

**Village of Innisfree
Regular Council Meeting
March 16, 2021 @ 5:00 p.m.
Village of Innisfree Council Chambers**



1. Call to Order
2. Agenda
 - a. Deletions/Additions:
 - b. Adoption of Agenda
3. Delegations
 - a. **5:15 PM - SkyFire Energy (Via Electronic Means)**
Greg Sauer, VP Sales
 - i. Village of Innisfree Solar Energy Project (Via Electronic Means)
 - b. **5:30 PM - ATCO Electric (Via Electronic Means)**
Carolyn Best, Lead – Strategic Partnerships
 - i. Village of Innisfree Solar Energy Project **(Page 3-4)**
 - c. **5:45 PM – Jeff Alliston, Partner - Metrix Group LLP (Via Electronic Means)**
2020 Municipal Audit
 - i. 2020 Financial Statement **(Page 5-27)**
 - ii. 2020 Financial Information Return **(Page 28-39)**
4. Closed Session
 - a. Personnel – FOIP Section 17 & 27
 - i. 2020 Management Findings Letter – Metrix Group LLP **(Page 40-65)**
5. Adoption of Minutes
 - a. March 16, 2021 Regular Council Meeting **(Page 66-70)**
 - b. March 26, 2021 Special Council Meeting **(Page 28-39)**
6. Business Arising from the Minutes:
 - a. Motion 2021-03-26/02 - Village of Innisfree Solar Energy Project **(Page 73)**
 - b. 662-20 – Regional Emergency Management Bylaw **(Page 74-80)**
 - c. Regional Emergency Management Mutual Aid Agreement **(Page 81-88)**
 - d. Motion 2021-03-16/16 - MSI Capital Project No. CAP-12594 – Zero Turn John Deere Lawn **(Page 89-93)**
Mower
7. Policies & Bylaws:
8. New Business:
 - a. Jard Industrial – Lawn Equipment and Accessories **(Page 94)**
 - b. RFD - Request to Waive Penalties – Water & Sewer Services **(Page 95-97)**
 - i. Utility Account No.: 1500001
 - ii. Utility Account No.: 1520000
 - iii. Utility Account No.: 3450000
 - c. Vermilion RCMP Detachment – Letter of Acknowledgment **(Page 98)**
 - d. RFD - 2021 Municipal Election – Advance Vote Date, Time & Location **(Page 99-101)**
 - e. 2021 ACE Water Capital Contribution – Invoice Dated March 31, 2021 **(Page 102)**

9. Councillor Reports

- a. Parent Advisory Committee Report – Deb McMann (Page 103)
- b.

10. Administration Reports

- a. CAO Report & Action List (Page 104-108)
- b. Financials
 - i. Revenue & Expense (Page 109-114)
 - ii. Tax Trial Balance (Page 115)
 - iii. Utility Trial Balance (Page 116)
 - iv. Accounts Payable Trial Balance (Page 117-118)

11. Correspondence

- a. APWA Alberta Chapter Letter March 24, 2021 – National Public Works Week (Page 119-121)
- b. ATCO Electric – 2020 Annual Franchise Report (Page 122-124)
- c. New Vermilion Detachment Commander Identified (Page 125)

11. Closed Session

- a. Land (FOIP Section 17 & 27)
 - i. Offer to Purchase - Lot 3, Block 4, Plan 4175R (5036 – 50 Street) (Page 126-132)

12. Adjournment

VIABILITY SUMMARY

Village of Innisfree Solar Installation

Innisfree is considering the installation of PV Solar for the Water Treatment Plant, Public Works building and Village Office. A Solar Assessment was commissioned in 2018 with Solar Ninja Energy Solutions. ATCO has utilized this Study to determine the project financial implications for the Village.

	PUBLIC WORKS	WATER TREATMENT	TOWN OFFICE
SOLUTION PROPOSED			
Proposed Solar Array Size (kW _{DC})	11.4	26.3	9.3
Installation Type	Roof Top	Ground Mount	Roof Top
ELECTRICITY			
Facility Annual Electricity Consumption (kWh)	16,958	46,262	13,198
Annual Solar Electricity Production (kWh)	11,660	38,650	9,691
FINANCIALS			
Estimated Capital Cost (\$2.50/watt)	\$28,500	\$65,750	\$23,250
Funding Available (\$1.00/watt)	\$11,400	\$26,300	\$9,300
Net Capital Cost	\$17,100	\$39,450	\$13,950
Estimated Electricity Cost Savings (\$/year)	\$574.60	\$1,904.67	\$477.57

ASSUMPTIONS

- Facility annual electricity consumption provided by Innisfree.
- Proposed solar array size provided by Solar Ninja Study.
- Annual solar electricity production for each facility provided by Solar Ninja Study.
- Estimated cost is based on a recent installation cost for a comparable project in Alberta by ATCO.
- Funding available from the MCCAC Alberta Municipal Solar Program includes \$0.75/watt plus first time applicant bonus of \$0.25/watt.
- Estimated electricity cost savings based on Innisfree current commodity cost for electricity of \$0.04928/kWh.
- Village of Innisfree will enter into a Micro-Generation Agreement to allow for any electricity produced and not consumed to be sold back to the grid.

FINANCIALS

ATCO estimates the annual savings based on your current electricity bills using the commodity cost for electricity of \$0.04928/kWh. A review of your AMSC contract Terms & Conditions should be done to determine if there could be additional savings or penalties with the project. For example, if the Village has contracted for a set minimum number of kWh's and the installation of solar reduces your consumption below that minimum, you will be paying for the

minimum amount regardless. Understanding your contract and usage is critical to understanding the full financial implications.

FUNDING

The Municipal Climate Change Action Centre (MCCAC) currently has a funding program available for municipalities to install solar photovoltaic panels on municipally owned facilities or properties, details can be found [here](#). The funding is based on the total installed capacity with a bonus for first time applicants. The rebates applicable to this implementation are:

- Public Works Building: $\$0.75/\text{watt installed capacity} + \$0.25/\text{watt first time} = \$1.00 \times 11,400 \text{ watts} = \$11,400$
- WTP: $\$0.75/\text{watt installed capacity} + \$0.25/\text{watt first time} = \$1.00 \times 26,300 \text{ watts} = \$26,300$
- Town Office: $\$0.75/\text{watt installed capacity} + \$0.25/\text{watt first time} = \$1.00 \times 9,300 \text{ watts} = \$9,300$

OTHER CONSIDERATIONS

Facility Electricity Consumption

The estimates provided by Solar Ninja for facility electricity consumption are lower than the information provided to ATCO for 2020 for all 3 facilities. A review to understand consumption patterns for the facilities should be done to determine if electrical consumption can be reduced in these buildings.

Micro Generation Agreement

The Village of Innisfree should ensure they enter into a Micro-Generation Agreement. This would allow the Village to be able to sell to the grid any electricity produced but not used within the facilities. This typically happens in the summer months when production is high based on hours of sunlight and resulting electricity produced. More information can be found [here](#).

ATCO CAPABILITIES

ATCO is an experienced MCCAC Program Ally that has delivered alternative energy solutions to multiple municipalities from a solar and battery storage project for Grande Prairie electric bus initiative to cogeneration for the Rocky Mountain House Aquatics facility to Facility Energy Audits and Feasibility Studies.

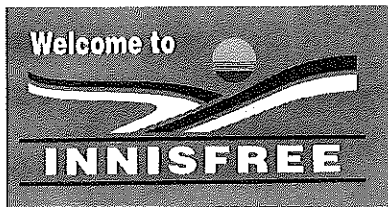
We have the experience securing funding, designing a solution, implementing the design and then handing over the project to our customers with the security knowing ATCO is there to support their project and bring the expected results.

CONTACT US

Carolyn Best
Lead, Strategic Partnerships
ATCO Infrastructure Services
Specialists in Electricity, Natural Gas and Renewables Projects
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VILLAGE OF INNISFREE
Financial Statements
For The Year Ended December 31, 2020

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibility for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded, and financial records are properly maintained to provide reliable information for the preparation of the financial statements.

The elected Mayor and Council of the Village of Innisfree are composed entirely of individuals who are neither management nor employees of the Village. The Mayor and Council have the responsibility of meeting with management and the external auditors to discuss the internal controls over the financial reporting process, auditing matters, and financial reporting issues. The Mayor and Council are also responsible for the appointment of the Village's external auditors.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Village's Council to express an opinion on the Village's financial statements and report directly to them. The external auditors have full and free access to and meet periodically and separately with both the Mayor and Council and management to discuss their audit findings.

Ms. Brooke Magosse
Chief Administrative Officer

Innisfree, Alberta
April 20, 2021

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Village of Innisfree

Opinion

We have audited the financial statements of Village of Innisfree (the "Village"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Village in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)

Independent Auditors' Report to the Councillors of Village of Innisfree (continued)

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Edmonton, Alberta
April 20, 2021

VILLAGE OF INNISFREE
Statement of Financial Position
As at December 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash	\$ 718,188	\$ 272,975
Taxes and grants in place of taxes receivable (Note 2)	144,739	155,685
Trade and other receivables	39,250	63,475
Due from other governments (Note 3)	390,898	636,171
Other financial assets	20	20
	<u>1,293,095</u>	<u>1,128,326</u>
LIABILITIES		
Accounts payable and accrued liabilities	45,748	57,422
Deferred revenue (Note 5)	689,190	568,675
Landfill closure and post-closure costs (Note 6)	99,208	97,549
	<u>834,146</u>	<u>723,646</u>
NET FINANCIAL ASSETS	<u>458,949</u>	<u>404,680</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 3)	3,270,020	3,371,127
Prepaid expenses	-	565
	<u>3,270,020</u>	<u>3,371,692</u>
ACCUMULATED SURPLUS (Note 8)	<u>\$ 3,728,969</u>	<u>\$ 3,776,372</u>
CONTINGENT LIABILITY (Note 10)		
CONTRACTUAL OBLIGATIONS (Note 11)		

ON BEHALF OF COUNCIL

_____ Mayor

_____ Councillor

VILLAGE OF INNISFREE
Statement of Operations and Accumulated Surplus
For the Year Ended December 31, 2020

	2020 (Budget) (Note 14)	2020	2019
REVENUES			
Net municipal taxes (Schedule 1)	\$ 249,250	\$ 242,629	\$ 250,389
Sales and user charges	224,640	196,548	231,673
Government transfers for operating (Schedule 2)	213,663	106,852	100,040
Franchise and concession contracts (Note 9)	48,600	36,550	38,649
Penalties and costs on taxes	29,345	29,033	29,324
Other	7,105	26,700	10,978
Rentals	9,045	9,012	6,191
Investment income	3,700	2,200	2,579
	<u>785,348</u>	<u>649,524</u>	<u>669,823</u>
EXPENSES			
Transportation	206,315	210,310	283,923
Administration	216,311	205,913	205,562
Water supply and distribution	186,110	176,504	159,374
Waste management	54,483	52,804	12,083
Waste water treatment and disposal	72,626	50,358	73,548
Protective services	63,855	46,937	54,049
Recreation	32,085	15,330	39,803
Culture	10,431	9,497	8,605
Legislative	12,865	6,818	11,422
Family and community support	1,850	1,838	1,838
Planning and development	16,080	767	15,580
	<u>873,011</u>	<u>777,076</u>	<u>865,787</u>
ANNUAL DEFICIT BEFORE OTHER INCOME	<u>(87,663)</u>	<u>(127,552)</u>	<u>(195,964)</u>
OTHER INCOME			
Government transfers for capital (Schedule 2)	-	80,149	20,000
Gain on disposal of tangible capital assets	-	-	2,276
	<u>-</u>	<u>80,149</u>	<u>22,276</u>
ANNUAL DEFICIT	<u>(87,663)</u>	<u>(47,403)</u>	<u>(173,688)</u>
ACCUMULATED SURPLUS - BEGINNING OF YEAR	<u>3,776,372</u>	<u>3,776,372</u>	<u>3,950,060</u>
ACCUMULATED SURPLUS - END OF YEAR (Note 8)	<u>\$ 3,688,709</u>	<u>\$ 3,728,969</u>	<u>\$ 3,776,372</u>

VILLAGE OF INNISFREE
Statement of Changes in Net Financial Assets
For the Year Ended December 31, 2020

	2020 (Budget) (Note 14)	2020 (Actual)	2019 (Actual)
ANNUAL DEFICIT	\$ (87,663)	\$ (47,403)	\$ (173,688)
Amortization of tangible capital assets	119,140	155,756	160,750
Purchase of tangible capital assets	-	(54,649)	(20,000)
Proceeds on disposal of tangible capital assets	-	-	3,676
Gains on disposal of tangible capital assets	-	-	(2,276)
	119,140	101,107	142,150
Use of prepaid expenses	-	565	5,348
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	31,477	54,269	(26,190)
NET FINANCIAL ASSETS - BEGINNING OF YEAR	404,680	404,680	430,870
NET FINANCIAL ASSETS - END OF YEAR	\$ 436,157	\$ 458,949	\$ 404,680

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VILLAGE OF INNISFREE
Statement of Cash Flows
For the Year Ended December 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Annual deficit	\$ (47,403)	\$ (173,688)
Items not affecting cash:		
Amortization of tangible capital assets	155,756	160,750
Gain on disposal of tangible capital assets	-	(2,276)
	<u>108,353</u>	<u>(15,214)</u>
Changes in non-cash working capital:		
Taxes and grants in place of taxes receivable	10,946	(1,890)
Trade and other receivables	24,225	(8,013)
Due from other governments	245,273	(188,264)
Prepaid expenses	565	5,348
Accounts payable and accrued liabilities	(11,674)	(64,538)
Deferred revenue	120,515	210,906
Landfill closure and post-closure costs	1,659	(42,782)
	<u>391,509</u>	<u>(89,233)</u>
	<u>499,862</u>	<u>(104,447)</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(54,649)	(20,000)
Proceeds on disposal of tangible capital assets	-	3,676
	<u>(54,649)</u>	<u>(16,324)</u>
INCREASE (DECREASE) IN CASH FLOW	445,213	(120,771)
CASH - BEGINNING OF YEAR	272,975	393,746
CASH - END OF YEAR	\$ 718,188	\$ 272,975

VILLAGE OF INNISFREE
 Schedule of Property Taxes Levied
 For the Year Ended December 31, 2020

(Schedule 1)

	2020 (Budget) (Note 14)	2020 (Actual)	2019 (Actual)
TAXATION			
Real property taxes	\$ 266,200	\$ 255,061	\$ 261,363
Linear property taxes	20,750	25,268	26,753
Government grants in place of property taxes	900	892	881
	<u>287,850</u>	<u>281,221</u>	<u>288,997</u>
REQUISITIONS			
Alberta school foundation	36,700	36,667	36,632
M.D. of Minburn foundation	1,900	1,842	1,889
Designated industrial properties	-	83	87
	<u>38,600</u>	<u>38,592</u>	<u>38,608</u>
NET MUNICIPAL TAXES	<u>\$ 249,250</u>	<u>\$ 242,629</u>	<u>\$ 250,389</u>

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VILLAGE OF INNISFREE
Schedule of Government Transfers
For the Year Ended December 31, 2020

(Schedule 2)

