brooke Magosse
Village of Innisfree
PO Box 69
Innisfree, AB, T0B 2G0
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-26782-J7P9F6
DATE: 10/27/2020
ACCOUNT / COMPTE: 37268
DUE DATE / DATE LIMITE: 04/01/2021

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population/ Taux de base selon votre population	1	\$80.00	\$80.00	\$4.00	\$84.00
Per capita dues calculated per your population/Frais de cotisation calculés selon votre population	193	\$0.1972	\$38.06	\$1.90	\$39.96
TOTAL			\$118.06	\$5.90	\$123.96

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$123.96

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de
Federation of Canadian Municipalities
Fédération canadienne des municipalités

By Electronic Funds Transfer /
Par transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7
Transit Number/Numéro de transit: 00006

(New) Acct Number/(Nouveau) No. de compte: 1113307

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ref No. / No. de référence : 37268

To learn more about how FCM is helping communities through COVID-19, visit <http://together2021.fcm.ca>.

Vegreville Office
5253-46 Ave
Vegreville, AB
T9C 1P9
Phone 780-632-6211 Fax 780-632-6231
Email hlodge@telusplanet.net



Mannville Office
5032-49 St.
Mannville, AB
T0B 2W0
780-763-0041

December 8, 2020

Village of Innisfree
Box 69
Innisfree, AB
T0B 2G0

Re: MD of Minburn Foundation - 2021 Requisition

Attached is a copy of the requisition calculation based on the Provincial 2021 Equalized Assessment Report dated October 26, 2020.

MD of Minburn Foundation Board members recognize this is a significant increase in comparison to previous years, and as such have requested to provide municipalities advance notice.

2021 Requisition amount – \$ 2,825

Thank you for your continued support.

Sincerely,

A handwritten signature in blue ink that reads "Marielle Brodziak". The signature is fluid and cursive, with the first name being the most prominent.

Marielle Brodziak
Executive Director
MD of Minburn Foundation

MD of Minburn Foundation				
Homestead Senior Citizen's Lodge				
2021 Requisition Calculation				
				Municipal
		Equalized Assessment	% of Total	Requisitions
Village of Innisfree	\$	13,223,535	0.8%	\$ 2,825
Village of Mannville	\$	52,214,494	3.2%	\$ 11,155
Town of Vegreville	\$	706,288,033	43.1%	\$ 150,884
County of Minburn	\$	866,619,457	52.9%	\$ 185,136
Total	\$	1,638,345,519.00	100%	\$ 350,000.00
Calculations as per Provincial 2021 Equalized Assessment Report				
Report Dated October 26, 2020				

VILLAGE OF INNISFREE

CHIEF ADMINISTRATIVE OFFICERS REPORT

November 17, 2020 – December 15, 2020

Administration

○ **Finances:**

- **Year end**

i. Administration had started prepping for 2020 Year End.

- **2021 Interim Budget & Budget Forecast(s)**

i. Administration has presented Council with the 2021 Interim Budget and 2022-2024 Budget Forecast, Interim 10-30 Year Infrastructure/Capital Plan, Interim 5 Year Capital Plan and Interim 2021 Capital Plan.

- **2021 Utility Rates**

i. Utility Rates have not been reviewed in the past. After reviewing the previous Utility Rates, Administration recommends a slight increase of 3-5% to all rates. **Please see page 5.**

○ **Events:**

- Administration is brainstorming ideas (along with Council) on hosting a photo contest. **Please provide more details included deadlines, submitting options, etc.**

○ **Grant Funding**

- **Municipal Stimulus Program:** Village has been approved 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 did not have to amend our original application. Public Works will proceed with purchasing a snow blade for the skid steer/bobcat.

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 online training sessions for Election Training on November 9 & 24, 2020, offered by Municipal Affairs, to prepare for the 2021 Municipal Election.

- January 1, 2020 is the opening day to accept nominations for the 2021 Municipal Election.

- Administration is currently putting together the nomination packages for the 2021 Municipal Election. They will be available January 1, 2020.

- **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

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)*

- **Subdivision & Development Appeal Board Training**

CAO completed SDAB Clerk Training and is now certified.

- **Website - BoxClever**

Our new website has officially been launched. Check it out: www.innisfree.ca

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
- 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:

- December 24, 2020 – closed half day
- December 25-26, 2020 – Closed
- December 31, 2020 – Closed half day
- January 1, 2020 – Closed
- January 1, 2020 –Nominations for 2021 Municipal Election Opens
- 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.
2020-04-21/18	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.

2021 PROPOSED UTILITY RATE INCREASES

	# of Residents	2020 Current Rates		2021 Proposed Rates									
		2020 Rates	Total Current	3%	Total	5%	Total	7%	Total	10%	Total	15%	Total
Non-Metered Fees	14	\$33.00	\$5,544.00	\$33.99	\$5,710.32	\$34.65	\$5,821.20	\$35.31	\$5,932.08	\$36.30	\$6,098.40	\$37.95	\$6,375.60
	0	\$44.00	\$0.00	\$45.32	\$0.00	\$46.20	\$0.00	\$47.08	\$0.00	\$48.40	\$0.00	\$50.60	\$0.00
	1	\$15.00	\$180.00	\$15.45	\$185.40	\$15.75	\$189.00	\$16.05	\$192.60	\$16.50	\$198.00	\$17.25	\$207.00
Consumption Rate	77	\$4.12	\$3,806.88	\$4.24	\$3,921.09	\$4.33	\$3,997.22	\$4.41	\$4,073.36	\$4.53	\$4,187.57	\$4.74	\$4,377.91
Water Base	110	\$13.00	\$1,160.00	\$13.39	\$1,674.80	\$13.65	\$1,801.80	\$13.91	\$1,836.120	\$14.30	\$1,876.00	\$14.95	\$1,973.40
	6	\$25.00	\$1,800.00	\$25.75	\$1,854.00	\$26.25	\$1,890.00	\$26.75	\$1,926.00	\$27.50	\$1,980.00	\$28.75	\$2,070.00
	3	\$20.75	\$747.00	\$21.37	\$769.41	\$21.79	\$784.35	\$22.20	\$799.29	\$22.83	\$821.70	\$23.86	\$859.05
	3	\$10.50	\$378.00	\$10.82	\$389.34	\$11.03	\$396.90	\$11.24	\$404.46	\$11.55	\$415.80	\$12.08	\$434.70
	4	\$32.00	\$1,536.00	\$32.96	\$1,582.08	\$33.60	\$1,612.80	\$34.24	\$1,643.52	\$35.20	\$1,689.60	\$36.80	\$1,766.40
	2	\$45.00	\$1,080.00	\$46.35	\$1,112.40	\$47.25	\$1,134.00	\$48.15	\$1,155.60	\$49.50	\$1,188.00	\$51.75	\$1,242.00
ACE Reserve	2	\$60.00	\$1,440.00	\$61.80	\$1,483.20	\$63.00	\$1,512.00	\$64.20	\$1,540.80	\$66.00	\$1,584.00	\$69.00	\$1,656.00
	124	\$15.00	\$2,320.00	\$15.45	\$2,298.60	\$15.75	\$2,343.60	\$16.05	\$2,388.240	\$16.50	\$24,552.00	\$17.25	\$25,668.00
Garbage	101	\$29.25	\$35,451.00	\$30.13	\$36,514.53	\$30.71	\$37,223.55	\$31.30	\$37,932.57	\$32.18	\$38,996.10	\$33.64	\$40,768.65
	7	\$34.00	\$2,856.00	\$35.02	\$2,941.68	\$35.70	\$2,998.80	\$36.38	\$3,055.92	\$37.40	\$3,141.60	\$39.10	\$3,284.40
	0	\$47.00	\$0.00	\$48.41	\$0.00	\$49.35	\$0.00	\$50.29	\$0.00	\$51.70	\$0.00	\$54.05	\$0.00
	3	\$16.50	\$594.00	\$17.00	\$611.82	\$17.33	\$623.70	\$17.66	\$635.58	\$18.15	\$653.40	\$18.98	\$683.10
	2	\$33.00	\$792.00	\$33.99	\$815.76	\$34.65	\$831.60	\$35.31	\$847.44	\$36.30	\$871.20	\$37.95	\$910.80
	1	\$200.00	\$2,400.00	\$206.00	\$2,472.00	\$210.00	\$2,520.00	\$214.00	\$2,568.00	\$220.00	\$2,640.00	\$230.00	\$2,760.00
	0	\$425.00	\$0.00	\$437.75	\$0.00	\$446.25	\$0.00	\$454.75	\$0.00	\$467.50	\$0.00	\$488.75	\$0.00
	1	\$225.00	\$2,700.00	\$231.75	\$2,781.00	\$236.25	\$2,835.00	\$240.75	\$2,889.00	\$247.50	\$2,970.00	\$258.75	\$3,105.00
2	\$115.00	\$2,760.00	\$118.45	\$2,842.80	\$120.75	\$2,898.00	\$123.05	\$2,953.20	\$126.50	\$3,036.00	\$132.25	\$3,174.00	
1	\$17.25	\$207.00	\$17.77	\$213.21	\$18.11	\$217.35	\$18.46	\$221.49	\$18.98	\$227.70	\$19.84	\$238.05	
Joint Landfill	108	\$12.00	\$15,552.00	\$12.36	\$16,018.56	\$12.60	\$16,329.60	\$12.84	\$16,640.64	\$13.20	\$17,107.20	\$13.80	\$17,884.80
	9	\$15.00	\$1,620.00	\$15.45	\$1,668.60	\$15.75	\$1,701.00	\$16.05	\$1,733.40	\$16.50	\$1,782.00	\$17.25	\$1,863.00
	1	\$20.00	\$240.00	\$20.60	\$247.20	\$21.00	\$252.00	\$21.40	\$256.80	\$22.00	\$264.00	\$23.00	\$276.00
	4	\$7.50	\$360.00	\$7.73	\$370.80	\$7.88	\$378.00	\$8.03	\$385.20	\$8.25	\$396.00	\$8.63	\$414.00
Sewer	106	\$21.50	\$27,348.00	\$22.15	\$28,168.44	\$22.58	\$28,715.40	\$23.01	\$29,262.36	\$23.65	\$30,082.80	\$24.73	\$31,450.20
	7	\$34.25	\$2,877.00	\$35.28	\$2,963.31	\$35.96	\$3,020.85	\$36.65	\$3,078.39	\$37.68	\$3,164.70	\$39.39	\$3,308.55
	2	\$88.00	\$2,112.00	\$90.64	\$2,175.36	\$92.40	\$2,217.60	\$94.16	\$2,259.84	\$96.80	\$2,323.20	\$101.20	\$2,428.80
	1	\$145.00	\$1,740.00	\$149.35	\$1,792.20	\$152.25	\$1,827.00	\$155.15	\$1,861.80	\$159.50	\$1,914.00	\$166.75	\$2,001.00
	1	\$77.00	\$924.00	\$79.31	\$951.72	\$80.85	\$970.20	\$82.39	\$988.68	\$84.70	\$1,016.40	\$88.55	\$1,062.60
4	\$17.00	\$816.00	\$17.51	\$840.48	\$17.85	\$856.80	\$18.19	\$873.12	\$18.70	\$897.60	\$19.55	\$938.40	
Storm	118	\$3.39	\$4,800.74	\$3.49	\$4,944.25	\$3.56	\$5,040.25	\$3.63	\$5,136.26	\$3.73	\$5,280.26	\$3.90	\$5,520.28



