

Village of Innisfree
Regular Council Meeting
May 18, 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.
4. Adoption of Minutes
 - a. [April 20, 2021 Regular Council](#) **Pg 3-9**
5. Business Arising from the Minutes:
 - a. [Request for Decision - Village of Innisfree Solar Energy Project - Update](#) **Pg 10-11**
 - b.
6. Policies & Bylaws:
 - a. [666-21 - Tax Payment, Penalties, Etc. Bylaw](#) **Pg 12-15**
7. New Business:
 - a. [Request for Decision - Ministerial Order MSL:095/18 - Viability Review](#) **Pg 16-52**
 - b. [Request for Decision - 2021 Capital Budget\(s\)](#) **Pg 53-68**
 - c. [Request for Decision - ACE Water Capital Contribution](#) **Pg 69-72**
 - d. [Request for Decision - Inactive/Outstanding Utility Accounts](#) **Pg 73-77**
 - e. [Request for Decision - Jard Industrial Supply Ltd - Quote Received May 10, 2021 \(Hammer Drill/Hex Driver Set\)](#) **Pg 78-80**
 - f. [Buffalo Trail Public School Letter of Thanks dated April 29, 2021](#) **Pg 81**
 - g. [EBH Contracting - Quote Received May 2, 2021 \(Street Sweeping\)](#) **Pg 82-83**
8. Councillor Reports
 - a. [Innisfree School Council Report - Deb McMann](#) **Pg 84**
 - b. [FCSS Report - Deb McMann](#) **Pg 85**
9. Administration Reports
 - a. [CAO Report & Action List](#) **Pg 86-90**
 - b. Financials
 - i. [Revenue & Expense](#) **Pg 91-95**
 - ii. [Tax Trial Balance](#) **Pg 96**
 - iii. [Utility Trial Balance](#) **Pg 97**
 - iv. [Accounts Payable Trial Balance](#) **Pg 98-99**
10. Correspondence
 - a. [Guidance for Private and Municipal Campground - Government of Alberta](#) **Pg 100-102**
 - b. [Government of Alberta - Covid-19 Update and Facts](#) **Pg 103-104**
11. Closed Session
 - a. Land (FOIP Section 17 & 27)
 - i. [Offer to Purchase - Lot 3, Block 4, Plan 4175R \(5036-50 Street\)](#) **Pg 105-112**

- ii. [Lot PT 38, Block 1, Plan 4175R - Disposal of Hazardous Materials - Update](#) **Pg 113-116**
- iii. [Offer to Purchase - Lot 14, Block 8, Plan 4175R \(4824-52 Street\)](#) **Pg 117-120**

12. Adjournment



A REGULAR meeting of the Council of the Village of Innisfree was held in the Council Chambers of the Innisfree Village Office, Innisfree, Alberta on Tuesday, April 20, 2021.

CALL TO ORDER

Mayor McMann called the meeting to order at 5:08 PM.

PRESENT

Attendance in-person

Deborah McMann Mayor
William Oudshoorn Councillor

Brooke Magosse Chief Administrative Officer

Attendance via Electronic Means

Greg Sauer – Skyfire Energy
Carolyn Best – ATCO Electric
Jeff Alliston – Metrix Group LLP

Public Attendance

Evan Raycraft (in-person attendance)

Aaron Cannan arrived at 5:09 PM.

APPROVAL OF
AGENDA
2021-04-20/01

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

Clerical Adjustments:

Change Date:
Remove March 16, 2021 and replace with April 20, 2021

Change Item #'s on Agenda:
Item 12 – Closed Session
Item 13 – Adjournment

Policies & Bylaws

7 (a) – Bylaw 665-21 – Chicken Bylaw

New Business

8 (f) – 2021 Economic Development Week – Community Challenge in Alberta
(Email dated April 17, 2021)
8 (g) – 2020 Audited Financial Statement and 2020 Financial Information Return

Councillor Reports

9 (b) – Alberta HUB Report – Deb McMann
9 (c) – Spring AUMA Conference Report – Deb McMann
9 (d) – Village of Innisfree Library Board – William Oudshoorn
9 (e) – MD of Minburn Foundation Report – William Oudshoorn

Closed Session

12 (b) – Land (FOIP Section 17 & 27)
i. Lot PT 38, Block 1, Plan 4175R – Disposal of Hazardous Materials

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DELEGATION –
SKYFIRE ENERGY:
VILLAGE OF
INNISFREE SOLAR
ENERGY PROJECT
2021-04-20/02

Attended Via Electronic Means – Greg Sauer

Greg Sauer, from SkyFire Energy, made a brief presentation to Mayor and Council regarding the Village of Innisfree’s Solar Energy Project.

Moved by Deputy Mayor Cannan that SkyFire Energy’s presentation be received as information.

CARRIED.

Greg Sauer left the meeting at 5:46 PM.

DELEGATION – ATCO
ELECTRIC: VILLAGE
OF INNISFREE SOLAR
ENERGY PROJECT
2021-04-20/03

Attended Via Electronic Means – Carolyn Best

Carolyn Best, from ATCO Electric, made a brief presentation to Mayor and Council regarding the Village of Innisfree’s Solar Energy Project.

Moved by Councillor Oudshoorn that ATCO Electrics presentation be received as information.

CARRIED.

Carolyn Best left the meeting at 6:16 PM.

RECESS

Mayor McMann called for a recess at 6:17 PM.

Mayor McMann reconvened the meeting at 6:20 PM.

Deputy Mayor Cannan left the meeting at 6:27 PM

Deputy Mayor Cannan returned to the meeting at 6:28 PM.

DELEGATION –
METRIX GROUP LLP:
2020 MUNICIPAL
AUDIT
2021-04-20/04

Attended via Electronic Means – Jeff Alliston

Jeff Alliston, partner at Metrix Group LLP, presented the 2020 Audited Financial Statement and 2020 Financial Information Return to Mayor and Council via PowerPoint Presentation.

Moved by Deputy Mayor Cannan that Metrix Group LLP’s presentation be received as information.

CARRIED.

Evan Raycraft left the meeting at 6:42 PM.

CLOSED SESSION
ATTENDANCE

Deborah McMann Mayor
Aaron Cannan Deputy Mayor
William Oudshoorn Councillor

Brooke Magosse Chief Administrative Officer

Jeff Alliston, Metrix Group – Via Electronic Means

**PAGE 3, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
APRIL 20, 2021**

**CLOSED SESSION
2021-04-20/05**

Moved by Mayor McMann that the meeting be moved into closed session at 6:43 PM. To discuss the 2020 Management Findings Letter – Metrix Group in accordance with FOIP Sections 17 & 27.

CARRIED.

**CLOSED SESSION
2021-04-20/06**

Moved by Deputy Mayor Cannan that the meeting come out of closed session at 7:06 P.M.

CARRIED.

Jeff Alliston left the meeting at 7:06 PM.

Mayor McMann called for a recess at 7:07 P.M.

Evan Raycraft returned to the meeting at 7:07 PM.

Mayor McMann reconvened at 7:09 P.M.

**APPROVAL OF
MINUTES
2021-04-20/07**

Moved by Deputy Mayor Cannan that the March 16, 2021 Regular Council Meeting minutes be approved as presented.

CARRIED.

**APPROVAL OF
MINUTES
2021-04-20/08**

Moved by Mayor McMann that the March 26, 2021 Special Council Meeting Minutes be approved as amended.

CARRIED.

**MOTION 2021-03-26/02 –
VILLAGE OF
INNISFREE SOLAR
ENERGY PROJECT
2021-04-20/09**

Moved by Councillor Oudshoorn that the Village of Innisfree Solar Energy Project be tabled to the May 18, 2021 Regular Council meeting for further discussion.

CARRIED.

**662-20 – REGIONAL
EMERGENCY
MANAGEMENT
BLYAW
2021-04-20/10**

Moved by Deputy Mayor Cannan that this item be tabled to the May 18, 2021 Regular Council meeting.

CARRIED.

**PAGE 4, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
APRIL 20, 2021**

REGIONAL
EMERGENCY
MANAGEMENT
MUTAL AID
AGREEMENT
2021-04-20/11

Moved by Deputy Mayor Cannan that this item be tabled to the May 18, 2021 Regular Council meeting.

CARRIED.

MOTION 2021-03-16/16 –
MSI CAPITAL PROJECT
NO. CAP-12594 – ZERO
TURN JOHN DEERE
LAWN MOWER
2021-04-20/12

Moved by Deputy Mayor Cannan that Council approve the Zero Turn John Deere Lawn Mower Z530M ZTrak at a cost of \$6,100.00 (GST not included) to be purchased from Agland in accordance with MSI Capital Project no. CAP-12594.

CARRIED.

BYLAW 665-21 –
CHICKEN BYLAW
FIRST READING
2021-04-20/13

Moved by Deputy Mayor Cannan that Bylaw 665-21 – Chicken Bylaw be approved as amended. Further that FIRST reading be given to Bylaw 665-21 – Chicken Bylaw this 20th day of April, 2021.

CARRIED.

BYLAW 665-21 –
CHICKEN BYLAW
SECOND READING
2021-04-20/14

Moved by Councillor Oudshoorn that Bylaw 665-21 – Chicken Bylaw be given SECOND reading this 20th day of April, 2021.

CARRIED.

BYLAW 665-21 –
CHICKEN BYLAW
AUTHORIZE THIRD
READING
2021-04-20/15

Moved by Deputy Mayor Cannan that Bylaw 665-21 – Chicken Bylaw be authorized for THIRD reading this 20th day of April, 2021.

UNANIMOUSLY CARRIED.

BYLAW 665-21 –
CHICKEN BYLAW
THIRD AND FINAL
READING
2021-04-20/16

Moved by Councillor Oudshoorn that Bylaw 665-21 – Chicken Bylaw be given THIRD and FINAL reading this 20th day of April, 2021.

CARRIED.

JARD INDUSTRIAL –
LAWN EQUIPMENT
AND ACCESSORIES
2021-04-20/17

Moved by Deputy Mayor Cannan that Council approve the Lawn Equipment and Accessories as listed in Jard Industrial's Quote dated March 17, 2021 at a total cost of \$2,248.04 (GST Included).

CARRIED.

**PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
APRIL 20, 2021**

RFD – REQUEST TO
WAIVE PENALTIES –
WATER AND SEWER
SERVICES: UTILITY
ACCOUNT(S) 1500001,
1520000 AND 3450000
2021-04-20/18

Moved by Councillor Oudshoorn that Council direct Administration to waive the Water/Sewer penalties applied to Utility Account(s) 1500001, 1520000 and 3450000 for a total cost of \$7.01.

CARRIED.

VERMILION RCMP
DETACHMENT –
LETTER OF
ACKNOWLEDGEMENT
2021-04-20/19

Moved by Deputy Mayor Cannan that the Vermilion RCMP Detachment – Letter of Acknowledgement be approved as presented.

CARRIED.

RFD – 2021 MUNICIPAL
ELECTION – ADVANCE
VOTE DATE, TIME AND
LOCATION
2021-04-20/20

Moved by Mayor McMann that an Advanced Vote, for the 2021 Municipal Election, be set for Tuesday, October 5, 2021 from 4:00 PM – 7:00 PM (MST) at the Seniors Drop-In Centre located at 4909 – 52 Street, Innisfree AB.

CARRIED.

2021 ACE WATER
CAPITAL
CONTRIBUTION –
INVOICE DATED
MARCH 31, 2021
2021-04-20/21

Moved by Councillor Oudshoorn that the 2021 ACE Water Capital Contribution Invoice dated March 31, 2021, be approved as presented, for a total cost of \$37,400.00 (GST not applicable).

CARRIED.

2021 ECONOMIC
DEVELOPMENT WEEK
– COMMUNITY
CHALLENGE IN
ALBERTA (EMAIL
DATED APRIL 17, 2021)
2021-04-20/22

Moved by Mayor McMann that Council proclaim May 9-15, 2021 as International Economic Development Week.

CARRIED.

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APRIL 20, 2021**

2020 AUDITED
FINANCIAL
STATEMENT, 2020
FINANCIAL
INFORMATION
RETURN AND 2020
MANAGEMENT
FINDINGS LETTER
2021-04-20/23

Moved by Councillor Oudshoorn that the 2020 Audited Financial Statement, 2020 Financial Information Return and 2020 Management Findings Letter be approved as presented.

CARRIED.

MOTION TO GO PAST
8:00 PM (3 HOURS)
2021-04-20/24

Moved by Deputy Mayor Cannan to allow the meeting to go past 8:00 PM.

CARRIED.

COUNCILLOR REPORT
2021-04-20/25

Moved by Deputy Mayor Cannan that all items listed under Councillor Reports be received as information.

CARRIED.

Mayor McMann called for a recess at 8:23 PM.

Mayor McMann reconvened the meeting at 8:24 PM.

ADMINISTRATION
REPORTS
2021-04-20/26

Moved by Deputy Mayor Cannan that all items listed under Administration Reports be approved as presented.

CARRIED.

PROCLAIM MAY 17-23,
2021 - NATIONAL
PUBLIC WORKS WEEK
2021-04-20/27

Moved by Mayor McMann that May 17-23, 2021 be proclaimed as National Public Works Week.

CARRIED.

CORRESPONDENCE
2021-04-20/28

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

CARRIED.

Mayor McMann called for a recess at 8:42 PM.

Evan Raycraft left the meeting at 8:42 PM.

Deputy Mayor Cannan reconvened the meeting at 8:44 PM.

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APRIL 20, 2021**

CLOSED SESSION
ATTENDANCE

Deborah McMann Mayor
Aaron Cannan Deputy Mayor
William Oudshoorn Councillor

Brooke Magosse Chief Administrative Officer

CLOSED SESSION
2021-04-20/29

Moved by Deputy Mayor Cannan that the meeting move into closed session at 8:44 PM to discuss Land – Offer to Purchase Lot 3, Block 4, Plan 4175R (5036 – 50 Street) and Land – Lot PT 38, Block 1, Plan 4175R – Disposal of Hazardous Materials in accordance with FOIP Sections 17 & 27.

CARRIED.

CLOSED SESSION
2021-04-20/30

Moved by Councillor Oudshoorn that the meeting come out of closed session at 8:55 PM.

CARRIED.

LAND (FOIP SECTION
17 & 27) – OFFER TO
PURCHASE – LOT 3,
BLOCK 4, PLAN 4175R
(5036 – 50 STREET)
2021-04-20/31

Moved by Councillor Oudshoorn that Land (FOIP Section 17 & 27) – Offer to Purchase – Lot 3, Block 4, Plan 4175R (5036 – 50 Street) be tabled to the May 18, 2021 Regular Council Meeting. Further that Administration be directed to contact the interested party in this regard.

CARRIED.

LAND (FOIP SECTION
17 & 27) – LOT PT 38,
BLOCK 1, PLAN 4175R –
DISPOSAL OF
HAZARDOUS
MATERIALS
2021-04-20/32

Moved by Deputy Mayor Cannan that Land (FOIP Section 17 & 27) – Lot PT 38, Block 1, Plan 4175R – Disposal of Hazardous Materials be tabled to the next scheduled Council meeting.

CARRIED.

ADJOURNMENT

Deputy Mayor Cannan adjourned the meeting at 8:59 PM.

Mayor

Chief Administrative Officer

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|--|--|
| <p><u>Title:</u> Solar Energy Project—Village of Innisfree Update</p> | <p>Date: May 12, 2021</p> <hr/> <p><u>Proposed by:</u> Brooke Magosse Chief Administrative Officer</p> |
|--|--|

Background:

- Mayor, Council and past administration received a quote for the installation of Solar Panels back in 2018 from Solar Ninja’s. Due to the changes in Administration as well as the Viability Review, Mayor and Council made the decision to table this item until further notice.
- In early 2021, Mayor and Council directed Administration to bring forward the quote received by Solar Ninja’s to a regular Council meeting. Council reviewed the document, and directed administration to obtain additional quotes in regards to the Village’s Solar Energy Project. Administration contacted numerous companies, and received additional quotes from ATCO Electric and SkyFire Energy.
- SkyFire Energy and ATCO Electric both made presentation at the April 20, 2021 Regular Council meeting. After hearing all presentation, Mayor and Council directed Administration to conduct additional research regarding energy savings, cost savings, eligible grants. Mayor and Council also directed Administration to contact our energy company, AMSC, to provide additional information regarding our billing, contract, amount of KWH purchased per month, and penalties,/costs associate with transferring to solar and/or terminating our contract.
- Administration spoke with a representative from AMSC, and received additional information regarding our contract and billing. The Village is enrolled in a contract that ends on December 31, 2023. Under our contract we have a certain amount of KWH that we purchase a month at 4.9 cents per KWH. If we do not use the total amount of KWH that we purchase we then sell them back at the current market value, if we use more that the KWH we purchased then we pay the current market value for the amount of KWH we are over. Current contracts at this time are being locked in at no lower than 6 cents per KWH so we have a very good rate at this time. If we were to transfer to solar for some of our buildings we wouldn’t need to worry about canceling a part of our contract or using up a certain amount of KWH since anything we don’t use is sold back already.
- Administration has also contacted a local electrician to provide feedback/quote on energy efficient option for our municipally owned facilities.
- Administration has also reviewed the MCCAC Grant application. Administration has submitted an expression of interest, as required.

Background (continued):

- The expression of interest we have submitted is a quick, non-committal step that will help the Government understand and get to know more about our Solar Energy Project, estimate how much funding you may received and walk us through the next steps regarding the application.

Benefits:

- Potential savings on electricity.
- Generate power any time the sun is shining.
- Demonstrate our municipal commitment to sustainability and social responsibility.