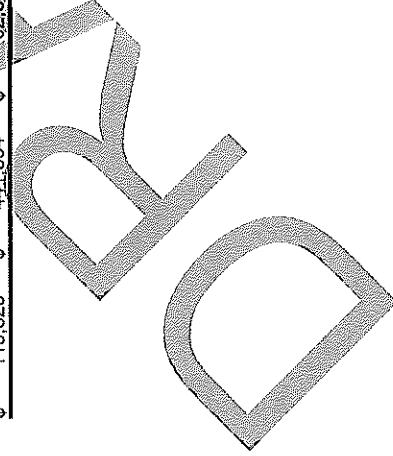
	2020 (Budget) (Note 14)	2020 (Actual)	2019 (Actual)
TRANSFER FOR OPERATING			
Provincial government	\$ 170,000	\$ 64,641	\$ 59,127
Local governments	35,000	33,811	34,793
Federal government	8,663	8,400	6,120
	<u>213,663</u>	<u>106,852</u>	<u>100,040</u>
TRANSFER FOR CAPITAL			
Provincial government	-	80,149	20,000
TOTAL GOVERNMENT TRANSFERS	<u>\$ 213,663</u>	<u>\$ 187,001</u>	<u>\$ 120,040</u>

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VILLAGE OF INNISFREE
Schedule of Tangible Capital Assets
For the Year Ended December 31, 2020

(Schedule 3)

	Land	Buildings	Machinery & Equipment	Vehicles	Engineered Structures	Construction in Progress	2020	2019 (Actual)
Cost								
Balance, beginning of year	\$ 113,628	\$ 659,313	\$ 336,436	\$ 131,700	\$ 5,812,802	\$ -	\$ 7,053,879	\$ 7,062,379
Additions	-	21,175	4,119	-	29,355	-	54,649	20,000
Disposals	-	-	-	-	-	-	-	(28,500)
Transfers	-	-	-	-	-	-	-	-
Balance, end of year	\$ 113,628	\$ 680,488	\$ 340,555	\$ 131,700	\$ 5,842,157	\$ -	\$ 7,108,528	\$ 7,063,879
Accumulated Amortization								
Balance, beginning of year	\$ -	\$ 223,846	\$ 228,669	\$ 64,581	\$ 3,165,656	\$ -	\$ 3,682,752	\$ 3,549,102
Amortization	-	15,308	19,016	7,488	113,944	-	155,756	160,750
Disposals	-	-	-	-	-	-	-	(27,100)
Impairment	-	-	-	-	-	-	-	-
Balance, end of year	\$ -	\$ 239,154	\$ 247,685	\$ 72,069	\$ 3,279,600	\$ -	\$ 3,838,508	\$ 3,682,752
Net Book Value	\$ 113,628	\$ 441,334	\$ 92,870	\$ 59,631	\$ 2,562,557	\$ -	\$ 3,270,020	\$ 3,371,127



VILLAGE OF INNISFREE

Schedule of Equity in Tangible Capital Assets
For the Year Ended December 31, 2020

(Schedule 4)

	2020	2019 (Actual)
BALANCE, BEGINNING OF YEAR	\$ 3,371,127	\$ 3,513,277
Amortization of tangible capital assets	(155,756)	(160,750)
Acquisition of tangible capital assets	54,649	20,000
Net book value of tangible capital assets disposed of	-	(1,400)
BALANCE, END OF YEAR	\$ 3,270,020	\$ 3,371,127
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value)	\$ 3,270,020	\$ 3,371,127

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VILLAGE OF INNISFREE
 Schedule of Segmented Disclosure
 For the Year Ended December 31, 2020

(Schedule 5)

	General Government	Protective Services	Transportation	Public Utilities	Planning & Development and Public Health	Recreation & Culture	2020	2019
REVENUE								
Net municipal taxes	\$ 242,629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,629	\$ 250,389
Sales and user charges	1,131	-	5,834	189,583	-	-	196,548	231,673
Government transfers	144,790	33,811	8,400	-	-	-	187,001	120,040
Franchise and concession contracts	36,550	-	-	-	-	-	36,550	38,649
Penalties and costs on taxes	26,630	-	-	2,403	-	-	29,033	29,324
Other revenues	24,725	1,875	-	-	-	100	26,700	10,978
Rentals	9,012	-	-	-	-	-	9,012	6,191
Investment income	2,200	-	-	-	-	-	2,200	2,579
	487,667	35,686	14,234	191,986	-	100	729,673	689,823
EXPENSES								
Materials, goods and supplies	11,724	16,075	118,203	89,241	-	7,680	242,923	200,446
Salaries, wages and benefits	83,661	16,196	40,752	40,492	-	-	181,101	169,220
Contracted services	100,632	10,731	14,231	46,523	767	2,385	175,269	320,320
Provision for allowance	12,371	-	-	-	-	-	12,371	3,389
Transfers to local boards and agencies	50	-	-	-	1,838	4,766	8,081	9,125
Other expenses	1,575	1,427	-	-	-	-	1,575	2,537
	210,013	44,429	173,186	176,256	2,605	14,831	621,320	705,037
OTHER INCOME								
Amortization of tangible capital assets	(2,718)	(2,508)	(37,124)	(103,410)	-	(9,996)	(155,756)	(160,750)
Gain (loss) on disposal of tangible capital assets	(2,718)	(2,508)	(37,124)	(103,410)	-	(9,996)	(155,756)	(160,750)
	(2,718)	(2,508)	(37,124)	(103,410)	-	(9,996)	(155,756)	(160,750)
ANNUAL SURPLUS (DEFICIT)	\$ 274,936	\$ (11,251)	\$ (196,076)	\$ (87,680)	\$ (2,605)	\$ (24,727)	\$ (47,403)	\$ (173,688)

The accompanying notes are an integral part of these financial statements.

VILLAGE OF INNISFREE
Notes to Financial Statements
Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Village of Innisfree (the "Village") are the representation of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Village are as follows.

(a) Reporting entity

The financial statements reflect the assets, liabilities, revenues and expenses, changes in net financial position and cash flow of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Village and are, therefore, accountable to Village Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

(c) Landfill closure and post-closure liability

Pursuant to the *Environmental Enhancement and Protection Act* (Alberta), the Village is required to fund the closure of its landfill sites and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided over the estimated remaining life of the landfill sites based on usage.

The annual provision is reported as an operating expense in solid waste services and the liability is reported as a liability of the Statement of Financial Position.

(d) Tax revenue

Property tax revenue is based on market value of assessments determined in accordance with the *Municipal Government Act*. Tax rates are established annually. Taxation revenues are recorded at the time tax notices are issued. Assessments are subject to appeal.

Construction and borrowing costs associated with local improvement projects are recovered through annual special property assessments during the period of the related borrowing. These levies are collectible from property owners for work performed by the Village. Under the accrual basis of accounting, revenues to be received from local improvement assessments are recognized in full in the period the local improvement project costs are incurred and the passing of the related imposition by-law.

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VILLAGE OF INNISFREE
 Notes to Financial Statements
 Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Requisition over-levies and under-levies

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. In situations where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(f) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the Village, and reasonable estimates of the amounts can be made.

(g) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(h) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized over their estimated useful lives on a straight-line basis at the following rates:

Buildings	25 - 50 Years
Machinery and equipment	5 - 20 Years
Vehicles	3 - 20 Years
Engineered structures	
Water system	35 - 75 Years
Wastewater system	35 - 75 Years
Other engineered systems	15 - 40 Years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Assets under construction are not amortized until the asset is available for productive use.

(continues)

VILLAGE OF INNISFREE
Notes to Financial Statements
Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES (*continued*)

(i) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from these estimates.

Accounts receivable are stated after evaluation as to their collectibility and an appropriate allowance for doubtful accounts is provided where considered necessary. The amounts recorded for valuation of tangible capital assets, the useful lives and related amortization of tangible capital assets, landfill closure and post-closure costs, and contingent liabilities are areas where management makes significant estimates and assumptions in determining the amounts to be recorded in the financial statements

(j) Future changes in significant accounting policies

The following summarizes upcoming changes to the Canadian public sector accounting standards. The Village will continue to assess the impact and prepare for the adoption of these standards

(i) Financial statement presentation

PS 1201, Financial Statement Presentation, requires a new statement of re-measurement gains and losses separate from the statement of operations. Included in this new statement are the unrealized gains and losses arising from the re-measurement of financial instruments and items denominated in foreign currencies, as well as the government's proportionate share of other comprehensive income that arises when a government includes the results of government business enterprises and partnerships. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(ii) Foreign currency translation

PS 2601, Foreign Currency Translation, requires that monetary assets and liabilities denominated in a foreign currency be adjusted to reflect the exchange rates in effect at the financial statement dates. Unrealized gains and losses are to be presented in the new statement of re-measurement gains and losses. This standard must be adopted in conjunction with PS 2601 and PS 3450 and is applicable for fiscal years beginning on or after April 1, 2022.

(iii) Portfolio investments

PS 3041, Portfolio Investments, has removed the distinction between temporary and portfolio investments and amended to conform to PS 3405. This standard must be adopted in conjunction with PS 1201, PS 2601, and PS 3450 and is applicable for fiscal years beginning on or after April 1, 2022.

(continues)

VILLAGE OF INNISFREE
Notes to Financial Statements
Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Future changes in significant accounting policies *(continued)*

(iv) Financial instruments

PS 3450, Financial Instruments, established recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments. The standard requires fair value measurement of derivative and equity instruments; all other financial instruments can be measured at cost/amortized cost or fair value at the election of the government. Unrealized gains and losses are presented in a new statement of re-measurement gains and losses. There is the requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(v) Asset retirement obligations

PS 3280, Asset Retirement Obligations, establishes standards on how to account and report for legal obligations associated with the retirement of certain tangible capital assets including solid waste landfill sites. As a result, PS 3270, Solid Waste Landfill Closure and Post-Closure Liability has been withdrawn but will remain in effect until the adoption of PS 3280. This standard is applicable for fiscal years beginning on or after April 1, 2022.

(vi) Revenue

PS 3400, Revenue, establishes standards on how to account for and report revenue differentiating between revenue arising from transactions that include performance obligations and transactions that do not. This standard is applicable to fiscal years beginning on or after April 1, 2023.

2. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLE

	<u>2020</u>	<u>2019</u>
Current receivables	\$ 62,892	\$ 73,128
Receivables in arrears	117,810	106,247
	<u>180,702</u>	<u>179,375</u>
Allowance for doubtful accounts	<u>(35,963)</u>	<u>(23,690)</u>
	<u>\$ 144,739</u>	<u>\$ 155,685</u>

3. DUE FROM OTHER GOVERNMENTS

	<u>2020</u>	<u>2019</u>
Due from other governments	\$ 352,745	\$ 617,848
Goods and Services Tax recoverable	38,153	18,323
	<u>\$ 390,898</u>	<u>\$ 636,171</u>

VILLAGE OF INNISFREE
Notes to Financial Statements
Year Ended December 31, 2020

4. OPERATING LINE OF CREDIT

The Village has access to a credit facility with ATB Financial, which includes an approved revolving operating line, (Overdraft Facility #2), that can be drawn upon to a maximum of \$120,000, which bears interest at the prime rate less 0.25% and is secured by all assets of the Village at large. As at December 31, 2020, the Village had not drawn on the operating line (2019 - \$NIL).

5. DEFERRED REVENUE

Deferred revenue is comprised of the following amounts, which have been received from various third parties and are restricted to the eligible operating and capital projects as approved in the funding agreements for a specified purpose. Additions are composed of both contributions and interest earned during the year. These amounts are recognized as revenue in the period in which the related costs are incurred.

	2019	Funds Received (Returned)	Revenue Recognized	2020
Federal Gas Tax Grant	\$ 328,148	\$ 50,000	\$ 28,622	\$ 349,526
Municipal Sustainability Initiative	224,340	145,082	50,281	319,141
Other	5,990	35,703	26,170	15,523
Municipal Stimulus Program	-	5,000	-	5,000
Alberta Economic Development and Trade	10,197	(10,197)	-	-
	\$ 568,675	\$ 225,588	\$ 105,073	\$ 689,190

6. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

The Village has an operating agreement with other local municipalities in the operation of Manville landfill site. The Village is liable for 9.8% of the closure and post-closure costs of the transfer station's facilities. The landfill site has been closed and is inactive from accepting further waste.

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the sites, and ongoing environmental monitoring, sites inspections and maintenance.

The estimated total liability is based on the sum of the discounted future cash flows for closure and post-closure activities for 25 years after closure using a discount rate of 2.41% (2019 - 2.71%) and assuming an annual inflation of 2.00% (2019 - 2.10%).

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. At December 31, 2020, the landfill capacity has been fully utilized (2019 - 100%).

	2020	2019
Estimated closure costs	\$ 88,728	\$ 87,330
Estimated post-closure costs	10,480	10,219
Estimated total liability	99,208	97,549
Percentage of liability accrued by the Village	100 %	100 %
Amount accrued by the Village	99,208	97,549
Estimated liability still to be accrued	\$ -	\$ -

The Village has not designated assets for setting closure and post-closure liabilities.

VILLAGE OF INNISFREE
Notes to Financial Statements
Year Ended December 31, 2020

7. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits, as defined by *Alberta Regulation 255/2000*, for the Village be disclosed as follows:

	2020	2019
Total debt limit	\$ 974,286	\$ 1,004,735
Total debt	-	-
Amount of debt limit unused	<u>\$ 974,286</u>	<u>\$ 1,004,735</u>
Debt servicing limit	\$ 162,381	\$ 167,456
Debt servicing	-	-
Amount of service on debt limit unused	<u>\$ 162,381</u>	<u>\$ 167,456</u>

The debt limit is calculated at 1.5 times revenue of the Village (as defined in *Alberta Regulation 255/2000*) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Village. Rather, the financial statements must be interpreted as a whole.

8. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2020	2019
Unrestricted surplus	\$ 237,449	\$ 230,745
Reserves		
Public works	53,000	43,500
Sewer system	51,000	41,000
General capital	51,500	33,000
Recreation	30,000	25,000
Fire	26,000	22,000
Water system	5,000	5,000
General	5,000	5,000
	<u>221,500</u>	<u>174,500</u>
Equity in tangible capital assets	<u>3,270,020</u>	<u>3,371,127</u>
	<u>\$ 3,728,969</u>	<u>\$ 3,776,372</u>

VILLAGE OF INNISFREE
Notes to Financial Statements
Year Ended December 31, 2020

9. FRANCHISE AND CONCESSION CONTRACTS

Disclosure of utility franchise agreement annual revenues as required by *Alberta Regulation 313/2000* is as follows:

	2020	2019
ATCO Gas and Pipelines Ltd.	\$ 22,588	\$ 24,015
ATCO Electric Ltd.	13,962	14,634
	\$ 36,550	\$ 38,649

10. CONTINGENT LIABILITY

The Village is a member of the Alberta Municipal Insurance Exchange ("MUNIX"). Under the terms of membership, the Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Village is a defendant in a lawsuit arising in the normal course of operations. Management is of the opinion that the results of this action should not have any material effect on the financial position of the Village. No amounts have been accrued in these financial statements relating to this claim. Any awards or settlements will be reflected in the Statement of Operations as the matters are resolved or when sufficient information on amounts and likelihood are known.

11. CONTRACTUAL OBLIGATIONS

The Village is a partner in the Alberta Central East Water Corporation ("ACE") regional water system project to design and construct a water transfer and pump station, three fill stations, a truck fill station, and 246 kilometres of pipeline. The Government of Alberta is committed to fund approximately 90% of the estimated project costs as part of the Alberta Water for Life Program. The remaining 10% of costs will be distributed between the municipal partners. As of December 31, 2020, the Village's share of the remaining construction cost was estimated at \$63,393.

As the regional water system is not a Village owned asset, none of the related liabilities, funding, or expenditures are reflected in the Village's financial statement except for the Village's portion and consumption costs.