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
TAXATION			
1-00-00-110	Taxes Residential	167,796.62	175,000.00
1-00-00-111	Taxes Non-Residential	46,938.72	50,000.00
1-00-00-112	Taxes M & E	1,817.35	1,800.00
1-00-00-190	Taxes Linear	25,184.67	20,750.00
1-00-00-230	Taxes Federal GIL	892.31	900.00
1-00-00-321	ASFF Residential Levy	27,555.43	26,500.00
1-00-00-322	ASFF Non-Residential Levy	11,297.39	11,000.00
1-00-00-330	Seniors Housing Levy	1,841.98	1,900.00
*	TOTAL TAXATION	283,324.47	287,850.00
REQUISITIONS			
2-00-00-321	ASFF Requisition Residential	22,128.92	36,700.00
2-00-00-330	Seniors Foundation Requisition	1,842.00	1,900.00
*	TOTAL REQUISITIONS	23,970.92	38,600.00
**P	TOTAL TAX AVAILABLE FOR MUNICI	259,353.55	249,250.00
GENERAL REVENUE			
1-00-00-510	Penalties Taxes	26,629.99	26,900.00
1-00-00-540	Franchise Fees - Natural Gas	22,250.92	23,500.00
1-00-00-541	Franchise Fees - Electricity	13,526.67	25,100.00
1-00-00-550	Bank Interest	2,884.72	3,700.00
1-01-00-590	Other Revenue Own Sources Invest	315.00	100.00
1-11-00-152	Council Health Benefit Cost Recovery	1,094.82	2,300.00
**	TOTAL GENERAL REVENUE	66,702.12	81,600.00
ADMIN REVENUE			
1-12-00-401	Sales Photocopies, Faxes, Services	823.98	975.00
1-12-00-430	Sales Hats, Pins, Promotional	0.00	25.00
1-12-00-560	Rental Revenue Adm	8,431.79	8,845.00
1-12-00-590	Other Revenue Own Sources Adm	1,841.33	5,630.00
1-12-00-840	Grants Conditional Provincial Adm	274,826.00	160,000.00
1-12-00-911	LTO Cost Recovery	250.00	250.00
**	TOTAL ADMIN REVENUE	286,173.10	175,725.00
FINE REVENUE			
1-21-00-530	Fines Police	500.00	0.00
**	TOTAL FINE REVENUE	500.00	0.00
FIRE REVENUE			
1-23-00-410	Fees Fire Fighting	12,484.82	14,500.00
1-23-00-415	Fire Dept Donations	0.00	300.00
1-23-00-850	Grants Conditional Local Gov't Fire	20,730.03	20,500.00
**	TOTAL FIRE REVENUE	33,214.85	35,300.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
BYLAW REVENUE			
1-26-00-522	License Animal	600.00	450.00
1-26-00-523	Business Licenses	350.00	350.00
1-26-00-590	Fines Bylaw	425.00	150.00
** TOTAL BYLAW REVENUE		1,375.00	950.00
PUBLIC WORKS REVENUE			
1-32-00-430	Sales Service (Grass,Snow)	1,063.10	1,450.00
1-32-00-560	PW Rental Revenue	0.00	200.00
1-32-00-830	Grants Federal (CSJ) PW	8,400.00	8,662.50
** TOTAL PUBLIC WORKS REVENUE		9,463.10	10,312.50
STORMWATER REVENUE			
1-37-00-410	Stormwater Infrastructure Renewal	4,383.36	4,915.00
** TOTAL STORMWATER REVENUE		4,383.36	4,915.00
WATER REVENUE			
1-41-00-410	Water Consumption	35,402.81	40,020.00
1-41-00-411	Regional Water Fund	21,405.50	24,200.00
1-41-00-412	Water Base Fee	25,756.74	31,615.00
1-41-00-510	Penalties Water	2,133.24	2,445.00
** TOTAL WATER REVENUE		84,698.29	98,280.00
SEWER REVENUE			
1-42-00-410	Billings Sewer	32,156.76	35,870.00
** TOTAL SEWER REVENUE		32,156.76	35,870.00
SOLID WASTE			
1-43-00-410	Billings Garbage	43,063.85	48,920.00
1-43-00-411	Regional SWM Infrastructure Fee	16,498.70	18,650.00
** TOTAL SOLID WASTE		59,562.55	67,570.00
COMMUNITY REVENUE			
** TOTAL COMMUNITY REVENUE		0.00	0.00
LAND REVENUE			
1-61-00-522	Permits (Development, Subdivision)	0.00	125.00
1-61-00-840	Grants - Provincial	0.00	10,000.00
** TOTAL LAND REVENUE		0.00	10,125.00
RECREATION REVENUE			
1-72-00-590	Fees Park Grounds	0.00	18,000.00
** TOTAL RECREATION REVENUE		0.00	18,000.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
CULTURAL REVENUE			
1-74-00-415	Museum Donations	100.00	0.00
**	TOTAL CULTURAL REVENUE	100.00	0.00
***	TOTAL REVENUE	837,682.68	787,897.50
COUNCIL EXPENSE			
2-11-00-130	Employer Cont Source Dec=ductions	2.80	500.00
2-11-00-151	Fees Council	5,400.00	7,200.00
2-11-00-152	Benefits Council	2,007.17	1,965.00
2-11-00-211	Travel/Subsistence Council	357.14	1,000.00
2-11-00-212	Conventions/Seminars Council	860.00	2,500.00
2-11-00-274	Council Insurance	582.00	2,000.00
**	TOTAL COUNCIL EXPENSE	9,209.11	15,165.00
ADMIN EXPENSE			
2-12-00-110	Salaries & Wages Adm	57,118.27	62,466.00
2-12-00-111	Honorarium (Admin)	0.00	750.00
2-12-00-130	Employer Contributions Source Adm	4,011.78	3,500.00
2-12-00-131	Employer Benefits Adm	20,401.31	11,200.00
2-12-00-135	Workers Compensation ADM	699.15	1,650.00
2-12-00-211	Travel/Subsistence Adm	0.00	1,050.00
2-12-00-212	Education Adm	260.00	1,000.00
2-12-00-215	Telecommunications	5,425.07	5,800.00
2-12-00-216	Postage & Freight	433.05	2,300.00
2-12-00-220	Membership Dues Adm	1,229.45	1,300.00
2-12-00-221	Advertising/Printing/Subscriptions Adm	5,925.32	10,000.00
2-12-00-230	Audit/Assessor Fees Adm	31,430.00	30,000.00
2-12-00-250	Contracted Services Adm	21,847.51	10,000.00
2-12-00-274	Insurance Adm	2,525.00	3,275.00
2-12-00-510	Goods, Materials & Supplies Adm	7,195.59	30,000.00
2-12-00-540	Utilities Heat Adm	1,295.02	1,600.00
2-12-00-541	Utilities Power Adm	2,355.04	2,500.00
2-12-00-810	Bank Charges Adm	1,449.76	1,520.00
2-12-00-911	Land Title Charges	810.00	750.00
2-12-00-995	Legal Expenses	33,887.88	35,000.00
2-12-00-770	Grants to Organizations Adm	0.00	300.00
**	TOTAL ADMIN EXPENSE	198,299.20	215,961.00
FIRE EXPENSE			
2-23-00-120	Salaries & Wages Fire	16,005.00	20,700.00
2-23-00-211	Travel & Subsistence Fire	2,109.53	500.00
2-23-00-215	Telecommunications Fire	2,962.01	2,900.00
2-23-00-217	Freight & Postage Fire	26.90	50.00
2-23-00-234	Training Fire	2,333.19	10,000.00
2-23-00-250	Contracted Services Fire	559.57	3,000.00
2-23-00-274	Insurance Fire	2,284.00	2,000.00
2-23-00-510	Supplies, Goods & Equipment Fire	12,448.64	15,000.00
2-23-00-540	Utilities Heat Fire	1,887.75	2,500.00
2-23-00-541	Utilities Power Fire	1,425.04	1,900.00
2-23-00-762	Transfer to Capital Reserves Fire	0.00	4,000.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
**	TOTAL FIRE EXPENSE	42,041.63	62,550.00
	EMGERENCY SERVICE EXPENSE		
	2-25-00-310 911 Requisition	1,427.20	1,430.00
**	TOTAL EMGERENCY SERVICE EXPENS	1,427.20	1,430.00
	BYLAW EXPENSE		
	2-26-00-221 Bylaw Advertising	0.00	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	24,296.65	26,460.00
	2-32-00-111 Honorarium (PW)	0.00	750.00
	2-32-00-115 Salaries & Wages Casual PW	9,240.00	17,325.00
	2-32-00-130 Employer Contributions Source PW	2,061.18	2,500.00
	2-32-00-131 Employer Benefits PW	5,902.18	3,500.00
	2-32-00-211 Travel & Subsistence PW	0.00	100.00
	2-32-00-215 Telecommunications PW	2,318.59	2,575.00
	2-32-00-217 Freight & Postage PW	405.97	0.00
	2-32-00-250 Contracted Services PW	542.77	20,000.00
	2-32-00-270 CN Services PW	130.00	130.00
	2-32-00-274 Insurance PW	5,200.00	5,200.00
	2-32-00-510 Goods, Supplies & Materials PW	96,374.22	50,000.00
	2-32-00-521 Fuel & Oil PW	5,529.66	7,200.00
	2-32-00-540 Utilities Heat PW	1,506.36	1,675.00
	2-32-00-541 Utilities Power (Street/Shop) PW	48,761.17	55,650.00
	2-32-00-762 Transfer to Capital PW	0.00	9,500.00
**	TOTAL PUBLIC WORKS EXPENSE	202,268.75	202,565.00
	STORM DRAINAGE EXPENSE		
	2-37-00-510 Goods & Equipment Repairs - Storm Draina	1,200.00	750.00
**	TOTAL STORM DRAINAGE EXPENSE	1,200.00	750.00
	WATER EXPENSES		
	2-41-00-110 Salaries & Wages Water	10,091.40	11,340.00
	2-41-00-130 Employer Contributions Source Water	702.56	1,300.00
	2-41-00-131 Employer Benefits Water	1,102.93	250.00
	2-41-00-215 Telecommunications - Water	902.53	660.00
	2-41-00-250 Contracted Services Water	6,399.49	7,350.00
	2-41-00-274 Insurance Water	3,400.00	3,400.00
	2-41-00-350 ACE Regional Water Purchase	53,005.95	60,500.00
	2-41-00-510 Goods, Supplies & Materials Water	7,607.89	2,600.00
	2-41-00-540 Utilities Heat Water Plant	1,250.47	1,510.00
	2-41-00-541 Utilities Power Water Plant	5,149.35	6,160.00
	2-41-00-840 750-Capital ACE Water Contribution	0.00	24,140.00
**	TOTAL WATER EXPENSES	89,612.57	119,210.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
SEWER EXPENSE			
2-42-00-110	Salaries & Wages Sewer	5,790.75	6,426.00
2-42-00-130	Employer Contributions Source Sewer	406.85	1,150.00
2-42-00-131	Employer Benefits Sewer	299.84	850.00
2-42-00-215	Freight/Phone/Postage Sewer	0.00	50.00
2-42-00-250	Contracted Services Sewer	0.00	1,700.00
2-42-00-274	Insurance Sewer	1,275.00	1,275.00
2-42-00-510	Goods, Supplies & Materials Sewer	2,240.00	30,000.00
2-42-00-541	Utilities Power Sewer Lift Stations	4,768.02	5,175.00
2-42-00-762	Transfer to Capital Sewer	0.00	10,000.00
** TOTAL SEWER EXPENSE		14,780.46	56,626.00
GARBAGE EXPENSE			
2-43-00-110	Salaries & Wages Garbage	17,812.33	19,908.00
2-43-00-130	Employer Contributions Source Garbage	1,244.90	2,800.00
2-43-00-131	Employer Benefits Garbage	1,502.58	250.00
2-43-00-250	Contracted Services Garbage	20,734.71	28,500.00
2-43-00-274	Insurance Garbage	360.00	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		41,654.52	70,818.00
FCSS EXPENSE			
2-51-00-351	FCSS Requisition	1,837.75	1,850.00
** TOTAL FCSS EXPENSE		1,837.75	1,850.00
PLANNING EXPENSE			
2-61-00-510	General Goods, Supplies and Materials	0.00	500.00
2-61-00-250	Contracted Services	767.00	5,580.00
2-61-00-840	Grants - Provincial	0.00	10,000.00
** TOTAL PLANNING EXPENSE		767.00	16,080.00
LAND PURCHASES EXPENSE			
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00
RECREATION EXPENSES			
2-72-00-130	Employer Contributions Source Recreation	0.00	110.00
2-72-00-215	Freight/Phone/Postage Recreation	811.90	750.00
2-72-00-221	Printing/Advertising/Subscriptions	380.00	500.00
2-72-00-250	Contracted Services Recreation	0.00	3,500.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00
2-72-00-274	Insurance Recreation	1,126.15	3,000.00
2-72-00-510	Goods, Materials & Supplies Recreation	0.00	8,000.00
2-72-00-511	Rec Park Float	0.00	100.00
2-72-00-521	Fuel and Oil Park	352.16	500.00
2-72-00-540	Utilities Heat Park Building	481.36	775.00
2-72-00-541	Utilities Power Park Grounds	1,248.39	5,650.00
2-72-00-762	Transfer to Capital Recreation	0.00	5,000.00