Disadvantages:

- Cost.
- Installing panels will utilize funds that could be used towards failing infrastructure/future projects.
- Will rely solely on grant funding and/or borrowing commitments.

Policy/Budget Implications:

- This item is an unbudgeted expenditure. The Village does not have the funds available for this project.

Public Engagement Policy:

- Public should be engaged prior to moving forward.

Options:

- As directed by Council.
- That this item be received as information.
- That this item be tabled to the June 15, 2021 Regular Council Meeting.
- That Council direct Administration to send a letter to Solar Ninja's, ATCO Electric and SkyFire energy thanking them for their time and advising that the Village of Innisfree will no longer be moving forward with the Solar Energy Project.

Cost:

- Solar Ninja's = \$156,000 (\$117,000 AMSP)
- SkyFire = \$186,510 (\$114,771 AMSP)
- ATCO Electric = \$117,500 (\$70,500 AMSP)

Source of Funding:

- AMSP Grant (25%) / FGTF
- Operating
- Borrowing (Loan)

Recommendation:

- As directed by Council.

CAO'S Review/Comments/initials:



VILLAGE OF INNISFREE
BYLAW NO. ~~652-20~~666-21
TAX PAYMENT, NON-PAYMENT, PREPAYMENT & PENALTIES

**BEING A BYLAW TO PROVIDE FOR INSTRUCTION WITH RESPECT TO
PAYMENT, OVERPAYMENT, PREPAYMENT OR NON-PAYMENT OF TAXES AND
IMPLEMENTATION OF TAX PENALTIES.**

WHEREAS, the authority and provisions of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto provides the authority for council to establish methods of tax payments and impose penalties for non-payment or late payment thereof.

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

1. In this bylaw:
 - a) 'taxes' includes all property taxes, local improvements taxes, business taxes and all other taxes lawfully imposed by the Village of Innisfree pursuant to the Municipal Government Act or any other statute of the Province of Alberta;
 - b) 'Tax Collector' means the person designated from time to time to be the Treasurer to act in the capacity of tax collector. The Chief Administrator Officer, Office Manager, Legislative Coordinator, Communications Officer, File Clerk and any other Administrative staff shall, for the purposes of this bylaw, be deemed to be the 'Tax Collector.'
 - c) 'Taxpayer' means the owner of the property being taxed, the business being taxed and where taxes are paid by another on behalf of the owner or the business, the person who actually pays the taxes.

PREPAYMENT OF TAXES

2. Any person desiring to prepay taxes in any year shall;
 - a) supply to the tax collector a description of the property or business in respect to which the taxes are levied, to the tax collector's satisfaction.
 - b) pay to the tax collector an amount (hereinafter called the 'estimated tax') equal to the amount the tax collector shall estimate as the taxes for the current year. The estimated tax shall not exceed the previous year's levy.
3. Notwithstanding paragraph 2 (b) a person may prepay taxes in an amount other than the estimated tax provided.
4. a) Where taxes are paid in an amount, which exceeds the actual taxes, levied (hereinafter called the 'excess amount'), the excess amount shall be forthwith refunded to taxpayer upon written request.

VILLAGE OF INNISFREE
BYLAW NO. ~~652-20~~666-21
TAX PAYMENT, NON-PAYMENT, PREPAYMENT & PENALTIES

- b) Where a refund request for the excess amount in a taxpayer's account is not received and the excess amount exists in the ratepayer's account, this excess amount shall be deemed to be a prepayment of taxes in the succeeding year.
- c) Notwithstanding sections 2, 3, and 4 of this bylaw, where taxes are paid or prepaid in an amount which exceeds two (2) times the amount of the actual tax levied, with respect to the amount of such excess payment, (hereinafter called the 'residual excess amount'), the following provisions shall apply:
 - i) the residual excess amount shall be refunded on or before the 1st day of November following the date on which the payment of the residual excess amount was made.

PENALTY RATES

- 5. Where any taxes levied for the current year remain unpaid as of the last day of business in ~~SEPTEMBER~~**AUGUST**, such taxes are subject to a penalty thereon in the amount of two percent (12%) on the 1st day of business in ~~OCTOBER~~**SEPTEMBER** on the outstanding amount of such taxes.
- 6. Where any taxes levied for the current year remain unpaid as of the last day of business in ~~OCTOBER~~**SEPTEMBER**, such taxes are subject to a penalty thereon in the amount of two percent (2%) on the 1st day of business in ~~NOVEMBER~~**OCTOBER** on the outstanding amount of such taxes.
- 7. Where any taxes levied for the current year remain unpaid as of the last day of business in ~~NOVEMBER~~**OCTOBER**, such taxes are subject to a penalty thereon in the amount of two percent (2%) on the 1st day of business in ~~DECEMBER~~**NOVEMBER** on the outstanding amount of such taxes.
- 8. **Where any taxes levied for the current year remain unpaid as of the last day of business in NOVEMBER, such taxes are subject to a penalty thereon in the amount of two percent (2%) on the 1st day of business in DECEMBER on the outstanding amount of such taxes.**
- 9. For those taxes in arrears, outstanding at December 31st in any year, a penalty equal to twelve percent (12%) of the outstanding amount will be applied on January 1st of each year.
- 10. For the purposes of sections 5 through 8, a reference to 'the outstanding amount for such taxes' shall not be deemed to include the amount of any penalties thereon.

VILLAGE OF INNISFREE
BYLAW NO. ~~652-20~~666-21
TAX PAYMENT, NON-PAYMENT, PREPAYMENT & PENALTIES

11. Subject to section 9 hereof, where any taxes are not paid on or before the 31st day of December of the current year, such unpaid taxes shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty therein payable in the amount of twelve percent (12%) on the 1st day of January with respect to the amount of taxes so in arrears. This provision applies to any taxes, which are levied but remain unpaid as of the 31st day of December and in accordance with Section 346 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto.
12. For the purposes of section 11, the expression 'such unpaid taxes' be deemed to include any penalties imposed under sections 5 through 8 (or any predecessor thereof in a bylaw for a former year).

PAYMENT OF TAXES ON A MONTHLY BASIS

13. A taxpayer may pay taxes on a monthly basis subject to the following conditions:
 - a) Any time up to and including January 31st of the current year the taxpayer shall notify the Tax Collector that he desires to pay his taxes (including arrears from any previous year) on a monthly basis.
 - b) The taxpayer shall pay a monthly payment equivalent to one twelfth of the estimated tax as determined in subsection 2. b) of this bylaw plus one twelfth of any arrears. All payments are due before the last banking day of each month.
 - c) For the last six months of the current year the taxpayer shall make six monthly payments equivalent to the balance of the tax levy for the current year. Payments on arrears will continue as indicated in paragraph b) above. All payments are due before the last banking day of each month.
 - d) Provided that the conditions enumerated in paragraphs a), b) and c) hereof are complied with, the penalties referred to in sections 5, 6, 7 and 8 shall not be imposed.
 - e) If a monthly payment is in default, the provisions of paragraphs a) through d) herein shall no longer apply and all penalties which would otherwise be imposed by sections 5, 6, 7, 8 and 9 of this bylaw shall be imposed.
14.
 - a) Notwithstanding section 13, a taxpayer may enter into an arrangement for the payment of taxes by installments upon which terms and conditions differ from those contained in section 13 are approved by Council of the Village of Innisfree.
 - b) Notwithstanding paragraph a) if a taxpayer enters into an arrangement for the payment of taxes by installments and a default in payment of any installment occurs, all penalties which would otherwise be imposed by the provisions of

VILLAGE OF INNISFREE
BYLAW NO. ~~652-20~~666-21
TAX PAYMENT, NON-PAYMENT, PREPAYMENT & PENALTIES

sections 5, 6, 7, 8 and 9 of this bylaw shall be imposed.

15. Any person may pay taxes by an electronic payment method that the Village has approved.
- a) Electronic payments are deemed to be received upon the date the person processes a tax payment.
 - b) Documentation for verification of tax payment must be provided upon request by the Tax Collector.
16. If any provision of this Bylaw is determined by a court of competent jurisdiction to be unlawful or unenforceable, that provision shall be severed from this Bylaw and shall not affect the validity of any remaining provision of this Bylaw.

EFFECTIVE DATE

17. This Bylaw shall come into effect upon final reading.
18. Upon final passing of this bylaw, Bylaw ~~598-15~~ 652-20 is hereby rescinded.

READ A FIRST TIME THIS _____ DAY OF _____, 202__ A.D.

READ A SECOND TIME THIS _____ DAY OF _____, 202__ A.D.

READ A THIRD TIME BY UNANIMOUS CONSENT OF COUNCIL AND
FINALLY PASSED THIS _____ DAY OF _____, 202__ A.D.

Mayor

Chief Administrative Officer

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|--|--|
| <p><u>Title:</u> Ministerial Order No. MSL:095/18 Viability Review—Minister Directives</p> | <p>Date: May 12, 2021</p> <hr/> <p><u>Proposed by:</u> Brooke Magosse Chief Administrative Officer</p> |
| <p><u>Background:</u></p> <ul style="list-style-type: none"> • Letter received December 28, 2018 (attached). • Directive 3 states <i>“to report to Municipal Affairs, on June 1 of each year for the subsequent four years , the progress to implement the action plan in directive one above, including work completed and completion date, and work remaining and anticipated completion dates on June 1 of each year for the subsequent four years;”</i> • Directive 3 also states <i>“to report to municipal affairs, on June 1 of each year, for the subsequent four years, the progress to implement the capital plan in directive 2 above, including:</i> <ul style="list-style-type: none"> - <i>for completed projects and additions, a description of work completed, completion dates, costs and funding sources; and</i> - <i>for projects and additions not completed, a description of work to be completed, anticipated costs, and allocated or anticipated funding sources.</i> • Administration has prepared the following documents for Council’s review: <ul style="list-style-type: none"> - “Draft” Letter to the Minister of Municipal Affairs RE: Ministerial Order MSL:095/18 - “Draft” Action Plan (including timelines) - “Draft” 10-30 Year Infrastructure Plan (to be approved at May 18, 2021 regular council meeting) - Approved 2021 Strategic and Tactical Plan (Q1 & Q2) | |
| <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Compliance with Ministerial Order MSL:095/18 | |
| <p><u>Disadvantages:</u></p> <ul style="list-style-type: none"> • N/a | |
| <p><u>Policy/Budget Implications:</u></p> <ul style="list-style-type: none"> • N/a | |
| <p><u>Public Engagement Policy:</u></p> <ul style="list-style-type: none"> • N/a | |

Options:

- As directed by Council.
- That this item be received as information.
- That Council approve the Action Plan as presented. Further that Administration be directed to send a letter to the Minister of Municipal Affairs, on or before June 1, with the approved Action Plan, 10-30 Year Infrastructure Plan and 2021 Strategic and Tactical Plan to ensure compliance with Ministerial Order No. MSL:095/18.
- That Council approve the Action Plan as amended. Further that Administration be directed to send a letter to the Minister of Municipal Affairs, on or before June 1, with the approved Action Plan, 10-30 Year Infrastructure Plan and 2021 Strategic and Tactical Plan to ensure compliance with Ministerial Order No. MSL:095/18.

Cost:

- N/a

Source of Funding:

- N/a

Recommendation:

- That Council approve the Action Plan as presented. Further that Administration be directed to send a letter to the Minister of Municipal Affairs, on or before June 1, with the approved Action Plan, 10-30 Year Infrastructure Plan and 2021 Strategic and Tactical Plan to ensure compliance with Ministerial Order No. MSL:095/18.

CAO'S Review/Comments/initials:





ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

RECEIVED
DEC 28 2018

AR95830

His Worship Aaron Cannan
Mayor
Village of Innisfree
PO Box 69
Innisfree AB T0B 2G0

Dear Mayor Cannan and Council,

The viability review conducted by the province for the Village of Innisfree is now complete. I have reviewed the result of the vote on the matter of dissolution of the village. The result of the vote indicates village residents are in favour of Innisfree remaining as an incorporated municipality.

Section 130.2(3) of the *Municipal Government Act* requires me to direct council to take actions to ensure the viability of the municipality. The attached Ministerial Order No. MSL:095/18 provides these directives. The directives require council to develop and implement an action plan to address each recommendation in the viability plan, and to develop and implement a 10-year capital plan. My ministry will monitor your completion of the directives and keep me informed of your progress.

My thanks to the Village of Innisfree for its cooperation during the viability review. The contributions of council members and former chief administrative officer, Jennifer Hodel, enabled the viability review to proceed in an effective and collaborative manner. Village residents will be receiving a letter to conclude the viability review process.

Municipal Affairs staff are available to provide you with advice or other assistance as needed. For additional information, please contact Roy Bedford, Municipal Viability Advisor, toll-free at 310-0000, then 780-422-8342.

I look forward to hearing from the village as it completes the directives. I wish the Village of Innisfree and its residents every success in ensuring the community thrives into the future.

.../2

Thank you again for the village's support of the Municipal Sustainability Strategy and the viability review process.

Sincerely,

A handwritten signature in black ink that reads "Shaye Anderson". The signature is written in a cursive style with a large initial 'S'.

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:095/18

cc: Brooke Yaremchuk, Chief Administrative Officer, Village of Innisfree
Roy Bedford, Municipal Viability Advisor, Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
M.A., Leduc-Beaumont*

MINISTERIAL ORDER NO. MSL:095/18

I, Shaye Anderson, Minister of Municipal Affairs, on completion of a viability review undertaken under Section 130(2)(b) and pursuant to Section 130.2(3) of the *Municipal Government Act*, make the following order:

That the Council and the Chief Administrative Officer for the Village of Innisfree must carry out the directives attached as Schedule A to this order.

Dated at Edmonton, Alberta, this 13th day of December, 2018.

Shaye Anderson
Minister of Municipal Affairs

| # | Directive | Due Date |
|----|--|----------------|
| 1. | <p>To ensure the village implements the recommendations in the Village of Innisfree viability plan, I direct the council:</p> <p>a. to complete a comprehensive strategic planning session where council will discuss the nine recommendations found within the Viability Plan;</p> | March 31, 2019 |
| | <p>b. to develop an action plan (including timelines) as to how village council plans to address each of the recommendations found within the viability plan; and</p> | |
| | <p>c. to provide a copy of the plan, including timelines, to Municipal Affairs.</p> | |
| 2. | <p>To address the village's long-term infrastructure planning and financial stability, I direct the council:</p> <p>a. to prepare a written capital plan describing the village's anticipated capital projects and additions, anticipated timing, anticipated costs, and allocated or anticipated funding sources over the period 2019 to 2028. The plan must address the essential infrastructure repairs and replacements summarized in the "Infrastructure" section and identified in Appendix C of the Viability Plan, or provide a rationale as to why any project is not included in the plan; and</p> | April 30, 2019 |
| | <p>b. to provide a copy of the capital plan to Municipal Affairs.</p> | |
| 3. | <p>I direct the council:</p> <p>a. to report to Municipal Affairs, on June 1 of each year for the subsequent four years, the progress to implement the action plan in Directive 1 above, including work completed and completion dates, and work remaining and anticipated completion dates, on June 1 of each year for the subsequent four years; and</p> | June 1, 2023 |
| | <p>b. to report to Municipal Affairs, on June 1 of each year for the subsequent four years, the progress to implement the capital plan in Directive 2 above, including:</p> <p>i. for completed projects and additions, a description of work completed, completion dates, costs, and funding sources; and</p> <p>ii. for projects and additions not completed, a description of work to be completed, anticipated completion dates, anticipated costs, and allocated or anticipated funding sources.</p> | June 1, 2023 |

| # | Directive | Due Date |
|----|--|----------|
| 4. | Section 130.1 of the <i>Municipal Government Act (MGA)</i> provides for the enforcement of directives ordered by the Minister. I direct council and the chief administrative officer to carry out to my satisfaction these directives within the timelines stated. If the directives are not carried out to my satisfaction, I may issue further directives, or pursue further action pursuant to the <i>MGA</i> . | Ongoing |



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

May 19, 2021

Alberta Municipal Affairs
Office of the Minister
132 Legislature Building
10800 – 97 Avenue
Edmonton AB T5K 2B6

ATTENTION: Honourable Ric McIver, Minister of Municipal Affairs

Dear Honourable McIver,

RE: Letter Received December 28, 2018
Viability Review – Minister’s Directives
Ministerial Order No. MSL:095/18
Village of Innisfree

In accordance with your letter received December 28, 2018 (enclosed) regarding the Village of Innisfree’s Viability Review and Ministerial Order No. MSL:095/18, please find enclosed the following:

- a. Updated Action Plan (including timelines) in response to Directive No. 1 approved at the **May 18, 2021** Regular Council Meeting by motion **2021-05-18/_____**.
- b. Updated 10-year, 20-year and 30-Year Action Plan, in accordance with the 2016 Infrastructure Audit conducted by AMEC Foster Wheeler, in response to Directive No. 2 approved at the **May 18, 2021** Regular Council meeting by motion No. **2021-05-18/_____**.
- c. 2021 Strategic and Tactical Plan approved at the **March 16, 2021** Regular Council meeting by motion No. **2021-03-16/06**.
- d. “Draft” **May 18, 2021** Regular Council Minutes with motions approving all items listed above.
- e. Signed **March 16, 2021** Regular Council Minutes with motion approving the 2021 Strategic and Tactical Plan.



Village of Innisfree
Box 69, Innisfree, AB T0B 2G0
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Should you have any questions and/or concerns regarding the information listed above, please feel free to contact the Village Office at 780-592-3886 or email cao@innisfree.ca.