12. SEGMENTED DISCLOSURE

The Village provides a range of services to its taxpayers. For each reported segment, revenues and expenses both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

(a) General Government

General Government is comprised of Village Council, the Office of the Chief Administrative Officer, and Corporate Services. Corporate Services is comprised of Financial Services and Human Resources.

Council makes decisions regarding service delivery and service levels on behalf of the Village in order to balance the needs and wants of Village residents in a financial responsible manner.

(b) Protective Services

Protective Services is comprised of Fire and Municipal Enforcement Services. Fire Services is responsible to provide fire suppression services, fire prevention programs, training and education related to fire prevention; and the detection and/or extinguishments of fires. Municipal Enforcement Services provide bylaw enforcement that ranges from community standards, to traffic safety, to animal control as well as provincial statute enforcement with authorities granted by the Solicitor General of Alberta.

(c) Transportation

Transportation is comprised of Common Services and the Public Works area. They are responsible for the maintenance of the roadway and storm systems of the Village.

(d) Public Utilities

Public Utilities are comprised of water, waste water, and waste management services. They are responsible for providing a water supply, a sanitary sewage collection and disposal system, and a waste disposal service.

(e) Public Health

Public Health provides services mandated by Family and Community Support Services Alberta through a shared funding model between the Province of Alberta and the Village.

(f) Planning and Development

Planning and Development is responsible for the planning and development of the Village's infrastructure system and work with developers in planning the growth of the Village in a sustainable manner.

(g) Recreation and Culture

Recreation and Culture provide recreational and cultural services and activities which promote the well-being of its citizens. These areas are responsible for the parks, playgrounds, facilities, and green spaces of the Village. This area also acts as a liaison between community groups and providing grant funding.

(continues)

VILLAGE OF INNISFREE
Notes to Financial Statements
Year Ended December 31, 2020

12. SEGMENTED DISCLOSURE (continued)

Certain allocation methodologies are employed in the preparation of segmented financial information. Net municipal taxes are unallocated to segments and are presented under General Revenue. Sales and user charges have been allocated to the segment based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer was made. For additional information see the Schedule of Segmented Disclosure (Schedule 5).

13. FINANCIAL INSTRUMENTS

The Villages's financial instruments consist of cash, taxes and grants in place of taxes receivable, trade and other receivables, due from other governments, and accounts payable and accrued liabilities. It is management's opinion that the Village is not exposed to significant market, liquidity and currency risk arising from these financial instruments.

The Village is exposed to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Village provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

The Village is exposed to interest rate risk with respect to the operating line of credit. Interest rate risk arises from interest rate fluctuations through its variable interest line of credit. As at December 31, 2020, no balance was drawn on the operating line of credit.

Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

14. BUDGET

Budget figures presented in these financial statements are based on the 2020 operating budget adopted by Council on May 19, 2020. The Village compiles a budget on a modified accrual basis. The reconciliation below adjusts annual surplus (deficit) to align with the budget process. It should not be used as a replacement for the Statement of Operations and Accumulated Surplus. Users should note that this information may not be appropriate for their purposes.

	2020 Budget	2020 Actual	2019 Actual
Annual surplus (deficit)	\$ (87,663)	\$ (47,403)	\$ (173,688)
Add Back:			
Transfers to reserves	(47,000)	(47,000)	(48,000)
Amortization of tangible capital assets	119,140	119,140	160,750
	<u>\$ (15,523)</u>	<u>\$ 24,737</u>	<u>\$ (60,938)</u>

15. APPROVAL OF THE FINANCIAL STATEMENTS

Council and management have approved these financial statements on April 20, 2021.

VILLAGE OF INNISFREE
Notes to Financial Statements
Year Ended December 31, 2020

16. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Village officials, the Chief Administrative Officer and designated officers are required by *Alberta Regulation 313/2000*, is as follows:

	Salary (1)	Benefits (2)	2020	2019
Mayor D. McMann	\$ 2,295	\$ -	\$ 2,295	\$ 3,450
Councillor A. Cannan	1,605	-	1,605	1,350
Councillor W. Oudshoorn	1,845	-	1,845	2,378
	\$ 5,745	\$ -	\$ 5,745	\$ 7,178
Chief administrative officer	\$ 51,125	\$ -	\$ 51,125	\$ 50,000
Designated officer (contract)	4,580	-	4,580	4,520
	\$ 55,705	\$ -	\$ 55,705	\$ 54,520

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition's.

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MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2020

Municipality Name: Village of Innisfree

CERTIFICATION

The information contained in this Financial Information Return is presented fairly to the best of my knowledge.

Brooke Magosse

Print Name

April 20, 2021

Date

	Total 1
Assets	0010
Cash and Temporary Investments	0020 718,188
Taxes and Grants in Place of Taxes Receivable.....	0030
. Current	0040 62,892
. Arrears	0050 117,810
. Allowance	0060 -35,963
Receivable From Other Governments	0070 390,898
Loans Receivable	0080
Trade and Other Receivables	0090 39,250
Debt Charges Recoverable.....	0095
Inventories Held for Resale	0130
. Land	0140
. Other	0150
Long Term Investments	0170
. Federal Government	0180
. Provincial Government	0190
. Local Governments	0200
. Other	0210 20
Other Current Assets	0230
Other Long Term Assets	0240
	0250
Total Financial Assets	0260 1,293,095
	0270
Liabilities	0280
Temporary Loans Payable	0290 7,720
Payable To Other Governments	0300 38,028
Accounts Payable & Accrued Liabilities	0310
Deposit Liabilities	0340 689,190
Deferred Revenue	0350
Long Term Debt	0360
Other Current Liabilities	0370 99,208
Other Long Term Liabilities	
	0380
Total Liabilities	0390 834,146
	0395
Net Financial Assets (Net Debt)	0395 458,949
Non Financial Assets	
Tangible Capital Assets.....	0400 3,270,020
Inventory for Consumption.....	0410
Prepaid Expenses	0420
Other.....	0430
	0440
Total Non-Financial Assets	0440 3,270,020
Accumulated Surplus	0450 3,728,969

CHANGE IN ACCUMULATED SURPLUS

Schedule 9B

	Unrestricted	Restricted	Equity in TCA	Total
	1	2	3	4
Accumulated Surplus - Beginning of Year	230,745	174,500	3,371,127	3,776,372
Net Revenue (Expense)	-47,403			-47,403
Funds Designated For Future Use	-47,000	47,000		
Restricted Funds - Used for Operations				
Restricted Funds - Used for TCA				
Current Year Funds Used for TCA	-54,649		54,649	
Donated and Contributed TCA				
Disposals of TCA				
Annual Amortization Expense	155,756		-155,756	
Long Term Debt - Issued				
Long Term Debt - Repaid				
Capital Debt - Used for TCA				
Other Adjustments				
Accumulated Surplus - End of Year	237,449	221,500	3,270,020	3,728,969

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FINANCIAL ACTIVITIES BY FUNCTION

Schedule 9C

	Revenue		Expense
	1		2
Total General	0700	323,879	
Function	0710		1150
General Government	0720		1160
Council and Other Legislative	0730		1170
General Administration	0740	179,272	1180
Other General Government.....	0750		1190
Protective Services	0760		1200
Police	0770		1210
Fire	0780	20,730	1220
Disaster and Emergency Measures	0790		1230
Ambulance and First Aid	0800		1240
Bylaws Enforcement	0810	1,875	1250
Other Protective Services.....	0820		1260
Transportation	0830		1270
Common and Equipment Pool	0840		1280
Roads, Streets, Walks, Lighting	0850	9,463	1290
Airport	0860		1300
Public Transit	0870		1310
Storm Sewers and Drainage	0880	4,771	1320
Other Transportation	0890		1330
Environmental Use and Protection	0900		1340
Water Supply and Distribution	0910	89,632	1350
Wastewater Treatment and Disposal	0920	35,062	1360
Waste Management	0930	64,889	1370
Other Environmental Use and Protection	0940		1380
Public Health and Welfare	0950		1390
Family and Community Support	0960		1400
Day Care	0970		1410
Cemeteries and Crematoriums	0980		1420
Other Public Health and Welfare	0990		1430
Planning and Development	1000		1440
Land Use Planning, Zoning and Development	1010		1450
Economic/Agricultural Development	1020		1460
Subdivision Land and Development	1030		1470
Public Housing Operations	1040		1480
Land, Housing and Building Rentals	1050		1490
Other Planning and Development.....	1060		1500
Recreation and Culture	1070		1510
Recreation Boards	1080		1520
Parks and Recreation	1090		1530
Culture: Libraries, Museums, Halls	1100	100	1540
Convention Centres	1110		1550
Other Recreation and Culture.....	1120		1560
Other Utilities	1125		1565
Gas	1126		1566
Electric	1127		1567
Other	1130		1570
Total Revenue/Expense	1140	729,673	1580
Net Revenue/Expense			1590
			-47,403

FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

		Total
		1
Revenues	1700	
Taxation and Grants in Place	1710	
. Property (Net Municipal)	1720	242,629
. Business	1730	
. Business Revitalization Zone	1740	
. Special	1750	
. Well Drilling	1760	
. Local Improvement	1770	
Sales To Other Governments	1790	
Sales and User Charges	1800	196,548
Penalties and Costs on Taxes	1810	29,033
Licenses and Permits	1820	950
Fines	1830	925
Franchise and Concession Contracts	1840	36,550
Returns on Investments	1850	2,200
Rentals	1860	9,012
Insurance Proceeds	1870	
Net Gain on Sale of Tangible Capital Assets	1880	
Contributed and Donated Assets	1885	
Federal Government Unconditional Transfers	1890	
Federal Government Conditional Transfers	1900	8,400
Provincial Government Unconditional Transfers	1910	37,050
Provincial Government Conditional Transfers	1920	107,740
Local Government Transfers	1930	33,811
Transfers From Local Boards and Agencies	1940	
Developer Agreements and Levies	1960	
Other Revenues	1970	24,825
Total Revenue	1980	729,673
Expenses	1990	
Salaries, Wages, and Benefits	2000	181,101
Contracted and General Services	2010	175,269
Purchases from Other Governments	2020	
Materials, Goods, Supplies, and Utilities	2030	242,923
Provision For Allowances	2040	12,371
Transfers to Other Governments	2050	
Transfers to Local Boards and Agencies	2060	8,081
Transfers to Individuals and Organizations	2070	
Bank Charges and Short Term Interest	2080	1,575
Interest on Operating Long Term Debt	2090	
Interest on Capital Long Term Debt	2100	
Amortization of Tangible Capital Assets	2110	155,756
Net Loss on Sale of Tangible Capital Assets	2125	
Write Down of Tangible Capital Assets	2127	
Other Expenditures	2130	
Total Expenses	2140	777,076
Net Revenue (Expense)	2150	-47,403

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative	2210				
General Administration	2220	1,131	21,175	2,718	
Other General Government.....	2230				
Protective Services	2240				
Police	2250			2,508	
Fire	2260				
Disaster and Emergency Measures	2270				
Ambulance and First Aid	2280				
Bylaws Enforcement	2290				
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool	2320		29,619		
Roads, Streets, Walks, Lighting	2330	1,063		37,125	
Airport	2340				
Public Transit	2350				
Storm Sewers and Drainage	2360	4,771	29,355		
Other Transportation	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution	2390	89,632		68,111	
Wastewater Treatment and Disposal	2400	35,062		33,134	
Waste Management	2410	64,889		2,164	
Other Environmental Use and Protection	2420				
Public Health and Welfare	2430				
Family and Community Support	2440				
Day Care	2450				
Cemeteries and Crematoriums	2460				
Other Public Health and Welfare	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development	2490				
Economic/Agricultural Development	2500				
Subdivision Land and Development	2510				
Public Housing Operations	2520				
Land, Housing and Building Rentals	2530				
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards	2560				
Parks and Recreation	2570			9,996	
Culture: Libraries, Museums, Halls	2580				
Convention Centres	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas	2606				
Electric	2607				
Other	2610				
Total	2620	196,548	80,149	155,756	

TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative	2710				
General Administration	2720	21,175			
Other General Government.....	2730				
Protective Services	2740				
Police	2750				
Fire	2760				
Disaster and Emergency Measures	2770				
Ambulance and First Aid	2780				
Bylaws Enforcement	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool	2820	4,119			
Roads, Streets, Walks, Lighting	2830				
Airport	2840				
Public Transit	2850				
Storm Sewers and Drainage	2860				
Other Transportation	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution	2890				
Wastewater Treatment and Disposal	2900	29,355			
Waste Management	2910				
Other Environmental Use and Protection	2920				
Public Health and Welfare	2930				
Family and Community Support	2940				
Day Care	2950				
Cemeteries and Crematoriums	2960				
Other Public Health and Welfare	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development	2990				
Economic/Agricultural Development	3000				
Subdivision Land and Development	3010				
Public Housing Operations	3020				
Land, Housing and Building Rentals	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards	3060				
Parks and Recreation	3070				
Culture: Libraries, Museums, Halls	3080				
Convention Centres	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas	3106				
Electric	3107				
Other	3110				
Total	3120	54,649			

CHANGE IN TANGIBLE CAPITAL ASSETS

Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
Tangible Capital Assets - Cost					
Engineered Structures	3200				
Roadway Systems.....	3201	984,258			984,258
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	3,192,266			3,192,266
Wastewater Systems.....	3204	1,636,278	29,355		1,665,633
Storm Systems.....	3205				
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures	3210	5,812,802	29,355		5,842,157
Construction In Progress.....	3219				
Buildings	3220	659,313	21,175		680,488
Machinery and Equipment	3230	336,436	4,119		340,555
Land	3240	113,628			113,628
Land Improvements.....	3245				
Vehicles	3250	131,700			131,700
Total Capital Property Cost	3260	7,053,879	54,649		7,108,528
Accumulated Amortization					
Engineered Structures	3270				
Roadway Systems	3271	687,706	13,364		701,070
Light Rail Transit Systems	3272				
Water Systems	3273	1,555,110	67,446		1,622,556
Wastewater Systems	3274	922,840	33,134		955,974
Storm Systems	3275				
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Engineered Structures	3280	3,165,656	113,944		3,279,600
Buildings	3290	223,846	15,308		239,154
Machinery and Equipment	3300	228,669	19,016		247,685
Land	3310		7,488		7,488
Land Improvements.....	3315				
Vehicles	3320	64,581			64,581
Total Accumulated Amortization	3330	3,682,752	155,756		3,838,508
Net Book Value of Capital Property	3340	3,371,127			3,270,020
Capital Long Term Debt (Net)	3350				
Equity in Tangible Capital Assets	3400	3,371,127			3,270,020

LONG TERM DEBT SUPPORT

Schedule 9H

		Operating Purposes 1	Capital Purposes 2	Total 3
Long Term Debt Support	3405			
Supported by General Tax Levies	3410			
Supported by Special Levies	3420			
Supported by Utility Rates	3430			
Other	3440			
Total Long Term Debt Principal Balance	3450			

LONG TERM DEBT SOURCES

Schedule 9I

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority	3500			
Canada Mortgage and Housing Corporation	3520			
Mortgage Borrowing	3600			
Other	3610			
Total Long Term Debt Principal Balance	3620			

FUTURE LONG TERM DEBT REPAYMENTS

Schedule 9J

		Operating Purposes 1	Capital Purposes 2	Total 3
Principal Repayments by Year	3700			
Current + 1	3710			
Current + 2	3720			
Current + 3	3730			
Current + 4	3740			
Current + 5	3750			
Thereafter	3760			
Total Principal	3770			
Interest by Year	3780			
Current + 1	3790			
Current + 2	3800			
Current + 3	3810			
Current + 4	3820			
Current + 5	3830			
Thereafter	3840			
Total Interest	3850			