Village of Innisfree
Revenue & Expense Report

General Ledger	Description	2020 Actual	2020 Budget
**	TOTAL RECREATION E XPENSES	4,399.96	28,635.00
	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	1,166.29	1,150.00
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500.00
2-74-00-510	Goods & Materials Library/Museum/Culture	75.00	0.00
2-74-00-540	Utilities Heat Museum	2,531.89	2,726.00
2-74-00-541	Utilities Power Museum	1,252.69	1,355.00
2-74-00-415	Donations - Museum	100.00	0.00
**	CULTURE EXPENSES	8,625.87	10,431.00
***	TOTAL EXPENSES	616,124.02	803,421.00
****	(SUPLUS)/DEFICIT	(221,558.66)	15,523.50

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-12-09

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		26,629.99			
					Outstanding Penalty		21,273.21			
Sub Ledger					General Ledger					
		Current	57,837.46							
		1 Year	50,379.95			3-00-00-211	57,837.46			
		2 Years	28,325.37			3-00-00-212	118,485.93			
		3 Years	15,913.84			Totals	<u>176,323.39</u>			
		Over 3	23,866.77							
		Outstanding	<u>176,323.39</u>							
						Total GL	176,323.39			
						Total SL	176,323.39			
						Proof	<u>0.00</u>			

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2020-12-09

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	12,270.31		
Overdue 1	2,895.61	3-00-00-274	26,722.78
Overdue 2	2,054.37		
Overdue 3	1,589.58		
Overdue 4	7,912.91		
Outstanding	26,722.78	Totals	26,722.78
		Total GL	26,722.78
		Total SL	26,722.78
		Proof	0.00

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20200561	2020-11-17	Alberta Municipal Services Corpor			PAYMENT		6,539.01
			2-32-00-540	20-1036079	Gas - New PW Shop	87.18	
			2-41-00-540	20-1036079	Gas - WTP	111.25	
			2-74-00-540	20-1036079	Gas - Museum	221.36	
			2-23-00-540	20-1036079	Gas - Fire Hall	195.03	
			2-12-00-540	20-1036079	Gas - Office	82.79	
			2-32-00-541	20-1036079	Sentinel Lights	57.03	
			2-32-00-541	20-1036079	Power - New PW Shop	346.42	
			2-41-00-541	20-1036079	Power - WTP	444.21	
			2-32-00-541	20-1036079	Power - Old PW Shop	21.00	
			2-74-00-541	20-1036079	Power - Museum	136.38	
			2-23-00-541	20-1036079	Power - Fire Hall	153.02	
			2-12-00-541	20-1036079	Power - Office	251.33	
			2-42-00-541	20-1036079	Power - Lift Station	168.12	
			2-42-00-541	20-1036079	Power - Lift Station	128.02	
			2-42-00-541	20-1036079	Power - Lift Station	181.82	
			2-72-00-541	20-1036079	Power - Rec Park	160.70	
			2-32-00-541	20-1036079	Xmas Lights	21.00	
			2-32-00-541	20-1036079	Street Lights	3,772.35	
20200562	2020-11-17	Alta-Wide Builders			PAYMENT		75.73
			2-32-00-510	635604,635973	Pine Shelf	52.48	
			2-32-00-510	635604,635973	mapei ultra mastic	18.14	
			2-32-00-510	635604,635973	White Caulking	5.11	
20200563	2020-11-17	Box Clever			PAYMENT		647.85
			2-12-00-510	M-012	WEBSITE ANNUAL FEE	647.85	
20200564	2020-11-17	County of Minburn			PAYMENT		207.00
			2-23-00-120	30329	FIRE CALL OUT - MANNVILLE	207.00	
20200565	2020-11-17	Minco Gas Co-op Ltd.			PAYMENT		69.23
			2-72-00-540	October2020	REC PARK GAS	69.23	
20200566	2020-11-17	Municipal Information Systems Inc			PAYMENT		1,416.78
			2-12-00-250	20201670	SOFTWARE INSTALLATION PLAN 27.	1,416.78	
20200567	2020-11-17	Telus Communications Company			PAYMENT		483.73
			2-12-00-215	Oct28-Nov27,20	Cable Mileage	45.82	
			2-12-00-215	Oct28-Nov27,20	780-592-2010	73.72	
			2-41-00-215	Oct28-Nov27,20	780-592-2414	94.72	
			2-12-00-215	Oct28-Nov27,20	780-592-3729	73.83	
			2-12-00-215	Oct28-Nov27,20	780-592-3886	121.92	
			2-23-00-215	Oct28-Nov27,20	780-592-3939	73.72	
20200568	2020-11-17	Telus Mobility			PAYMENT		208.49
			2-12-00-215	Oct17-Nov01	ADMIN CELL PHONE	55.62	
			2-32-00-215	Oct17-Nov01	PW CELL PHONE	152.87	
20200569	2020-11-17	Town of Vegreville			PAYMENT		517.36
			2-41-00-250	IVC58012	WTP OCTOBER 2020 SUPERVISION	517.36	
20200570	2020-11-17	Trans Canada Yellowhead Highwa			PAYMENT		40.53
			2-12-00-220	2143	MUNICIPAL CONTRIBUTION 2021 \$0.	40.53	
20200571	2020-11-17	UFA Co-Operative Limited			PAYMENT		138.52
			2-32-00-510	Oct01-31,2020	CULVERT CPLR 300MM & CULVERT	138.52	
20200584	2020-11-24	AMSC Insurance Services			PAYMENT		558.00
			2-11-00-274	2020VFIS-81	Council class premium	24.00	
			2-12-00-274	2020VFIS-81	Municipal volunteer premium	250.00	
			2-23-00-274	2020VFIS-81	Firefighter premium	284.00	
20200585	2020-11-24	B & R Eckel's Transport			PAYMENT		84.72
			2-32-00-217	4780895	SHIPPING FOR SKID SHOES	84.72	
20200586	2020-11-24	Doug's Backhoe & Bobcat Service			PAYMENT		2,747.85
			2-32-00-510	7556	CHANGE CURBSTOP ACROSS FROM	2,747.85	
20200587	2020-11-24	Government of Alberta			PAYMENT		10,000.00
			4-12-00-500	November2020	CARES GRANT REFUND	10,000.00	