Thank you.

Yours Truly,

Brooke Magosse
Chief Administrative Officer
Village of Innisfree

Encl.

C.c Mayor and Council
C.c Roy Bedford. Municipal Viability Advisor, Municipal Affairs

DRAFT

Village of Innisfree – Minister Directives

| Viability Review Team Recommendations in the Viability Plan | What will be done to achieve the recommendation | Who will do what? Responsibility of: | | What action may be required at Council Meeting? | Progress Report | Timeline | | | | | | |
|--|---|---|---|---|-----------------------|-------------------------|------|------|------|------|------|------|
| | | Admin | Council | | | Resolution/Bylaw/Policy | When | 2020 | 2021 | 2022 | 2023 | 2024 |
| 1 – undertake a strategic planning process, with residential participation, to develop a three – year strategic plan that incorporates a service levels assessment, an operational needs assessment, and an infrastructure/capital plan | <ul style="list-style-type: none"> - The Village of Innisfree will hold a public meeting, mid-April, or early May, with residential participation, to develop a three-year strategic plan that incorporates a service level assessment, an operational needs assessment and an infrastructure/capital plan - The Village will continue to hold Strategic Planning Sessions every 2 years. | <ul style="list-style-type: none"> - Advertise and promote meeting - Prepare documents for meeting - Meet with consultant or engineer to develop an infrastructure /capital plan | <ul style="list-style-type: none"> - Direct administration on how the Village can better their service levels, operational need, and infrastructure. | Resolution will be required by Council to approve the strategic plan for Administration to implement and enforce. | Mid April – Early May | | X | | X | | | x |

Updates:
The Village of Innisfree has developed a strategic and tactical plan which will assist Mayor, Council and Administration in moving forward.
The Village will continue to hold Public Meetings, to allow residents a chance to bring forward ideas and/or concerns that may assist the Village in planning for the future. With the current COVID-19 restrictions in place, the Village has had to amend our processes, however are trying to find ways to allow our residents/tax payers a chance to be involved in the Village’s planning processes.

Village of Innisfree – Minister Directives

| | | | | | | | | | | | |
|---|---|--|---|---|----------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <p>2 – Village should assess the administrative requirements to determine staffing needs to address the operational requirements as established by Council and the MGA</p> | <p><i>The Village will continue to apply for Canada Summer Job's and STEP Funding through the province every year. Should the Village not receive funding through these grants, the Village will consider hiring casual or part-time staff to address staffing needs.</i></p> | <ul style="list-style-type: none"> - Apply for STEP & C.S.J. as needed. - Hire staff or summer students as part of the STEP & CSJ Funding. - Report to council all staffing needs that may be required. | <ul style="list-style-type: none"> - Review Administrations report and provide instructions if needed. | <p><i>Resolutions to hire additional staff.</i></p> | <p><i>Yearly</i></p> | <p style="text-align: center;">x</p> | <p style="text-align: center;">x</p> | <p style="text-align: center;">x</p> | <p style="text-align: center;">x</p> | <p style="text-align: center;">x</p> | <p style="text-align: center;">x</p> |
|---|---|--|---|---|----------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|

-The Village of Innisfree has hired a full-time Administrative/Public Works Assistance to assist the Chief Administrative Officer and Public Works Foreman with their daily duties.
 -The Village of Innisfree has been approved in the past for CSJ Employees and are currently approved for two (2) CSJ workers for the 2021 year.
 -The Village will continue to assess the staffing needs on a yearly basis as recommended.

Approved on: _____, 2021 / Motion No.: _____

Village of Innisfree – Minister Directives

| | | | | | | | | | | | |
|--|--|---|---|--|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <p>3 – Council should budget for staffing increases based on the results of the needs assessment.</p> | <p><i>Once the Strategic Plan is completed in Mid-April or Early May, the Village will have a clear understanding on what to budget for staffing. This will be brought forward every year for consideration.</i></p> | <p><i>- Update and revise budget if necessary</i></p> | <p><i>- Review updated budget and approve. - Determine if an increase in staffing is necessary based on results of the needs assessment</i></p> | <p><i>Motion to approve budget if updates and/or revisions are made.</i></p> | <p><i>Yearly</i></p> | <p><i>X</i></p> | <p><i>X</i></p> | <p><i>X</i></p> | <p><i>X</i></p> | <p><i>X</i></p> | <p><i>X</i></p> |
|--|--|---|---|--|----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|

*-2021 Budget has been drafted/approved at the May _____, 2021 Regular Council Meeting. A 2% Wage increase has been budgeted to all positions.
- The Village also budget's for yearly bonus's/honorariums to all full-time staff.
- As the Village grows, we hope to add more part-time/full-time positions.*

Village of Innisfree – Minister Directives

| | | | | | | | | | | | |
|---|--|--|--|--|----------------------|----------|----------|----------|----------|----------|----------|
| <p>4 – The Village should develop a 10-year capital plan to address items in the Infrastructure study.</p> | <p><i>Met with an Engineer that will assist the Village in developing a 5-10-year Capital plan to address all items in the infrastructure study. This will be updated when needed.</i></p> | <p><i>Meet with engineer to give them the Villages vision and goals as per the infrastructure audit. Bring the 10-year capital plan to Council meeting</i></p> | <p><i>Approve the Capital plan and provide changes and updates if necessary.</i></p> | <p><i>Motion to approve and/or amend the 10 Year Capital plan.</i></p> | <p><i>Yearly</i></p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>x</p> |
|---|--|--|--|--|----------------------|----------|----------|----------|----------|----------|----------|

- Administration has developed a 10,20 and 30-year infrastructure plan to address items mentioned in the infrastructure study.
- The Village will continue to apply for funding (through grants) to be allocated towards upgrades mentioned within the capital/infrastructure plan.
- Administration will continue to update the infrastructure plan as items are being actioned.

Village of Innisfree – Minister Directives

| | | | | | | | | | | | |
|--|--|---|---|-------------------|-----------------------|----------|----------|----------|----------|----------|----------|
| <p>5 – The Village should engage residents in the development of the operational and capital budgets.</p> | <p><i>Village is advertising Council meetings in Utility Newsletters and Social media. The Village will continue to advertise for all Council meetings, as well as meetings that involve the operational and capital budgets. The Village can also hold a public meeting dedicated to the Operational & Capital Budgets with public participation.</i></p> | <p><i>Promote the Council meetings more to the public. Encourage residents that their opinions and concerns are appreciated when developing the yearly budgets.</i></p> | <p><i>Promote and encourage residents to attend council meetings.</i></p> | <p><i>n/a</i></p> | <p><i>Monthly</i></p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>x</p> |
|--|--|---|---|-------------------|-----------------------|----------|----------|----------|----------|----------|----------|

- *The Village continue to advertise ALL council meetings held within the municipality. We continue to advertise.*
- *The Village currently advertises on our social media accounts (Facebook and website), Innisfree Informer Newsletter, as well as in our office.*
- *With COVID-19 pandemic in our midst, the Village will continue to offer new ways that residents/tax payers can attend our meetings without putting themselves at risk.*

Village of Innisfree – Minister Directives

| | | | | | | | | | | | |
|---|---|---|---|--|----------------------|----------|----------|----------|----------|----------|----------|
| <p>6 – The Village should annually discuss its capital projects with neighbouring municipalities to identify potential collaborative request for proposals (RFP) that provide cost-efficiencies.</p> | <p><i>The Village will continue to work with neighbouring municipalities to identify potential collaborative RFP that provide cost-efficiencies.</i></p> <p><i>The Village of Innisfree will also annually discuss capital projects with our neighbouring municipalities.</i></p> | <ul style="list-style-type: none"> • <i>Identify potential collaborative opportunities with other municipalities</i> | <ul style="list-style-type: none"> • <i>Assist with identifying collaborative opportunities.</i> | <p><i>Bylaws/Resolutions & possibly Policies</i></p> | <p><i>Yearly</i></p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>x</p> |
|---|---|---|---|--|----------------------|----------|----------|----------|----------|----------|----------|

- *The Village of Innisfree continues to collaborate with our neighbouring municipalities in this regard.*
- *The Village has intentions on partnering with the County of Minburn for a GIS System. The Village will be looking into applying for a grant for this project, and the County of Minburn has offered their assistance in assisting us with the grant process.*
- *The County of Minburn has also conducted a Fire Feasibility Study for the Fire Department. This study was funded through an ACP Grant.*
- *The Village of Innisfree will continue to reach out to our neighbouring municipalities on an annual basis to discuss potential collaborative opportunities.*

Village of Innisfree – Minister Directives

| | | | | | | | | | | | |
|--|---|---|--|--|---------------|----------|----------|----------|----------|----------|----------|
| <p>7 – The Village should look at long-term debt, special levies, and other funding opportunities for capital projects.</p> | <p><i>The Village will continue to look at funding opportunities to for capital projects.</i></p> | <p><i>Seek funding opportunities that fit capital projects that are being done in each fiscal year.</i></p> | | | <p>Yearly</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>x</p> |
|--|---|---|--|--|---------------|----------|----------|----------|----------|----------|----------|

- *The Village of Innisfree will continue to seek funding opportunities for all capital projects that take place within the Village of Innisfree.*

Village of Innisfree – Minister Directives

| | | | | | | | | | | | |
|---|---|--|---|--|----------------------|----------|----------|----------|----------|----------|----------|
| <p>8 – Utility Rates should continue to be reviewed annually to ensure fill cost recovery is maintained.</p> | <p><i>Utility Rates will be brought forward yearly for review by Council and Administration.</i></p> <p><i>New water meters to be installed early April and the Village will have a better understanding of how much water each resident is using and will be able to charge accordingly.</i></p> | <p><i>Ensure item is brought forward yearly for review. Administration will also provide recommendations to Council.</i></p> | <p><i>Council will review and make appropriate motions/resolution</i></p> | <p><i>Motions/resolution to approve changes.</i></p> | <p><i>Yearly</i></p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>X</p> | <p>x</p> |
|---|---|--|---|--|----------------------|----------|----------|----------|----------|----------|----------|

- *The Village will be reviewing the 2021 Utility Rates.*
- *With the ACE Capital Contributions coming into effect in 2021, 2022 and 2023, the Village will be revising/adjusting Utility Rates to reflect these costs.*
- *The Village may also review the per cubic meter cost charges to residents for metered water.*

Village of Innisfree – Minister Directives

| | | | | | | | | | | | |
|---|---|---|---|---|--|---|--|--|--|--|--|
| <p>9 – The Village should develop a campground surplus reserve policy to offset years when campground operating deficits result.</p> | <p><i>Research will be conducted regarding campground surplus reserve policies.</i></p> | <ul style="list-style-type: none"> • <i>Research</i> • <i>Prepare draft policy for council to review.</i> • <i>Implement</i> | <ul style="list-style-type: none"> • <i>Council will review and approve.</i> | <p><i>Research to develop policy. Motion to pass and implement.</i></p> | | X | | | | | |
|---|---|---|---|---|--|---|--|--|--|--|--|

- *Administration continues to research ways on how to develop/implement a campground surplus reserve policy.*
- *Administration will be seeking the assistance of other municipalities on how they implement or have implemented such a policy in their community.*

VILLAGE OF INNISFREE
2021
STRATEGIC PLAN



1st Quarter & 2nd Quarter

INTRODUCTION

Innisfree is a friendly, community driven Village, nestled in the heart of Kalyna Country. Innisfree is sometimes called “The Hidden Village”, as it is tucked away on the side of a ridge, north of the Yellowhead Highway (Highway 16). Located 1 hour, 15 minutes east of Edmonton and 1 hour west of Lloydminster, Innisfree is perfect for a day-trip or weekend retreat, a leisurely break while enroute on the yellowhead Highway or a memorable holiday in a distinctive part of the Canadian Prairies. 100 years strong, Innisfree is a community rich with history and pride. Innisfree has a rural district population of 1250, a Village population of 220 and economic activity that revolves around the agriculture and oil and gas industries.

VISION

“Innisfree is a safe and healthy place to establish roots, promotes sustainable development and active lifestyles.”

MISSION

“Innisfree, a progressive community supported by local partnerships – committed to better living”

| VALUES | | | |
|--|---|---|--|
| TRUST <i>is our mutual goal.</i> | EFFICIENCY <i>is the best use of our resources.</i> | COLLABORATION <i>is working together for a common goal.</i> | INTEGRITY <i>is acting with honesty.</i> |



Strategic Priority #1 – Partnerships and Collaboration

Key Objectives:

1. Partner with the Innisfree Fire Department to utilize the department members to benefit our community.
2. Collaborate and show support to local organizations in the community (Ag Society, Ukrainian Dance, Library, Etc.) during COVID-19.
3. Collaborate with our Local FCSS Department.

Strategic Priority #2 – Safe, Healthy and Fun Community

Key Objectives:

1. Support and advocate for RCMP.
2. Host events that promote the Village, but also involve the community (Canada Day, Pizza Nights, Etc.). Keeping in mind COVID-19 restrictions and regulations.
3. Development of the Community Garden.

Strategic Priority # 3 – Ensure Viability

Key Objectives:

1. Update the timeline outlining the nine recommendations found in the Viability Plan
2. Update and promote a 10 Year Capital Plan outline failing Infrastructure as per the 2016 AMEC/Foster Audit Report.
3. Follow up with Municipal Affairs on June 1 of each year, for 4 consecutive years, to report completed or none completed tasks mentioned in the timeline set out in objective 1 and 10 year capital plan set out in objective 2.
4. Ensure Campground & Recreation Park is properly maintained to ensure it remains a viable resource for our community and surrounding areas.
5. Ensure the Village of Innisfree actions/follows recommendations from M.A.P Review conducted in September 2020.

Strategic Priority #4 – Resident Communication and Engagement

Key Objectives:

1. Hold at least 1 Public Hearings every year (preferably in June or November).
2. Ensure all Social Media is current and up to date (i.e. Website, Facebook, etc.)
3. Promote monthly Council meeting highlights in the Innisfree Informer, Utility Newsletter as well as all social media sources.

.....

See attached:

Schedule “A” – Tactical Plan

Schedule “B” – Ministerial Order

Schedule “C” – MAP Review Action List

Schedule “D” – 2021 Interim Budget and 2022-2025 Budget Forecast

Schedule “E” – 2019 Financial Statement



Village of Innisfree

5016 – 50 Avenue

Box 69

Innisfree, AB

T0B 2G0

Phone: (780) 592-3886

Schedule "A" 2021 Tactical Plan

Strategic Priority #1 – Partnerships and Collaboration

| |
|---|
| 1.1 Partner with the Innisfree Fire Department to Utilize the department members to benefit our community. |
| 1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Touch base with Innisfree Fire Department members and discuss events that the Village/Fire Department can collaborate on. |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Administration will continue to collaborate with the Innisfree Fire Department members.• Village of Innisfree, Village of Mannville and County of Minburn are collaborating on Member Recruitment. The Village's and County will be advertising (Radio, Social Media, Local Newspaper, etc.) to recruit new members to join our Fire Department(s). |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #1 – Partnerships and Collaboration

| 1.2 Collaborate and show support to local organizations in the community (Ag Society, Ukrainian Dance, Library, Etc.) during COVID-19. |
|---|
| 1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Advertise events that the local organizations are hosting on our website/social media.• Involve local groups in Village events. |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• The Village has received Grant Funding (Municipal Operating Support Transfer) to use towards COVID-19 related expenses. Administration has brought forward, to Council, the idea of transferring a portion of the funds to our local (not-for-profit) organizations, to show our support during the COVID-19 pandemic. Funds transferred to the local organizations can be used towards revenues lost, PPE, Etc. |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule “A” 2021 Tactical Plan

Strategic Priority #1 – Partnerships and Collaboration

| |
|--|
| 1.3 Collaborate with our Local FCSS Department. |
| 1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Advertise events/announcements the FCSS is hosting.• Touch base with FCSS Director to plan how the FCSS Department and the Village of Innisfree can collaborate. |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Administration will continue to advertise events/announcements the FCSS is hosting.• Administration will continue to touch base with the FCSS Director to plan/collaborate with the FCSS Department. |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #2 – Safe, Healthy and Fun Community

2.1 Support and advocate for RCMP

1st Quarter Update (Jan-Mar):

- Continue inviting the RCMP Department to events in our community.
- Invite the RCMP Department to continue attending our Regular Council meetings, on a quarterly basis, to discuss crime Statistics and changes within the department.

2nd Quarter Update (April-June):

- Administration will continue to invite the RCMP Department to events in the community.
- RCMP Detachment will continue to attend our Regular Council meetings, on a quarterly basis, to discuss crime statistics and changes within the detachment.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #2 –Safe, Healthy and Fun Community

| |
|---|
| 2.2 Host events that promote the Village, but also involves the community. Keeping in mind COVID-19 restrictions and regulations. |
| 1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Family Day Photo Contest.• More events to come (Covid-19 Friendly). |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• 2021 Easter Egg Hunt (April 2-5, 2021)• Administration will start planning for Canada Day (Late April / Early May). |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

**Schedule “A”
2021 Tactical Plan**

Strategic Priority #2 –Safe, Healthy and Fun Community

| |
|--|
| 2.3 Development of the community garden. |
| 1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Administration has narrowed down a location for the Community Garden.• Administration has begun preparing for the Community Garden. |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Administration & Public Works will continue to plan and prepare for the opening of the Community Garden. |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #3 – Ensure Viability

3.1 Update the timeline outlining the nine recommendations found in the Viability Plan.

1st Quarter Update (Jan-Mar):

- Updates will be made and will be presented to Council at a future meeting.
- Deadline to submit timeline to Municipal Affairs is June 1, 2021.