PROPERTY TAXES AND GRANTS IN PLACE

Schedule 9K

	Property Taxes 1	Grants - in Place 2	Total 3
Property Taxes	3900		
Residential Land and Improvements	3910	195,616	195,616
Non-Residential	3920		
Land and Improvements (Excluding M & E).....	3935	57,628	58,520
Machinery and Equipment	3950	1,900	1,900
Linear Property	3960	25,185	25,185
Railway	3970		
Farm Land	3980		
Adjustments to Property Taxes	3990		
Total Property Taxes and Grants In Place	4000	280,329	281,221
Requisition Transfers		4010	
Education			
Residential/Farm Land		4031	25,978
Non-Residential		4035	10,689
Seniors Lodges		4090	1,842
Other		4100	83
Adjustments to Requisition Transfers		4110	
Total Requisition Transfers		4120	38,592
Net Municipal Property Taxes and Grants In Place		4130	242,629

GRANTS IN PLACE OF TAXES

Schedule 9L

	Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government	4200	892		892
Provincial Government	4210			
Local Government	4220			
Other	4230			
Total	4240	892		892

DEBT LIMIT

Schedule 9AA

1

Debt Limit	5700	974,286
Total Debt	5710	
Debt Service Limit	5720	162,381
Total Debt Service Costs	5730	

Enter prior year Line 3450 Column 2 balance here:

GRANT AND DEFERRED GRANT REVENUE SCHEDULE

Schedule 9P

Cash and Temporary Investments

8820	718,188
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Restricted Cash by Grant

Municipal Sustainability Initiative Capital	8825	174059
Municipal Sustainability Initiative Operating	8826	
Federal Gas Tax Fund	8827	299526
Alberta Community Partnership- Intermunicipal Collaboration	8828	
Alberta Community Partnership- Municipal Restructuring	8829	
Alberta Community Partnership- Mediation and Cooperative Processes	8830	
Alberta Community Partnership- Municipal Internship	8831	
Alberta Community Partnership- Local Land Use Planning	8832	
Alberta Community Partnership- Strategic Initiative	8833	
Alberta Community Partnership- Regional Collaboration Program	8834	
Other Grants	8835	10863

Total Restricted Cash

8865	484448
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Unrestricted Cash

8870	233,740
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Accounts Receivable - Grants

8872	195,082
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Deferred Revenue

8875	689,190
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Deferred Revenue by Grant

Municipal Sustainability Initiative Capital	8880	319141
Municipal Sustainability Initiative Operating	8881	
Federal Gas Tax Fund	8882	349526
Alberta Community Partnership- Intermunicipal Collaboration	8883	
Alberta Community Partnership- Municipal Restructuring	8884	
Alberta Community Partnership- Mediation and Cooperative Processes	8885	
Alberta Community Partnership- Municipal Internship	8886	
Alberta Community Partnership- Local Land Use Planning	8887	
Alberta Community Partnership- Strategic Initiative	8888	
Alberta Community Partnership- Regional Collaboration Program	8889	
Other Grants	8890	10863

Other Deferred Revenue

8899	9660
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DRAFT

A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, March 16, 2021.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:05 PM.

PRESENT

Attendance in-person

Deborah McMann Mayor
William Oudshoorn Councillor

Brooke Magosse Chief Administrative Officer

Attendance via Electronic Means

Aaron Cannan Deputy Mayor – Via Teleconference

APPROVAL OF AGENDA
2021-03-16/01

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

New Business:

7 H – Appointment of Members – Village of Innisfree Library Board

Councillor Reports:

8 C – Village of Innisfree Library Board (Verbal Report) – William Oudshoorn

CARRIED.

APPROVAL OF MINUTES
2021-03-16/02

Moved by Councillor Oudshoorn that the February 16, 2021 Regular Council Meeting minutes be approved as presented.

CARRIED.

662-20 – REGIONAL
EMERGENCY
MANAGEMENT BYLAW
2021-03-16/03

Moved by Mayor McMann that Bylaw 662-20 – Regional Emergency Management Bylaw be tabled to the April 20, 2021 Regular Council Meeting.

CARRIED.

REGIONAL
EMERGENCY
MANAGEMENT
MUTUAL AID
AGREEMENT
2021-03-16/04

Moved by Mayor McMann that the Regional Emergency Management Mutual Aid Agreement be tabled to the April 20, 2021 Regular Council Meeting.

CARRIED.

PAGE 2, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF MARCH 16, 2021

WI-FI/INTERNET –
BIRCH LAKE
CAMPGROUND
2021-03-16/05

Moved by Deputy Mayor Cannan that Council direct Administration to purchase the Telus Smart HUB for a “one time cost” of \$270.00 (GST not included) plus a \$45.00 connection fee. Furthermore, that Council direct Administration to enter the “No Term” plan of \$85.00 per month for 500GB of data.

CARRIED.

Deputy Mayor Cannan left the meeting at 5:29 PM.

Deputy Mayor Cannan arrived at the meeting at 5:30 PM.

2021 STRATEGIC PLAN
& TACTICAL PLAN – 1ST
AND 2ND QUARTER
UPDATE
2021-03-16/06

Moved by Councillor Oudshoorn that the 2021 Strategic & Tactical Plan – 1st and 2nd Quarter Update be approved as amended.

CARRIED.

663-21 – MASTER
RATES BYLAW
FIRST READING
2021-03-16/07

Moved by Deputy Mayor Cannan that Council give FIRST reading to Bylaw 663-21 – Master Rates Bylaw this 16th day of March 2021.

CARRIED.

663-21 – MASTER
RATES BYLAW
SECOND READING
2021-03-16/08

Moved by Mayor McMann that Council give SECOND reading to Bylaw 663-21 – Master Rates Bylaw this 16th day of March 2021.

CARRIED.

663-21 – MASTER
RATES BYLAW
AUTHORIZE THIRD
READING
2021-03-16/09

Moved by Councillor Oudshoorn that Council authorize THIRD reading to Bylaw 663-21 – Master Rates Bylaw this 16th day of March 2021.

Unanimously Carried.

663-21 – MASTER
RATES BYLAW
THIRD AND FINAL
READING
2021-03-16/10

Moved by Deputy Mayor Cannan that Council give THIRD and FINAL reading to Bylaw 663-21 – Master Rates Bylaw this 16th day of March 2021.

CARRIED.

PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF MARCH 16, 2021

APPOINTMENT OF
SUBSTITUTE
RETURNING OFFICER –
LAEA SECTION 13 (2.1)
2021-03-16/11

Moved by Councillor Oudshoorn that Bobbi-Jo Jackson be appointed as the Substitute Returning Officer, in accordance with the Local Authorities Election Act (LAEA) Section 13 (2.1).

CARRIED.

TINNING/SHINGLING –
BIRCH LAKE
CAMPGROUND
ADMINISTRATION
BUILDING
2021-03-16/12

Moved by Deputy Mayor Cannan that this item be tabled to the April 20, 2021 Regular Council meeting. Further, that Administration be directed to send a registered letter to Mr. Moyen, regarding the quote submitted, for the Tinning/Shingling of the Administration Building located at the Birch Lake Campground.

CARRIED.

MEMORANDUM OF
UNDERSTANDING:
EMERGENCY
MANAGEMENT –
REGION OF MINBURN &
STUDEBAKER
INDUSTRIES LTD.
2021-03-16/13

Moved by Mayor McMann that the Memorandum of Understanding: Emergency Management – Region of Minburn & Studebaker Industries Ltd. be approved as presented.

CARRIED.

MEMORANDUM OF
UNDERSTANDING:
EMERGENCY
MANAGEMENT –
REGION OF MINBURN
&SOUTHLAND
TRANSPORTATION LTD.
2021-03-16/14

Moved by Deputy Mayor Cannan that the Memorandum of Understanding: Emergency Management – Region of Minburn & Southland Transportation Ltd. be approved as presented.

CARRIED.

BUFFALO TRAIL PUBLIC
SCHOOL – HANDICAP
PARKING ON HWY 870
2021-03-16/15

Moved by Councillor Oudshoorn that Council direct Administration to write a letter to Buffalo Trail Public School, in support of their proposed development of the Handicap Parking Zone along Highway 870 adjacent to the Innisfree Delnorte School.

CARRIED.

MSI CAPITAL PROJECT
NO. CAP-12594 - JOHN
DEERE ZERO TURN
LAWN MOWER – Z530M
ZTRAK
2021-03-16/16

Moved by Councillor Oudshoorn that this item be tabled to the April 20, 2021 Regular Council meeting.

CARRIED.

PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF MARCH 16, 2021

Deputy Mayor Cannan arrived at the Council Chamber “in-person” at 6:11 PM.

Mayor McMann called for a recess at 6:12 PM.

Deputy Mayor Cannan reconvened the meeting at 6:16 PM.

Moved by Councillor Oudshoorn that this item be received as information.

CARRIED.

2021 BIRCH LAKE
CAMPGROUND/
RECREATION PARK
MANAGER
2021-03-16/17

Moved by Deputy Mayor Cannan that the following members be re-appointed to the Village of Innisfree Library Board, in accordance with Section 4 of the Libraries Act:

- Gayle Foyster
- Elizabeth Harrison
- Doris Christensen
- Holly Cependa
- Will Oudshoorn
- Deborah McMann
- Dale Cates

CARRIED.

APPOINTMENT OF
BOARD MEMBERS –
VILLAGE OF INNISFREE
LIBRARY BOARD
2021-03-16/18

COUNCILLOR REPORTS
2021-03-16/19

Moved by Deputy Mayor Cannan that the listed Councillor Report be received as information.

CARRIED.

ADMINISTRATION
REPORTS
2021-03-16/20

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

CARRIED.

CORRESPONDENCE
2021-03-16/21

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

CARRIED.

CLOSED SESSION
ATTENDANCE

Deborah McMann Mayor
Aaron Cannan Deputy Mayor
William Oudshoorn Councillor

Brooke Magosse Chief Administrative Officer

PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF MARCH 16, 2021

**CLOSED SESSION
2021-03-16/22**

Moved by Mayor McMann that the meeting be moved into closed session at 7:23 PM to discuss Land – Offer to Purchase: Lot 3, Block 4, Plan 4175R (5036-50 Street) in accordance with FOIP Section(s) 17 & 27.

CARRIED.

**CLOSED SESSION
2021-03-16/23**

Moved by Deputy Mayor Cannan that the meeting be moved out of closed session at 7:37 PM.

CARRIED.

**OFFER TO PURCHASE –
LOT 3, BLOCK 4, PLAN
4175R (5036 – 50 STREET)
2021-03-16/24**

Moved by Mayor McMann that Council table this item to the April 20, 2021 Regular Council meeting. Further that administration be directed to conduct further research and provide additional information regarding the Offer to Purchase – Lot 3, Block 4, Plan 4175R (5036-50 Street).

CARRIED.

ADJOURNMENT

Deputy Mayor Cannan adjourned the meeting at 7:40 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 Friday, March 26, 2020.

CALL TO ORDER

Mayor McMann called the special meeting to order at 10:05 AM.

PRESENT

Present

Deborah McMann	Mayor
Aaron Cannan	Deputy Mayor
Will Oudshoorn	Councillor

Also Present:

Brooke Magosse	Chief Administrative Officer
Bobbi-Jo Jackson	Administrative Assistant

Press:

Angela Mouly	Lakeland Connect Inc. (Via Electronic Means)
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In accordance with Section 194 of the Municipal Government Act, RSA 2000 c.M-26, the nature of business to be discussed is the Village of Innisfree – Solar Panel Project and Tinning/Shingling – Birch Lake Campground Administration Building.

AGENDA
2021-03-26/01

Moved by Deputy Mayor Cannan that, in accordance with Section 194 (5) of the *Municipal Government Act*, the agenda be approved as amended:

New Business:

3 C – 2021 Birch Lake Campground/Recreation Park Manager

CARRIED.

VILLAGE OF
INNISFREE –
SOLAR PANEL
PROJECT
*SOLAR NINJA'S
ENERGY
SOULTION LTD.*
2021-03-26/02

Moved by Councillor Oudshoorn that Council direct Administration to contact additional solar energy providers, to prepare presentations to be presented at the April 20, 2021 Regular Council Meeting. Furthermore, that Administration also be directed to conduct further research to bring forward at the April 20, 2021 Regular Council meeting.

CARRIED.

RESCIND MOTION
2021-03-16/12 –
TINNING/SHINGLING
– BIRCH LAKE
CAMPGROUND
ADMINISTRATION
BUILDING
2021-03-26/03

Moved by Deputy Mayor Cannan that Motion No. 2021-03-16/12 be rescinded.

CARRIED.

PAGE 2, VILLAGE OF INNISFREE SPECIAL MEETING MINUTES OF MARCH 26, 2021

TINNING/
SHINGLING – BIRCH
LAKE
CAMPGROUND
ADMINISTRATION
BUILDING
2021-03-26/04

Moved by Councillor Oudshoorn that the revised quote dated March 17, 2021 submitted by Mr. Kevin Moyen, for the Tinning of the Birch Lake Campground Administration Building, be approved at a cost of \$ 8,448.00 (GST included).

CARRIED.

2021 BIRCH LAKE
CAMPGROUND/
RECREATION PARK
MANAGER
2021-03-26/05

Moved by Deputy Mayor Cannan that the 2021 Birch Lake Campground/Recreation Park Manager be received as information.

CARRIED.

ADJOURNMENT

Mayor McMann adjourned the meeting at 10:43 AM.

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 Friday, March 26, 2020.

CALL TO ORDER

Mayor McMann called the special meeting to order at 10:05 AM.

PRESENT

Present

Deborah McMann Mayor
Aaron Cannan Deputy Mayor
Will Oudshoorn Councillor

Also Present:

Brooke Magosse Chief Administrative Officer
Bobbi-Jo Jackson Administrative Assistant

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 Village of Innisfree – Solar Panel Project and Tinning/Shingling – Birch Lake Campground Administration Building.

AGENDA
2021-03-26/01

Moved by Deputy Mayor Cannan that, in accordance with Section 194 (5) of the *Municipal Government Act*, the agenda be approved as amended:

New Business:

3 C – 2021 Birch Lake Campground/Recreation Park Manager

CARRIED.

**VILLAGE OF
INNISFREE –
SOLAR PANEL
PROJECT
SOLAR NINJA'S
ENERGY
SOULTION LTD.
2021-03-26/02**

Moved by Councillor Oudshoorn that Council direct Administration to contact additional solar energy providers, to prepare presentations to be presented at the April 20, 2021 Regular Council Meeting. Furthermore, that Administration also be directed to conduct further research to bring forward at the April 20, 2021 Regular Council meeting.

CARRIED.

RESCIND MOTION
2021-03-16/12 –
TINNING/SHINGLING
– BIRCH LAKE
CAMPGROUND
ADMINISTRATION
BUILDING
2021-03-26/03

Moved by Deputy Mayor Cannan that Motion No. 2021-03-16/12 be rescinded.

CARRIED.



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

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

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

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

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

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

1. Title

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

2. Definitions

2.1 In this Bylaw:

- a. “Act” means the *Alberta Emergency Management Act, 2000* and all amendments thereto.
- b. “Agency” means the Regional Emergency Management Agency unless stated otherwise.
- c. “All-Hazards” refers to all types of hazards including natural, technological, and human caused.
- d. “Bi-annual” occurring once every two (2) years.
- e. “Council” means the elected officials that form the municipal council of the Village of Innisfree.
- f. “Director of Emergency Management” means the person appointed by the Council of the local authority to organize the local authority’s emergency management program.
- g. “Disaster” shall have the same meaning as given to it by the *Act*.