Village of Innisfree

Cheque Listing For Council

2020-Dec-9

4:38:51PM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20200588	2020-11-24	Kostynuk, Eldon	2-23-00-215	November2020	PAYMENT FIRE CHIEF CELL PHONE ALLOWAN	50.00	50.00
20200589	2020-11-24	McEwen, Darlene	2-12-00-250	November2020	PAYMENT NOVEMBER 2020 CLEANING SERVIC	200.00	200.00
20200590	2020-11-24	McMann, Deborah	2-11-00-211	November2020	PAYMENT MILEAGE FOR FCSS MEETING NOV.	35.40	35.40
20200591	2020-11-24	Oudshoorn, William	2-11-00-211	November2020	PAYMENT MILEAGE FOR LANDFILL MEETING N	34.22	34.22
20200592	2020-11-24	Village of Innisfree Library	2-74-00-350	2020-11-17/16	PAYMENT 2020 MUNICIPAL CONTRIBUTION TO	3,500.00	3,500.00
20200593	2020-12-02	AMSC Insurance Services	2-11-00-152 2-32-00-131 2-32-00-131 2-12-00-131 2-12-00-131	0732-41,471 0732-41,471 0732-41,471 0732-41,471 0732-41,471	PAYMENT Aaron Cannan Justin Fleming Bobbi Jo Jackson - PW Bobbi Jo Jackson-Admin Brooke Magosse	182.47 306.98 279.92 279.92 616.53	1,665.82
20200594	2020-12-02	ATB Financial MasterCard	2-12-00-221 2-12-00-510 2-32-00-215 2-32-00-510 2-32-00-510 2-23-00-211 2-12-00-510	Oct14-Nov12,20 Oct14-Nov12,20 Oct14-Nov12,20 Oct14-Nov12,20 Oct14-Nov12,20 Oct14-Nov12,20 Oct14-Nov12,20	PAYMENT Canada Post Adobe PDF Viewer McsNet - PW shop PW-Washer Flat and Washer Lock etc. christmas lights Lakeview Inn - Fire Training Coffee	50.58 21.41 209.90 28.21 336.65 572.25 5.24	1,224.24
20200595	2020-12-02	BAR ENGINEERING	2-32-00-510	0030147	PAYMENT 50 ST. FLOOD MITIGATION	879.61	879.61
20200596	2020-12-02	Bergman, Grant	2-12-00-995	FOIPP	PAYMENT REFUND FOIPP FEES - MOTION 2020	247.00	247.00
20200597	2020-12-02	Brownlee LLP	2-12-00-995	507156	PAYMENT GRANT BERGMAN - TAX BYLAW CH/	2,378.46	2,378.46
20200598	2020-12-02	Digital Connection Inc.	2-12-00-221	291812	PAYMENT LIBRARY PHOTOCOPIER	156.39	156.39
20200599	2020-12-02	Wells Fargo Equipment Fin Co	2-12-00-250	5012760187	PAYMENT ADMIN PHOTOCOPIER	623.17	623.17
20200614	2020-12-03	CANADA REVENUE AGENCY	4-00-00-237	November2020	PAYMENT CURRENT SOURCE DEDUCTIONS	3,129.71	3,129.71
20200615	2020-12-08	ACE	2-41-00-350	INN-11302020	PAYMENT NOVEMBER 2020 WATER CONSUMP	4,280.40	4,280.40
20200616	2020-12-08	Brownlee LLP	2-12-00-995	507872	PAYMENT FOIP REQUEST FOR REVIEW - GRAI	236.25	236.25
20200617	2020-12-08	County of Minburn	2-43-00-250	30361	PAYMENT TIPPAGE AND TRUCKING	1,049.93	1,049.93
20200618	2020-12-08	Lakeland College	2-32-00-510	December2020	PAYMENT SANDER FOR PW TRUCK	1,700.00	1,700.00
20200619	2020-12-08	Suncor Energy Products Partnersl	2-32-00-521	20-12-01	PAYMENT FUEL FOR PUBLIC WORKS	351.21	351.21

Total 45,476.61

*** End of Report ***

Village of Innisfree (CAO)

From: Terri Hampson <THampson@nlls.ab.ca>
Sent: December 1, 2020 11:01 AM
To: Terri Hampson
Cc: Vicky Lefebvre
Subject: NLLS correspondence
Attachments: 2020 11 20 Board Minutes Draft.docx; 2020 08 21 Board Minutes.docx; Alta Report for NLLS - Nov 2020.docx; Interim Director Nov 2020 Report.docx; IT Dept Report Nov 2020.pdf; LMC Report Nov 2020.pdf; Marketing Report Nov 2020.pdf; NLLS POS 2021- 2023.pdf; NLLS with interview 1.mp4

Good Morning,

Our Executive Board recently passed a motion to direct NLLS Administration to send out NLLS Correspondence to all CAO's and Library Board Chairs after each General Board Meeting to ensure the information is being distributed. Please find attached for your next meeting for information purposes the following files.

- Draft Minutes – Nov 20 2020 Board Meeting
- Approved Minutes – Aug 21 2020 Board Meeting
- Plan of Service 2021-2023
- ALTA Report – Link to website <https://librarytrustees.ab.ca/>
- Director and Dept Reports
- NLLS Video – what we do

Any questions I am happy to assist. Have a great week.

Thank you

Terri Hampson
Interim Acting Director
Northern Lights Library System
780-724-2596 ext. 2110
780-545-4169 cell

I would like to respectfully acknowledge that my workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples

This communication is intended for use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Northern Lights Library System Board
Regular Board Meeting
Northern Lights Library System Via Zoom
5615 - 48 Street, Elk Point, AB
10:00 AM Friday Nov 20, 2020
Meeting Minutes

Present via Zoom

Amyotte, Laurent- County of St. Paul
Fodness, Maxine (Alt) - County of St. Paul
Acres, Judy - Town of Viking
Bruce, Barry - Beaver County
Shaw, Karen - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Jubinville, Marc - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
Schueler, Judy - Town of Bruderheim
Berry, Loraine - Town of Gibbons
Arnold, Mary - Village of Paradise Valley
Oudshoorn, Will - Village of Innisfree
Anheliger, Jennifer – Town of Morinville/Alta Rep
Dafoe, Stephen – (Alt) Town of Morinville
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord
Noel, Norm - Town of St. Paul
Smith, Ina - S.V. of Pelican Narrows
Reid, Tom - Village of Edgerton
Valleau, Phil – MD of Wainwright

Foley, Bob - Town of Wainwright
Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
McRae, David (Alt) - Town of Redwater
Dorosh, Les – Town of Rewater
Heslin, Cyndy - Village of Ryley
Kayban, Melody (Alt) - Town of Smoky Lake
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Diduck, David - Lamont County
Lupul, Sheila - Village of Andrew
Gramlich, Val - Village of Chauvin
Kowalski, Mathew (Alt) – Village of Ryley
Rudolf, Donna - Village of Myrnam
Storoschuk, Lorna - Town of Bonnyville
Cherniwchan, Tannia - Town of Athabasca
Stelmaschuk, Jason - County of Vermilion River
Sorochan, Elaine – Town of Two Hills
Harvey, Al - Town of Lamont

Present Via Zoom by Phone

Bielesch, Shantell (Alt) – Village of Mannville
Beniuk, Darlene - Lac La Biche County

McLuckie, Jill - Village of Mannville
Thompson, Justin - Town of Vermilion

Absent

Filipchuk, Richard - Thorhild County
Hursin, Amelia (Myn) - S.V. of West Baptiste
Romanko, Don - Village of Vilna
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Binder, Duncan - S.V. of Island Lake

Krahulec, Julie - Village of Waskatenau
Irving, Dennis - S.V. of Whispering Hills
Tarrant, Thomas - S.V. Island Lake South
Lawrence, Tara - Village of Marwayne
Tiedemann, Larry - S.V. of Mewatha Beach

Staff

Hampson, Terri - Interim Director/Recording Secretary
Kelly McGrath – IT Manager
Elliott, Heather - Marketing Manager

Guests

Dahlgren, Jodi - LMC
DeSousa, Jordan - PLSB
Woloshyniuk, Tracy - ANE

1. Call to order via Zoom – Meeting called to order at 10:07 am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda –

2020/11/20 -M1- Lorna Storoschuk motions to accept the Agenda as amended - carried

5. Minutes of Aug 21, 2020

2020/11/20 -M2 -Karen Shaw motions to accept the Minutes of Aug 21, 2020 – carried

6. For Information

- 6.1. PLSB Report – Jordan DeSousa

2020/11/2020 – M3 -Barbara Smith motions to accept the PLSB Verbal report as presented – carried

6.2. Library Managers Council Report – Jodi Dahlgren

2020/11/2020 – M4 –Melody Kaban motions to accept the LMC report as presented - carried

6.3. ALTA report – Jen Anheliger

2020/11/20 -M5 Les Dorosh motions to accept the ALTA report as presented – carried

6.4. Financials – Terri Hampson

2020/11/20 -M6 Will Oudshoorn motions to accept the Financial report as presented -carried

2020/11/20- M7 David Berry Motions to accept the 2021 Budget as distributed and approved – carried

6.5. Chairman’s Report – Vicky Lefebvre

2020/11/20 – M8- Debra McQuinn motions to accept the NLLS Chair Report as presented – carried

6.6. Interim Director Report – Terri Hampson

- Including other department reports

2020/11/20 -M9- Cyndy Heslin motions to accept the Interim Directors report as presented -carried

6.7. Organizational Review Updated – Vicky Lefebvre

2020/11/20 – M10-Lorraine Berry motions to accept the Organizational review as presented – carried

6.8. Future General Board Meeting – Vicky Lefebvre

- Fri or Sat poll

2020/11/20 – M11- Justin Thompson motions the General Board Meeting be held on Friday’s for all 2021 scheduled dates – carried

6.9. Plan of Service Committee Update – Cyndy Heslin

2020/11/20 – M12- Daryl Frank motions to accept the 2021-2013 Plan of Service for NLLS – carried

6.10. Mentorship Discussion: Trustee Mentorship volunteers: Vicky Lefebvre, Barbara Smith, Larry Tiedemann. For those other trustees willing to put their name forward please send email to Terri Hampson.