2nd Quarter Update (April-June):

- Updates will be made and will be presented to Council at a future meeting.
- Deadline to submit timeline to Municipal Affairs is June 1, 2021.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #3 – Ensure Viability

| |
|---|
| 3.2 Update and promote a 10 Year Capital plan outlining failing infrastructure as per the 2016 AMEC/Foster Audit Report. |
| 1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Interim 10, 20 and 30 Year Capital/Infrastructure Plan was brought to Council at the December 15, 2020 Council meeting.• Deadline to report the Final/Approved 10, 20 and 30 Year Capital/Infrastructure Plan is June 1, 2021. |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Final Budget, including the 10, 20 and 30 Year Capital/Infrastructure Plan, will be prepared and presented to Council in May 2021. |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #3 – Ensure Viability

3.3 Follow up with Municipal Affairs on June 1 of each year for 4 consecutive years, to report completed or none completed tasks mentioned in the timeline set out in objective 1 and the 10 year Capital Plan set out in objective 2.

1st Quarter Update (Jan-Mar):

2nd Quarter Update (April-June):

- Follow-up will be made by May 29, 2021 to ensure the Village is in compliance with the Minister of Municipal Affairs Ministerial Order MSL:095/18.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #3 – Ensure Viability

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|---|
| 3.4 Ensure Campground & Recreation Park is properly maintained to ensure it remains a viable resource for our community and surrounding areas. |
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|---|
| 1 st Quarter Update (Jan-Mar): |
|---|

- | |
|---|
| <ul style="list-style-type: none">• Ensure contractor is in line to start shingling the Administration roof, at the campground, in early Spring.• Researching the possibility of having internet installed and campground. |
|---|

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| 2 nd Quarter Update (April-June): |
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- | |
|---|
| <ul style="list-style-type: none">• Administration may have to re-advertise the Administration Roof, at the Campground.• New program will be implemented, prior to the opening of the campground, to allow for online bookings.• Contractors have been selected to manage the Campground/Recreation Park. |
|---|

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| 3 rd Quarter Update (July – Sept): |
|---|

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|---|
| 4 th Quarter Update (Oct – Dec): |
|---|

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #3 – Ensure Viability

| 3.5 Ensure the Village of Innisfree actions/follows recommendations from M.A.P Review conducted in September 2020. |
|--|
| 1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Administration continues to work on the recommendations that were brought forward during the M.A.P Review that was conducted in September 2020.• Further updates will be brought to Council’s attention once completed. |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Changes have been made to the M.A.P Review action list (see attached report). |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A"
2021 Tactical Plan

Strategic Priority #4 – Resident Communication and Engagement

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|--|
| 4.1 Hold at least 1 Public Meeting every year, to allow taxpayers and residents to voice concerns (preferably in June and November). |
| 1 st Quarter Update (Jan-Mar): |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Public meeting will be held once 2020 Municipal Audit is completed. |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Schedule "A" 2021 Tactical Plan

Strategic Priority #4 – Resident Communication and Engagement

| 4.2 Ensure all Social Media is current and up to date (i.e. Website, Facebook Page, etc.) |
|---|
| 1 st Quarter Update (Jan-Mar): <ul style="list-style-type: none">• Social media remains current and up to date at this time. |
| 2 nd Quarter Update (April-June): <ul style="list-style-type: none">• Social media remains current and up to date at this time.• Administration will ensure that future delays (garbage) or other issues, are properly advertised via social media, to ensure transparency and communication. |
| 3 rd Quarter Update (July – Sept): |
| 4 th Quarter Update (Oct – Dec): |

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

Schedule "A" 2021 Tactical Plan

Strategic Priority #4 – Resident Communication and Engagement

4.3 Promote monthly Council meeting highlights in the Innisfree Informer, Utility Newsletter as well as all social media sources.

1st Quarter Update (Jan-Mar):

- Administration will continue to submit the Council meeting highlights in the informer, as well as on the Village Website.

2nd Quarter Update (April-June):

- Administration will continue to submit the Council meeting highlights in the informer, as well as on the Village Website.

3rd Quarter Update (July – Sept):

4th Quarter Update (Oct – Dec):

Approved On: March 16, 2021

Motion No.: 2021-03-16/06

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|--|--|
| <u>Title:</u> 2021 Capital Budget(s) | Date: May 12, 2021 |
| | <u>Proposed by:</u> Brooke Magosse Chief Administrative Officer |

Background:

- Municipal Governments within the province of Alberta are required to adopt an annual Capital Budget.
- Section 246 of the *Municipal Government Act* states the following:
A capital budget must include the estimated amount for the following:
 - a) *the amount needed acquire, construct, remove or improve a capital property;*
 - b) *the anticipated sources and amounts of money to pay the costs referred to in clause (a);*
 - c) *the amount to be transferred from the operating budget.*
- Ministerial Order MSL:095/18 required the Village of Innisfree to create and implement a 10-30 Year Infrastructure/Capital Plan outlining all the items in the 2016 Infrastructure Audit. The Village of Innisfree is required to submit an updated 10-30 Year Infrastructure/ Capital Plan to the Minister of Municipal Affairs by no later than June 1 of each year (for four consecutive years) to ensure compliance with Ministerial Order MSL:095/18.
- December 15, 2020 Administration prepared Interim Capital Budget(s) for Councils review and consideration. Council approved the Interim Capital Budget(s) (Motion 2020-12-15/08) at their December 15, 2020 Council meeting.
- Administration has enclosed the following revised documents for Council’s review and approval:
 - “Draft” 2021 Capital Budget
 - “Draft” 5 Year Capital Budget
 - “Draft” 10-30 Year Infrastructure/Capital Plan

Benefits:

- Outlines the estimated costs to acquire, construct, remove or improve capital property.
- Outlines the anticipated sources and amounts of money needed for items listed.
- Outlines amounts to be transferred from operating to carry out items listed.

Disadvantages:

- N/a

Policy/Budget Implications:

- Municipal Government Act Section 246

Public Engagement Policy:

- To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions

Options:

- As directed by Council.
- That this item be received as information.
- That Council approve the 2021 Capital Budget, 5 Year Capital Plan and the 10-30 Year Infrastructure/Capital Plan as presented.
- That Council approve the 2021 Capital Budget, 5 Year Capital Plan and the 10-30 Year Infrastructure/Capital Plan as amended.

Cost:

- N/a

Source of Funding:

- N/a

Recommendation:

- That Council approve the 2021 Capital Budget, 5 Year Capital Plan and the 10-30 Year Infrastructure/Capital Plan as presented.

CAO'S Review/Comments/initials:



2021 CAPITAL BUDGET

| DETAILS | | BUSINESS SAVINGS / RESERVES | | | | | | | | |
|---------------------------------|--|---|---------------------------------|--------------------------------------|--------------------|-------------------------------------|-------------|--------------------|----------------------|-------------------------|
| INFRASTRUCTURE AUDIT - ITEM NO. | PROJECT | DESCRIPTION | MSI CAPITAL \$224,340.00 | OTHER AND PROVINCIAL/ FEDERAL GRANTS | CANADA SUMMER JOBS | FEDERAL GAS TAX FUND - \$265,329 | Reserves | MSI OPERATING | OPERATING (CHEQUING) | TOTAL 2020 PROJECT COST |
| N/A | MUNIWARE | NEW ACCOUNTING SOFTWARE - 8 INSTALLMENTS @ \$1,349.31/M | | | | | | 2020 - \$14,842.41 | | \$10,794.48 |
| 6.01 | Transfer to Savings | Funds towards Water Reservoir Upgrades | | | | | | \$10,794.48 | \$2,500.00 | \$2,500.00 |
| GTF-5.16 | Road Rehabilitation & Drainage | Road Repairs to 50 Street from Railway Avenue N to 51 Ave and 50 Street / Flooding on west side of 50 Avenue | | | | 2019: \$35,326 \$39,674.00 | | | | \$39,674.00 |
| GTF-11.96 | Pedestrian Crossing Sign | Install a Radar Feedback Sign as well as a Push Button Pedestrian Crossing Sign along HWY 870 across from Delton School. | | | | \$50,000.00 | | | | \$50,000.00 |
| N/A | Skid Steer Accessories | Mountable Sander for 1/2 Ton Truck (Purchased) 2020 Conterra SP-84, 84" Snow Push | \$1,700.00 \$3,650.00 | | | | | | | \$5,350.00 |
| GTF-11.87 | Sidewalk Replacement/Rehabilitation | Numerous Sidewalks within our community are in need of being replaced/repared in accordance with an inspection that was completed on November 18, 2016. | | | | 2021 = \$42400 Total = \$218,800 | | | | \$42,400.00 |
| N/A | Zero Turn Lawn Mower | Purchased | \$6,405.00 | | | | | | | \$6,405.00 |
| 3.05 | Seniors Drop In Centre | Correct Multiple Plumbing Issues @ seniors drop in centre | | | | | | | \$2,000.00 | \$2,000.00 |
| 4.01-4.02 | Fire Hydrant | Install two (2) fire hydrants - 54 St (Rec Centre) & 54 St (49 Ave) | Pending Approval \$20,000.00 | | | | | | | \$20,000.00 |
| 3.01-3.05 | Manhole Repairs | Immediate Manhole Repairs requiring immediate attention | Pending Approval \$15,500.00 | | | | | | | \$15,500.00 |
| N/a | Birch Lake Campground - Administration Roof | Tinning of Administration Building Roof (MSP Funding) | | \$8,500.00 | | | | | | \$8,500.00 |
| n/a | ACE Water Capital Contribution - Phase 5 & 6 | 2021 Ace Water Capital Contribution | | | | | \$37,400.00 | | | \$37,400.00 |
| n/a | Community Garden | Development of a community garden | \$10,000.00 | | | | | | | \$10,000.00 |
| n/a | Canada Summer Jobs | Approved for 2 workers (Public Works & Campground) | | | -\$6,300.00 | | | | \$8,400.00 | \$2,100.00 |
| | | | \$57,255.00 | \$8,500.00 | -\$6,300.00 | \$89,674.00 | \$37,400.00 | \$10,794.48 | \$12,900.00 | \$252,623.48 |

2021

| | | |
|-----------|---|-------------|
| | Muniware Software Installation Plan | \$10,794.48 |
| 3.05 | Correct Multiple Plumbing issues - Seniors | \$2,000.00 |
| 4.01 | Install Fire Hydrant - 54 Street at the Rec Centre | \$10,000.00 |
| 4.02 | Install Fire Hydrant - 54 Street at 49 Avenue | \$10,000.00 |
| 3 | Sidewalk Rehab/Replacement | \$42,400.00 |
| 6.01 | Transfer to Savings -Funds towards Water Reservoir Upgrades | \$2,500.00 |
| 3.01-3.05 | Immediate Manhole Repairs requiring immediate attention | \$15,500.00 |
| N/A | Skid Steer Accessories - Tracks & Salt/Sand Spreader | \$5,350.00 |
| 2.3 | Road Rehabilitation and Drainage | \$39,674.00 |
| N/A | Replacement of Zero Turn Lawn Mower | \$6,405.00 |
| N/A | Canada Summer Job - 3 Public Works Labourers | \$2,100.00 |
| GTF-1196 | Pedstrian Crossing Sign | \$50,000.00 |
| | Birch Lake Campground Roof - Tinning | \$8,500.00 |
| | ACE Water Capital Contribution | \$37,400.00 |
| | Community Garden | \$10,000.00 |

Subtotal \$252,623.48

2022

| | | |
|------|---|--------------|
| 6.01 | Museum - Brick Chimney Reconstruction | \$30,000.00 |
| 6.01 | Transfer to Savings -Funds towards Water Reservoir Upgrades | \$3,000.00 |
| 1.02 | MH18-16 50 Avenue - East of 54 St (Lrg Joint Offset) | \$116,000.00 |
| 3.01 | MH 18 Broken Concrete bench and missing pieces | \$500.00 |

Subtotal \$149,500.00

2023

| | | |
|------|--|-------------|
| 6.06 | Museum - Re-plumb drainage lines and correct venting problem | \$18,000.00 |
| 7 | Birch Lake change house - Electrical connections | \$1,000.00 |
| 9 | Birch Lake Picnic Shelter - Ball Diamonds - Electrical Conn. | \$1,000.00 |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$3,500.00 |

Subtotal \$23,500.00

2024

| | | |
|------|--|-------------|
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$4,000.00 |
| 1 | Replace Sidewalk on 48 Avenue - Part 1 | \$41,280.00 |
| 1 | Replace Sidewalk on 48 Avenue - Part 2 | \$20,000.00 |

Subtotal \$65,280.00

2025

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

\$110,780.00

Grand Total \$601,683.48

10 Year Infrastructure/Capital Plan

| 2021 | | | | |
|---|---------------------|-----------------------------|---|--|
| 2020 Items Carried Forward | | | | |
| Road Rehabilitation and Drainage - Railway Ave N & 50 Street | | | | |
| Reconstruction of Road and installation of culvert to prevent flooding of residential properties. | \$53,166.60 | GTF Funding - 100% | Culvert has been installed. Road Repair to be completed in Spring of 2021 | |
| 3 Seniors Drop-in Centre | | | | |
| 3.05 Correct Multiple Plumbing Issues | \$2,000.00 | Village Expense - 100% | Reflected in GL 2-72-00-510 | |
| 4 Install Fire Hydrants to Increase Coverage | | | | |
| 4.01 54 Street at the Recreation Centre | \$10,000.00 | Grant Funding - 100% | <i>MSJ Capital</i> | |
| 4.02 53 Street at 49 Avenue | \$10,000.00 | Grant Funding - 100% | <i>MSJ Capital</i> | |
| Sidewalk Upgrades | | | | |
| 2 Sidewalk connections to roadways | \$18,800.00 | Grant Funding - 100% | MSJ Capital | |
| 3 curb ramps | \$23,600.00 | Grant Funding - 100% | MSJ Capital | |
| 6.01 Transfer to Savings - Funds towards water reservoir upgrades | \$2,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. | |
| 8 Birch Lake Camp Kitchen - Replace Wood Stove | \$6,000.00 | Grant Funding - 100% | MSP Grant - Approved | |
| MH Defects Requiring Immediate Repair | | | | |
| 3.02 MH 22 Severe Corroded Bottom | \$13,000.00 | Grant Funding - 100% | MSJ Capital - Pending Approval | |
| 3.03 MH 21 Bench Broken, Corroded Concrete Surface | \$500.00 | Grant Funding - 100% | MSJ Capital - Pending Approval | |
| 3.04 MH 19 Misaligned and failing neck bricks, unknown object in MH | \$500.00 | Grant Funding - 100% | MSJ Capital - Pending Approval | |
| 3.05 MH 7 Severe Misaligned Manhole cover and ring | \$1,000.00 | Grant Funding - 100% | MSJ Capital - Pending Approval | |
| TOTAL | \$141,066.60 | | | |
| 2022 | | | | |
| Pipe Repair due to Structural Defects | | | | |
| 1.02 MH18-16 50 Ave - East of 54 Street Large joint offset, Severe pipe | \$116,000.00 | Grant Funding - 100% | | |
| 3.01 MH 18 Broken concrete bench and missing pieces | \$500.00 | Village Expense - 100% | | |
| Prairie Bank of Commerce | | | | |
| 6.01 Brick Chimney reconstruct | \$30,000.00 | Grant Funding - 100% | *Historical Society* | |
| 6.02 Back Steps, balcony and railings (not including roof membrane) | - | Village Expense - 100% | This item has been completed. | |
| 6.01 Transfer to Savings - Funds towards water reservoir upgrades | \$3,000.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. | |
| TOTAL | \$149,500.00 | | | |

10 Year Infrastructure/Capital Plan

| 2023 | | | | |
|--------------------------|--|---------------------|------------------------|---|
| 6.06 | re-plumb drainage lines and correct venting problems | \$18,000.00 | Grant Funding - 100% | |
| 7 | Birch lake change house - electrical connections | \$1,000.00 | Village Expense - 100% | |
| 9 | Birch lake picnic shelter - ball diamonds - electrical corrections at panel | \$1,000.00 | Village Expense - 100% | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$3,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| TOTAL | | \$23,500.00 | | |
| 2024 | | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$4,000.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| Sidewalk Upgrades | | | | |
| 1 | Replace Sidewalk on 48 Avenue - Part 1 | \$41,280.00 | Grant Funding - 100% | Expense is large - Project will be split into numerous parts (over 4 years) |
| 1 | Replace Sidewalk on 48 Avenue - Part 2 | \$20,000.00 | Village Expense - 100% | Expense is large - Project will be split into numerous parts (over 4 years) |
| TOTAL | | \$65,280.00 | | |
| 2025 | | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$4,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| Prairie Bank of Commerce | | | | |
| 6.07 | Remove and replace boiler, associated piping in basement complete with new zone controls | \$45,000.00 | Grant Funding - 100% | *Historical Society* |
| Sidewalk Upgrades | | | | |
| 1 | Replace Sidewalk on 48 Avenue - Part 3 | \$41,280.00 | Grant Funding - 100% | Expense is large - Project will be split into numerous parts (over 5 years) |
| 1 | Replace Sidewalk on 48 Avenue - Part 4 | \$20,000.00 | Village Expense - 100% | Expense is large - Project will be split into numerous parts (over 4 years) |
| TOTAL | | \$110,780.00 | | |