- h. “Emergency” shall have the same meaning as given to it by the *Act*.
- i. “Emergency Social Services” are services that provide for the basic essential needs of victims, evacuees and/or affected residents as may be required.
- j. “Incident Commander” means the person in control of the local authority’s Incident Command Post or a Regional Incident Command Post whose responsibility it is to oversee functions of the Incident Command Post including any municipally led Emergency Social Services.
- k. “Incident Command Post” in this Bylaw means a location for carrying out coordinated emergency or disaster response activities including planning, logistical and operational requirements. It may function as the Incident Command Post of a local authority or a regional Incident Command Post on behalf of multiple local authorities within the County of Minburn No. 27.
- l. “Local authority” and “Local authorities” refer to the authority having jurisdiction as represented by the Regional Emergency Advisory Committee and include the following:
- Town of Vegreville
 - County of Minburn No. 27
 - Village of Mannville
 - Village of Innisfree
- m. “Local Authority Emergency Management Regulation” means the *Alberta Local Authority Emergency Management Regulation 2020* and all amendments thereto.
- n. “Minister” means the Minister charged with administration of the *Act*.
- o. “Region” and “Regional” means the County and all local authorities having jurisdiction within the boundaries of the County of Minburn No. 27.
- p. “Regional Emergency Advisory Committee” means the Committee comprised of council members of the regional local authorities that advise on development of emergency plans and programs.
- q. “Regional Emergency Management Agency” is the agency appointed to act as the agent of the regional local authorities in exercising the regional authorities’ powers and duties under the Emergency Management Act of Alberta. Provides feedback, guidance and expertise regarding the regional emergency management plan and program.
- r. “Regional Emergency Plan” refers to the document created to guide the actions of the local authorities herein during an emergency.

3. Council

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

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

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

3.3 Council shall:

- a). Appoint a Director of Emergency Management.
- b). Appoint one (1) member of Council to the Regional Emergency Advisory Committee and appoint at least one (1) other Council member as an alternate.
- c). Pursuant to the *Act* provide for the payment of expenses of locally appointed members of the Regional Emergency Advisory Committee.
- d). Annually review and approve the Regional Emergency Management Plan.
- e). Complete any courses as prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the *Act* and any amendments thereto.

3.4 Council may:

- a). Appoint a Deputy Director of Emergency Management.

4. Regional Emergency Plan

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

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

5. Regional Emergency Advisory Committee

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

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

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

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

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

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

5.7 The Regional Advisory Committee shall:

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

- b). Each member will act as a liaison between the Committee and their local authority by communicating information from each meeting and bringing forth items requiring Council decision or approval to their elected Council on behalf of the Committee.
- c). Annually review the Regional Emergency Plan after review by the Regional Emergency Management Agency as per section 7.8 (d) of this Bylaw.
- d). Annually provide a copy of the reviewed Regional Emergency Plan for review and final approval to each Council.
- e). Make the Regional Emergency Management Plan available to Alberta Emergency Management Agency for review and comment.
- f). Review and where appropriate approve annual objectives of the Regional Emergency Management Agency.
- g). Review any corrective or after-action reports submitted by the Regional Emergency Management Agency and determine process for approval where appropriate.

5.8 During an emergency or disaster the Advisory Committee will:

- a). Provide support to the Incident Command Post by establishing clear lines of communication and liaising with regional Council members.
- b). Provide policy oversight as needed.

6. State of Local Emergency

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

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

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

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

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

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

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

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

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

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

7. Regional Emergency Management Agency

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

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

7.3 Members of the Regional Emergency Management Agency shall include:

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

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

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

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

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

7.8 The Agency shall:

- a). Coordinate the provision of services and operations in preparation for and during an emergency.
- b). Coordinate annual training and exercises for members of the Regional Emergency Management Agency as per of the *Local Authority Emergency Management Regulation 2020* and any amendments thereto.
- c). Set annual objectives for the Regional Emergency Management Agency and submit to the Regional Emergency Advisory Committee for approval.
- d). Annually review and as necessary update the Regional Emergency Plan to ensure it meets changing regional capacities and all provincial requirements pursuant to the *Local Authority Emergency Management Regulation 2020* and any amendments thereto. Submit to the Advisory Committee annually following review and any updates.
- e). Ensure that in the event of an emergency or disaster incident a group of individuals is designated under the Regional Emergency Management Plan to act on behalf of the Agency.
- f). Identify corrective actions following Incident Command Post and Emergency Social Services activations or exercises.

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

- a). Annual emergency training exercises as requested by the Director of Emergency Management.
- b). Training as required by the Managing Director of Alberta Emergency Management Agency or as requested by the Director of Emergency Management.

8. Director of Emergency Management

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

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

- a). Be prepared to assume the role of Incident Commander in the event that an Incident Command Post is partially or fully activated.
- b). Oversee municipally led emergency response operations including:
 - Acting as director of emergency operations.
 - Coordinating all emergency services and other resources used in an emergency.
- c). Oversee municipally led recovery operations where directed by Council.
- d). Coordinate a debrief for personnel involved in any incident activations and compile a corrective or after-action report with tasks and dates for completion assigned for review and approval by Council and/or the Regional Advisory Committee as appropriate.
- e). Is prepared to respond to an Incident Command Post within the Region to provide relief capacity for the acting Director of Emergency Management.
- f). Participate in assigned rotation as Chair of the Regional Emergency Management Agency as per section 7.4 of this Bylaw.
- g). Participate as an active member of the Regional Emergency Management Agency.
- h). Complete any courses prescribed by the Managing Director of the Alberta Emergency Management Agency within the designated timeframe.

9. Financial

9.1 Council may:

- a). By bylaw which is not advertised borrow, levy, appropriate and expend all sums required for its share of the operation of the Regional Emergency Management Advisory Committee and Regional Emergency Management Agency.
- b). Authorize and expend such monies as required to prepare, respond to, and recover from an emergency.

- c). Enter into agreements and make payments to persons or organizations for emergency management services including development and implementation of plans, programs, or portions thereof.
- d). Make applications for grants or other funding applicable to the development of emergency plans or programs including but not limited to mutual and/or regional aid plans and programs.
- e). Enter into agreements with other regional districts or municipalities for the purpose of mutual aid, emergency assistance or coordination of emergency preparedness, response or recovery initiatives or resources.

10. Indemnification

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

11. Repealed

Bylaw No. _____ is hereby repealed.

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

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

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

Mayor

Chief Administrative Officer

Regional Emergency Management Mutual Aid Agreement

BETWEEN THE SIGNATORY MUNICIPAL CORPORATIONS



1. Definitions

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

- a. "Act" means the Alberta *Emergency Management Act, 2000* and all amendments thereto.
- b. "Assisting Party" the Party or Parties that has received and/or responds to a request for mutual aid assistance made under this Agreement.
- c. "Authorized Signature" a person who has been authorized to represent a Party as it pertains to this Agreement.
- d. "Director of Emergency Management" means the person appointed by the Council of a local authority listed within this Agreement to organize the local authority's emergency management program.
- e. "Disaster" shall have the same meaning as given to it by the *Act*.
- f. "Emergency" shall have the same meaning as given to it by the *Act*.
- g. "Hosting Arrangements" in this Agreement means provision of emergency social services for affected residents in a community other than their own from which mutual aid has been requested.
- h. "Incident Command System" an organizational management system under which personnel have been organized for emergency and disaster response activities.
- i. "Local authority" and "Local authorities" refer to the authority having jurisdiction within the boundaries of the County of Minburn No. 27 and include the following:
 - Town of Vegreville
 - County of Minburn No. 27
 - Village of Mannville
 - Village of Innisfree
- j. "May" does not indicate a requirement under this Agreement but an optional response or action of a Party or Parties under this Agreement.
- k. "Mutual Aid" means an agreement to provide emergency management resources where practical and possible under this Agreement.
- l. "Party" or "Parties" means a local authority that has approved and implemented this Agreement.
- m. "Region" and "Regional" means the County and all local authorities having jurisdiction within the boundaries of the County of Minburn No. 27 including the following:
 - Town of Vegreville
 - County of Minburn No. 27
 - Village of Mannville
 - Village of Innisfree

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

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

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

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

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

2. Purpose

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

3. Exclusions & Limitations

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

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

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

4. Scope of Authority

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

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

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

5. Requests For Assistance

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

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

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

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

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

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

6. Personnel Provisions

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

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

7. Provision of Assistance

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

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

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

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

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

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

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

8. Deployed Resources

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

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

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

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

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

9. Conduct

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

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

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

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

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

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

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

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

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

10. Confidentiality

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

11. Reimbursement

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

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

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

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

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

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

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

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

12. Documentation & Resource Tracking

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

12.2 Notwithstanding 12.1, the Assisting Party is responsible for tracking resource time and costs for later reimbursement and invoicing purposes.

13. Liability

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

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

13.3 All insurance policies shall be primary and not contributory.

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

13.5 The Assisting Party shall not be held liable for:

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

14. Indemnification

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

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

15. Term

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

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

16. Binding Agreement

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

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

Town of Vegreville

(Printed Name)

(Title)

(Date)

(Signature)

County of Minburn No. 27

(Printed Name)

(Title)

(Date)

(Signature)

Village of Mannville

(Printed Name)

(Title)

(Date)

(Signature)

Village of Innisfree

(Printed Name)

(Title)

(Date)

(Signature)

PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF MARCH 16, 2021

APPOINTMENT OF
SUBSTITUTE
RETURNING OFFICER –
LAEA SECTION 13 (2.1)
2021-03-16/11

Moved by Councillor Oudshoorn that Bobbi-Jo Jackson be appointed as the Substitute Returning Officer, in accordance with the Local Authorities Election Act (LAEA) Section 13 (2.1).

CARRIED.

TINNING/SHINGLING –
BIRCH LAKE
CAMPGROUND
ADMINISTRATION
BUILDING
2021-03-16/12

Moved by Deputy Mayor Cannan that this item be tabled to the April 20, 2021 Regular Council meeting. Further, that Administration be directed to send a registered letter to Mr. Moyen, regarding the quote submitted, for the Tinning/Shingling of the Administration Building located at the Birch Lake Campground.

CARRIED.

MEMORANDUM OF
UNDERSTANDING:
EMERGENCY
MANAGEMENT –
REGION OF MINBURN &
STUDEBAKER
INDUSTRIES LTD.
2021-03-16/13

Moved by Mayor McMann that the Memorandum of Understanding: Emergency Management – Region of Minburn & Studebaker Industries Ltd. be approved as presented.

CARRIED.

MEMORANDUM OF
UNDERSTANDING:
EMERGENCY
MANAGEMENT –
REGION OF MINBURN
&SOUTHLAND
TRANSPORTATION LTD.
2021-03-16/14

Moved by Deputy Mayor Cannan that the Memorandum of Understanding: Emergency Management – Region of Minburn & Southland Transportation Ltd. be approved as presented.

CARRIED.

BUFFALO TRAIL PUBLIC
SCHOOL – HANDICAP
PARKING ON HWY 870
2021-03-16/15

Moved by Councillor Oudshoorn that Council direct Administration to write a letter to Buffalo Trail Public School, in support of their proposed development of the Handicap Parking Zone along Highway 870 adjacent to the Innisfree Delnorte School.

CARRIED.

MSI CAPITAL PROJECT
NO. CAP-12594 - JOHN
DEERE ZERO TURN
LAWN MOWER – Z530M
ZTRAK
2021-03-16/16

Moved by Councillor Oudshoorn that this item be tabled to the April 20, 2021 Regular Council meeting.

CARRIED.

Quote Summary

Prepared For:

Prepared By:

AGLAND
William Baranyk
4915 47th Avenue

Vermilion, AB T9X 1J4
Phone: 780-853-5361

wbaranyk@aglandcorp.com

Quote ID: 23851481
Created On: 11 March 2021
Last Modified On: 17 March 2021
Expiration Date: 19 March 2021

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE Z530M ZTrak	\$ 6,100.00 X	1 =	\$ 6,100.00
Equipment Total			\$ 6,100.00

Quote Summary	
Equipment Total	\$ 6,100.00
SubTotal	\$ 6,100.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 6,100.00
Balance Due	\$ 6,100.00



Selling Equipment

Quote ID: 23851481

JOHN DEERE Z530M ZTrak

Hours:

Stock Number:

Code	Description	Qty
5630GX	Z530M ZTrak	1
Standard Options - Per Unit		
001A	United States and Canada	1
1515	54 in. Accel Deep Deck	1

Quote Summary

Prepared For:

Prepared By:

AGLAND
William Baranyk
4915 47th Avenue

Vermilion, AB T9X 1J4
Phone: 780-853-5361

wbaranyk@aglandcorp.com

Quote ID: 23851481
Created On: 11 March 2021
Last Modified On: 11 March 2021
Expiration Date: 19 March 2021

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE Z530M ZTrak	\$ 6,160.00 X	1 =	\$ 6,160.00
Equipment Total			\$ 6,160.00

Quote Summary	
Equipment Total	\$ 6,160.00
SubTotal	\$ 6,160.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 6,160.00
Balance Due	\$ 6,160.00
<i>GST</i>	<i>\$308.00</i>
<i>TOTAL PURCHASE PRICE</i>	<i>\$6,468.00</i>



JOHN DEERE

Selling Equipment

Quote ID: 23851481

JOHN DEERE Z530M ZTrak

Hours:

Stock Number:

Code	Description	Qty
5630GX	Z530M ZTrak	1
Standard Options - Per Unit		
001A	United States and Canada	1
1515	54 in. Accel Deep Deck	1
Other Charges		
	Freight	1
	EnviroCrate	1
	Setup	1

JARD INDUSTRIAL SUPPLY LTD.

MAIN

Box 219

Innisfree, Ab

TOB 2G0

Ph 780-592-3994

Mar 17, 2021

QUOTATION

Number: 22000271/1

Page: 1

Sales Rep: JUDY K

Expiry: Apr 30, 2021

Customer:

VILLAGE OF INNISFREE
INNISFREE, ALTA.
TOB 2G0

Deliver To:

Attention:

Part Number	Qty/Unit	Description	Unit Price	Amount
70MLW2825-21ST	1	STRING TRIMMER QUIK-LOC M18 KIT	448.00	448.00 *
	Each			
70MLW48111880-free w/above	1	BATTERY PACK M18 8.0AH HI-OUTPUT		
70MLW2727-21HD	1	CHAINSAW KIT M18 FUEL 12AH	578.00	578.00 *
	SET			
70MLW2527-21	1	"HATCHET" PRUNING SAW M12 KIT	349.00	349.00 *
	SET			
70MLW49162720	1	POLE SAW ATTACHMENT	199.00	199.00 *
	Each			
70MLW49162719	1	HEDGE TRIMMER ATTACHMENT	199.00	199.00 *
	Each			
70MLW49162721	1	3' ATTACHMENT EXTENSION	69.99	69.99 *
	Each			
70MLW2724-21HD	1	M18 FUEL BLOWER 8.0 OH KIT	398.00	398.00 *
	SET			
	-1	DISCOUNT	100.00	100.00CR*
		* G.S.T. 5% of \$2,140.99		107.05

G.S.T. Registration Number: 10258 5312RT

Total Order Value:

\$2,248.04

Terms: 30 days

5 yr. warranty on all tools
3 yr. on all batteries

Request for Decision (RFD)

Topic: Request to Waive Water/Sewer Penalties – Utility Account(s) 1500001, 1520000 and 3450000

Initiated by: Administration

Attachments: Water & Sewer Services Bylaw 602-15

Purpose(s):

1. To review and consider waiving the March 2021 Water/Sewer Penalties applied to Utility Account(s) 1500001, 1520000 and 3450000.