6.11. Election for Member at Large #2 Position for the Executive Committee

Member at Large #2:

Jenn Anheliger – Morinville – self nomination

Warren Griffin nominates Will Oudshoorn from Village of Innisfree, accepts

Justin Thompson – Vermilion – self nomination

2020/11/20 -M13-Cyndy Heslin motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Jenn Anheliger has been voted in.

Poll results, Text and Paper noted votes were deleted/destroyed.

6.11. Frog Lake Library Board - update

6.12. NLLS Video

6.13. USB Board Member Orientation – Vicky Lefebvre

6.14. In Camera - Personnel

2020/11/20- M14 - Tom Reid motions to go into camera at 11:54, all in favor, motion carried.

2020/11/20- M15 – Will Oudshoorn motions to come out of camera at 11:57am, all in favor, motion carried.

The next regular board meeting: Friday February 26, 2021 at 10:00am

7. Adjournment

2020/11/20- M16 – Doug Coubrough motions to adjourn the meeting at 12:01pm, all in favor, motion carried.

DRAFT

Northern Lights Library System Board
Regular Board Meeting
Northern Lights Library System Via Zoom
5615 - 48 Street, Elk Point, AB
10:00 AM Friday Aug 21, 2020
Meeting Minutes

Present via Zoom

Amyotte, Laurent- County of St. Paul
Fodness, Maxine (Alt) - County of St. Paul
Acres, Judy - Town of Viking
Bruce, Barry - Beaver County
Shaw, Karen - Sturgeon County
Frank, Daryl - Village of Kitscoty
Griffin, Warren - Athabasca County (Vice-Chair)
Swigart, Dana - M.D. of Bonnyville
Lefebvre, Vicky - City of Cold Lake (Chair)
Lukinuk, Craig - Smoky Lake County
McLuckie, Jill - Village of Mannville
Millante, Jaycynth - Town of Gibbons
Arnold, Mary - Village of Paradise Valley
Oudshoorn, Will - Village of Innisfree
Anheliger, Jennifer – Town of Morinville/Alta Rep
Dafoe, Stephen – (Alt) Town of Morinville
Saskiw, Dianne - County of Two Hills
May, Tanya - Town of Bon Accord

Foley, Bob - Town of Wainwright
Smith, Barbara - Village of Boyle
Brown, Cathy - Town of Tofield
Coubrough, Doug - Village of Irma
McRae, David - Town of Redwater
Thompson, Justin - Town of Vermilion
Heslin, Cyndy - Village of Ryley
Lawrence, Tara - Village of Marwayne
Berry, David - Town of Vegreville
Sabo, Lillian - Town of Mundare
McQuinn, Debra - Town of Elk Point
Kaban, Melody – (Alt) Town of Smoky Lake
Olechow, Wayne - Town of Bruderheim
Gramlich, Val - Village of Chauvin
Beniuk, Darlene - Lac La Biche County
Rudolf, Donna - Village of Myrnam
Storoschuk, Lorna - Town of Bonnyville
Cherniwchan, Tannia - Town of Athabasca

Present Via Zoom by Phone

Tiedemann, Larry - S.V. of Mewatha Beach

Absent

Filipchuk, Richard - Thorhild County
Hursin, Amelia (Myn) - S.V. of West Baptiste
Stelmaschuk, Jason - County of Vermilion River
Smith, Ina - S.V. of Pelican Narrows
Tomaszyk, Ed - S.V. of Bondiss, Sunset Beach
Noel, Norm - Town of St. Paul
Binder, Duncan - S.V. of Island Lake
Diduck, David - Lamont County

Lupul, Sheila - Village of Andrew
Irving, Dennis - S.V. of Whispering Hills
Romanko, Don - Village of Vilna
Tarrant, Thomas - S.V. Island Lake South
Krahulec, Julie - Village of Waskatenau
Harvey, Al - Town of Lamont
Reid, Tom - Village of Edgerton
Morton, Melody - Town of Smoky Lake

Staff

Walker, Julie - Executive Director
Kelly McGrath – IT Manager
Hampson, Terri – Bibs Service/Finance Mgr/Recording Secretary
Scott, Anna - Public Services Manager

Guests

Dahlgren, Jodi - LMC

1. Call to order via Zoom – Meeting called to order at 10:07am.
2. Introductions/Quorum confirmed.
3. Acknowledge of Treaty 6 and Land of the Metis – Vicky Lefebvre
4. Adoption of Agenda –
 - REMOVAL 6.1 PLSB Report

2020/08/21 -M1 – Debra McQuinn motions to accept the Agenda as amended - carried.

5. Minutes of May 23, 2020

2020/08/21 -M2 Barbara Smith motions to accept the Minutes of May 12, 2020 – carried

6. For Information

- 6.1. Library Managers Council Report – Jodi Dahlgren

2020/08/21 -M3 Wil Oudshoorn motions to accept the LMC report as presented -carried

- 6.2. ALTA report – Jen Anheliger

2020/08/21 -M4 Lorna Storoschuk motions to accept the ALTA report as presented – carried

- 6.3. Financials – Terri Hampson

2020/08/21 -M5 Jill McLuckie motions to accept the Financial report as presented -carried

- 6.4. Proposed 2021 Budget Presentation – Larry Tiedemann
 - Presenting zero % increase to levy including no cola increase for staff
 - This also includes not funding reserves for 2021

2020/08/21 -M6 Cyndy Heslin motions to accept the Financial report as presented -carried

- 6.5. Executive Director’s Report - Julie Walker

2020/08/21 -M7 Barbara Smith motions to accept the Executive Director’s report as presented – carried

- 6.6. Chairman’s Report – Vicky Lefebvre
 - Will continue to do Municipal meetings as requested done via Zoom

- 6.7. Elections

EXECUTIVE COMMITTEE POSITIONS

Zone 2 Rep:

- Debra McQuinn – Town of Elk Point
- Laurent Amyotte – County of St. Paul

2020/08/21 -M8 Lorna Storoschuk motions to close nominations.

Nominees spoke

Voting results: Debra McQuinn

Zone 4 Rep:

- Jill McLuckie – Village of Mannville
- Justin Thompson – Town Vermilion

2020/08/21 -M9 Karen Shaw motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Jill McLuckie – Village of Mannville

Member at Large #2:

- Barbara Smith – Village of Boyle
- Justin Thompson – Town of Vermilion
- Laurent Amyotte – County of St. Paul

2020/08/21 -M10 David McRae motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Laurent Amyotte – County of St. Paul

Member at Large #3:

- Barbara Smith – Village of Boyle
- Justin Thompson – Town of Vermilion
- Jenn Anheliger – Town of Morinville

2020/08/21 -M11 Lorna Storoschuk motions to close nominations, all in favor, motion carried.

Nominees spoke

Voting results: Barbara Smith – Village of Boyle

Note: Alternates cannot run for committees but are welcome to attend any public meetings without participation or voting rights. Will check if this point is made in the upcoming Procedural Policy from the lawyer.

Grievance Committee – 5 members

Zone 1 – Barbara Smith (Alt Larry)

Zone 2 – Darlene Beniuk

Zone 3 – Wayne Olechow

Zone 4 – Jill McLuckie

5th Member – Vice Chair

Budget Committee – 5 members

Zone 1 -Larry Tiedemann

2 – Lorna Storoschuk

Zone 3 – Cyndy Heslin

Zone 4 – Justin Thompson

2020/08/21 -M12 Craig Lukinuk motions to close nominations, all in favor, motion carried.

5th Member – Laurent Amyotte

Building Committee – 5 members

Zone 1 – Craig Lukinuk

Zone 2 – Laurent Amyotte

Zone 3 – Karen Shaw

Zone 4 – David Berry

2020/08/21 -M13 Laurent Amyotte motions to close nominations, all in favor, motion carried

5th Member – Jill McLuckie

Policy Committee – 5 members

Zone 1 – Barb Smith

Zone 2 – Debra McQuinn

Zone 3 – Karen Shaw

Zone 4 – Will Oudshoorn

2020/08/21 -M14 Cyndy Heslin motions to close nominations, all in favor, motion carried

5th Member – Warren Griffin

Advocacy Committee – 5 members

Zone 1 – Larry Tiedemann

Zone 2 – Dianne Saskiw

Zone 3 – Cathy Brown

Zone 4 – Justin Thompson

2020/08/21 -M15 Will Oudshoorn motions to close nominations, all in favor, motion carried

5th Member – Elaine SoroChan

6.8 Policy Submission – Warren Griffin

Sec 1, 1M Sick/Personal Days and Short-Term Disability

2020/08/21 -M16 Cyndy Heslin motions to accept Sec 1, 1M Sick/Personal Days and Short-Term Disability policy as presented – carried

Sec 1, 2B Workplace Alone

2020/08/21 -M17 David McRae motions to accept Sec 1, 2B Workplace Alone policy as presented – carried

Sec 1, 2D Pandemic Situation

2020/08/21 -M18 Jill McLuckie motions to accept Sec 1, 2D Pandemic Situation as presented – carried

Sec 1, 3A Code of Ethics

2020/08/21 -M19 Barbara Smith motions to accept Sec 1, 3A Code of Ethics policy as presented – carried