10 Year Infrastructure/Capital Plan

| 2026 | | | | |
|---------------------------------|--|--------------------|------------------------|---|
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| Sidewalk Upgrades | | | | |
| 1 | Replace Sidewalk on 48 Avenue - Part 5 | \$43,840.00 | Grant Funding - 100% | Expense is large - Project will be split into numerous parts (over 4 years) |
| Municipal Fire Hall | | | | |
| 4.02 | New Hot Water Tank | \$1,500.00 | Village Expense - 100% | Completed. |
| TOTAL | | \$53,840.00 | | |
| 2027 | | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| TOTAL | | \$8,500.00 | | |
| 2028 | | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| Prairie Bank of Commerce | | | | |
| 6.08 | Replace Radiators for entire radiator systems and piping | \$40,000.00 | Grant Funding - 100% | *Historical Society* |
| Road Network Upgrades | | | | |
| 1.02 | 50 Avenue from 54 Street West | \$26,330.00 | Grant Funding - 100% | |
| TOTAL | | \$74,830.00 | | |

10 Year Infrastructure/Capital Plan

Approved On:
Motion No.:

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

20 Year Infrastructure/Capital Plan

| Water Storage | | | | | Expense is large - Funding will be set aside over the years. |
|--|---|--------------------|------------------------|--|--|
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% | | |
| Grading around most of the building to improve expected life cycle | | | | | |
| 1.01.01 | Administrative Office | \$2,000.00 | Village Expense - 100% | | |
| 1.01.02 | Seniors Drop in Centre | \$2,000.00 | Village Expense - 100% | | |
| 1.01.03 | Prairie Bank Museum | \$2,000.00 | Village Expense - 100% | | |
| 1.01.04 | Fire Hall | \$2,000.00 | Grant Funding - 100% | | |
| 1.01.05 | Birch Lake Change House | \$2,000.00 | Grant Funding - 100% | | |
| 1.01.06 | Birch Lake Picnic Shelters | \$2,000.00 | Grant Funding - 100% | | |
| 3.02 | Seniors Drop in Centre - Down Spout Extensions | \$500.00 | Village Expense - 100% | | |
| 3.03 | Seniors Drop In Centre - Foundation Fix Grade | \$2,000.00 | Grant Funding - 100% | | |
| Pipe Repair due to Structural Defects | | | | | |
| 1.08 | MH25-24 4832 - 51 Street under cut liner at service, broken liner | \$12,000.00 | Grant Funding - 100% | | |
| 1.09 | MH13-12 49 Ave - 51 St Broken pipe and void | \$12,000.00 | Grant Funding - 100% | | |
| TOTAL | | \$47,000.00 | | | |
| 2033 | | | | | |
| Water Storage | | | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% | | Expense is large - Funding will be set aside over the years. |
| Road Network Upgrades | | | | | |
| 2.12 | 53 St from 47 Ave to 48 Ave | \$6,000.00 | Grant Funding 100% | | |
| 2.13 | 53 st from 49 Ave to 50 Ave | \$6,000.00 | Grant Funding 100% | | |
| 2.14 | 50 Ave from 52 St to 53 St | \$6,000.00 | Grant Funding 100% | | |
| 2.15 | 52 St from 48 Ave to 49 Ave | \$6,000.00 | Grant Funding 100% | | |
| 2.16 | 48 Ave from 50 St to 52 St | \$6,000.00 | Village Expense - 100% | | |
| 2.17 | Railway Ave S from 51 St to 52 St | \$6,000.00 | Village Expense - 100% | | |
| New Construction | | | | | |
| 4.01 | Installation of two catch basin and storm pipe - Railway Ave S | \$48,400.00 | Grant Funding 100% | | |
| TOTAL | | \$92,900.00 | | | |
| 2034 | | | | | |

20 Year Infrastructure/Capital Plan

| | | | |
|--|--|---------------------|------------------------|
| Water Storage | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% |
| Road Network Upgrades | | | |
| 2.18 | 51 St from 47 Ave to 49 Ave | \$6,000.00 | Grant Funding - 100% |
| 2.19 | 50 St from 47 Ave to 49 Ave | \$6,000.00 | Grant Funding - 100% |
| Prairie Bank of Commerce Museum | | | |
| 6.05 | Structural Engineer to evaluate foundation | \$3,000.00 | Village Expense - 100% |
| Driveway Crossings | | | |
| 3.01 | Reconstruct two (2) driveway crossings | \$6,800.00 | Village Expense - 100% |
| Road Construction | | | |
| 1.01 | Railway Avenue S from 50 St to 51 Street | \$52,670.00 | Grant Funding - 100% |
| TOTAL | | \$82,970.00 | |
| 2035 | | | |
| Water Storage | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% |
| Pipe Repair due to Structural Defects | | | |
| 1.01 | MH35-plug 4813-54st broken pipe and large joint offset | \$14,000.00 | Village Expense - 100% |
| 1.03 | MH22-21 4723-53 Street Broken pipe | \$12,000.00 | Village Expense - 100% |
| 1.04 | MH36-37 4721 - 52 St large joint offset (displaced) | \$18,000.00 | Village Expense - 100% |
| Road Rehabilitation | | | |
| 3.01 | 53 Street South of 47 Avenue | \$202,000.00 | Grant Funding - 100% |
| TOTAL | | \$254,500.00 | |
| 2036 | | | |
| Water Storage | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% |
| Pipe Repair Due to Structural Defects | | | |
| 1.10 | MH33-6 51 Ave -West of 51 St Broken Pipe and Void | \$108,000.00 | Grant Funding - 100% |
| Road Rehabilitation | | | |
| 3.02 | 53 Street from 48 Ave to 49 Ave | \$102,000.00 | Grant Funding - 100% |
| TOTAL | | \$218,500.00 | |
| 2037 | | | |

30 Year Infrastructure/Capital Plan

| 2040 | | | |
|--|---|---------------------|------------------------|
| Item # | Project Name/Description | Amount | Proposed Funding |
| Water Storage | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$18,500.00 | Village Expense - 100% |
| Further Investigation | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% |
| Prairie Bank of Commerce Museum | | | |
| 6.03 | Exterior Restoration of the museum, repair exterior damage, replace windows as needed, repaint and reseal | \$17,500.00 | Grant Funding - 100% |
| Road Rehabilitation | | | |
| 3.03 | 49 Ave from 53 Street to 52 Street | \$52,000.00 | Grant Funding - 100% |
| 3.04 | 49 Ave from 52 Street to 51 Street | \$52,000.00 | Grant Funding - 100% |
| TOTAL | | \$176,300.00 | |
| 2041 | | | |
| Water Storage | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$18,500.00 | Village Expense - 100% |
| Inspection and Maintenance of Storm Pipes | | | |
| 2.01 | Stripping, Painting and caulking of exterior wall cladding | \$10,000.00 | Grant/Village - 50/50 |
| Seniors Drop-in Centre | | | |
| 3.01 | New Shingles | \$10,000.00 | Grant Funding - 100% |
| Further Investigation | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% |
| TOTAL | | \$74,800.00 | |

30 Year Infrastructure/Capital Plan

| 2042 | | | |
|--|--|---------------------|------------------------|
| Water Storage | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$18,500.00 | Village Expense - 100% |
| Expense is large - Funding will be set aside over the years. | | | |
| Inspection and Maintenance of Storm Pipes | | | |
| 1.01 | CCTV and Flushing Pipes | \$10,000.00 | Village Expense - 100% |
| Further Investigation | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% |
| Expense is large - Project will be completed over 10 years. | | | |
| TOTAL | | \$64,800.00 | |
| 2043 | | | |
| Water Storage | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% |
| Expense is large - Funding will be set aside over the years. | | | |
| Further Investigation | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% |
| Expense is large - Project will be completed over 10 years. | | | |
| Road Rehabilitation | | | |
| 3.05 | 51 Street from 49 Ave to Railway Ave S | \$102,000.00 | Grant Funding - 100% |
| TOTAL | | \$146,800.00 | |
| 2044 | | | |
| Water Storage | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$18,500.00 | Village Expense - 100% |
| Expense is large - Funding will be set aside over the years. | | | |
| Further Investigation | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% |
| Expense is large - Project will be completed over 10 years. | | | |
| Road Rehabilitation | | | |
| 3.06 | 50 Ave from Railway Ave S to 52 Street | \$52,000.00 | Grant Funding - 100% |
| 3.07 | 52 Street from 50 Ave to Railway Ave S | \$52,000.00 | Grant Funding - 100% |
| TOTAL | | \$158,800.00 | |

30 Year Infrastructure/Capital Plan

| 2045 | | | | |
|-----------------------|--|---------------------|------------------------|--|
| Water Storage | | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$18,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| Further Investigation | | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% | Expense is large - Project will be completed over 10 years. |
| Road Rehabilitation | | | | |
| 3.08 | Railway Ave S from 52 St to 53 St | \$102,000.00 | Grant Funding - 100% | |
| | TOTAL | \$156,800.00 | | |
| 2046 | | | | |
| Water Storage | | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$18,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| Further Investigation | | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% | Expense is large - Project will be completed over 10 years. |
| Road Rehabilitation | | | | |
| 3.09 | 51 Ave from Railway Ave S to 51 St | \$102,000.00 | Grant Funding - 100% | |
| | TOTAL | \$156,800.00 | | |
| 2047 | | | | |
| Water Storage | | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$18,500.00 | Village Expense - 100% | Expense is large - Funding will be set aside over the years. |
| Further Investigation | | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% | Expense is large - Project will be completed over 10 years. |
| Road Rehabilitation | | | | |
| 3.10 | 51 Ave from 51 Street to 50 Street | \$52,000.00 | Grant Funding - 100% | |
| | TOTAL | \$106,800.00 | | |

30 Year Infrastructure/Capital Plan

| 2048 | | | |
|-----------------------|--|--------------------|------------------------|
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% |
| Further Investigation | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% |
| | TOTAL | \$44,800.00 | |
| 2049 | | | |
| 6.01 | Transfer to Savings - Funds towards water reservoir upgrades | \$8,500.00 | Village Expense - 100% |
| Further Investigation | | | |
| 5.01 | Video Inspection to measure pipe wall thickness | \$36,300.00 | Grant Funding - 100% |
| | TOTAL | \$44,800.00 | |

Expense is large - Funding will be set aside over the years.

Expense is large - Project will be completed over 10 years.

Expense is large - Funding will be set aside over the years.

Expense is large - Project will be completed over 10 years.

| | |
|---|--|
| <u>Title:</u> 2021 ACE Water Capital Contribution | Date: May 11, 2021 |
| | <u>Proposed by:</u> Brooke Magosse Chief Administrative Officer |

Background:

- ACE Water Invoice received March 31, 2021 (enclosed).
- Motion 2021-04-20/21 (attached) passed at the April 18, 2021 Regular Council meeting approving the Village of Innisfree’s 2021 Capital Contribution for the ACE Water Construction.
- Administration requires guidance from Mayor and Council on how Council would like to cover the cost of the 2021 Capital Contribution. Administration has prepared a few options for Council’s consideration.
- Options available are as follows:
 - Transfer from Capital Reserves
 - MSI Capital Grant Funding
 - Increase to Utility Rates
- **Transfer from Capital Reserves:** As recorded as of December 31, 2020, the Village currently has \$221,000 set aside as Capital Reserves for different departments. General Capital are currently \$51,5000. The Village could transfer the entire contribution from reserves to operating to cover the Capital Contribution. See note 8 of the December 31, 2020 approved Financial Statement.
- **MSI Capital Grant Funding:** Administration has applied for MSI Capital Funding to cover the ACE Water Capital Contribution(s) for 2021, 2022 and 2023. Administration has not received approval for this application.
- **Proposed Increase to Utility Rates:** Administration has tentatively budgeted for the costs of the ACE Water Contribution to be covered by Utility Rates. Administration has prepared a breakdown of proposed increases in this regard (see attached). Utility rate increases may be necessary for upcoming contributions (2022-2023).

Benefits:

- Expansion of ACE Water Line.
- Depending on the option chosen by Council, cost of contribution could be used by other revenue other than Taxation, Utilities or grant funding.
- If Council increases Utility Rates in this regards, there will be additional revenue for the Village to put in reserves for future capital projects.

Disadvantages:

- Potential increase to water billings (if option is chosen).
- Less MSI Capital Funding for future projects in fiscal year (if option is chosen).
- Decrease in Capital Reserves.

Policy/Budget Implications:

- Ministerial Order No. MSL:095/18—Directives issued by Alberta Municipal Affairs
- Review Utility Rates on an annual basis

Public Engagement Policy:

- If there is a Utility Rate increase, advertisement/notification to residents is recommended for transparency.

Options:

- As directed by Council.
- That this item be received as information.
- That Council pass a resolution to transfer \$37,400 from General Administration Capital Reserves to be used towards the 2021 ACE Water Capital Contribution.
- That Council pass a resolution to apply for MSI Capital Funding, in the amount of \$37,400 to be used towards the 2021 ACE Water Capital Contributions.
- That Council pass a resolution to increase the 2021 Utility Rates (effective June 1, 2021 Billing Date) to account for the 2021 ACE Water Contribution as follows:
- That Council cover the 2021 ACE Water Capital Contribution by Tax Revenue.

Cost:

- \$37,400.00 (2021)
- \$28,050.00 (2022)
- \$8,448.00 (2023)

Source of Funding:

- Utility Billings
- MSI Capital Grant
- Capital Reserves

Recommendation:

- As directed by Council.
- That Council pass a resolution to apply for MSI Capital Funding, in the amount of \$37,400 to be used towards to the 2021 ACE Water Capital Contribution. Further, that should the MSI Capital Application not be approved by Alberta Municipal Affairs, that Council transfer \$37,400.00 from General Administration Capital Reserves.

CAO'S Review/Comments/initials:

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 |

**PAGE 5, VILLAGE OF INNISFREE REGULAR MEETING MINUTES OF
APRIL 20, 2021**

RFD – REQUEST TO
WAIVE PENALTIES –
WATER AND SEWER
SERVICES: UTILITY
ACCOUNT(S) 1500001,
1520000 AND 3450000
2021-04-20/18

Moved by Councillor Oudshoorn that Council direct Administration to waive the Water/Sewer penalties applied to Utility Account(s) 1500001, 1520000 and 3450000 for a total cost of \$7.01.

CARRIED.

VERMILION RCMP
DETACHMENT –
LETTER OF
ACKNOWLEDGEMENT
2021-04-20/19

Moved by Deputy Mayor Cannan that the Vermilion RCMP Detachment – Letter of Acknowledgement be approved as presented.

CARRIED.

RFD – 2021 MUNICIPAL
ELECTION – ADVANCE
VOTE DATE, TIME AND
LOCATION
2021-04-20/20

Moved by Mayor McMann that an Advanced Vote, for the 2021 Municipal Election, be set for Tuesday, October 5, 2021 from 4:00 PM – 7:00 PM (MST) at the Seniors Drop-In Centre located at 4909 – 52 Street, Innisfree AB.

CARRIED.

2021 ACE WATER
CAPITAL
CONTRIBUTION –
INVOICE DATED
MARCH 31, 2021
2021-04-20/21

Moved by Councillor Oudshoorn that the 2021 ACE Water Capital Contribution Invoice dated March 31, 2021, be approved as presented, for a total cost of \$37,400.00 (GST not applicable).

CARRIED.

2021 ECONOMIC
DEVELOPMENT WEEK
– COMMUNITY
CHALLENGE IN
ALBERTA (EMAIL
DATED APRIL 17, 2021)
2021-04-20/22

Moved by Mayor McMann that Council proclaim May 9-15, 2021 as International Economic Development Week.

CARRIED.

Title:

Request to Write Off Inactive/Outstanding Utility Accounts

Date: May 12, 2021**Proposed by:**

Brooke Magosse
Chief Administrative Officer

Background:

- Administration wants Council to review and consider writing off inactive/outstanding Utility Accounts from previous years.
- Municipal Government Act Section 553 (1)(b) enclosed.
- Municipal Government Act Section 42 enclosed.
- After reviewing inactive and outstanding utility accounts, it has been determined there are a number of inactive accounts that remain outstanding and may not be recoverable.
- Total amount of inactive and outstanding Utility Accounts are \$3,385.45. A list of inactive accounts (amounts and dates included) have been attached.
- 6 Accounts could possibly be recovered by transferring the outstanding amounts to the applicable tax rolls. However, all charges and costs are from previous renters that are no longer in the area.
- 10 accounts are not recoverable as the properties have changed ownership.
- No prior notification has been forwarded to these landowners regarding their outstanding utility accounts.
- Inactive accounts date back to 2013-2018.

Benefits:

- Cleaning up our system and removing inactive and outstanding accounts.

Disadvantages:

- Loss of revenue.
- Amounts transferred to Taxes may upset applicable residents as no prior notification was forwarded.

Policy/Budget Implications:

- Water & Sewer Services Bylaw 602-15
- Section 553(1)(b) and 42 of the Municipal Government Act

Public Engagement Policy:

- N/a

Options:

- As directed by Council.
- That this item be received as information.
- That Council direct Administration to write off the following inactive/outstanding accounts: 90000, 90001, 1980000, 60002, 60003, 60004, 3850000, 3510001, 440002, 2330000, 2910000, 2200000, 1920000, 3560000, 6000000, and 1140000.
- That Council direct Administration to transfer the following outstanding balances to the applicable tax rolls: 1980000, 60002, 60003, 60004, 440002, and 2910000. Further that Administration also be directed to write off the following inactive/outstanding accounts: 90000, 90001, 3850000, 3510001, 2330000, 2200000, 1920000, 3560000, 6000000, and 1140000.