Background:

- In accordance with Water & Sewer Services Bylaw 602-15 Section 8.7(a), Administration applied penalties on accounts that remain outstanding as of the 1st of the month.
- The accounts listed above were outstanding, and therefore penalties were applied.
- The effected resident came into the Administration office and advised Administration that they had been in the hospital for the past two (2) weeks and was unable to pay his utilities before the deadline.

Key Issues/Concepts:

1. None currently.

Option(s):

1. As directed by Council.
2. That this item be received as information
3. That Council direct Administration to waive the Water/Sewer Penalties applied to Utility Account(s) 1500001m 1520000 and 3450000 for a total of \$7.01.

Financial Implication(s):

- Reversal of penalties in the amount of \$ 7.01

Relevant Policy/Legislation:

- **Water & Sewer Services Bylaw 602-15**

RECOMMENDATION(s):

1. That Council direct Administration to waive the Water/Sewer Penalties applied to Utility Account(s) 1500001m 1520000 and 3450000 for a total of \$7.01.

- c. Does not contain commercial or industrial wastewater; and
- d. Contains no hazardous wastes,

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

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

8. Administration

- 8.1** The current Fees and Charges applicable to Water Services and Sewer Services provided pursuant to this Bylaw are as set out in the **Master Rates Bylaw**, which may be amended from time to time.
- 8.2** Utility Bills are intended to be issued on a monthly basis unless the Village determines that another billing frequency is necessary or desirable.
- 8.3** The amount of the billing shall be based upon the **Master Rates Bylaw**, or Other Rates described herein, with water consumption being determined by the applicable Meter reading obtained on a monthly basis. Where a Meter reading is not obtainable, at the discretion of the Village, a system-generated estimate may be used.
- 8.4** If there is a discrepancy between an inside Meter Reading and the Remote Reader for the same Property, the inside Meter reading will be deemed to be accurate, subject to the further provisions of this Bylaw.
- 8.5** In the event that the Village disputes the accuracy of a Meter, a written notice will be given to the User. In the event that a User disputes the accuracy of the Meter, the User shall present the Village with written notice accompanied by a payment of the water Meter test fee in accordance with the **Master Rates Bylaw**. At a time determined by both parties, the Meter situated on the Property of the User shall be tested or calibrated by a proper official designated by the Village. In the event the meter is found to be accurate within 97% to 103% of the water passing through the same, the expense of such test or calibration shall be borne by the party giving such notice. In the event that the said meter is found not to be accurate within the aforesaid limits, the Meter shall be repaired or replaced as soon as is practical and the expense of doing so shall be borne by the Village. In that event, the Village shall also return the water Meter test fee and adjust the water charges for a maximum of two (2) billing cycles.
- 8.6** Payment on account may be made to the Village at such locations designated and under methods utilized by the Village from time to time. Payments must be received on or before the Due Date noted on the Utility Bill.
- 8.7** Payment of a Utility Bill is due **on the last business day** of the billing month. A Utility Bill shall be deemed sufficiently mailed if mailed by ordinary mail to the municipal address of the Owner and to a User of the Property receiving the Utility Services, as the case may be. In the event of non-payment:

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



Acknowledgement of Consultation

Attestation de la consultation

District / Detachment Information - Renseignements sur le district ou le détachement

Fiscal Year - Année financière 2021 - 2022

RCMP COST CENTRE STANDARD HIERARCHY

C

EAST AB DISTRICT

VELMILLION

VERMILION PROVINCIAL

Vermilion Det

Community Name(s) - Nom(s) de la(des) collectivité(s)

- 1. Village of Innisfree

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité

- 1. Police / Community Relations - Consultations and Connections
- 2. Traffic - Enforcement
- 3. Crime Reduction - Property Crime

District / Detachment Commander - Chef de district / détachement

Michael Dunsmore

District / Detachment Commander

Signature - Signature

Date

Community Representative - Représentant(e) de la collectivité

Brooke Magosse

Name - Nom

Signature - Signature

Date

Request for Decision (RFD)

Topic: Advance Vote – Date, Time, and Location
Initiated by: Administration / Returning Officer
Attachments: Local Authorities Election Act Section 73 (1)-(7)

Purpose(s):

1. To approve a date, time, and location to hold an Advanced Vote for the upcoming 2021 Municipal Election.

Background:

- 2021 Municipal Election Day is October 18, 2021.
- Section 73 (2) of the L.A.E.A (Local Authorities Election Act) states that an elected authority may by resolution provide for holding an advanced vote for an election.
- Being that our municipality does not exceed a population greater than 5000, an advanced vote is not a requirement.
- Section 73 (6) also states that the returning office must determine the day(s) and hours when the advance vote is to be held. There are no requirements listed in the L.A.E.A that state the required number of Advanced Vote that may take place within a municipality, however Administration feels only one (1) advance vote will be necessary. Administration has provided tentative dates for council's consideration:

<u>Date</u>	<u>Time</u>	<u>Location</u>
○ Tuesday, October 5, 2021	4:00 PM – 7:00 PM (3hrs)	Seniors Drop-In Centre
○ Tuesday, October 5, 2021	5:00 PM – 7:00 PM (2hrs)	Seniors Drop-In Centre
○ Tuesday, October 12, 2021	4:00 PM – 7:00 PM (3hrs)	Seniors Drop-In Centre
○ Tuesday, October 12, 2021	5:00 PM – 7:00 PM (2hrs)	Seniors Drop-In Centre

Key Issues/Concepts:

1. Extra hours for Returning Officer, Substitute Returning Officer and Deputy Returning Officer(s)
2. Not a requirement under the L.A.E.A for municipalities under a population of 5000.
3. Ordering of additional Ballot Boxes and Ballots would be a requirement.
4. Renting of a facility for 2 separate days (Advance Vote and Election Day)

Option(s):

1. As directed by Council.
2. That Council receive this item as information.
3. That the Advanced vote be set for Monday, October 05, 2021 from 4:00 PM – 7:00 PM and take place at the Seniors Drop-In Centre (4909 – 52 Street).
4. That the Advanced vote be set for Monday, October 05, 2021 from 5:00 PM – 7:00 PM and take place at Seniors Drop-In Centre (4909 – 52 Street).
5. That the Advanced vote be set for Monday, October 12, 2021 from 4:00 PM – 7:00 PM and take place at the Seniors Drop-In Centre (4909 – 52 Street).
6. That the Advanced vote be set for Monday, October 12, 2021 from 5:00 PM – 7:00 PM and take place at Seniors Drop-In Centre (4909 – 52 Street).

Financial Implication(s):

- Cost of supplies and materials in relation to the 2021 Municipal Election (cost is undetermined at this time).

April 15, 2021- Village of Innisfree – New Business – 2021 Municipal Election – Advance Vote Date, Time, and Location

Relevant Policy/Legislation:

- **Section 73 (1)-(7) of the Local Authorities Election Act.**

RECOMMENDATION(s):

1. As directed by Council.

- (b) before being permitted to attend at the voting station for the counting of votes,

produce to the person in charge of the voting station the person's appointment as a scrutineer and take and subscribe to the statement under section 16 in the prescribed form.

RSA 2000 cL-21 s71;2003 c27 s23;2006 c22 s35

Interpreter

72(1) If an elector is unable to read or does not understand the English language, the deputy may allow an interpreter to read or to translate the statement as well as any question necessary for the proper purposes of the election put to the elector, and the elector's answers.

- (2) Before acting as an interpreter, the interpreter shall make a statement in the prescribed form.

RSA 2000 cL-21 s72;2003 c27 s24

Advance vote

73(1) Repealed 2020 c22 s11.

- (2) Subject to subsection (3), an elected authority may by resolution provide for holding an advance vote for an election.

(3) Subject to subsections (4) and (7), a municipality having a population greater than 5000 must provide for holding an advance vote on

- (a) the election of municipal councillors, including by-elections, and
- (b) the submission of a bylaw or question to electors under section 7.

(4) If the election is being held in only one ward but that ward is within a local jurisdiction with a population greater than 5000, the requirements of subsection (3) apply.

(5) No advance vote shall be held within 24 hours of election day.

(6) The returning officer must determine the days and hours when the advance vote under subsection (2) or (3) is to be held.

(7) The Minister may, at any time, make an order to exempt an elected authority from the requirement to provide for holding an advance vote under subsection (3).

RSA 2000 cL-21 s73;2018 c23 s27;2020 c22 s11

Alberta Central East Water Corp

Box 360
Kitscoty AB T0B 2P0
ace.regional.water@gmail.com
GST/HST Registration No.: 769742891RT0001




INVOICE

BILL TO
Village of Innisfree
Box 69
Innisfree AB T0B2G0

INVOICE 46
DATE 03/31/2021
TERMS Net 30
DUE DATE 06/30/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
03/31/2021	Capital Contribution P7	P7 Muni Contribution 1 of 3	1	37,400.00	37,400.00
SUBTOTAL					37,400.00
TOTAL					37,400.00
BALANCE DUE					\$37,400.00

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

Committee Name:	Innisfree School Council - PAC
Meeting Date & Time:	March 23 2021 7:00 p.m.
Attendees:	Stacy Barber, Naomi Foyster, Lori Feschak, Rose Corniak, Amberlyn Myshaniuk, Felise Nott, April Pentelichuk, Janette Reidel, Carmen Vanessa Fundytus
Mission:	<p>Student Pickup at end of day - Parent Park along street behind school buses</p> <p>School will be purchasing a New Mobile Smart Board and 10 New Chrome Books</p> <p>Vibe & WOW - Mental Health & Wellness Programs are back in the school</p> <p>2019-2020 year with at home learning, our students had above average literacy/reading/writing & math with 100% completion</p>
Agenda Items:	<ul style="list-style-type: none"> - Survey the handicap parking done - Dog signs - have been posted - New teacher in Grade 1-3 - Stacey meet with BPTS about Budgets - some concerns (Cunningham above 94% staffing) missing small school funding - cut to support staff not fair <p>Celebrate student achievements in assembly</p> <p>FCSS will bring Money Mentors for Jun/Sen High - Virtually</p>
Submitted By:	 <p>Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p>

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICERS REPORT

March 16, 2021 – April 20, 2021

Administration

➤ **Finances:**

- **Year end**
 - i. Auditor's have presented the 2020 Financial Statement and Financial Information Return. Administration will move forward with other reporting that is required now that the Financial Statements are completed.
- **2021 Budget & 2022-2025 Budget Forecast(s)**
 - i. Finalized Budget(s) will be presented at the May 2021 Council Meeting. 2021 Tax Rate Bylaw will also be brought forward as well.

➤ **Events:**

- April Easter Egg Hunt was successful. We did run into a few hiccups, however overall, the event went well, and it seemed a lot participated. Administration will bring forward this event in the future years and will try to enforce different rules to prevent future hiccups from happening.

➤ **Grant Funding**

2020 SFE's deadline is May 1, 2021.

- **Canada Summer Jobs:**
 - i. Administration has submitted our applications for Canada Summer Job.
 - ii. Currently awaiting response.
- **MSI Capital:**
 - i. **Administration Office Renovations:** Administration has applied for funding (MSI Capital) to have some minor renovations done to the Administration Office. This will include re-varnishing/sanding/Painting of the outside, removing old carpet and replacing with flooring, front desk to be re-done to allow better accessibility to residents/visitors.
 - ii. **Community Garden:** Administration has also applied for funding through MSI for the Community Garden. We are hoping to receive funds to assist the Village with start up costs.
*How does Council feel if Administration moved forward with the Garden, although we have not received the funding? So far, costs would be minimal as we do not intend on installing a fence right away. **What are Council's thoughts?***
- **MOST Grant**
 - i. The Village has received \$27,581.00 in funding towards COVID-19 related expenses incurred in 2020.
 - ii. A breakdown was provided to Council at the last meeting. Administration has also prepared a "Application Form" for those not-for-profit organizations to apply for the COVID-19 Funding that the Village has set aside. We have not yet advertised but intend to do so soon.

- **MSP Grant (2021 Projects)**
 - i. **Birch Lake Campground: \$25,000.00**
 - a) Office roof repairs (in progress)
 - b) Ball diamonds (repaint, repair dug outs, repair electrical connections, replace shale in diamonds, etc.)
 - c) Repairs/Replace Change House and outhouses
 - d) Camp Kitchen (Day use area) - replace wood stove
 - ii. **Innisfree Fire Department: \$25,000.00**
 - a) purchase/install new hot water tank
 - b) Repair/replace overhead doors
 - c) Repairs to leaky roof
 - d) Repair cement pad - truck bay
 - e) Build a gear locker
 - f) run air lines along roof
 - g) LED Lighting
 - h) Repainting of Truck Bay Floor
 - i) Build shelving in truck bay
 - j) Upgrades to cold storage

➤ **GIS System – County of Minburn**

- Ongoing.
- Once our workload slows down, Administration will work on the MAMP Grant for the GIS System and the County has been kind enough to offer their assistance with this grant application.

➤ **2021 Municipal Election**

- Nomination packages for the 2021 Municipal Election are available online or by contact Administration.
- Administration is submitting information for the Senate Election as required.

➤ **Training**

- 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**~~
To Take place in May 2021.
- Municipal Staff:
 - BEM (Basic Emergency Management) **on-line or in-person**
 - ~~ICS 100 **on-line and in-person*(PW is certified)*~~
PW Foreman is currently working on this course
- **Subdivision & Development Appeal Board Training**
 - Administration has not received any applications for members at large to sit on the SDAB. Administration will advertise again through the Innisfree Informer, Website and Social Media.

Birch Lake Campground:

➤ **Innisfree Campground Cleanup & Inventory**

Some tasks that are currently on going are:

- Office roof repairs:
To be completed Spring of 2021.
- Inspect Outhouses – Campground
- Ensure roads at Campground are gravelled
- Trim Tree's in sites – Campground
- Clean out Fire Pits
- Post removal at campground
- Campground Sign Replacement

➤ **Campground/Rec Park Managers**

The Village has conducted interviews with those who had applied for the Birch Lake Campground/Rec Park Manager positions. Administration has selected a person(s) for the Manager Position and will be scheduled to start on May 1, 2021 as per their Job Description.

Public Works

Public works has been transitioning from the colder month into spring getting ready for the warm weather. I have been working on thawing and water drainage, cleanup from the winter, and spring cleaning. We recently had a small water break which has since been located and fixed using Doug's backhoes services. I have also been working on building picnic tables for the recreation park.

In the next month I plan on shifting a majority of my focus to the recreation park working on trimming trees, cutting deadfall, and getting ready for the opening doing overall cleaning and organizing of the campsites and buildings. I will also be repairing and replacing fence poles throughout the camp ground.

Below is a list of tools that will need to be purchased in order to complete various tasks going forward as I have been using some of my own personal tools up to this point.

Concrete/ Sidewalk Repair

- Wheelbarrow
- Plate tamper (rent or buy)
- Walk behind wet cut tool and handle
- Lumber for forming
- 4' screed board (not necessary but helpful long term)

-Palm sander -Paint preparation and sanding on picnic tables

-New Impact and speed drill combo set- the old one is worn down and could be moved to the rec park for smaller jobs

Various hand tools such as tin snips.

- **2020 Village Project List:**
 - Flooding Mitigation & Culvert Installation – Ongoing

- **Proposed Project List:**
 - Trimming of Tree's in Town. Ensuring back-alleys/sidewalks are clear of overhanging tree's
 - Stop 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.
- With it becoming warmer, Administration is preparing for Grass/Weeds, Trees/Shrubs and Unsightly properties.