Sec 1, 3L Social Media - Internal

2020/08/21 -M20 Jill McLuckie motions to accept Sec 1, 3L Social Media – Internal policy as presented – carried

Sec 1, 3S Workplace Violence and Harassment

2020/08/21 -M21 Laurent Amyotte motions to accept Sec 1, 3S Workplace Violence and Harassment policy as presented – carried

Sec 1, 3V Communication Protocol Library Manager

2020/08/21 -M22 Craig Lukinuk motions to accept Sec 1, 3V Communication Protocol Library Manager policy as presented – carried

Sec 2, 1B Governance

2020/08/21 -M23 David Berry motions to accept Sec 2, 1B Governance policy as presented – carried

Sec 2, 1O Election of Executive Committee

2020/08/21 -M24 Jill McLuckie motions to accept Sec 2, 1O Election of Executive Committee policy as amended - carried

Sec 3, 1I Request for Purchase

2020/08/21 -M25 David McRae motions to accept Sec 3, 1I Request for Purchase policy as presented – carried

Sec 3, 1N NLLS Funding Overview

2020/08/21 -M26 Melody Kaban motions to accept Sec 3, 1N NLLS Funding Overview policy as amended – carried

Sec 4, 1D Social Media - External

2020/08/21 -M27 Barbara Smith motions to accept Sec 4, 1D Social Media – External policy as presented – carried

6.8. Plan of Service Questionnaire

6.9. Adjournment 12:50pm

The next regular board meeting – Doodle poll to be sent

PLAN OF SERVICE

Bringing the world to our communities by collaboratively providing efficient, effective and exceptional library service



Professional Development

TRAINING for libraries for trustees for NLLS staff

- update system related training
- provide training opportunities to libraries and board members
- provide cost savings when offering professional development
- ensure timely communication to all partners of applicable rollouts and updates
- provide affordable technology for online professional development as required
- communication before system implementation

Stakeholder Relations

COMMUNICATION transparency strengthen relations

- advocate and communicate the value of libraries
- provide yearly reports to municipal and library boards
- update and rollout Master Agreement
- update Service Package for each NLLS department
- provide marketing tools through a variety of streams
- strengthen NLLS core services in assisting and referring library needs and requests
- investigate and share various grant writing and fundraising opportunities to library boards

System Best Practices

FOLLOW UP available resources pilot projects roll-outs

- providing transparency of sharable information within our system
- confirm and reinforce guidelines and expectation between all stakeholders
- match mentors for new librarians and new trustees within the NLLS system
- open the global door and share new and emerging concepts for all stakeholders
- uphold a NLLS culture to share in a respectful, inclusive and diverse environment

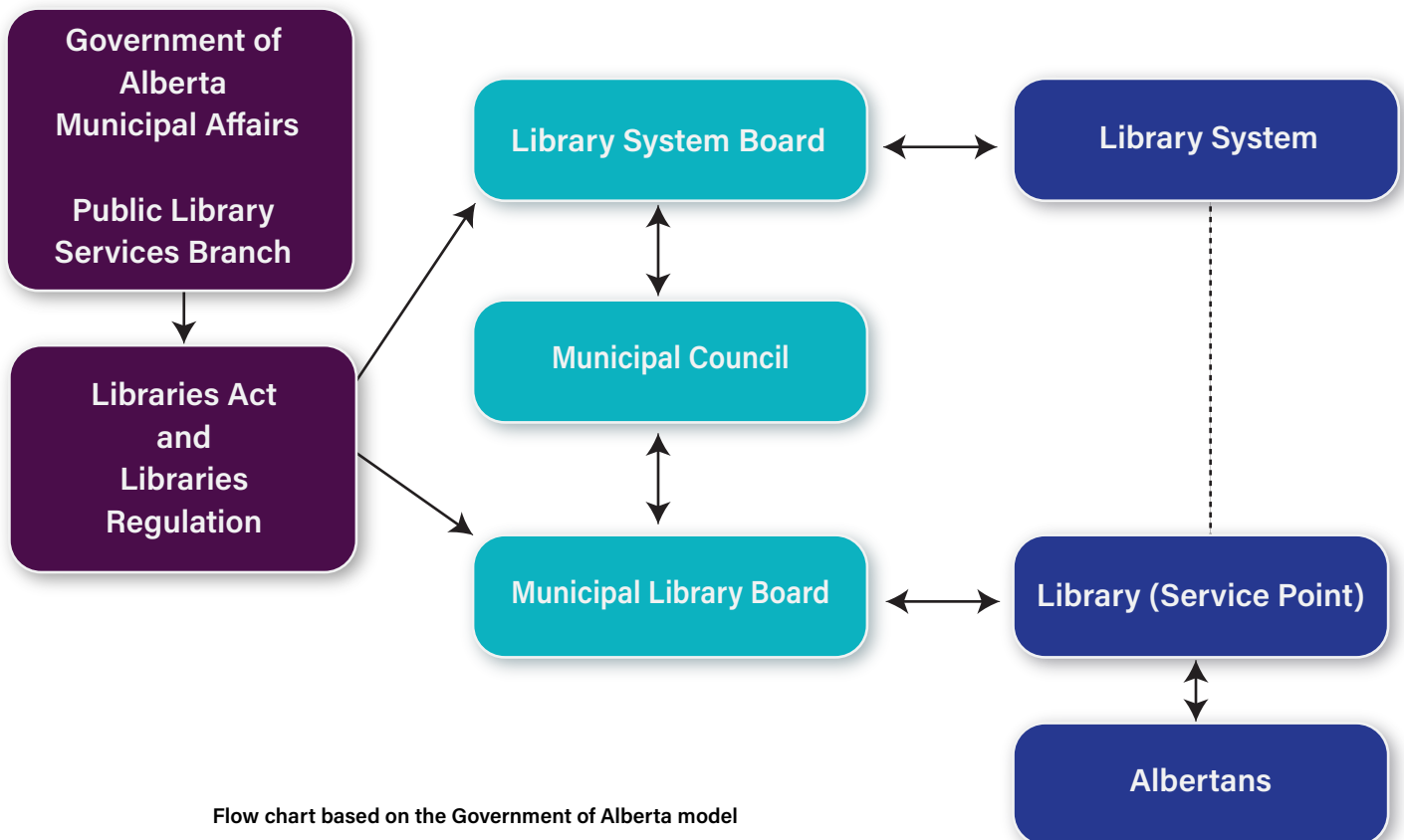
Plan of Service Chair Message - Vicky Lefebvre



On behalf of our executive, I would like to thank the Plan of Service Committee who had to work virtually on developing this plan. We would also like to thank the trustees and librarians who participated in our surveys, advising us what they wanted maintained and what they would like to see done and or changed over the next three years. Our surveys revealed a need for education in the understanding of our roles and responsibilities throughout the system. You will see an increased focus on professional development for our trustees, staff and librarians as well as clearly defined service agreements.

We have scheduled an organizational review which should be completed early in 2021. This will guide us in providing the most cost-efficient, effective services while meeting the needs of all our libraries during this time of fiscal uncertainty. We will look at all operations within our system and implement the recommended changes throughout the next few years. We will be doing this with a new management team.

We are excited about what our future holds. It may look different due to Covid. We are committed to ensuring our staff will be there to assist the libraries by having the resources and tools they need to bring the world to their communities.



Flow chart based on the Government of Alberta model



Alta November Report to NLLS – NLLS November 20, 2019
Jennifer Anheliger – Area 8 Director

2020 ALTA Memberships

Your 2020 Library Board membership campaign has begun. Invoices are available once you login, under my profile and then select my invoice.

At the ALTA AGM, a resolution to increase our fees for the first time in 9 years was passed. This increase is necessary for ALTA to continue to provide the services, digital spaces, and collections of educational material that our members rely on. It is imperative that we continue to evolve and excel and take meaningful steps to providing our members with valuable services.

ALTA strives to be attuned to our members and given the economic climate we have decided to limit our increase for boards serving populations greater than 5000. This modest increase will allow ALTA to continue services for its members and at the same time, recognizes the funding uncertainty that many library boards are facing. This means that the 2021 ALTA membership fee for NLLS will be \$800.00

As we move into 2021 we will undergo an organizational review and continue to monitor our initiatives closely with consistent member consultation so that we may refine and pursue those that prove to be successful and discontinue those that are not.

We are grateful to be able to rely on our members for support during a time where library organizations are faced with much ambiguity. By coming together at this critical juncture, we are confident that we can continue to provide trustees with the tools needed to translate their legislative responsibilities into the skills needed to shape the libraries and communities they serve.

Please keep an eye out for a member survey indicating education trustees would like to see from ALTA in the coming year. We value you input!

REMINDER: ALTA Trustee Forum is a great tool that allows you to connect with trustees across the province.

The Trustee Forum is our member only site. Your ALTA membership needs to be current and all library board members names and emails are listed on your ALTA membership to ensure your trustees have access to the trustee forum.

T: (780) 761-2582
E: ed@librarytrustees.ab.ca
W: www.librarytrustees.ab.ca



Emails have been sent out to all **REGISTERED** trustees. NLLS membership list administrator is Terri Hampson. You can access <https://librarytrustees.ab.ca/members/northern-lights-library-system/> to see if your email address is registered.

If it is registered and you have **NOT** received a welcome email with instructions, please go to login on the webpage and select forgotten password. This will send a new email with instructions on how to login. Please check your spam folder if necessary.

If you are not registered. Please contact the administrator with your current email address, and you will be added to the membership list and an email for login will be sent.

www.librarytrustees.ab.ca

2020 ALTA Awards

Nominations are open for the 2020 ALTA Awards, to recognize Library Boards and long serving trustees. This is a perfect opportunity for you to nominate your library board for the great work they do in the community. Recognition is an important part of the trustee work we do. Please nominate your peer library boards or your own!

Please continue to contact me with any questions or concerns you may have.