Cost:

- \$ 3,385.45

Source of Funding:

- N/a

Recommendation:

- That Council direct Administration to write off the following inactive/outstanding accounts: 90000, 90001, 1980000, 60002, 60003, 60004, 3850000, 3510001, 440002, 2330000, 2910000, 2200000, 1920000, 3560000, 6000000, and 1140000.

CAO'S Review/Comments/initials:



Inactive Outstanding Utility Accounts

As of May 12, 2021

| <u>Account Number</u> | <u>Current</u> | <u>Period 1</u> | <u>Period 2</u> | <u>Period 3</u> | <u>Period 4</u> | <u>Outstanding</u> |
|-----------------------|----------------|-----------------|-----------------|-----------------|-----------------|-------------------------------|
| 60002 | \$0.05 | \$0.00 | \$0.00 | \$0.00 | \$2.19 | \$2.24 |
| 60003 | \$8.35 | \$0.00 | \$0.00 | \$0.00 | \$333.80 | \$342.15 |
| 60004 | \$78.70 | \$72.64 | \$0.00 | \$0.00 | \$147.58 | \$298.92 |
| 90000 | \$25.69 | \$0.00 | \$0.00 | \$0.00 | \$1,027.60 | \$1,053.29 |
| 90001 | \$2.34 | \$0.00 | \$0.00 | \$0.00 | \$93.60 | \$95.94 |
| 440002 | \$2.44 | \$0.00 | \$0.00 | \$0.00 | \$97.42 | \$99.86 |
| 1140000 | \$1.06 | \$42.31 | \$0.00 | \$0.00 | \$0.00 | \$43.37 |
| 1920000 | \$1.48 | \$0.00 | \$1.45 | \$0.00 | \$57.81 | \$60.74 |
| 1980000 | \$0.00 | \$0.00 | \$10.76 | \$10.50 | \$420.00 | \$441.26 |
| 2200000 | \$1.75 | \$0.00 | \$0.00 | \$0.00 | \$70.00 | \$71.75 |
| 2330000 | \$2.25 | \$0.00 | \$0.00 | \$0.00 | \$90.00 | \$92.25 |
| 2910000 | \$0.00 | \$59.33 | \$4.55 | \$0.00 | \$89.86 | \$153.74 |
| 3510001 | \$5.60 | \$0.00 | \$0.00 | \$0.00 | \$223.92 | \$229.52 |
| 3560000 | \$1.37 | \$0.00 | \$0.00 | \$0.00 | \$54.66 | \$56.03 |
| 3850000 | \$8.34 | \$0.00 | \$0.00 | \$0.00 | \$333.60 | \$341.94 |
| 6000000 | \$0.06 | \$0.00 | \$0.00 | \$0.00 | \$2.39 | \$2.45 |
| | | | | | | <hr/> \$3,385.45 <hr/> |

Liability for public utilities charges

42(1) The charges for a municipal utility service provided to a parcel of land are an amount owing to the municipality by the owner of the parcel.

(2) If the municipality agrees to provide a municipal utility service to a parcel of land on the request of an occupant of the parcel who is not the owner, the charges for the municipal utility service provided to the parcel are an amount owing to the municipality by the occupant and not the owner.

1994 cM-26.1 s42

Appeal

43(1) A person who uses, receives or pays for a municipal utility service may appeal a service charge, rate or toll made in respect of it to the Alberta Utilities Commission, but may not challenge the public utility rate structure itself.

(2) If the Alberta Utilities Commission is satisfied that the person's service charge, rate or toll

- (a) does not conform to the public utility rate structure established by the municipality,
- (b) has been improperly imposed, or
- (c) is discriminatory,

the Commission may order the charge, rate or toll to be wholly or partly varied, adjusted or disallowed.

RSA 2000 cM-26 s43; 2007 cA-37.2 s82(17)

Dispute with other municipalities

44(1) If

- (a) a municipality is supplying a utility service to a person outside the municipality, and
- (b) there is a dispute between the municipality supplying the utility service and any other municipality in connection with the rates, tolls or charges,

the dispute may be submitted to the Alberta Utilities Commission.

(2) The Commission may make an order on any terms and conditions that it considers proper.

(3) This section applies whether or not a public utility is subject to the control and orders of the Alberta Utilities Commission pursuant

Emergencies

551(1) Despite sections 549 and 550, in an emergency a municipality may take whatever actions or measures are necessary to eliminate the emergency.

(2) This section applies whether or not the emergency involves a contravention of this Act, an enactment that the municipality is authorized to enforce or a bylaw.

(3) A person who receives an oral or written order under this section requiring the person to provide labour, services, equipment or materials must comply with the order.

(4) Any person who provides labour, services, equipment or materials under this section who did not cause the emergency is entitled to reasonable remuneration from the municipality.

(5) The expenses and costs of the actions or measures, including the remuneration referred to in subsection (4), are an amount owing to the municipality by the person who caused the emergency.

1994 cM-26.1 s551

Recovery of amounts owing by civil action

552 Except as provided in this or any other enactment, an amount owing to a municipality may be collected by civil action for debt in a court of competent jurisdiction.


1994 cM-26.1 s552

Adding amounts owing to tax roll

553(1) A council may add the following amounts to the tax roll of a parcel of land:

- (a) unpaid costs referred to in section 35(4) or 39(2) relating to service connections of a municipal public utility that are owing by the owner of the parcel;
- (b) unpaid charges referred to in section 42 for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
- (c) unpaid expenses and costs referred to in section 549(3), if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
- (d), (e) repealed 1999 c11 s35;
- (f) costs associated with tax recovery proceedings related to the parcel;

| | |
|--|---|
| <p><u>Title:</u> Request to Purchase Power Tools Jard Industrial Supply Ltd.</p> | <p>Date: May 12, 2021</p> <hr/> <p><u>Proposed by:</u> Brooke Magosse, CAO Justin Fleming, Public Works Foreman</p> |
| <p><u>Background:</u></p> <ul style="list-style-type: none"> • Quote dated May 10, 2021 received from Jard Industrial Supply Ltd for the purchase of one hammer drill/hex driver m18 fuel set. • Public Works has informed administration that tools the previous Public Works Foreman used were mostly personally owned tools and equipment. Also, the tools the Village does have are no longer in working condition, or are in need of replacement. • Public Works has requested that the Village purchase a tool set for the Public Works Shop, that will be added to a list of inventory. | |
| <p><u>Benefits:</u></p> <ul style="list-style-type: none"> • Tools will be the property of the Village. • Growing inventory for future use. | |
| <p><u>Disadvantages:</u></p> <ul style="list-style-type: none"> • Cost. | |
| <p><u>Policy/Budget Implications:</u></p> <ul style="list-style-type: none"> • N/a | |
| <p><u>Public Engagement Policy:</u></p> <ul style="list-style-type: none"> • N/a | |
| <p><u>Options:</u></p> <ul style="list-style-type: none"> • As directed by Council. • That this item be received as information. • That Council approve the purchase of the Hammer Drill/Hex Driver set as stated in Jard Industrial's Quote dated May 10, 2021 at a cost of \$471.45 (GST included). | |

| | |
|---|--|
| <p><u>Cost:</u></p> <ul style="list-style-type: none">• \$471.45—Public Works Operating | <p><u>Source of Funding:</u></p> <ul style="list-style-type: none">• 2-32-00-510—Public Works Goods, Materials and Services |
| <p><u>Recommendation:</u></p> <ul style="list-style-type: none">• That Council approve the purchase of the Hammer Drill/Hex Driver set as stated in Jard Industrial’s Quote dated May 10, 2021 at a cost of \$471.45 (GST included). | |
| <p><u>CAO’S Review/Comments/initials:</u> </p> | |

JARD INDUSTRIAL SUPPLY LTD.

MAIN
Box 219
Innisfree, Ab
TOB 2G0
Ph 780-592-3994

May 10, 2021

QUOTATION

Number: 22000279/2 Page: 1

Sales Rep: JUDY K

Expiry: May 10, 2021

Customer:
VILLAGE OF INNISFREE
INNISFREE, ALTA.
TOB 2G0

Deliver To:

Attention:

| Part Number | Qty/Unit | Description | Unit Price | Amount |
|--------------|----------|--|------------|----------|
| 70MLW2997-22 | 1 | HAMMER DRILL/HEX DRIVER M18 FUEL SET (NEW) | 449.00 | 449.00 * |

* G.S.T. 5% of \$449.00 22.45

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

Total Order Value: \$471.45

Terms: 30 days

April 23, 2021

Deborah McMann, Mayor
c/o Village of Innisfree
Box 69
Innisfree, AB T0B 2G0

Dear Mayor McMann:

At the regular meeting of the Board of Trustees held April 21, 2021 the following board motion was passed:

21-063 GORNIAK: Moves that the Board send thank you letters to the Village of Innisfree and MLA Armstrong-Homeniuk for their help and cooperation finding a solution for a handicapped parking space at Delnorte School in Innisfree.

CARRIED UNANIMOUSLY

On behalf of the Board of Trustees of Buffalo Trail Public Schools, I am writing to thank you and the Village Council for working with our BTPS representatives and helping Buffalo Trail Public Schools with a solution to the handicap parking at Delnorte School in Innisfree.

We appreciate your support.

Sincerely,



Lanie Parr
Board Chair
Buffalo Trail Public Schools

cc: Randy Huxley, Director of Facility Services, BTPS
/file



ESTIMATE

quote for street sweeping the town of innisfree

BYRON CLARK

O/A EBH CONTRACTING
7214 29 st
Lloydminster, Alberta T9V 3N1
Canada

Mobile: 306-830-2183

BILL TO
village of innisfree
brooke Magosse
box 69
5116-50 avenue
innisfree, Alberta T0B2G0
Canada

780-581-3886
cao@innisfree.ca

Estimate Number: 124

Estimate Date: May 2, 2021

Expires On: June 16, 2021

Grand Total (CAD): \$550.00

| Services | Quantity | Rate | Amount |
|---|----------|----------|-----------------|
| Elgin Eagle street sweeper sweep 51 st 52 st and 50 ave 5 block total block | 1 | \$550.00 | \$550.00 |
| Total: | | | \$550.00 |
| Grand Total (CAD): | | | \$550.00 |

Notes / Terms

this is one quote for the small areas wanted done down town



ESTIMATE

BYRON CLARK

O/A EBH CONTRACTING
7214 29 st
Lloydminster, Alberta T9V 3N1
Canada

Mobile: 306-830-2183

BILL TO
village of innisfree
brooke Magosse
box 69
5116-50 avenue
innisfree, Alberta T0B2G0
Canada

780-581-3886
cao@innisfree.ca

Estimate Number: 125

Estimate Date: May 2, 2021

Expires On: June 16, 2021


Grand Total (CAD): \$1,850.00

| Services | Quantity | Rate | Amount |
|--|----------|------------|-------------------|
| Elgin Eagle street sweeper sweep 2.25 km the complete town as per highlighted map provided from town | 1 | \$1,850.00 | \$1,850.00 |
| Total: | | | \$1,850.00 |
| Grand Total (CAD): | | | \$1,850.00 |


Notes / Terms

Labour and equipment to clean parking lot free of debris and sand from winter season. Please ensure all cars will be moved to ensure town gets cleaned the best it can. (Only 1 trip will be made for smaller parking lots) Dump site and water to be supplied by village

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

| | |
|----------------------|--|
| Committee Name: | Innisfree School Council - PAC |
| Meeting Date & Time: | April 27, 2021 8:00 - 9:00 |
| Attendees: | Stacey Barber, Rose Gorniak, Kori Feschak, Marilyn Newton Aprue Penderchuk, Carmen Kassian, Randy Huxley Neil Napora, Amberlyn Mysharuk, Lisa Anderson, Janette Reidel, Deb McMann, Naomi Melnyk, Elise Nott, Vanessa Fundytus |
| Discussion: | <p>Tennis Court - 1999 - Constructed \$25,000.</p> <ul style="list-style-type: none"> - some spraying of soil sterilant Sterilant. - 3 Pickle Ball Courts - could be set up & 1 Basket Ball Court or for hockey - Neil looking at resurfacing or outdoor tiles. - BTPS - also looking at costs for resurfacing <p>- Student engagement - techni to support learning</p> <p>- Two bus routes have been animated - 4 students graduating but 2 ECS students and possibly preschool can board</p> <p>Vebe Coach working with students -</p> <p>- Students leaving school at lunch time - some trouble!</p> |
| Actions: | <p>BTPS - will not be piloting the new curriculum</p> <p>School is planning, subject courses for next year and budget planning</p> <p>Grade 6 & 7 - will start Babysitter courses = 17 students</p> <p>Money Meisters will be working with jr sen. High</p> <p>May 21 - 24 days off at school</p> |
| Future Items: | <p>Handicap Parking - Application with AB Transportation</p> <p>BTPS - is in support of this project \$32,000. - Looks like a go - in July. - Signage also for handicap</p> <p>Graduation ceremonies are being ^{being} loosely planning possibly August.</p> <p style="text-align: right;">May 19 - Science Fair June 18 - Beach Day</p> |
| Submitted By: |  <p>Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p> |

VILLAGE OF INNISFREE COUNCIL COMMITTEE REPORT

| | |
|----------------------|--|
| Committee Name: | MM / FCSS |
| Meeting Date & Time: | May 11, 2021 9-10 |
| Attendees: | Jannette Riedel, Mike Mykhovich, Deb McMann Jocelyn Lanouaz, Val Mytz, Alicia Rutt |
| Discussion: | <p><i>in the school</i> { Babysitters Course & Money Mentors - Via Zoom Roots of Empathy is been completed Seniors - Smile - twice a month Photos Thru Community Challenge May - Spring Cleaning Volunteer appreciation Video - Many Good Reviews Smile offered twice a month via Zoom List</p> |
| Actions: | <p>CSJ - 4 approved - may assist with others i.e. - ^{Innisfree} Museum, Town of Mannville Parent Support offered by Karrie Lorenson AHS offering a few handi van trips in Mannville</p> |
| Future Items: | Next Meeting July 13, 2021 |
| Submitted By: | <div style="display: flex; align-items: center;">  <div> <p>Ms. Debbie McMann PO Box 227 Innisfree AB T0B 2G0</p> </div> </div> |

VILLAGE OF INNISFREE
CHIEF ADMINISTRATIVE OFFICERS REPORT

April 20, 2021 – May 18, 2021

Administration

➤ **Finances:**

- **Year end**
 - i. 2020 Financial Statements have been presented to Council.
- **2021 Budget & 2022-2025 Budget Forecast(s)**
 - i. Finalized Budget(s) will be presented at future Council Meeting, along with the 2021 Tax Rate Bylaw. **Council to set a date for budget meeting and a Special Council meeting.**
 - ii. Letter to the Minister of Municipal Affairs (Re: Viability Review Recommendations) has been drafted and presented to Council at the May 18, 2021 Council Meeting. Administration will ensure the letter is mailed before June 1.

➤ **Events:**

- Canada Day: Administration has been brainstorming Covid-19 friendly events for Canada Day. *Does Council have any suggestions/recommendations?*

➤ **Grant Funding**

- **Canada Summer Jobs:**
 - i. Has been approved. Currently waiting for an Amendment to be approved to allow our CSJ Workers to begin on July 5, 2021.
- **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.
Public Works has leveled out the garden with clay and black dirt. The community garden should be ready to go for May Long Weekend.
- **MOST Grant**
 - i. Administration has prepared a “Application Form” for those not-for-profit organizations to apply for the COVID-19 Funding that the Village has set aside. Administration plans on advertising in the informer, social media, and utility newsletters.
- **MSP Grant (2021 Projects)**
 - i. **Birch Lake Campground: \$25,000.00**
 - a) ~~Office roof repairs (completed)~~
 - b) Ball diamonds (repaint, repair dug outs, repair electrical connections, add 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**

High Priority Items:

- a. Repair/replace overhead doors
- b. Build a gear locker
- c. LED Lighting
- d. Build shelving in truck bay

Low Priority Items:

- a. Repair cement pad - truck bay
- b. run air lines along roof
- c. Repainting of Truck Bay Floor

Fire Department has been directed to obtain quotes for items listed under “High Priority”

➤ **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 has advertised in the informer.

➤ **Training**

- Elected Officials:
 - MEO (Municipal Elected Officials Course) **On-line or in-person**
- Director of Emergency Management:
 - DEM **In-Person**
 - 200 and 300 **ICS 100 on-line and in-person* *200 & 300 only in-person* *On-going**
- Municipal Staff:
 - BEM (Basic Emergency Management) **on-line or in-person* *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.
 - *Does Council have any other recommendation's on how to encourage volunteers to become a Member at Large?*

Birch Lake Campground:

Campground is set to open for May Long Weekend. We have quite a few reservations for opening weekend.

➤ **Innisfree Campground Cleanup & Inventory**

Some tasks that are currently on going are:

- ~~Office roof repairs~~ (*in progress*)
- Inspect Outhouses – Campground
- Ensure roads at Campground are gravelled
- Trim Tree's in sites – Campground
- Clean out Fire Pits
- Post removal at campground (*not a high priority item*)
- Campground Sign Replacement (*signs have been ordered*)
- Hand Sanitizer Stations / Plexi Glass/ Etc. (*order / in-progress*)

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
MSI Grant has been applied for.
 - Sidewalk Rehabilitation
 - Correct Multiple Manhole Defects
Administration will have PW inspect the MH and prepare a list of those needing to be replaced. FGTF Grant has been applied for.
 - Remove concrete pile – West side of Town
Administration will take pictures and advertise. No cost will be associated.
 - Hole in road (culvert)
Council brought this to our attention. Public Works inspected this area and unfortunately there is no way to place a grate over top. The culvert is surrounded by concrete and asphalt therefore making the area difficult to repair. Any recommendations from Council?
 - Electrical Inspection (Solar Energy Project)
 - Purchasing of Lawn Equipment and Accessories
Purchased from Jard Industrials (MSI Grant has been applied for)

Bylaw Enforcement

- Bylaw enforcement is still on going.
- With it becoming warmer, Administration is preparing for Grass/Weeds, Trees/Shrubs and Unsightly properties.
- Stray cats: Administration has spoken to residents regarding the feeding/harboring of stray cats. Live traps have been set out by the Public Works Department.