Upcoming Events:

- April 25, 2021 – Innisfree Informer Deadline
- May 18, 2021 – Regular Council Meeting
- May 24, 2021 – Closed for Victoria Day (Stat Holiday)

ACTION LIST

- See page 5.

ACTION LIST

MOTION #	TITLE	DEPARTMENT	Details:
2019-04-23/04	Solar Ninja's Quote Dated June 29, 2018	Admin/Council	Council has advised that we wait until further notice.
2019-11-19/04	Innisfree/Minburn Fire Department – Agreement Analysis	Admin	Fire Services Feasibility Study is completed. Waiting for the County of Minburn's recommendation.
2020-07-21/09	Flood Mitigation / Culvert Installation – Bar Engineering	Admin	Completed. Currently waiting for a surveyor to survey the URW area in order to discharge the rest of the URW. Sidewalk and road repair to take place in 2021. <i>*survey has been completed. Public Works has drawn up a map to be included with the Discharge of Partial URW Form. Administration to submit with lawyers & AB Land Titles*</i>
2020-12-15/13	2021 Utility Rates	Admin/Council	Tabled to a future Council Meeting.



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2021 Budget	2021 Actual
TAXATION				
1-00-00-110	Taxes Residential	167,796.62	170,000.00	0.00
1-00-00-111	Taxes Non-Residential	46,938.72	49,000.00	0.00
1-00-00-112	Taxes M & E	1,817.35	1,900.00	0.00
1-00-00-190	Taxes Linear	25,184.67	25,200.00	0.00
1-00-00-230	Taxes Federal GIL	892.31	890.00	0.00
1-00-00-250	Taxes Minimum Levy	0.00	55,000.00	0.00
1-00-00-321	ASFF Residential Levy	25,977.89	27,550.00	0.00
1-00-00-322	ASFF Non-Residential Levy	10,688.79	11,300.00	0.00
1-00-00-330	Seniors Housing Levy	1,841.98	2,825.00	0.00
		281,138.33	343,665.00	0.00
*	TOTAL TAXATION			
REQUISITIONS				
2-00-00-321	ASFF Requisition Residential	36,666.58	27,550.00	9,166.64
2-00-00-330	Seniors Foundation Requisition	1,842.00	2,825.00	2,825.00
		38,508.58	30,375.00	11,991.64
*	TOTAL REQUISITIONS			
**P	TOTAL TAX AVAILABLE FOR MUNICI	242,629.75	313,290.00	(11,991.64)
GENERAL REVENUE				
1-00-00-510	Penalties Taxes	26,629.99	27,500.00	20,591.84
1-00-00-540	Franchise Fees - Natural Gas	22,587.73	23,500.00	7,132.74
1-00-00-541	Franchise Fees - Electricity	13,962.09	14,500.00	3,751.78
1-00-00-550	Bank Interest	2,199.58	2,580.00	886.23
1-01-00-590	Other Revenue Own Sources Invest	385.00	300.00	105.00
1-11-00-152	Council Health Benefit Cost Recovery	2,189.64	2,000.00	0.00
		67,954.03	70,380.00	32,467.59
**	TOTAL GENERAL REVENUE			
ADMIN REVENUE				
1-12-00-401	Sales Photocopies, Faxes, Services	1,130.79	825.00	380.00
1-12-00-560	Rental Revenue Adm	9,011.79	7,980.00	1,530.00
1-12-00-590	Other Revenue Own Sources Adm	24,339.81	1,850.00	6,000.00
1-12-00-840	Grants Conditional Provincial Adm	64,641.00	0.00	0.00
1-12-00-841	Provincial Grant Capital	80,148.87	0.00	0.00
1-12-00-911	LTO Cost Recovery	250.00	250.00	0.00
		179,522.26	10,905.00	7,910.00
**	TOTAL ADMIN REVENUE			
FINE REVENUE				
1-21-00-530	Fines Police	500.00	0.00	100.00
		500.00	0.00	100.00
**	TOTAL FINE REVENUE			
FIRE REVENUE				
1-23-00-410	Fees Fire Fighting	13,081.07	12,075.00	2,617.75
1-23-00-850	Grants Conditional Local Gov't Fire	20,730.03	0.00	10,522.14
		33,811.10	12,075.00	13,139.89
**	TOTAL FIRE REVENUE			



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2021 Budget	2021 Actual
BYLAW REVENUE				
1-26-00-522	License Animal	600.00	570.00	682.00
1-26-00-523	Business Licenses	350.00	350.00	325.00
1-26-00-590	Fines Bylaw	425.00	450.00	0.00
** TOTAL BYLAW REVENUE		1,375.00	1,370.00	1,007.00
PUBLIC WORKS REVENUE				
1-32-00-430	Sales Service (Grass,Snow)	1,063.10	1,100.00	0.00
1-32-00-560	PW Rental Revenue	0.00	200.00	0.00
1-32-00-830	Grants Federal (CSJ) PW	8,400.00	0.00	0.00
** TOTAL PUBLIC WORKS REVENUE		9,463.10	1,300.00	0.00
STORMWATER REVENUE				
1-37-00-410	Stormwater Infrastructure Renewal	4,770.84	4,950.00	1,152.87
** TOTAL STORMWATER REVENUE		4,770.84	4,950.00	1,152.87
WATER REVENUE				
1-41-00-410	Water Consumption	38,242.73	45,000.00	9,776.21
1-41-00-411	Regional Water Fund	23,300.00	24,475.00	5,641.24
1-41-00-412	Water Base Fee	28,089.39	29,300.00	6,881.41
1-41-00-510	Penalties Water	2,402.73	1,650.00	901.95
** TOTAL WATER REVENUE		92,034.85	100,425.00	23,200.81
SEWER REVENUE				
1-42-00-410	Billings Sewer	35,061.96	36,900.00	8,655.04
** TOTAL SEWER REVENUE		35,061.96	36,900.00	8,655.04
SOLID WASTE				
1-43-00-410	Billings Garbage	46,935.63	49,200.00	11,532.78
1-43-00-411	Regional SWM Infrastructure Fee	17,953.30	18,300.00	4,329.89
** TOTAL SOLID WASTE		64,888.93	67,500.00	15,862.67
COMMUNITY REVENUE				
** TOTAL COMMUNITY REVENUE		0.00	0.00	0.00
LAND REVENUE				
1-61-00-522	Permits (Development, Subdivision)	0.00	125.00	75.00
** TOTAL LAND REVENUE		0.00	125.00	75.00
RECREATION REVENUE				
1-72-00-590	Fees Park Grounds	0.00	18,000.00	0.00
1-72-00-591	Fees Park Concession	0.00	2,000.00	0.00
** TOTAL RECREATION REVENUE		0.00	20,000.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2021 Budget	2021 Actual
CULTURAL REVENUE				
1-74-00-415	Museum Donations	100.00	0.00	0.00
**	TOTAL CULTURAL REVENUE	100.00	0.00	0.00
***	TOTAL REVENUE	732,111.82	639,220.00	91,579.23
COUNCIL EXPENSE				
2-11-00-130	Employer Cont Source Dec=ductions	2.80	250.00	0.00
2-11-00-151	Fees Council	5,745.00	5,000.00	1,455.00
2-11-00-152	Benefits Council	2,007.17	1,965.00	375.26
2-11-00-211	Travel/Subsistence Council	357.14	550.00	0.00
2-11-00-212	Conventions/Seminars Council	98.75	1,500.00	0.00
2-11-00-274	Council Insurance	614.46	582.00	0.00
**	TOTAL COUNCIL EXPENSE	8,825.32	9,847.00	1,830.26
ADMIN EXPENSE				
2-12-00-110	Salaries & Wages Adm	61,045.86	64,533.00	15,663.48
2-12-00-111	Honorarium (Admin)	0.00	750.00	0.00
2-12-00-130	Employer Contributions Source Adm	4,380.71	4,015.00	1,135.74
2-12-00-131	Employer Benefits Adm	13,046.68	20,500.00	2,066.16
2-12-00-135	Workers Compensation ADM	2,297.55	700.00	0.00
2-12-00-211	Travel/Subsistence Adm	0.00	750.00	0.00
2-12-00-212	Education Adm	260.00	500.00	0.00
2-12-00-215	Telecommunications	6,225.54	5,800.00	1,460.21
2-12-00-216	Postage & Freight	923.72	500.00	155.91
2-12-00-220	Membership Dues Adm	1,347.51	1,250.00	1,132.49
2-12-00-221	Advertising/Printing/Subscriptions Adm	7,191.76	6,000.00	932.66
2-12-00-230	Audit/Assessor Fees Adm	24,655.00	15,000.00	8,300.00
2-12-00-250	Contracted Services Adm	23,595.86	22,500.00	5,368.05
2-12-00-274	Insurance Adm	2,525.00	2,525.00	21,291.92
2-12-00-290	Election/Census Expense Adm	0.00	2,000.00	0.00
2-12-00-510	Goods, Materials & Supplies Adm	8,171.59	7,500.00	539.60
2-12-00-540	Utilities Heat Adm	1,594.73	1,600.00	323.21
2-12-00-541	Utilities Power Adm	2,647.97	2,500.00	407.57
2-12-00-650	Provision Doubtful Accounts	12,371.24	0.00	0.00
2-12-00-810	Bank Charges Adm	1,575.45	1,500.00	402.53
2-12-00-911	Land Title Charges	810.00	500.00	30.00
2-12-00-995	Legal Expenses	31,669.48	10,000.00	0.00
**	TOTAL ADMIN EXPENSE	206,335.65	170,923.00	59,209.53
FIRE EXPENSE				
2-23-00-120	Salaries & Wages Fire	16,196.00	17,500.00	3,651.00
2-23-00-211	Travel & Subsistence Fire	2,109.53	1,000.00	0.00
2-23-00-215	Telecommunications Fire	3,252.38	2,100.00	1,430.30
2-23-00-217	Freight & Postage Fire	26.90	50.00	0.00
2-23-00-234	Training Fire	2,333.19	2,500.00	0.00
2-23-00-250	Contracted Services Fire	607.86	500.00	144.87
2-23-00-274	Insurance Fire	2,400.34	2,284.00	0.00
2-23-00-510	Supplies, Goods & Equipment Fire	13,895.76	12,500.00	61.34
2-23-00-540	Utilities Heat Fire	2,565.37	2,500.00	784.52
2-23-00-541	Utilities Power Fire	1,787.42	1,900.00	361.76
2-23-00-762	Transfer to Capital Reserves Fire	4,000.00	4,000.00	0.00



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2021 Budget	2021 Actual
** TOTAL FIRE EXPENSE				
		49,174.75	46,834.00	6,433.79
EMGERENCY SERVICE EXPENSE				
2-25-00-310	911 Requisition	1,427.20	1,430.00	1,204.20
** TOTAL EMGERENCY SERVICE EXPENS				
		1,427.20	1,430.00	1,204.20
BYLAW EXPENSE				
2-26-00-221	Bylaw Advertising	0.00	600.00	0.00
2-26-00-222	Bylaw Enforcement Costs	0.00	500.00	0.00
2-26-00-510	Animal Control Goods & Materials	0.00	250.00	0.00
** TOTAL BYLAW EXPENSE				
		0.00	1,350.00	0.00
PUBLIC WORKS EXPENSE				
2-32-00-110	Salaries & Wages PW	24,964.91	27,084.00	6,573.72
2-32-00-111	Honorarium (PW)	0.00	750.00	0.00
2-32-00-115	Salaries & Wages Casual PW	9,240.00	0.00	0.00
2-32-00-130	Employer Contributions Source PW	2,213.97	2,100.00	470.28
2-32-00-131	Employer Benefits PW	3,328.83	6,000.00	742.62
2-32-00-211	Travel & Subsistence PW	0.00	100.00	0.00
2-32-00-215	Telecommunications PW	2,516.61	2,450.00	695.85
2-32-00-217	Freight & Postage PW	405.97	350.00	0.00
2-32-00-250	Contracted Services PW	593.16	500.00	151.17
2-32-00-270	CN Services PW	130.00	130.00	0.00
2-32-00-274	Insurance PW	5,502.50	5,200.00	0.00
2-32-00-510	Goods, Supplies & Materials PW	57,767.39	15,000.00	900.02
2-32-00-521	Fuel & Oil PW	5,852.51	5,500.00	1,244.60
2-32-00-540	Utilities Heat PW	1,899.06	1,675.00	592.08
2-32-00-541	Utilities Power (Street/Shop) PW	56,566.70	55,650.00	8,513.33
2-32-00-762	Transfer to Capital PW	9,500.00	9,500.00	0.00
** TOTAL PUBLIC WORKS EXPENSE				
		180,481.61	131,989.00	19,883.67
STORM DRAINAGE EXPENSE				
2-37-00-510	Goods & Equipment Repairs - Storm Draina	1,200.00	1,200.00	0.00
** TOTAL STORM DRAINAGE EXPENSE				
		1,200.00	1,200.00	0.00
WATER EXPENSES				
2-41-00-110	Salaries & Wages Water	10,660.52	11,607.00	2,817.30
2-41-00-130	Employer Contributions Source Water	768.04	725.00	201.57
2-41-00-131	Employer Benefits Water	0.00	1,150.00	318.27
2-41-00-215	Telecommunications - Water	1,082.95	900.00	270.63
2-41-00-250	Contracted Services Water	7,637.76	6,400.00	1,144.50
2-41-00-274	Insurance Water	3,597.79	3,400.00	0.00
2-41-00-350	ACE Regional Water Purchase	67,445.01	55,000.00	16,856.65
2-41-00-510	Goods, Supplies & Materials Water	9,055.87	7,600.00	79.05
2-41-00-540	Utilities Heat Water Plant	1,614.03	1,510.00	506.02
2-41-00-541	Utilities Power Water Plant	6,221.85	6,160.00	1,143.81
2-41-00-762	Transfer to Capital Water	0.00	8,500.00	0.00
2-41-00-840	750-Capital ACE Water Contribution	0.00	37,400.00	0.00
** TOTAL WATER EXPENSES				
		108,083.82	140,352.00	23,337.80