Anheligerj@gmail.com

780-340-7296

T: (780) 761-2582
E: ed@librarytrustees.ab.ca
W: www.librarytrustees.ab.ca





Mon Nov 30 2020

NLLS is happy to announce the selection of James MacDonald as the new Executive Director for Northern Lights Library System. His first official day is Monday February 1, 2021. We look forward to James leadership and direction as we move forward bringing the world to our communities, by collaboratively providing efficient, effective, and exceptional library service.

BIO:

Several of you will know me from my years at Northern Lights. I was here as the Manager of Information Technology from 2007 to 2009. Since that time, I have worked as the web services librarian at the University of Northern British Columbia (UNBC) (2009-2012), and the American University of Sharjah in the United Arab Emirates (2012-2014). On my return to UNBC in 2014 I took the position of Digital Initiatives Librarian and then Acting University Librarian (2014-2018). For the past 2.5/3 years I've led a team of historians, archivists, and librarians at the Church History Library in Salt Lake City, Utah. We provide consultation and public services for the library and archives on a global scale. I have an undergraduate degree in history from the University of Lethbridge, a master's degree in library studies from the University of Alberta and am a certified digital archivist with the Society of American Archivists.

When I was last in Elk Point my children were small. I have 3 kids. Now I'll return with just one left at home (Jaron is 15). My oldest is married and living here in Salt Lake City and my middle child (we hope) will start at Brigham Young University in the fall of 2021. She will stay here in Utah to complete her 12th grade year. My library degree has taken me and the family all over the world. I have served as a board member for several international library organizations, spoken at and helped to organize conferences from London, to Hong Kong, and several places in between. I am thrilled to be coming full circle and back to my roots at Northern Lights. I look forward to catching up with many of you and getting to know those I have not yet met.

Sincerely,

Vicky Lefebvre

BOARD:

Meetings:

- I have attended 19 meetings and 2 conferences directly relating to Director duties.
- I have attended the Grand Opening o EPL (Edmonton Public Library) with the Yellowhead and Parkland Regional Systems.
- Recorded my first podcast and we shot the NLLS video.
- Created Action list from various sources and give monthly updates
- Helpdesk ticket monitoring as directed.
- Weekly summary file reported to Executive Committee

Projects on the go:

- Plan of Service – completed
- Server Replacement – in progress
- Cyber Security – request for a sub-committee to be formed
- Phone project – in progress
- Board Member Orientation –completed
- Member Master Agreement review – working in conjunction with Org Review
- Organizational Review – in progress
- Statement of Savings presentations – in progress
- Supernet 2.0 Upgrade – in progress

OPERATIONS:

Staff:

- We currently have total of 21 Staff, 19FT, 2 PT (includes the Myrnam Librarian) 2 Contract staff and 1 staff on Short Term Disability (possible return date Dec).
- Currently 1 vacancy of Public Services Manager
- Staff Performance reviews have been completed.

Budget/Funding:

- We have received the rest of our 2020 operational funding. The 2nd portion of the Board of Record payments have been completed, and Greg is working the Indigenous MOU renewals changing them to run Jan to Dec to parallel our fiscal year (easier to report).
- The Municipal letters have gone out, requesting council motion to approve Budget w/0% increase, and confirmation naming trustees after the organizational meeting. Further to that we have received over 2/3 approving the 2021 budget.
- New Van arrived and will be assessing the fleet as per our policy

Building:

- Work on the swale, has been completed.
- One internal office door has been fixed
- CO Monitor and Furnace motherboard repaired.
- The Board Room was rented out 5 times during this time



LIBRARY WORLD:

Libraries:

- Hosted 6 Coffee Chats with librarians
- Most libraries have re-opened their doors. Some now have re-opened to the public, some are still doing curbside pick-up, Lamont County Libraries remain closed to everything
- 8 Library Boards within our system have Plan of Service due in 2020.
- TRAC has approved their 2021 budget and continues to wait on a Library App to give patrons access in that forum.
- I visited 4 libraries during this time.
- Continue to build relationships and network contacts with other system counterparts

BIBS SERVICES DEPT:

- Setting up CCD Tool 3-month pilot project for 4 of our libraries. This is an on-line ordering tool for libraries back to NLLS Acquisitions.
- Floating Collections are underway to be transitioned into Blocks with the support of the Libraries involved.
- Continued communication with Libraries regarding packing totes IE: weight, zip ties etc.
- Bibs services heads up the Mask distribution project and some libraries have seen a steady uptake on the usage.
- Attend monthly BSG meetings with other TRAC system Bibs managers.
- This department was amazing in creating and implementing the NLLS Video so a big thank you to them for they help and involvement.

PUBLIC SERVICES DEPT:

- We are committed to find a strong manager for this department to ensure our promise to provide excellent library services moves forward.
- Winter Reading program information is well underway
- Floating Collections have been changed into blocks going forward
- We continue to work on the Indigenous file and ensure it is part of our conversation and we are committed to making further connections and provide library service to this underserved population within our system.
- We look forward to the New Consultant who starts on Jan 4, 2021.



- I.T. Blurbs have been going out for a little over a month now, and they seem to be well received.
- Meetings with Bell for the Supernet 2.0 project are ongoing bi-weekly. Email's have gone to Libraries for times and all TSO's are completed. The first library gets upgraded on the 16th of November.
- Working with ACSI on the server upgrades, we have purchased the hardware, we are just waiting for delivery. Software purchasing is in progress, the statement of work will be arriving in the next week or two.
- Groups.io for nllspartners listserv has been rolled out and is fully functional. It is setup to allow all library staff to upload documents to share resources, they can also use the calendar to share events in their libraries.
- As of this September, NLLS IT has taken on the maintenance of the library office 365 domains under our umbrella, box clever (TownLife) will no longer be involved. This will significantly reduce the amount of time for any office 365 changes for our libraries including changes of passwords or additions of email accounts.
- A request has been sent to Telus for a phone to test on our network, after we do testing, we will hopefully have a better idea on how things will function and any effects or issues on our network.
- Our last day to order computers for the libraries was on the 13th of November, we did get several orders. Though, it does seem that most will not be in until December due to availability and shipping during this time.
- The new TRACpac app project has been an ongoing project for over a year, it looks that we will officially be available on the 16th of November. The click and collect option is currently not available as it does not, at this time, work with the Polaris API. The Self serve option is available to any library that is interested.

LIBRARY MANAGER'S COUNCIL REPORT

NLLS Board Meeting – November 20, 2020

LMC Executive

- Jodi Dahlgren, Chair (Wainwright Public Library)
- Tracy Woloshyniuk, 1st Vice Chair (Newbrook Public Library)
- Donna Williams, 2nd Vice Chair (Vegreville Public Library)
- D'Arcy Evans, Secretary (Myrnam Community Library)
- Maureen Penn, Past Chair (Lac La Biche County Libraries)

LMC Meeting (September 30, 2020 via Zoom)

- 35 Library Managers, 5 NLLS staff, 1 PLSB staff and the NLLS Board Chair attended
- Terri gave feedback on the Public Services 6 Service Priorities.
- Since the module for floating collections is no longer available, the three floating collections that were currently in rotation will be dismantled and turned into blocks for libraries to borrow. The money that is currently in the romance floating collection account will be redistributed evenly to each of the participating library's book allotment accounts. The redistribution of funds has been completed.
- Library Manager's shared their COVID-19 procedures. It was evident that no two libraries are the same and procedures were customized to their communities.
- Financial implications of the TRAC decisions during the Covid-19 closure were discussed. Some libraries reported that the decision to reset due dates caused many items to be placed to lost or claimed returned causing an expense that the Library Board needs to cover. It was also disconcerting that TRAC made the decisions without consulting any of the libraries who own the items or manage the patrons.
- It was expressed that it can be frustrating if there is an immediate concern and no one is available at NLLS to answer the phone. Terri said that helpdesk is the best form of communication and an updated phone list (included cell numbers) will be sent out to libraries. This has been completed.
- It was decided that the method of sending mail only items to NLLS to be mailed would continue with NLLS covering the cost.
- Box Clever has created a Book Carousel for our websites, and it was decided it would located on the home page under the hours and be titled "Featured Items." The Book Carousel will be customizable (in Polaris) by the libraries but if they do not have time, the NLLS one will be displayed.
- It was asked if Polaris has a quarantine check in option. This would allow items to be checked in right away, thus removing from patron's accounts and not allowing them to fill holds. This is an option in other ILS software and Kelly is going to investigate for Polaris.
- Our next meeting will be held on February 24, 2021 and this will be our AGM.

General Updates

- I sent out the NLLS Plan of Service Questionnaire to the Library Managers and asked that they go through it out and bring it to their boards as well. I also held a Zoom meeting for Library Managers to gather feedback. Some libraries submitted their feedback directly to Anna and others submitted to me. The summary of all the submissions I had (from Library Managers and Library Boards) was sent to Anna.
- Relais (the province's Interlibrary Loan system) went live on September 1, 2020. There was a training on October 14th for library staff to process materials received through this new system.

Respectfully Submitted
Jodi Dahlgren, LMC Chair
librarian@wainwrightlibrary.ab.ca

EXECUTIVE MEETING November 2020



Updates for the Marketing Department

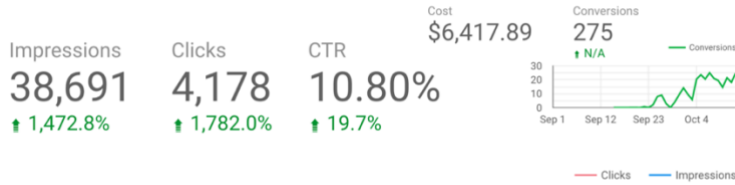
- Completed the POS document
- Completed concept with graphics and color scheme, posters and Niche Academy tutorial for the WRP marketing material. Working on bookmarks and social items
- LibraryAware training was completed at the November 10 Coffee Chat.
- Working on website content and maintenance
- New consultant starting Nov 23 with a focus on planning the conference

Koios Updates

- Koios makes library resources visible in Google search result by first setting up the ads then reviewing the website pages – the jump on September 11 is due to the catalogue being added. Adding the catalogue means when people are searching for a book the library is included as a resource along with Amazon and Chapters. Koios also offered a decrease in price - \$8500 CAD.