Upcoming Events:

- May 24, 2021 – Closed for Victoria Day (Stat Holiday)
- May 27, 2021 – Meeting with AB Transportation RE: Handicap Parking/Loading Zone
- _____, 2021 – Budget/Tax Bylaw/Utility Rate Meeting
- _____, 2021 – Special Council Meeting (approval of budget, taxes, etc.)
- June 15, 2021 – Regular Council Meeting
- June 22-23, 2021 – CAO Away
- June 30, 2021 – Deadline to issue Tax Notices

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 Actual |
|------------------------|---------------------------------------|-------------------|--------------------|
| TAXATION | | | |
| 1-00-00-110 | Taxes Residential | 167,796.62 | 0.00 |
| 1-00-00-111 | Taxes Non-Residential | 46,938.72 | 0.00 |
| 1-00-00-112 | Taxes M & E | 1,817.35 | 0.00 |
| 1-00-00-190 | Taxes Linear | 25,184.67 | 0.00 |
| 1-00-00-230 | Taxes Federal GIL | 892.31 | 0.00 |
| 1-00-00-321 | ASFF Residential Levy | 25,977.89 | 0.00 |
| 1-00-00-322 | ASFF Non-Residential Levy | 10,688.79 | 0.00 |
| 1-00-00-330 | Seniors Housing Levy | 1,841.98 | 0.00 |
| * | TOTAL TAXATION | 281,138.33 | 0.00 |
| REQUISITIONS | | | |
| 2-00-00-321 | ASFF Requisition Residential | 36,666.58 | 9,166.64 |
| 2-00-00-330 | Seniors Foundation Requisition | 1,842.00 | 2,825.00 |
| * | TOTAL REQUISITIONS | 38,508.58 | 11,991.64 |
| **P | TOTAL TAX AVAILABLE FOR MUNICI | 242,629.75 | (11,991.64) |
| GENERAL REVENUE | | | |
| 1-00-00-510 | Penalties Taxes | 26,629.99 | 20,591.84 |
| 1-00-00-540 | Franchise Fees - Natural Gas | 22,587.73 | 9,502.14 |
| 1-00-00-541 | Franchise Fees - Electricity | 13,962.09 | 6,284.76 |
| 1-00-00-550 | Bank Interest | 2,199.58 | 1,172.50 |
| 1-01-00-590 | Other Revenue Own Sources Invest | 385.00 | 210.00 |
| 1-11-00-152 | Council Health Benefit Cost Recovery | 2,189.64 | 0.00 |
| ** | TOTAL GENERAL REVENUE | 67,954.03 | 37,761.24 |
| ADMIN REVENUE | | | |
| 1-12-00-401 | Sales Photocopies, Faxes, Services | 1,130.79 | 474.59 |
| 1-12-00-560 | Rental Revenue Adm | 9,011.79 | 2,430.00 |
| 1-12-00-590 | Other Revenue Own Sources Adm | 24,339.81 | 6,000.00 |
| 1-12-00-840 | Grants Conditional Provincial Adm | 64,641.00 | 0.00 |
| 1-12-00-841 | Provincial Grant Capital | 80,148.87 | 10,629.00 |
| 1-12-00-911 | LTO Cost Recovery | 250.00 | 0.00 |
| ** | TOTAL ADMIN REVENUE | 179,522.26 | 19,533.59 |
| FINE REVENUE | | | |
| 1-21-00-530 | Fines Police | 500.00 | 100.00 |
| ** | TOTAL FINE REVENUE | 500.00 | 100.00 |
| FIRE REVENUE | | | |
| 1-23-00-410 | Fees Fire Fighting | 13,081.07 | 5,162.91 |
| 1-23-00-850 | Grants Conditional Local Gov't Fire | 20,730.03 | 10,522.14 |
| ** | TOTAL FIRE REVENUE | 33,811.10 | 15,685.05 |
| BYLAW REVENUE | | | |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Actual | 2021 Actual |
|-----------------------------|------------------------------------|------------------|------------------|
| 1-26-00-522 | License Animal | 600.00 | 827.00 |
| 1-26-00-523 | Business Licenses | 350.00 | 350.00 |
| 1-26-00-590 | Fines Bylaw | 425.00 | 0.00 |
| ** | TOTAL BYLAW REVENUE | 1,375.00 | 1,177.00 |
| PUBLIC WORKS REVENUE | | | |
| 1-32-00-430 | Sales Service (Grass, Snow) | 1,063.10 | 0.00 |
| 1-32-00-830 | Grants Federal (CSJ) PW | 8,400.00 | 0.00 |
| ** | TOTAL PUBLIC WORKS REVENUE | 9,463.10 | 0.00 |
| STORMWATER REVENUE | | | |
| 1-37-00-410 | Stormwater Infrastructure Renewal | 4,770.84 | 1,539.90 |
| ** | TOTAL STORMWATER REVENUE | 4,770.84 | 1,539.90 |
| WATER REVENUE | | | |
| 1-41-00-410 | Water Consumption | 38,242.73 | 12,920.56 |
| 1-41-00-411 | Regional Water Fund | 23,300.00 | 7,533.74 |
| 1-41-00-412 | Water Base Fee | 28,089.39 | 9,151.83 |
| 1-41-00-510 | Penalties Water | 2,402.73 | 1,241.76 |
| ** | TOTAL WATER REVENUE | 92,034.85 | 30,847.89 |
| SEWER REVENUE | | | |
| 1-42-00-410 | Billings Sewer | 35,061.96 | 11,557.37 |
| ** | TOTAL SEWER REVENUE | 35,061.96 | 11,557.37 |
| SOLID WASTE | | | |
| 1-43-00-410 | Billings Garbage | 46,935.63 | 15,400.66 |
| 1-43-00-411 | Regional SWM Infrastructure Fee | 17,953.30 | 5,782.89 |
| ** | TOTAL SOLID WASTE | 64,888.93 | 21,183.55 |
| COMMUNITY REVENUE | | | |
| ** | TOTAL COMMUNITY REVENUE | 0.00 | 0.00 |
| LAND REVENUE | | | |
| 1-61-00-522 | Permits (Development, Subdivision) | 0.00 | 150.00 |
| ** | TOTAL LAND REVENUE | 0.00 | 150.00 |
| RECREATION REVENUE | | | |
| 1-72-00-590 | Fees Park Grounds | 0.00 | 190.50 |
| ** | TOTAL RECREATION REVENUE | 0.00 | 190.50 |
| CULTURAL REVENUE | | | |
| 1-74-00-415 | Museum Donations | 100.00 | 0.00 |
| ** | TOTAL CULTURAL REVENUE | 100.00 | 0.00 |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Actual | 2021 Actual |
|---------------------------------|--|-------------------|-------------------|
| *** TOTAL REVENUE | | 732,111.82 | 127,734.45 |
| COUNCIL EXPENSE | | | |
| 2-11-00-130 | Employer Cont Source Dec=ductions | 2.80 | 0.00 |
| 2-11-00-151 | Fees Council | 5,745.00 | 2,182.50 |
| 2-11-00-152 | Benefits Council | 2,007.17 | 0.00 |
| 2-11-00-211 | Travel/Subsistence Council | 357.14 | 0.00 |
| 2-11-00-212 | Conventions/Seminars Council | 98.75 | 50.00 |
| 2-11-00-274 | Council Insurance | 614.46 | 0.00 |
| ** TOTAL COUNCIL EXPENSE | | 8,825.32 | 2,232.50 |
| GENERAL EXPENSE | | | |
| 2-19-00-274 | General Insurance | 0.00 | 5,128.41 |
| ** TOTAL GENERAL EXPENSE | | 0.00 | 5,128.41 |
| ADMIN EXPENSE | | | |
| 2-12-00-110 | Salaries & Wages Adm | 61,045.86 | 20,884.64 |
| 2-12-00-130 | Employer Contributions Source Adm | 4,380.71 | 1,514.32 |
| 2-12-00-131 | Employer Benefits Adm | 13,046.68 | 2,754.88 |
| 2-12-00-135 | Workers Compensation ADM | 2,297.55 | 193.39 |
| 2-12-00-215 | Telecommunications | 6,225.54 | 1,929.60 |
| 2-12-00-216 | Postage & Freight | 923.72 | 308.89 |
| 2-12-00-220 | Membership Dues Adm | 1,347.51 | 1,132.49 |
| 2-12-00-221 | Advertising/Printing/Subscriptions Adm | 7,191.76 | 1,072.66 |
| 2-12-00-230 | Audit/Assessor Fees Adm | 24,655.00 | 8,300.00 |
| 2-12-00-250 | Contracted Services Adm | 23,595.86 | 7,083.90 |
| 2-12-00-274 | Insurance Adm | 2,525.00 | 959.07 |
| 2-12-00-510 | Goods, Materials & Supplies Adm | 8,171.59 | 1,146.53 |
| 2-12-00-540 | Utilities Heat Adm | 1,594.73 | 469.97 |
| 2-12-00-541 | Utilities Power Adm | 2,647.97 | 601.23 |
| 2-12-00-650 | Provision Doubtful Accounts | 12,371.24 | 0.00 |
| 2-12-00-810 | Bank Charges Adm | 1,575.45 | 581.08 |
| 2-12-00-911 | Land Title Charges | 810.00 | 240.00 |
| 2-12-00-995 | Legal Expenses | 31,669.48 | 1,203.75 |
| 2-12-00-212 | Education Adm | 260.00 | 0.00 |
| ** TOTAL ADMIN EXPENSE | | 206,335.65 | 50,376.40 |
| FIRE EXPENSE | | | |
| 2-23-00-120 | Salaries & Wages Fire | 16,196.00 | 6,341.00 |
| 2-23-00-211 | Travel & Subsistence Fire | 2,109.53 | 0.00 |
| 2-23-00-215 | Telecommunications Fire | 3,252.38 | 1,700.46 |
| 2-23-00-217 | Freight & Postage Fire | 26.90 | 0.00 |
| 2-23-00-234 | Training Fire | 2,333.19 | 0.00 |
| 2-23-00-250 | Contracted Services Fire | 607.86 | 193.16 |
| 2-23-00-274 | Insurance Fire | 2,400.34 | 1,605.55 |
| 2-23-00-510 | Supplies, Goods & Equipment Fire | 13,895.76 | 3,615.93 |
| 2-23-00-521 | Fuel & Oil Fire | 0.00 | 327.30 |
| 2-23-00-540 | Utilities Heat Fire | 2,565.37 | 1,117.50 |
| 2-23-00-541 | Utilities Power Fire | 1,787.42 | 533.47 |
| 2-23-00-762 | Transfer to Capital Reserves Fire | 4,000.00 | 0.00 |
| ** TOTAL FIRE EXPENSE | | 49,174.75 | 15,434.37 |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Actual | 2021 Actual |
|----------------------------------|--|-------------------|------------------|
| EMGERENCY SERVICE EXPENSE | | | |
| 2-25-00-310 | 911 Requisition | 1,427.20 | 1,204.20 |
| ** | TOTAL EMGERENCY SERVICE EXPENS | 1,427.20 | 1,204.20 |
| BYLAW EXPENSE | | | |
| ** | TOTAL BYLAW EXPENSE | 0.00 | 0.00 |
| PUBLIC WORKS EXPENSE | | | |
| 2-32-00-110 | Salaries & Wages PW | 24,964.91 | 8,764.96 |
| 2-32-00-115 | Salaries & Wages Casual PW | 9,240.00 | 0.00 |
| 2-32-00-130 | Employer Contributions Source PW | 2,213.97 | 627.04 |
| 2-32-00-131 | Employer Benefits PW | 3,328.83 | 990.16 |
| 2-32-00-215 | Telecommunications PW | 2,516.61 | 914.23 |
| 2-32-00-217 | Freight & Postage PW | 405.97 | 0.00 |
| 2-32-00-250 | Contracted Services PW | 593.16 | 201.56 |
| 2-32-00-270 | CN Services PW | 130.00 | 0.00 |
| 2-32-00-274 | Insurance PW | 5,502.50 | 2,766.29 |
| 2-32-00-510 | Goods, Supplies & Materials PW | 57,767.39 | 1,257.01 |
| 2-32-00-521 | Fuel & Oil PW | 5,852.51 | 1,525.26 |
| 2-32-00-540 | Utilities Heat PW | 1,899.06 | 854.85 |
| 2-32-00-541 | Utilities Power (Street/Shop) PW | 56,566.70 | 12,488.50 |
| 2-32-00-762 | Transfer to Capital PW | 9,500.00 | 0.00 |
| ** | TOTAL PUBLIC WORKS EXPENSE | 180,481.61 | 30,389.86 |
| STORM DRAINAGE EXPENSE | | | |
| 2-37-00-510 | Goods & Equipment Repairs - Storm Draina | 1,200.00 | 0.00 |
| ** | TOTAL STORM DRAINAGE EXPENSE | 1,200.00 | 0.00 |
| WATER EXPENSES | | | |
| 2-41-00-110 | Salaries & Wages Water | 10,660.52 | 3,756.40 |
| 2-41-00-130 | Employer Contributions Source Water | 768.04 | 268.76 |
| 2-41-00-131 | Employer Benefits Water | 0.00 | 424.36 |
| 2-41-00-215 | Telecommunications - Water | 1,082.95 | 360.84 |
| 2-41-00-250 | Contracted Services Water | 7,637.76 | 2,753.24 |
| 2-41-00-274 | Insurance Water | 3,597.79 | 2,166.66 |
| 2-41-00-350 | ACE Regional Water Purchase | 67,445.01 | 20,770.70 |
| 2-41-00-510 | Goods, Supplies & Materials Water | 9,055.87 | 79.05 |
| 2-41-00-540 | Utilities Heat Water Plant | 1,614.03 | 723.12 |
| 2-41-00-541 | Utilities Power Water Plant | 6,221.85 | 1,799.50 |
| ** | TOTAL WATER EXPENSES | 108,083.82 | 33,102.82 |
| SEWER EXPENSE | | | |
| 2-42-00-110 | Salaries & Wages Sewer | 6,222.81 | 2,163.00 |
| 2-42-00-130 | Employer Contributions Source Sewer | 444.90 | 156.20 |
| 2-42-00-131 | Employer Benefits Sewer | 0.00 | 123.52 |
| 2-42-00-274 | Insurance Sewer | 1,349.17 | 1,439.63 |
| 2-42-00-510 | Goods, Supplies & Materials Sewer | 2,240.00 | 3,100.00 |
| 2-42-00-541 | Utilities Power Sewer Lift Stations | 5,915.23 | 1,782.10 |
| 2-42-00-762 | Transfer to Capital Sewer | 10,000.00 | 0.00 |



Village of Innisfree

Revenue & Expense Report

| General Ledger | Description | 2020 Actual | 2021 Actual |
|----------------|--|--------------------|-------------------|
| ** | TOTAL SEWER EXPENSE | 26,172.11 | 8,764.45 |
| | GARBAGE EXPENSE | | |
| | 2-43-00-110 Salaries & Wages Garbage | 19,363.52 | 6,640.40 |
| | 2-43-00-130 Employer Contributions Source Garbage | 1,361.12 | 477.00 |
| | 2-43-00-131 Employer Benefits Garbage | 0.00 | 589.00 |
| | 2-43-00-250 Contracted Services Garbage | 27,050.73 | 5,181.45 |
| | 2-43-00-274 Insurance Garbage | 380.94 | 0.00 |
| | 2-43-00-762 Transfer to Capital Garbage | 18,500.00 | 0.00 |
| ** | TOTAL GARBAGE EXPENSE | 66,656.31 | 12,887.85 |
| | FCSS EXPENSE | | |
| | 2-51-00-351 FCSS Requisition | 1,837.75 | 1,837.75 |
| ** | TOTAL FCSS EXPENSE | 1,837.75 | 1,837.75 |
| | PLANNING EXPENSE | | |
| | 2-61-00-250 Contracted Services | 767.00 | 0.00 |
| ** | TOTAL PLANNING EXPENSE | 767.00 | 0.00 |
| | LAND PURCHASES EXPENSE | | |
| ** | TOTAL LAND PURCHASES EXPENSE | 0.00 | 0.00 |
| | RECREATION EXPENSES | | |
| | 2-72-00-215 Freight/Phone/Postage Recreation | 811.90 | 0.00 |
| | 2-72-00-221 Printing/Advertising/Subscriptions | 380.00 | 0.00 |
| | 2-72-00-274 Insurance Recreation | 1,191.66 | 2,355.45 |
| | 2-72-00-510 Goods, Materials & Supplies Recreation | 0.00 | 4,022.86 |
| | 2-72-00-521 Fuel and Oil Park | 352.16 | 443.15 |
| | 2-72-00-540 Utilities Heat Park Building | 1,066.84 | 299.73 |
| | 2-72-00-541 Utilities Power Park Grounds | 1,530.30 | 443.90 |
| | 2-72-00-762 Transfer to Capital Recreation | 5,000.00 | 0.00 |
| ** | TOTAL RECREATION EXPENSES | 10,332.86 | 7,565.09 |
| | CULTURE EXPENSES | | |
| | 2-74-00-274 Insurance Cultural Organization | 0.00 | 4,870.86 |
| | 2-74-00-300 Regional Library Requisition | 1,166.29 | 1,166.29 |
| | 2-74-00-350 Local Municipal Library Grant | 3,500.00 | 0.00 |
| | 2-74-00-510 Goods & Materials Library/Museum/Culture | 75.00 | 0.00 |
| | 2-74-00-415 Donations - Museum | 100.00 | 0.00 |
| | 2-74-00-540 Utilities Heat Museum | 3,116.16 | 1,451.39 |
| | 2-74-00-541 Utilities Power Museum | 1,539.91 | 421.16 |
| ** | CULTURE EXPENSES | 9,497.36 | 7,909.70 |
| *** | TOTAL EXPENSES | 670,791.74 | 176,833.21 |
| **** | (SUPLUS)/DEFICIT | (61,320.08) | 49,098.76 |