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2021 Budget	2021 Actual
SEWER EXPENSE				
2-42-00-110	Salaries & Wages Sewer	6,222.81	6,683.67	1,622.25
2-42-00-130	Employer Contributions Source Sewer	444.90	400.00	117.15
2-42-00-131	Employer Benefits Sewer	0.00	350.00	92.64
2-42-00-250	Contracted Services Sewer	0.00	1,000.00	0.00
2-42-00-274	Insurance Sewer	1,349.17	1,275.00	0.00
2-42-00-510	Goods, Supplies & Materials Sewer	2,240.00	3,500.00	1,850.00
2-42-00-541	Utilities Power Sewer Lift Stations	5,915.23	5,175.00	1,078.49
2-42-00-762	Transfer to Capital Sewer	10,000.00	10,000.00	0.00
** TOTAL SEWER EXPENSE		26,172.11	28,383.67	4,760.53
GARBAGE EXPENSE				
2-43-00-110	Salaries & Wages Garbage	19,363.52	20,519.00	4,980.30
2-43-00-130	Employer Contributions Source Garbage	1,361.12	1,300.00	357.75
2-43-00-131	Employer Benefits Garbage	0.00	1,500.00	441.75
2-43-00-250	Contracted Services Garbage	27,050.73	23,500.00	1,920.44
2-43-00-274	Insurance Garbage	380.94	360.00	0.00
2-43-00-510	Goods, Supplies & Materials Garbage	0.00	500.00	0.00
2-43-00-762	Transfer to Capital Garbage	18,500.00	18,500.00	0.00
** TOTAL GARBAGE EXPENSE		66,656.31	66,179.00	7,700.24
FCSS EXPENSE				
2-51-00-351	FCSS Requisition	1,837.75	1,850.00	1,837.75
** TOTAL FCSS EXPENSE		1,837.75	1,850.00	1,837.75
PLANNING EXPENSE				
2-61-00-510	General Goods, Supplies and Materials	0.00	500.00	0.00
2-61-00-250	Contracted Services	767.00	775.00	0.00
** TOTAL PLANNING EXPENSE		767.00	1,275.00	0.00
LAND PURCHASES EXPENSE				
** TOTAL LAND PURCHASES EXPENSE		0.00	0.00	0.00
RECREATION E XPENSES				
2-72-00-130	Employer Contributions Source Recreation	0.00	110.00	0.00
2-72-00-215	Freight/Phone/Postage Recreation	811.90	850.00	0.00
2-72-00-221	Printing/Advertising/Subscriptions	380.00	400.00	0.00
2-72-00-250	Contracted Services Recreation	0.00	12,000.00	0.00
2-72-00-255	Maintenance Sports Grounds	0.00	750.00	0.00
2-72-00-274	Insurance Recreation	1,191.66	1,130.00	0.00
2-72-00-510	Goods, Materials & Supplies Recreation	0.00	4,000.00	0.00
2-72-00-511	Rec Park Float	0.00	100.00	0.00
2-72-00-521	Fuel and Oil Park	352.16	500.00	0.00
2-72-00-540	Utilities Heat Park Building	1,066.84	775.00	223.18
2-72-00-541	Utilities Power Park Grounds	1,530.30	1,350.00	290.50
2-72-00-591	Concessions Park Grounds	0.00	200.00	0.00
2-72-00-762	Transfer to Capital Recreation	5,000.00	5,000.00	0.00
** TOTAL RECREATION E XPENSES		10,332.86	27,165.00	413.68



Village of Innisfree

Revenue & Expense Report

General Ledger	Description	2020 Actual	2021 Budget	2021 Actual
CULTURE EXPENSES				
2-74-00-250	Contracted Services Library/Museum	0.00	100.00	0.00
2-74-00-274	Insurance Cultural Organization	0.00	1,600.00	0.00
2-74-00-300	Regional Library Requisition	1,166.29	1,150.00	1,166.29
2-74-00-350	Local Municipal Library Grant	3,500.00	3,500.00	0.00
2-74-00-510	Goods & Materials Library/Museum/Culture	75.00	0.00	0.00
2-74-00-540	Utilities Heat Museum	3,116.16	2,726.00	1,002.08
2-74-00-541	Utilities Power Museum	1,539.91	1,350.00	285.38
2-74-00-415	Donations - Museum	100.00	0.00	0.00
** CULTURE EXPENSES		9,497.36	10,426.00	2,453.75
*** TOTAL EXPENSES		670,791.74	639,203.67	129,165.20
**** (SUPLUS)/DEFICIT		(61,320.08)	(16.33)	37,585.97

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2021-04-12

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	283,782.51		Local Improvement Levy		0.00			
		Additional Tax Levy	0.00		Accumulated Penalty		20,591.84			
					Outstanding Penalty		19,557.38			
Sub Ledger						General Ledger				
		Current	9,682.55							
		1 Year	52,869.83			3-00-00-211	9,682.55			
		2 Years	42,382.40			3-00-00-212	153,821.38			
		3 Years	20,869.66			Totals	<u>163,503.93</u>			
		Over 3	37,699.49							
		Outstanding	<u>163,503.93</u>							
						Total GL	163,503.93			
						Total SL	163,503.93			
						Proof	<u>0.00</u>			

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2021-04-12

Account # Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	14,179.83		
Overdue 1	4,584.35	3-00-00-274	29,020.11
Overdue 2	2,164.94		
Overdue 3	1,537.06		
Overdue 4	6,553.93		
Outstanding	29,020.11	Totals	29,020.11
		Total GL	29,020.11
		Total SL	29,020.11
		Proof	0.00

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

2021-Apr-12
11:24:16AM

Cheque #	Cheque Date	Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210107	2021-03-23	ACE	2-41-00-350	16	PAYMENT FEBRUARY 2021 WATER CONSUMP	5,779.65	5,779.65
20210108	2021-03-23	Alberta Municipal Services Corpor	2-32-00-540 2-41-00-540 2-74-00-540 2-23-00-540 2-12-00-540 2-32-00-541 2-32-00-541 2-41-00-541 2-32-00-541 2-74-00-541 2-23-00-541 2-12-00-541 2-42-00-541 2-42-00-541 2-42-00-541 2-72-00-541 2-32-00-541 2-32-00-541	21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645 21-1037645	PAYMENT GAS - PW SHOP GAS - WTP GAS - MUSEUM GAS - FIRE HALL GAS - OFFICE SENTINEL LIGHTS POWER - PW SHOP POWER - WTP POWER - OLD PW SHOP POWER - MUSEUM POWER - FIRE HALL POWER - OFFICE POWER - LIFT STATION POWER - LIFT STATION POWER - LIFT STATION POWER - REC PARK XMAS LIGHTS STREET LIGHTS	328.55 290.68 565.43 425.63 172.20 54.85 476.87 670.68 21.00 147.03 188.63 221.28 245.16 164.43 175.70 147.42 21.00 3,668.70	7,985.24
20210109	2021-03-23	AMSC Insurance Services	4-00-00-239	0732-43,173	PAYMENT APRIL 2021 EMPLOYEE AND COUNC	1,749.20	1,749.20
20210110	2021-03-23	ATB Financial MasterCard	2-12-00-221 2-32-00-215 2-23-00-215 2-12-00-510 2-32-00-510 2-12-00-510 2-32-00-510	FEB11-MAR10,21 FEB11-MAR10,21 FEB11-MAR10,21 FEB11-MAR10,21 FEB11-MAR10,21 FEB11-MAR10,21 FEB11-MAR10,21	PAYMENT CANADA POST MCSNET - PW SHOP MCSNET - FIRE HALL ADOBE PDF VIEWER VEG FORD ZOOM SUBSCRIPTION VEG FORD	150.20 104.95 104.95 20.59 198.51 210.00 161.70	950.90
20210111	2021-03-23	County of Minburn	2-43-00-250	31023	PAYMENT FEBRUARY 2021 TIPPAGE AND TRU	952.53	952.53
20210112	2021-03-23	Digital Connection Inc.	2-12-00-221	311246	PAYMENT ADMIN PHOTOCOPIER	195.24	195.24
20210113	2021-03-23	Metrix Group LLP	2-12-00-230	2020-2	PAYMENT 2ND BILLING 2020 AUDIT	6,300.00	6,300.00
20210114	2021-03-23	Minco Gas Co-op Ltd.	2-72-00-540	FEBRUARY2021	PAYMENT REC PARK GAS FEBRUARY 2021	127.89	127.89
20210115	2021-03-23	Receiver General for Canada	2-23-00-215	20210031898	PAYMENT 2021 RADIO AUTHORIZATION RENE	819.82	819.82
20210116	2021-03-23	Suncor Energy Products Partnersl	2-32-00-521	21-03-01	PAYMENT PW FUEL	346.72	346.72
20210117	2021-03-23	Telus Mobility	2-32-00-215 2-12-00-215	MAR02-APR01,21 MAR02-APR01,21	PAYMENT PW CELLPHONES ADMIN CELLPHONE	102.97 67.38	170.35
20210118	2021-03-23	Town of Vegreville	2-41-00-250	IVC59266	PAYMENT FEBRUARY 2021 WTP SUPERVISION	521.36	521.36
20210119	2021-03-23	Veg Auto & Industrial Supply 2013	2-32-00-510	719770	PAYMENT PW SUPPLES	22.40	22.40
20210126	2021-03-30	Innisfree Bottle Depot	3-00-00-211	202103301	PAYMENT CREDIT BALANCE PAID	129.40	129.40
20210154	2021-04-09	ACE	2-41-00-350	31	PAYMENT MARCH 2021 WATER CONSUMPTIO	6,071.15	6,071.15
20210155	2021-04-09	Anderson, Joan	2-23-00-510	MARCH2021	PAYMENT BATTERIES, WATER AND BAR	62.64	62.64



Village of Innisfree

Cheque Listing For Council

2021-Apr-12
11:24:16AM

Cheque		Vendor Name	General Ledger	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date						
20210156	2021-04-09	CANADA REVENUE AGENCY	4-00-00-237	Q1	PAYMENT 2021 Q1 SOURCE DEDUCTIONS	9,009.78	9,009.78
20210157	2021-04-09	Doug's Backhoe & Bobcat Service	2-42-00-510	7649	PAYMENT THAW SEWERLINE AND MANHOLES	1,942.50	1,942.50
20210158	2021-04-09	McEwen, Darlene	2-12-00-250	MARCH2021	PAYMENT MARCH CLEANING SERVICES	200.00	200.00
20210159	2021-04-09	Municipal Assessment Services	2-12-00-230	V01018	PAYMENT 2021 Q2 ASSESSMENT SERVICES	1,207.50	1,207.50
20210160	2021-04-09	Municipal Information Systems Inc	2-12-00-250	20210162	PAYMENT SOFTWARE INSTALLATION PLAN 31.	1,416.78	1,416.78
20210161	2021-04-09	Suncor Energy Products Partnersl	2-32-00-521	21-04-01	PAYMENT PW FUEL	479.80	479.80
20210162	2021-04-09	Telus Communications Company	2-12-00-215	MAR28-APR27	PAYMENT CABLE MILEAGE	45.82	484.19
			2-12-00-215	MAR28-APR27	592-2010	73.72	
			2-41-00-215	MAR28-APR27	592-2414	94.72	
			2-12-00-215	MAR28-APR27	592-3729	73.72	
			2-12-00-215	MAR28-APR27	592-3886	122.49	
			2-23-00-215	MAR28-APR27	592-3939	73.72	
20210163	2021-04-09	Telus Communications Company	2-12-00-215	MAR28-APR27	PAYMENT 780-592-2041	105.14	105.14
20210164	2021-04-09	Telus Mobility	2-32-00-215	APR2-MAY1	PAYMENT ADMIN & PW CELLPHONES	108.21	175.59
			2-12-00-215	APR2-MAY1	ADMIN & PW CELLPHONES	67.38	
20210165	2021-04-09	Vegreville Home Hardware	2-32-00-510	34495,34763	PAYMENT TAPE MEASURE	41.99	51.95
			2-12-00-510	34495,34763	HINGES	9.96	

Total 47,257.72

*** End of Report ***

Received: BM
#April 7, 2021



Garry Webster
President

March 24, 2021

Mike Haanen
President Elect

Attention: Honourable Mayors/Reeve's,
Members of Council and Chief Administrative Officers

Peter McDowell
Past President
APWA Delegate

Re: National Public Works Week, May 17-23, 2020 – “Stronger Together”

Patty Podoborzny
CPWA Delegate

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 16-22, 2021 as National Public Works Week in your community. This year's theme is “Stronger Together.” This year's exciting poster challenges our members and their citizens to think about the role public works plays in creating a creating a great place to live. By working together, the impact citizens and public works professionals can have on their communities is magnified and results in the ability to accomplish goals once thought unattainable.

Mike Stasiuk
Director, Sustainability

Chris Dechkhoff
Director, Allied Members

Public Works helps maintain a community's strength by working together to provide an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides togetherness needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

Greg Zirk
Director, Outreach

Dean Berrecloth
Director, Idea Group
Leader

Joe Guido
Director, Special Events

National Public Works Week is observed each year during the third full week of May and this is the 61st year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

Brittany Wolbeck
Director, Emerging Leaders

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Jeannette
Executive Director
APWA - Alberta Chapter
p: 403-990-APWA (2792)
admin@publicworks.ca

Please note that declarations should be forwarded to
office@publicworks.ca or by mail to:
APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,



Garry Webster, APWA President





National Public Works Week

May 16 – 22, 2021

“Stronger Together”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Province/Territory]** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **[Insert Full Name]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 16 – 22, 2021 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this _____ day of _____ 2021.

[Insert Full Name of Premier]

[SEAL]

The Village of Innisfree

Serving 264 Customer Sites in the Village of Innisfree

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

Customer Breakdown

Rate Class	2019 Number of Sites	2020 Number of Sites
Company Farm	0	0
General Service	35	34
Industrial	2	2
Oilfield	0	0
Residential	127	122
Sentinel Lights	2	2
Street Lights	104	104
Total Number of Sites	270	264

Franchise Fee and Taxes

	2020 Actual	2021 Forecast
Wires Distribution Revenue	\$279,129	\$291,562
Franchise Fee %	@ 5%	@ 5%
Franchise Fee on Revenue	\$13,956	\$14,578
Distribution Linear Taxes	\$10,010	\$10,557
Total Estimated Fee + Tax	\$23,966	\$25,135

Based on 2020 actual revenue, a franchise fee increase of 1% would increase fee payments by \$2,791 per year.

System Reliability

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

Outages	2019	2020
*SAIFI (Feeder Average)	0.6	1.6
*SAIDI (Feeder Average)	0.7	4.8
ATCO Electric (System Average) SAIFI (Major Events Included)	1.6	1.7
ATCO Electric (System Average) SAIDI (Major Events Included)	4.1	6.2

Distribution Asset Maintenance Programs

Completed in 2019	Completed in 2020	Proposed for 2021
<ul style="list-style-type: none"> Patrol & Consenting Program 	<ul style="list-style-type: none"> Patrol & Consenting Program 	<ul style="list-style-type: none"> Brushing Mechanical Program Patrol & Consenting Program

Street Lights

Inventory Summary

Lamp Type	Investment Rate
LED	104
Total	104

- Number of “lights-out” identified from the street light patrols: 5
- Number of temporary overhead repairs of streetlights: 0
- Number of underground repairs made: 0

Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. **In 2020, our people raised \$2.15 million.**

Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2020 can be found at: http://www.auc.ab.ca/regulatory_documents/Pages/Service_quality_and_reliability_plans.aspx
- 0 Customer complaints were received by the Alberta Utilities Commission for the Town of Innisfree
- ATCO Electricity rates: <https://www.atco.com/en-ca/for-home/electricity/rates-billing.html>

Supporting Information

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

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

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

YOUR COMMUNITY. OUR COMMITMENT.

Report to Communities

The ATCO logo is displayed in a large, bold, white sans-serif font. A thick yellow horizontal line is positioned directly beneath the letters 'A', 'T', and 'C', extending across the width of the logo.

More detailed information available upon request.

Contact Us

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

Nola Davis

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

Harjinder Sokhal

Regional Manager
ATCO Electricity
(780) 717-5879
Harjinder.Sokhal@atco.com



Chief Superintendent Wendell Reimer
OIC Eastern Alberta District
4806 55 Street
St Paul, AB
T0A 3A1

Your File

Our File

March 29, 2021

Mayor McMann and Council

New Vermilion Detachment Commander Identified

With the retirement of Sergeant Jane Boehr in January 2021, the RCMP commenced a staffing selection process for a replacement for the Vermilion Detachment Commander position. I am happy to inform you that this process has been completed and your new Detachment Commander will be a promotion for Corporal Michael Dunsmore, the current Operations NCO, to Sergeant in the Vermilion Detachment Commander position.

With the promotion of Sergeant Dunsmore, we will be starting a new staffing selection process to identify a replacement for the Vermilion Operations NCO (Corporal) position previously occupied by Sergeant Dunsmore.

I would like to congratulate Sergeant Dunsmore on his promotion and thank him for his efforts as the Acting Detachment Commander over the last few months.

Chief Superintendent Wendell Reimer
District Officer
RCMP - Eastern Alberta District