Koios Comparison:

Northern Lights Library System Sep 1, 2020 - Oct 13, 2020



Northern Lights Library System Oct 11, 2020 - Nov 9, 2020



NLLS Social Media Statistics



	Facebook	Twitter	Instagram	Pinterest	LinkedIn
November	684	296	343	871	67
October	679	294	342	18.7k	65
September	675	289	339	21.7k	61
July 2020	664	287	324	45.7k	58
June 2020	663	285	314	63.4k	53
May 2020	654	284	305	59.5k	47
April 2020	613	282	298	44.8k	44
March 2020	597	278	295	22.31k	42
Feb 2020	524	267	270	13.94	35
Sept 2019	493	254	251	855	21

AR103102

December 3, 2020

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

Dear Ms. Magosse:

Thank you for your email of November 24, 2020, and accompanying action plan, in response to the 2020 Municipal Accountability Program (MAP) report for the Village of Innisfree.

I have reviewed your submission and I am satisfied with the actions and timelines proposed. Please provide a summary report by November 24, 2021, including the updated bylaws, and any other documents changed to confirm the satisfactory completion of each remaining legislative gap identified in the report.

In order to ensure the MAP continues to be effective, and of value to Alberta municipalities, the ministry will request your feedback about the program in the near future. In the meantime, should you have any questions related to the MAP, please contact Desiree Kuori, Municipal Accountability Advisor, Municipal Capacity and Sustainability, toll-free at 310-0000, then 780-644-8528.

Sincerely,


per Paul Wynnyk
Deputy Minister

cc: Desiree Kuori, Municipal Accountability Advisor, Municipal Affairs

Village of Innisfree (CAO)

From: MA Municipal Stimulus <MA.MunicipalStimulus@gov.ab.ca>
Sent: November 19, 2020 4:10 PM
To: Village of Innisfree (CAO)
Cc: Village of Innisfree (CAO)
Subject: MSP Project Acceptance Notification - Village of Innisfree

Dear Mayor McMann,

The Government of Alberta is proud to provide municipalities and Metis Settlements with new infrastructure funding through the Municipal Stimulus Program (MSP). The MSP will help your community recover from the economic challenges posed by the pandemic and the downturn in energy prices. It also positions communities to support local jobs and participate in future economic growth.

I am pleased to accept the following eligible projects submitted by your community under the MSP program:

2021 Fire Department Rehabilitation: \$25,000
Birch Lake Campground Rehabilitation: \$25,000

My ministry welcomes the opportunity to celebrate your MSP project announcements with you. Municipalities and Metis Settlements are encouraged to refrain from making an MSP public announcement unless you have been in contact with your local MLA, or my office directly for approval, toll-free at 310-0000, then 780-427-3744, or at Minister.MunicipalAffairs@gov.ab.ca.

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Tracy L. Allard
Minister

cc: Brooke Magosse, Chief Administrative Officer, Village of Innisfree

Classification: Protected A

Municipal Governance

During the COVID-19 Pandemic

Frequently Asked Questions – November 27, 2020

On November 24, 2020, Premier Jason Kenney announced that the government has declared a State of Public Health Emergency in response to the ever-evolving COVID-19 pandemic. He announced several new mandatory public health measures in communities across Alberta to protect the health system and slow the spread of COVID-19 based on the Chief Medical Officer of Health's recommendations. I encourage you to review them on Alberta.ca.

While we continue down the road to recovery together, Alberta Municipal Affairs remains committed to issuing regular updates that address frequently asked questions as well as provide information on new information or resources as they become available.

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

Municipal Affairs Updates

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

Public Libraries Resources

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

Council Meetings

Can municipal councils still meet in person and meet the Chief Medical Officer of Health's recommendations for physical/social distancing?

YES. The [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) enables municipalities to follow the Chief Medical Officer of Health's recommendations for physical/social distancing by conducting meetings electronically. While Municipal Affairs encourages councils to consider electronic meetings as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission.

Can meetings be held entirely by electronic means?

YES. During the COVID-19 health emergency, when the *MGA* requires a council, board or commission to hold a meeting, an electronic meeting (e.g., live-stream, teleconference, etc.) meets that requirement as long as:

- notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
- the public is able to hear the meeting as it is occurring;
- eligible parties can send submissions before and during the meeting by email or any other method that the council, board or commission considers appropriate; and

- the following people attend by electronic means:
 - CAO or designated officer;
 - For a commission, growth management board or subdivision and development appeal board, the chair or vice-chair;
 - For a composite or a local assessment review board, the presiding officer.

Can a member of the public be required to wear a mask in order to attend a council meeting?

Masks are only mandatory for municipalities included in the “enhanced areas” or in any other municipalities excluded from “enhanced areas” if there is a municipal face covering bylaw that requires masks to be worn within public buildings.

Enhanced Restrictions

What restrictions on activities apply for all of Alberta?

Throughout all of Alberta, no indoor social gatherings are permitted, and outdoor social gatherings are restricted to 10 people. Wedding and funeral services are restricted to 10 people, and no receptions are permitted. Festivals and other events are prohibited, and working from home arrangements should be considered whenever possible.

What additional restrictions apply only to municipalities that fall within an “enhanced” status area?

Places of worship are restricted to a maximum of 1/3 of attendance capacity, and masks must be worn while inside places of worship.

Banquet halls, conference centres, trade shows, auditoria, concert venues, non-approved/licensed markets, community centres, children’s play places or indoor playgrounds, and all levels of sport must be closed (exemptions may be considered for sport activities). This would mean that council meetings cannot be relocated into local banquet halls.

Museums, galleries, libraries, indoor entertainment centres and indoor fitness facilities are restricted to 25% of the occupancy set by the Alberta Fire Code. Further information on business restrictions can be found on Alberta.ca.

What municipalities do the mandatory masking requirements apply to?

Mandatory masking applies in the following communities:

- Calgary, Airdrie, Chestermere, Cochrane, Foothills County, High River, Okotoks, Rockyview County, and surrounding villages and businesses
- Edmonton, Beaumont, Devon, Evansburg, Fort Saskatchewan, Gibbons, Leduc, Leduc County, Morinville, Parkland County, St. Albert, Spruce Grove, Stony Plain, Strathcona County, Sturgeon County, Thorsby, and surrounding villages and businesses

A complete list of all municipalities falling within the enhanced areas can be found on Alberta.ca.

Enforcement of Health Orders

Is the province working on standardizing what is subject to penalties to ensure there is clarity and consistency between enforcement bodies for enforcement under the *Public Health Act*?

YES. Alberta Justice and Solicitor General, in collaboration with Alberta Health and Alberta Health Services, have been in constant contact with Alberta’s police services through the Alberta Association of Chiefs of Police, and directly with authorized employers of community peace officers (municipalities) regarding enforcement of Alberta’s Chief Medical Officer of Health’s orders to ensure a clear and constant message around the enforcement of these orders is being provided.

Can community peace officers enforce the recommendations of the Chief Medical Officer of Health?

YES. Community Peace Officer Level 1s have been provided authority to enforce the Chief Medical Officer of Health's Orders issued under the *Public Health Act*. This authority was granted through a Ministerial Order in accordance with section 13 of the *Peace Officer Act*.

Can municipal bylaw enforcement officers who are not designated as community peace officers enforce the recommendations of the Chief Medical Officer of Health?

NO. Municipal bylaw officers can only enforce municipal bylaws.

General Information

Can municipalities choose to keep certain municipally controlled properties closed even if they are allowed to be open under the provincial approach?

YES. The decision to open facilities remains a local council decision. Municipalities and the public must continue to put safety first while gradually reopening businesses, resuming activities and getting people back to work.

Should municipalities be encouraging employees to work from home?

YES. If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where possible and feasible.

Municipal Advisory Services

If you have further questions, please call:

780-427-2225 or toll-free by first dialing 310-0000 or email ma.lgsmail@gov.ab.ca

Can a municipality declare a pandemic State of Local Emergency (SOLE), create local enforceable restrictions and provide for the staged opening of businesses and facilities?

YES. If a municipality determines that an emergency exists in the municipal boundaries that requires coordination or action to protect the safety, health and welfare of people, a pandemic SOLE can be declared and municipalities can then restrict travel into, out of, and within the municipality, and close municipal properties. They can also make plans for repurposing public and private facilities such as community centres or hotels to house people with COVID-19 symptoms to self-isolate. The *Emergency Management Act* does not include powers to close a business, or reduce the capacity of businesses operating in the municipality.

Can a municipality maintain physical gathering restrictions by declaring a local pandemic SOLE under the recent amendments to the *Emergency Management Act (EMA)*?

NO. If a municipality determines that an emergency exists in their boundaries that requires action to protect the safety, health and welfare of people, a SOLE can be declared; however, municipal powers are specifically identified in the *EMA* and restrictions on gatherings and social distancing are not included within those municipal powers

Additional Resources

The Alberta Urban Municipalities Association and Rural Municipalities of Alberta continue to be a valuable resource for municipalities. A COVID-19 response hub is accessible via <https://rmalberta.com/about/covid-19-response-hub/>.

The Federation of Canadian Municipalities also has a list of links and resources for municipalities. <https://fcm.ca/en/resources/covid-19-resources-municipalities>.



COPY

City of Cold Lake

OFFICE OF THE MAYOR

December 3, 2020

Via Email health.minister@gov.ab.ca

Government of Alberta
Office of the Minister of Health
423 Legislature Bldg. 10800-97th Avenue
Edmonton, AB T5K 2B6

RECEIVED

DEC 08 2020

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.

WHEREAS Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2

5513 - 48 Avenue, Cold Lake, AB T9M 1A1
Telephone (780) 594-4494 Fax (780) 594-3480
www.coldlake.com



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***WHEREAS** the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and*

***WHEREAS** as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.*

***NOW THEREFORE BE IT RESOLVED** that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.*

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,
Mayor

cc: Council
Chief Administrative Officer K. Nagoya
The Honourable Jason Kenny, Premier of Alberta
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency
The Honourable David Shepherd, MLA Opposition Health Critic
Alberta Urban Municipalities Association (AUMA)
and all Municipalities within the Province of Alberta