*** End of Report ***



Village of Innisfree

Tax Trial Balance (Full Listing)

Trial Balance As Of 2021-05-07

| 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 | | 19,279.28 | | | |
| Sub Ledger | | | | | General Ledger | | | | | |
| | | Current | 10,930.92 | | | | | | | |
| | | 1 Year | 50,511.78 | | | 3-00-00-211 | 10,930.92 | | | |
| | | 2 Years | 40,212.96 | | | 3-00-00-212 | 149,280.89 | | | |
| | | 3 Years | 21,156.66 | | | Totals | <u>160,211.81</u> | | | |
| | | Over 3 | 37,399.49 | | | | | | | |
| | | Outstanding | <u>160,211.81</u> | | | | | | | |
| | | | | | | Total GL | 160,211.81 | | | |
| | | | | | | Total SL | 160,211.81 | | | |
| | | | | | | Proof | <u>0.00</u> | | | |

*** End of Report ***



Village of Innisfree
Utilities Trial Balance (All Balances)
 Trial Balance As Of 2021-05-07

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

| Sub Ledger | | General Ledger | |
|--------------------|-----------|-----------------|-----------|
| Current | 12,077.99 | | |
| Overdue 1 | 4,412.05 | 3-00-00-274 | 25,067.89 |
| Overdue 2 | 3,058.15 | | |
| Overdue 3 | 1,522.73 | | |
| Overdue 4 | 3,996.97 | | |
| Outstanding | 25,067.89 | Totals | 25,067.89 |
| | | Total GL | 25,067.89 |
| | | Total SL | 25,067.89 |
| | | Proof | 0.00 |

*** End of Report ***



Village of Innisfree

Cheque Listing For Council

2021-May-13
1:59:47PM

| Cheque | | Vendor Name | General Ledger | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|------------|-----------------------------------|--|--|---|--|---------------|
| Cheque # | Date | | | | | | |
| 20210175 | 2021-04-28 | Agland | 3-00-00-630 | 23851481 | PAYMENT JOHN DEERE Z530M ZTRAK MOWEF | 6,405.00 | 6,405.00 |
| 20210176 | 2021-04-28 | AMSC Insurance Services | 4-00-00-239 | 0732-43,596 | PAYMENT EMPLOYEE & COUNCIL BENEFITS | 1,749.20 | 1,749.20 |
| 20210177 | 2021-04-28 | ATB Financial MasterCard | 2-12-00-216 2-32-00-215 2-23-00-215 2-12-00-510 2-32-00-510 2-12-00-510 2-12-00-221 2-12-00-810 | MAR11-APR13,21 MAR11-APR13,21 MAR11-APR13,21 MAR11-APR13,21 MAR11-APR13,21 MAR11-APR13,21 MAR11-APR13,21 MAR11-APR13,21 | PAYMENT CANADA POST MCSNET - PW SHOP MCSNET - FIREHALL ADOBE PDF VIEWER CANADIAN TIRE - PW SUPPLIES PARTY CITY - EASTER EGGS QUEEN'S PRINTER ATB ANNUAL FEE | 160.63 104.95 104.95 20.50 53.52 28.33 147.00 65.00 | 684.88 |
| 20210178 | 2021-04-28 | County of Minburn | 2-43-00-250 2-23-00-510 | 31207 31209 | PAYMENT Q1 2021 MANN WTS COSTS Q1 2021 FIRE COST SHARE | 1,437.17 3,349.64 | 4,786.81 |
| 20210179 | 2021-04-28 | Kostynuk, Eldon | 2-23-00-215 | APRIL2021 | PAYMENT FIRE CHIEF CELL PHONE ALLOWAN | 50.00 | 50.00 |
| 20210180 | 2021-04-28 | McEwen, Darlene | 2-12-00-250 | APRIL2021 | PAYMENT APRIL 2021 CLEANING SERVICES | 250.00 | 250.00 |
| 20210181 | 2021-04-28 | McMann, Deborah | 2-11-00-212 | APRIL2021 | PAYMENT 2021 SPRING MUNICIPAL LEADERS' | 52.50 | 52.50 |
| 20210205 | 2021-05-12 | ACE | 2-41-00-350 | 55 | PAYMENT APRIL 2021 WATER CONSUMPTION | 3,914.05 | 3,914.05 |
| 20210206 | 2021-05-12 | Brownlee LLP | 2-12-00-995 | 514165 | PAYMENT SALE OF PLAN 4175R; BLOCK 4; LOT | 1,263.94 | 1,263.94 |
| 20210207 | 2021-05-12 | Chem International | 2-42-00-510 | 110820 | PAYMENT CI DIGESTER ECONOMICAL ENZYMI | 1,312.50 | 1,312.50 |
| 20210208 | 2021-05-12 | County of Minburn | 2-43-00-250 2-43-00-250 | 31262 31264 | PAYMENT APRIL 2021 TRUCKING AND TIPPAGI APR/20-MAR/21 SHORTFALL | 1,254.80 569.04 | 1,823.84 |
| 20210209 | 2021-05-12 | Lakeland Fire & Safety Supply | 2-12-00-510 2-23-00-510 | 005820 005821 | PAYMENT FIRE EXTINGUISHER INSPECTION FIRE EXTINGUISHER INSPECTION - | 345.24 215.20 | 560.44 |
| 20210210 | 2021-05-12 | Suncor Energy Products Partnersl | 2-23-00-521 2-32-00-521 | 21-05-02 21-05-02 | PAYMENT PW FUEL PW & FIRE TRUCK FUEL | 343.66 294.70 | 638.36 |
| 20210211 | 2021-05-12 | Telus Communications Company | 2-12-00-215 2-12-00-215 2-41-00-215 2-12-00-215 2-12-00-215 2-23-00-215 | Apr28-May27,21 Apr28-May27,21 Apr28-May27,21 Apr28-May27,21 Apr28-May27,21 Apr28-May27,21 | PAYMENT CABLE MILEAGE 592-2010 592-2414 592-3729 592-3886 592-3939 | 45.82 73.72 94.72 73.93 125.12 73.72 | 487.03 |
| 20210212 | 2021-05-12 | Telus Communications Company | 2-12-00-215 | Apr28-May27,21 | PAYMENT 780-592-2041 | 105.14 | 105.14 |
| 20210213 | 2021-05-12 | Telus Mobility | 2-12-00-215 2-32-00-215 | May02-Jun01,21 May02-Jun01,21 | PAYMENT ADMIN & PW CELLPHONES ADMIN & PW CELLPHONES | 69.13 123.02 | 192.15 |
| 20210214 | 2021-05-12 | Town of Vegreville | 2-41-00-250 | IVC59660 | PAYMENT APRIL 2021 WTP SUPERVISION | 1,087.38 | 1,087.38 |
| 20210215 | 2021-05-12 | UFA Co-Operative Limited | 2-72-00-521 | APR1-30,2021 | PAYMENT CAMPGROUND FUEL | 465.31 | 465.31 |
| 20210216 | 2021-05-12 | Veg Auto & Industrial Supply 2013 | | | PAYMENT | | 12.06 |



Village of Innisfree

Cheque Listing For Council

2021-May-13
1:59:47PM

| Cheque | | Vendor Name | General Ledger | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|------------|------------------------------|------------------|-----------|--|----------------|---------------|
| Cheque # | Date | | | | | | |
| 20210216 | 2021-05-12 | Veg Auto & Industrial Supply | 2013 2-32-00-510 | 760050 | PW SUPPLIES | 12.06 | 12.06 |
| 20210217 | 2021-05-12 | Vegreville Home Hardware | 2-32-00-510 | 34825 | PAYMENT TIOLET PAPER, MASKING TAPE, FOA | 18.87 | 18.87 |
| 20210218 | 2021-05-12 | VM Systems | 2-12-00-510 | CW6860 | PAYMENT DEBIT MACHINE MATENAINCE | 27.56 | 27.56 |

Total 25,887.02

*** End of Report ***

GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

Overview

Chief Medical Officer of Health (CMOH) Order 25-2020 requires businesses and entities to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with any applicable Alberta Health guidance found at: alberta.ca/biz-connect.aspx.

Where any part of this guidance is inconsistent or in conflict with enhanced or stronger public health restrictions set out in another CMOH Order, the enhanced or stronger public health measures would prevail. Operators are also required to follow the [General Operational Guidance](#) and any other applicable CMOH orders.

This document has been developed to support operators of private and municipal campgrounds in reducing the risk of transmission of COVID-19 among attendees (including campers, workers, volunteers, and the general public). The guidance provided outlines public health and infection prevention measures, specific to private and municipal campgrounds.

In all settings, it is important that measures are implemented to reduce the risk of transmission of COVID-19. This includes, but is not limited to ensuring: physical distancing, barrier use (where appropriate), proper hand hygiene and respiratory etiquette, enhanced cleaning and disinfecting, records management and building maintenance (e.g., ventilation).

COVID-19 Risk Mitigation

| | |
|-------------------------|--|
| General Guidance | <ul style="list-style-type: none">• Campgrounds can be open to public access for household use.• Hand sanitizer containing at least 60% alcohol should be available throughout campground premises.• Operators must remind all visitors to check themselves before attending the campground for symptoms of COVID-19 using the Alberta Health Daily Checklist.• To support public health contact tracing efforts in the event that an attendee tests positive, operators should consider collecting the names and contact information of attendees.• The operator/organizer must have plans for a rapid response if an attendee becomes symptomatic while at the campground. For more information on what this must include, see the General Operational Guidance. |
| Booking | <ul style="list-style-type: none">• Where possible, campers should reserve their site online or by phone prior to arriving. |

GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

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| | <ul style="list-style-type: none"> ○ Campsites can only be rented to individuals from the same household. ● Use contactless payment and avoid cash payments where possible. ● Advise campers at the time of booking: <ul style="list-style-type: none"> ○ They should not enter the campground if they are experiencing COVID-19 symptoms and they are required to isolate. ○ Only members of the same household should stay together on a campsite. ○ Bring alcohol-based sanitizer is recommended for hand hygiene when soap and water are not available. |
| <p>Physical Distancing</p> | <ul style="list-style-type: none"> ● Campsites should be spaced out to ensure that different households can maintain 2 metres' distance from each other at all times. <ul style="list-style-type: none"> ○ If campsites are too close together for physical distancing between camping parties, operators should consider shutting every second campsite or establishing barriers between campsites. ● Operators must remind attendees that they are required to maintain 2 metres' distancing at all times from people who are not part of their household, in all areas of the campground. <ul style="list-style-type: none"> ○ Posting capacity limits for shared facilities such as cooking shelters, washrooms and showers. ○ Create sections in open spaces and set capacity limits for each section. |
| <p>Cleaning Shared Spaces and Equipment</p> | <ul style="list-style-type: none"> ● Operators should follow cleaning and disinfecting practices described in the COVID-19 General Operational Guidance. In addition, operators should: <ul style="list-style-type: none"> ○ Keep washrooms (staff and public) clean and well-stocked with soap and paper towels. ○ Provide ample waste disposal options in both public and staff-only areas. ○ Consider closing high traffic facilities that cannot be frequently cleaned. ○ Clean and disinfect picnic tables after a camper checks out. ○ Cleaning and disinfecting rental equipment after each use (e.g., watercraft, tents, lifejackets and sports equipment) and should only be shared among members of the same household. ● Soft-surface items, or other items that cannot be cleaned and disinfected should be isolated for a period of 24 hours. ● Where handwashing facilities are not available, such as in pit toilets, hand sanitizer containing at least 60% alcohol should be provided, if not already the practice of the campground. ● Water fountains can be made available for public use as outlined in the General Operational Guidance. |

GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

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|---|--|
| Food Service | <ul style="list-style-type: none">• Where possible and appropriate, operators should encourage campers to consume food at their campsite or away from other campers.• Food service and sale businesses located in campgrounds, or serving campers must follow the Guidance for Food Service and Sales.• Operators that offer indoor and outdoor dining facilities (e.g., dining halls, kitchen huts) must follow the Guidance for Food Service and Sales to determine if these facilities can be open and what rules diners must follow.• Individuals and households should wash or remove their own dishes.• If bear bins are provided, sharing of individual bins between households should be discouraged.• Campers should be reminded to sanitize their hands before and after touching shared surfaces or equipment. |
| Recreational Activities and Facilities | <ul style="list-style-type: none">• Recreational facilities and programming at campgrounds must follow applicable guidance:<ul style="list-style-type: none">○ Playgrounds, pools and other fitness and recreational facilities may be open to public access so long as operators follow the Guidance for Sport, Fitness and Recreation.○ Sport, fitness and recreation activities must follow the Guidance for Sport, Fitness and Recreation.○ Performance activities and facilities must follow the Guidance for Performing Arts.• Campground operators must follow the Guidance for Gatherings, Meetings, and Seated Audience Settings, and ensure that attendees are aware of the rules for social gatherings. |
| Retail | <ul style="list-style-type: none">• Operators with retail areas, such as those where accessories and clothing are sold, should refer to the Guidance for Retail Businesses. |

This document and the guidance within it is subject to change and will be updated as needed.

Last Revised: April 2021

Municipal Governance

During the COVID-19 Pandemic

Frequently Asked Questions – May 13, 2021

On May 4, 2021, the Government of Alberta announced enhanced restrictions to stop the spike of COVID-19. Additional restrictions came into effect on May 5, 2021 for regions with high case rates. Province-wide measures continue to apply to all other areas. For the most up-to-date information, visit alberta.ca/COVID19.

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions and provide new information or resources as they become available.

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

Municipal Advisory Services

If you have further questions, please call 780-427-2225 (or toll-free by first dialing 310-0000) or email ma.lgsmail@gov.ab.ca.

Municipalities in High Case Areas

Do the newly announced restrictions only apply in areas with high case rates?

YES. Restrictions still apply across the province, but starting May 5, additional restrictions came into effect for regions with at least 50 cases per 100,000 people, and at least 30 active cases. To determine if these restrictions apply to your region, visit alberta.ca/stopthepike.

Are outdoor recreational facilities and fitness facilities permitted to remain open in municipalities with high cases?

YES. However, all outdoor sports and recreational activities are only permitted for members of one household or, if living alone, one person and their two close contacts. This includes all group physical activities and team sports, as well as any group or one-on-one lessons, training, practice, or games. For additional restrictions on events and participants, visit alberta.ca/COVID19.

Can campgrounds with toilets and showers be open?

YES. Shared amenities and high-touch surfaces should undergo regular cleaning and disinfection procedures with increased frequency, and patrons must follow the physical distancing guidelines in place at the time.

Will we be notified if our municipality moves into the criteria that enhanced measures apply?

YES. Should a community have enough cases to be bumped into the areas with enhanced measures, you will be contacted by a representative from Alberta Health Services to notify you of the change.

Municipal Affairs Updates

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

Municipal Operations

Are municipalities expected to follow the work from home requirement?

YES. Working from home remains mandatory. Work from home requirements apply to municipal offices, public works facilities, and any other municipal facilities unless the employee's physical presence is required to operate effectively. When at work employees must mask for all indoor settings, except where physical distancing is practiced or adequate barriers are in place.

Are municipalities responsible in any way for use of their community halls or facilities in contravention of the order or parameters of use under the Public Health Order?

YES. Community hall and facility operators, including municipalities, are responsible for any contravention to public health orders that occur within their premises.

Municipal Affairs Updates

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

Municipalities in Lower Case Areas

If our region has less than 50 cases per 100,000 or less than 30 active cases, are indoor activities permitted?

NO. All indoor fitness facilities must close. Effective May 9, indoor sport, performance and recreation activities are not permitted. No games, competitions, practices, or league play of any kind are allowed.

If our region has less than 50 cases per 100,000 or less than 30 active cases, are outdoor activities permitted?

YES. For outdoor facilities, games, competitions, and team sports are permitted where participants can maintain 2 metre physical distancing at all times.

Outdoor fitness or sports training for individuals and groups to a maximum of 10 people is permitted provided 2 metre physical distancing is maintained at all times.

Outdoor group physical activity is limited to 10 people or fewer. Participants from different households must maintain 2 metre physical distancing at all times.

Individual sports activities such as running, cycling, dirt biking, and golfing (disc and regular) are permitted. Outdoor pools, tennis and pickleball courts, croquet pitches, running tracks and other similar outdoor facilities may be open, but can only be used by household groups, or individuals who live alone and their cohorts and must ensure 2 metre physical distancing is maintained at all times.

For additional restrictions on events and participants, visit alberta.ca/COVID19.

Additional Resources

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

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

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

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